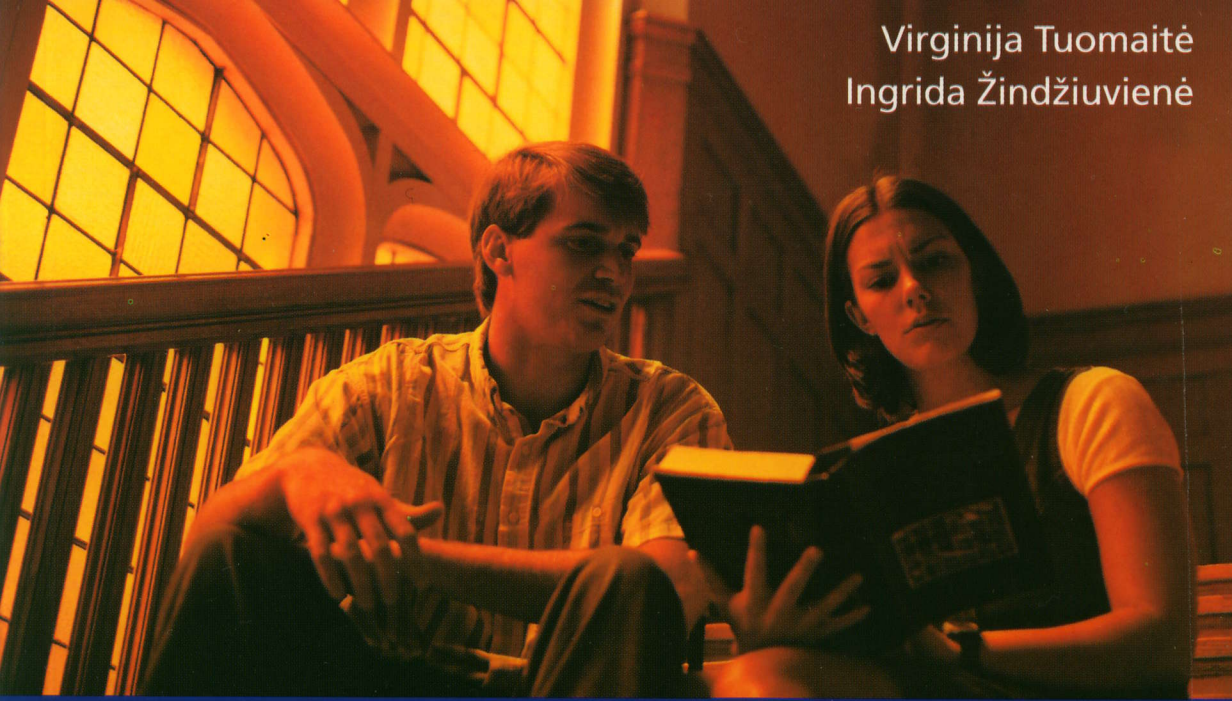


Virginija Tuomaitė  
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# English at a Glance

A Quick and Easy Reference  
to English Grammar, Writing,  
Punctuation and Presentations

Virginija Tuomaitė  
Ingrida Žindžiuvienė

# Anglų kalba visiems



KAUNAS „ŠVIESA“



UDK 802.6  
Tu71

Recenzavo dr. doc. JONAS SKARULIS

Pirmasis leidimas 2002

ISBN 5-430-03388-X

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## Autorių žodis

Ši knyga skiriama vidurinių mokyklų ir gimnazijų mokiniams, aukštųjų mokyklų studentams ir visiems, norintiems išmokti ar pakartoti ne tik anglų kalbos gramatiką, bet ir kitus svarbius dalykus. Knyga su-skirstyta į keturis skyrius: GRAMMAR (GRAMATIKA), WRITING (RAŠYMAS), PUNCTUATION (SKYRYBA) ir MAKING PRESEN-TATIONS (KALBĖJIMAS).

Kiekvienoje dalyje remiamasi skaitytojo gimtosios kalbos filologine patirtimi. Lentelėse ir diagramose aiškinami anglų ir lietuvių kalbų skirtumai, akcentuojami anglų kalbos ypatumai. Autorės tikisi, kad ši knyga bus naudinga besirengiantiems laikyti įvairius egzaminus – mo-kyklinius ar gimnazijų, brandos, TOEFL ir kitus.

Pirmojoje dalyje, GRAMMAR, aiškiai ir paprastai pateikiami pagrindiniai anglų kalbos gramatikos ypatumai su paaiškinimais bei vertimais į lietuvių kalbą. Antrojoje dalyje, WRITING, akcentuojami reikalavimai pastraipos ir rašinio rašymui ypač svarbūs vidurinių mokyklų mokiniams. Trečioji dalis, PUNCTUATION, supažindina ir primena skaitytojams pagrindines anglų kalbos skyrybos, didžiųjų rai-džių rašymo ir santrumpų taisykles, pateikiama daug pavyzdžių, aiški-nami pagrindiniai anglų ir lietuvių kalbų skyrybos skirtumai. Ketvirto-joje dalyje, MAKING PRESENTATIONS, pateikiami esminiai aiškaus kalbėjimo principai, skaitytojai žaismingai supažindinami su svarbiau-siais retorikos reikalavimais, kuriuos turi žinoti kiekvienas išsilavinęs žmogus.

Lentelės sudarytos, remiantis ilgamete pedagoginio darbo patirtimi, atsižvelgiant į mokinių ir studentų poreikius bei pastabas. Lentelėse išdėstyta teorinė medžiaga padės ugdyti besimokančiųjų mąstymą ir atidumą, skatins teorines žinias taikyti praktiškai. Šia knyga gali nau-dotis ne tik besimokantieji, bet ir anglų kalbos mokytojai bei dėstyto-jai, nes medžiaga pateikiama labai koncentruotai, remiantis įvairiais šaltiniais ir lyginant su lietuvių kalba.

Autorės tikisi, kad knyga patiks skaitytojams ne tik dėl aiškaus te-mų išdėstymo ir palyginimo su lietuvių kalba, bet ir tuo, kad kiekvieną temą lydi trumpos šmaikščios istorijos. Parinkdamos tas sritis, kurios anglų kalbos besimokantiems lietuviams kelia sunkumų, autorės vilia-si, jog ši knyga padės užpildyti anglų kalbos žinių spragas.

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ARTICLES  
ARTIKELIAI

The Use of Articles Artikelių vartojimas			
Types of Articles Artikelių rūšys	Countable Nouns Skaičiuotiniai daiktavardžiai		Uncountable Nouns Neskaičiuotiniai daiktavardžiai
	Singular Vienaskaita	Plural Daugiskaita	
<b>Indefinite Article</b> Nežymimasis artikkelis	a/an	–	–
<b>Definite Article</b> Žymimasis artikkelis	the	the	the
<b>a/an</b> <b>Indefinite Article</b> Nežymimasis artikkelis	<b>the</b> <b>Definite Article</b> Žymimasis artikkelis		<b>Zero Article</b> Artikkelis nevartojamas
♦ su skaičiuotiniais vienaskaitos daiktavardžiais: – prieš priebalsį – <i>a</i> : <i>a book, a university</i> – prieš balsį – <i>an</i> : <i>an egg, an hour</i>	♦ su skaičiuotiniu vienaskaitos bei daugiskaitos daiktavardžiu ir su neskaičiuotiniais daiktavardžiais: – jei daiktavardis tekste minimas ne pirmą kartą: <i>I have a car. The car is black.</i> – prieš daiktavardį, kuris apibūdinamas šalutiniu sakiniu: <i>I've lost the book you gave me.</i>		♦ prieš skaičiuotinius daugiskaitos daiktavardžius, nekonkrečiant: <i>Books are expensive.</i> ♦ prieš neskaičiuotinį daiktavardį, kai kalbama abstrakčiai: <i>Life is wonderful.</i> ♦ prieš tikrinius daiktavardžius: – asmenvardžius <i>(Jane Brown)</i> – žemynų pavadinimus <i>(Europe, Asia)</i> – šalių pavadinimus <i>(Lithuania, Great Britain)</i>
♦ prieš sakinyje pirmą kartą minimą skaičiuotinį vienaskaitos daiktavardį: <i>I have a car.</i>	♦ prieš kelintinį skaitvardį ir aukščiausiojo laipsnio būdvardį: <i>Neil Amstrong was the first man to walk on the Moon.</i> <i>He is the best sportsman in the class.</i>		! Bet: <i>the Ukraine</i>



a/an	the	zero article
♦ prieš būdvardį, apibūdinantį vienaskaitos daiktavardį: <i>I have <u>an</u> interesting book.</i> <i>She is <u>a</u> nice girl.</i>	♦ kalbant apie konkretų, žinomą asmenį, gyvūną, daiktą ar vietą: <i>Come to <u>the</u> window!</i> <i>(There is only one window in the room.)</i> <i>Let's talk in <u>the</u> kitchen. (The kitchen is in our flat.)</i>	– miestų pavadinimus ( <i>Vilnius, London</i> ) ! Bet: <i>the Hague</i>
♦ nurodant profesiją: <i>I'm <u>a</u> doctor and my wife is <u>an</u> artist.</i>	♦ prieš muzikos instrumentus, ypač posakiuose su „play“: <i>to play <u>the</u> piano, <u>the</u> violin</i>	– pavienių ežerų pavadinimus ( <i>Lake Ontario</i> ) – kai kuriuos tiltų pavadinimus ( <i>Tower Bridge</i> ) – stočių, oro uostų pavadinimus ( <i>Victoria Station, Heathrow</i> ) – kalnų (viršukalnių) pavadinimus ( <i>(Mount) Everest, (Mount) McKinley</i> ) – atskirų salų pavadinimus ( <i>Cyprus, Coney Island</i> ) – užėigų, restoranų, parduotuvių, viešbučių, bankų, ligoninių pavadinimus, kuriuose yra asmenvardis arba savybinis linksnis ('s): <i>Marks &amp; Spencer's, Harrods, Lloyds Bank</i> – parkų pavadinimus: <i>Hyde Park</i> – pilių, rūmų, bažnyčių pavadinimus: <i>Gediminas Castle, Buckingham Palace</i>
♦ vietoj skaitvardžio „vienas“: <i>She has <u>a</u> daughter and <u>a</u> son.</i>	♦ prieš upių, kanalų, jūrų, vandenynų, kalnynų, salynų, dykumų, ežerų grupių pavadinimus: <i>the Thames, the Baltic Sea, the Atlantic Ocean, the Alps, the Bahamas, the Sahara, the Great Lakes</i>	! Bet: <i>the White House, the Royal Palace</i>
♦ posakiuose: – nurodant laiką, atstumą, vietą, svorį: <i>twice <u>a</u> day/week/month/year</i> <i>in <u>an</u> hour (po valandos)</i> <i><u>an</u> hour and <u>a</u> half (pusantros valandos)</i> <i>\$3 <u>a</u> kilo (trys doleriai už kg)</i>	♦ prieš daiktavardžius su „of“ (arba jei jis numanomas): <i>the USA, the Tower of London, the cover of the book</i> ♦ su pasaulio/šalių dalių pavadinimais: <i>the South/West/North/East</i> <i>the South/North Pole</i> <i>the Equator</i> <i>the North of England</i>	♦ prieš daiktavardžius <i>church, college, court, hospital, prison/jail, school, university</i> , kai jie reiškia šių įstaigų veiklą, taip pat prieš žodžius <i>bed</i> ir <i>work</i> : <i>I was in hospital. (gydžiausi)</i> <i>I was in the hospital. (lankiausi, dirbau ir kt.)</i> <i>I was in prison. (kalėjau)</i> <i>I was in the prison. (lankiausi kitais tikslais)</i> <i>I was in church. (meldžiausi)</i> <i>I was in the church. (domėjausi pastatu, menu, muzika ir kt.)</i>



a/an	the	zero article
<p>5 litas <u>a</u> metre take <u>a</u> seat (<i>sėstis</i>)</p> <p>– nurodant kiekį, talpą: <u>a</u> lot of (daug) <u>a</u> few (keletas) <u>a</u> little (truputis) <u>a</u> great deal (daug) (su neskaičiuotiniais daiktavardžiais) <u>a</u> great number (daug) (su skaičiuotiniais daiktavardžiais) <u>a</u> piece of (cake, advice) <u>a</u> glass/bottle of (water) <u>a</u> jar of (jam) <u>a</u> rasher of (bacon) <u>a</u> box of (chocolates) <u>a</u> packet of (tea) <u>a</u> slice/loaf of (bread) <u>a</u> pot of (yoghurt) <u>a</u> pot/cup of (tea) <u>a</u> kilo/pound of (meat, flour) <u>a</u> bottle of (vinegar) <u>a</u> tube of (toothpaste) <u>a</u> bar of chocolate/soap <u>a</u> bit/piece of (chalk) <u>a</u> lump of (sugar) <u>a</u> drop/can of (oil) <u>a</u> can of (Coke) <u>a</u> carton of (milk) <u>a</u> block of (wood) <u>a</u> bag of (flour, rice)</p> <p>– posakiuose: <u>a</u> pair of (trousers) <u>a</u> game of (soccer) <u>a</u>(n) item/piece of (news)</p> <p>– prieš daiktavardį po žodžių <i>what, quite</i>,</p>	<p>♦ prieš viešbučių, restoranų, teatrų, kino teatrų, galerijų, muziejų, laikraščių, įvairių institucijų pavadinimus: <i>the</i> Hilton, <i>the</i> Odeon, <i>the</i> Tate Gallery, <i>the</i> British Museum, <i>the</i> Guardian, <i>the</i> Titanic, <i>the</i> BBC</p> <p>♦ prieš daiktavardžius, padarytus iš būdvardžių, reiškiančių grupę žmonių: <i>the</i> deaf (kurtieji), <i>the</i> blind (aklieji), <i>the</i> disabled (neįgalieji)</p> <p>♦ su tautybių pavadinimais: <i>the</i> Lithuanian(s), <i>the</i> English</p> <p>! vienaskaitoje – artikkelis <i>a/an</i>: <i>an</i> Italian, <i>a</i> Scot</p> <p>♦ prieš vienaskaitos skaičiuotinį daiktavardį, reiškiantį visą rūšį: <i>The</i> rose is my favourite flower. <i>The</i> penguin cannot fly.</p>	<p><i>I was in school.</i> (mokiausi) <i>I was in <u>the</u> school.</i> (lankiausi kitais tikslais) <i>He went to bed early.</i> (miegoti) <i>Don't sit on the bed.</i> (sėdėti ant lovos) <i>He is still at work.</i> (dirba) <i>I visited him at the work.</i> (darbo vietoje)</p> <p>! Įvairiuose panašiuose posakiuose: <i>go home</i> <i>go to work/prison</i> <i>go to school/college/university</i> (mokytis) <i>be at home/work/school/university</i></p> <p>♦ prieš transporto priemonių pavadinimus posakiuose su „by“: <i>by bus/train/car/plane/taxi</i></p> <p>! <i>Bet: in <u>the</u> car, on <u>the</u> bus/train</i> <i>take <u>a</u> bus/taxi</i></p>



a/an	the	zero article
<p>rather ir such:  <i>What <u>a</u> beautiful day!</i>  <i>We had quite <u>a</u> nice meal.</i>  <i>You have such <u>a</u> nice dress!</i>  <i>It was rather <u>an</u> old house.</i>            (tik su skaičiuotiniais vienaskaitos daiktavardžiais)</p>	<p>♦ prieš įrengimų ar išradimų pavadinimus, valiutą:  <i>The telephone was invented by A. G. Bell.</i>  <i>The dollar is the currency of the USA.</i></p> <p>♦ prieš šeimos, giminės, dinastijos, politinės partijos, religinės grupės pavadinimą:  <i>the Browns</i>  <i>the Liberals</i></p>	<p>♦ su sporto šakų, žaidimų, savaitės dienų, mėnesių, švenčių, metų laikų, spalvų, gėrimų, kalbų pavadinimais:  <i>tennis, basketball, Sunday, January, Mother's Day, spring, green, Coca-Cola, English</i></p>
<p>– kituose posakiuose:</p> <p>have { <u>a</u> temperature  <u>a</u> cold  <u>a</u> headache/  toothache  <u>a</u> sore throat  <u>a</u> rest  <u>a</u> smoke/drink  <u>a</u> good time  <u>a</u> nice day            (palinkėjimas!)  <u>a</u> swim/talk/shower/            bath</p>	<p>! <u>Bet</u>: They were catholics.</p>	<p>! I speak English.  <u>Bet</u>: He studies <u>the</u> English language.</p>
<p>take { <u>a</u> taxi/bus/train etc.  <u>a</u> shower/bath  <u>a</u> great interest in ...</p> <p>as <u>a</u> matter of fact  as <u>a</u> rule  It's <u>a</u> pity ...</p>	<p>♦ su kuopiniais daiktavardžiais:  <i>police, army, fire brigade, government, press</i></p> <p>♦ su žodžiais radio, cinema, theatre:  <i>She went to <u>the</u> theatre yesterday.</i></p> <p>! to listen to <u>the</u> radio  <u>Bet</u>: to watch television</p>	<p>♦ su daiktavardžiais  <i>breakfast, lunch, dinner, supper, coffee, tea</i></p> <p>! <u>Bet</u>: The dinner was delicious. (konkrečiu atveju)</p>
	<p>♦ prieš daiktavardžius, reiškiančius vienintelę sąvoką:  <i>the Sun, the Moon, the Earth, the sky, the world</i></p> <p>♦ posakiuose:  <i>in the morning/afternoon/evening</i>  <i>in the daytime (during the day)</i>  <i>in the country</i>  <i>in the sun</i>  <i>on the right/left</i></p>	<p>♦ prieš žodžius <i>mother, father, home</i>, kai kalbama apie šeimos narius:  <i>Mother is at home.</i></p> <p>♦ prieš ligų pavadinimus:  <i>malaria, cancer, bronchitis</i></p>
		<p>! <u>Bet</u>:            su kai kuriomis ligomis galima vartoti <i>the</i>:  <i>flu/the flu (gripas)</i>  <i>measles/the measles (tymai)</i>  <i>mumps/the mumps (kiaulytė)</i></p>

a/an	the	zero article
	<i>on <u>the</u> phone</i> <i>on <u>the</u> floor/ceiling</i> <i>on <u>the</u> whole</i> <i>what's <u>the</u> time?</i> <i>to tell <u>the</u> truth</i> <i><u>the</u> same</i> <i><u>the</u> right/wrong size</i> <i><u>the</u> only/last/first</i>	♦ posakiuose: <i>by heart (mintinai)</i> <i>by phone</i> <i>by chance (atsitiktinai)</i> <i>by land/sea</i> <i>watch TV</i> <i>next week/month/year</i> <i>last week/month/year</i> <i>today, yesterday,</i> <i>tomorrow</i> <i>from morning till night</i> <i>from day to day</i> <i>at noon/midnight</i> <i>at night</i> <i>at present</i> <i>in fact</i> <i>on foot</i> <i>on purpose</i>



Imagine Columbus' expedition sailing in the open sea for many days without seeing anything but water and water. Suddenly one sailor (an Englishman) notices something on the horizon. Will he put an article before the word "land"? Which article? "A land", "the land" or just "land"? What do you think?



# PRONOUNS

## ĮVARDŽIAI

Personal Asmeniniai įvardžiai		Possessive Savybiniai įvardžiai		Reflexive Sangražiniai įvardžiai
Subject Veiksnių funkcija (kas)	Object Papildinio funkcija (ko, kam, ką, kuo)	Attribute Pažyminio funkcija (kieno)	Absolute possessives Savarankiškieji	
I	me	my	mine	myself
you	you	your	yours	yourself
he	him	his	his	himself
she	her	her	hers	herself
it	it	its	its	itself
we	us	our	ours	ourselves
you	you	your	yours	yourselves
they	them	their	theirs	themselves
I love <u>him</u> . <u>He</u> loves <u>me</u> .		<u>It's my book!</u> → No, it's <u>hers</u> ! ! It's = it is ≠ its		Do it <u>yourself!</u>

### Demonstrative Pronouns

Parodomieji įvardžiai

Meaning Reikšmė	Singular Vienaskaita	Plural Daugiskaita
arti	this (šis, ši, šitas, šita)	these (šie, šios, šitie, šitos)
toli	that (tas, ta, anas, ana)	those (tie, tos, anie, anos)

### Indefinite Pronouns

Nežymimieji įvardžiai

Affirmative statements Teigiamieji sakiniai	Negative sentences and questions Neigiamieji sakiniai ir klausimai	Negatives Neiginiai
some	any	no = not any
something	anything	nothing = not + anything
somebody someone	anybody anyone	nobody = not + anybody no one = not + anyone
! Two negations in an English sentence are not possible (Anglų k. sakinyje negali būti dviejų neiginių): Nobody came. ( <u>Not</u> : Nobody didn't come.)		

Relative Pronouns Jungiamieji įvardžiai				
	Subject Veiksnyys	Object Papildinys	Possessives Savybiniai	Examples Pavyzdžiai
people	who/that	who/whom/that	whose	<i>I know the girl <u>who</u> lives next door.</i>
things	which/that	which/that/what		<i>I've read the book <u>that</u> you told me about.</i>



Teacher: Name two pronouns!

Student: Who? Me?

Teacher: That's right!

## NOUNS DAIKTAVARDŽIAI

Countable Nouns: Formation of Plural (Regular Nouns) Daugiskaitos sudarymas (taisyklingieji daiktavardžiai)		
Singular	Plural	Spelling Rules Daugiskaitos rašyba
<i>a book, a car</i>	→ <i>books, cars</i>	vienaskaitos daiktavardis + -s
<i>a bus, a wish, a watch, a box a potato, a tomato, a hero</i>	→ <i>buses, wishes, watches, boxes potatoes, tomatoes, heroes</i>	jei daiktavardis baigiasi <i>s, ss, x, sh, ch, tch</i> , pridedama -es  ! Išimtis: žodžių, kurie baigiasi <i>o</i> , daugiskaita turi galūnę -es
! <i>a photo, a kilo, a piano, a kangaroo</i> → <i>photos, kilos, pianos, kangaroos</i>		
<i>a baby, a party, a lady</i>	→ <i>babies, parties, ladies</i>	jei daiktavardis baigiasi priebalse + <i>y</i> , <i>y</i> virsta <i>i</i> ir pridedama -es
<i>a boy, a day</i>	→ <i>boys, days</i>	jei daiktavardis baigiasi balse + <i>y</i> , pridedama -s
<i>a shelf, a wife, a wolf, a knife, a leaf, a calf, a half</i>	→ <i>shelves, wives, wolves, knives, leaves, calves, halves</i>	jei daiktavardis baigiasi <i>f</i> arba <i>fe, f</i> virsta <i>v</i> ir pridedama -es
! <u>Bet</u> : <i>roof, chief, handkerchief, cliff, belief</i> → <i>roofs, chiefs, handkerchiefs, cliffs, beliefs</i>		



Formation of Plural (Irregular Nouns)	
Daugiskaitos sudarymas (netaisyklingieji daiktavardžiai)	
Singular	Plural
♦ By changing the root vowel(s) (Keičiant šaknies balsę, -es):	
<i>a man, a woman</i>	→ <i>men women</i>
<i>a foot, a tooth</i>	→ <i>feet, teeth</i>
<i>a mouse</i>	→ <i>mice</i>
<i>a louse</i>	→ <i>lice</i>
<i>a goose</i>	→ <i>geese</i>
♦ By adding suffix <b>-en</b> (su priesaga <b>-en</b> ):	
<i>a child</i>	→ <i>children</i>
<i>an ox</i>	→ <i>oxen</i>
♦ The same form in singular and in plural (Vienaskaitos ir daugiskaitos formos sutampa):	
<i>a sheep</i> <i>a deer</i> <i>a salmon</i> <i>a trout</i> <i>a means</i> <i>a fish</i>	→ → → → → →
	<i>many</i> { <i>sheep</i> <i>deer</i> <i>salmon</i> <i>trout</i> <i>means</i> <i>fish</i>
♦ Scientific terms from Latin and Greek (Mokslo terminai iš lotynų ir graikų kalbų):	
<i>a datum</i>	→ <i>data</i>
<i>a crisis</i>	→ <i>crises</i>
<i>a criterion</i>	→ <i>criteria</i>
<i>a species</i>	→ <i>species</i>
<i>a thesis</i>	→ <i>theses</i>
<i>a phenomenon</i>	→ <i>phenomena</i>
♦ Compound nouns (Sudurtiniai daiktavardžiai):	
The last part is plural:	
<i>a bookcase</i>	→ <i>bookcases</i>
<i>a writing table</i>	→ <i>writing tables</i>
<i>a toothbrush</i>	→ <i>toothbrushes</i>
<i>a drawback</i>	→ <i>drawbacks</i>
The first component is plural:	
<i>a father-in-law</i>	→ <i>fathers-in-law</i>
<i>a commander-in-chief</i>	→ <i>commanders-in-chief</i>
<i>a passer-by</i>	→ <i>passers-by</i>

## Nouns Used Only in Singular

### Vienaskaitiniai daiktavardžiai

hair  
money  
advice  
furniture  
news  
information  
mathematics  
mechanics  
politics

! Lietuvių kalboje visi šie daiktavardžiai turi ir vienaskaitą, ir daugiskaitą:  
plaukas – plaukai  
pinigas – pinigai  
patarimas – patarimai  
baldas – baldai  
naujiena – naujienos

! Visi šie daiktavardžiai anglų kalboje vartojami su vienaskaitos veiksmažodžiu:  
*The news is good. Her hair is nice.*

NOTE: *He gave me a piece of advice* (patarimą).

## Nouns Used Only in Plural

### Daugiskaitiniai daiktavardžiai

scissors (žirkklės) glasses (akiniai) trousers (kelnės) jeans (džinsai)  
shorts (šortai) pyjamas (pižama) tights (pėdkelnės) pliers (replės)

! Šie daiktavardžiai vartojami tik su daugiskaitos veiksmažodžiu:  
*The scissors are in the drawer.* (Not: *is*).

NOTE: *a shirt* → *shirts* (lietuvių kalboje „marškiniai“ vartojami tik daugiskaita).  
*My new shirt is expensive. My brother's shirts are cheap.*

## Classification of Nouns

### Daiktavardžių rūšys

I	<b>Common Nouns</b> Bendriniai daiktavardžiai	<i>a boy, people, a river, an apple</i>
	<b>Proper Nouns</b> Tikriniai daiktavardžiai	<i>Susan, Europe, the Alps</i>
II	<b>Countable Nouns</b> Skaičiuotiniai daiktavardžiai	<i>a book, a cat, a tree</i>
	<b>Uncountable Nouns</b> Neskaičiuotiniai daiktavardžiai	<i>love, water, air</i>
III	<b>Individual Nouns</b> Vienetiniai (nekuopiniai) daiktavardžiai	<i>a house, a tree, a student</i>
	<b>Collective Nouns</b> Kuopiniai daiktavardžiai	<i>family (šeima), team (komanda), cattle (galvijai), public (publika), crew (igula), army (armija), audience (klausytojai), crowd (minia), police (policija), clergy (dvasininkija, dvasiškiei), poultry (paukščiai)</i>
		! Kuopiniai daiktavardžiai vartojami su daugiskaitos ir vienaskaitos veiksmažodžiu. <i>This football team is wonderful.</i> <i>This football team are wearing red T-shirts.</i>



Countable Nouns Skaičiuotiniai daiktavardžiai	Uncountable Nouns Neskaičiuotiniai daiktavardžiai
Skaičiuotiniai daiktavardžiai vartojami su nežymimuoju artikeliu (a/an), turi daugiskaitą, derinami su skaitvardžiais ir įvardžiais: <i>a house, many trees, five bottles, some pens, few mistakes, a few days</i>	Neskaičiuotiniai daiktavardžiai neturi daugiskaitos, nevartojami su nežymimuoju artikeliu (a/an) ir skaitvardžiais. Kiekiui nurodyti vartojami šie žodžiai bei posakiai: <i>some, a piece of (cake), a bowl of (water), a glass of (wine), a bottle of (Cola), a bar of (chocolate), a can of (oil), a cup of (tea), a packet of (flour) etc.</i>

The Use of Nouns with Indefinite Pronouns Daiktavardžių vartojimas su nežymimaisiais įvardžiais		
Countable Nouns Skaičiuotiniai daiktavardžiai	Both Skaičiuotiniai ir neskaičiuotiniai daiktavardžiai	Uncountable Nouns Neskaičiuotiniai daiktavardžiai
<u>a few</u> (mažai, tačiau keli yra) <u>few</u> (mažai, beveik nėra) <u>a few books</u> (kelios) <u>few books</u> (mažai)	<u>some</u> (keletas, truputis) in affirmative sentences (teigiamuosiuose sakiniuose) <u>some books</u> (keletas) <u>some water</u> (truputis, šiek tiek) <u>any</u> in negative sentences and questions (neigiamuosiuose sakiniuose ir klausimuose)	<u>a little</u> (mažai, truputis) <u>little</u> (mažai, beveik nėra) <u>a little sugar</u> (truputis, šiek tiek) <u>little sugar</u> (mažai)
many (daug) in negative sentences and questions (neigiamuosiuose sakiniuose ir klausimuose) <u>many books</u> (daug)	a lot of (daug) lots of (daug) only in the affirmative sentences (tik teigiamuosiuose sakiniuose) <u>a lot of books</u> (daug) <u>a lot of sugar</u> (daug)	much (daug) in negative sentences and questions (neigiamuosiuose sakiniuose ir klausimuose) <u>much sugar</u> (daug)
NOTE: Would you like <u>some</u> coffee? } in offers and requests use 'some', not Can I have <u>some</u> tea? } 'any' (pasiūlymuose, pageidavimuose vartokite „some“, o ne „any“)		



Trousers is a peculiar noun which is singular at the top and plural at the bottom.

## ADJECTIVES BŪDVARDŽIAI

! Anglų kalboje būdvardis nekaitomas nei skaičiais, nei linksniais, nei giminėmis ir sakinyje vartojamas prieš daiktavardį (t. y. jį apibūdina, pvz.: It is an *interesting* book.)

*Pastaba:* Būdvardis gali turėti ir kitas funkcijas, kaip antai, gali eiti vardine tarinio dalimi arba suvestinio papildinio (Complex Object) dalimi: It is *interesting*. The students consider their professor *intelligent*.

### Degrees of Comparison

Būdvardžių laipsniavimas

Positive	Comparative	Superlative
Nelyginamasis laipsnis	Aukštesnysis laipsnis	Aukščiausiasis laipsnis

#### I. Vienskiemeniai ir dvyskiemeniai būdvardžiai su galūnėmis -y, -er, -ow, -le

- ♦ Aukštesnysis laipsnis padaromas pridodant galūnę **-er**, aukščiausiasis laipsnis – pridodant galūnę **-est**.

<i>clean</i>	→	<i>clean</i> + <u>er</u>	→	<u>the</u> <i>clean</i> + <u>est</u>
<i>clever</i>	→	<i>clever</i> + <u>er</u>	→	<u>the</u> <i>clever</i> + <u>est</u>
<i>narrow</i>	→	<i>narrow</i> + <u>er</u>	→	<u>the</u> <i>narrow</i> + <u>est</u>

- ♦ Jeigu būdvardis baigiasi netariama **-e**, pridodant laipsnių galūnes ji išlieka.

<i>wide</i>	→	<i>wide</i> + <u>r</u>	→	<u>the</u> <i>wide</i> + <u>st</u>
<i>simple</i>	→	<i>simple</i> + <u>r</u>	→	<u>the</u> <i>simple</i> + <u>st</u>

- ♦ Jeigu būdvardis baigiasi priebalse, prieš kurią eina trumpa balsė, ta priebalsė sudvigubėja.

<i>hot</i>	→	<i>hot</i> + <u>t</u> + <u>er</u>	→	<u>the</u> <i>hot</i> + <u>t</u> + <u>est</u>
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- ♦ Jeigu būdvardis baigiasi **-y**, tai pridodant laipsnių galūnes **-y** virsta **-i**.

<i>heavy</i>	→	<i>heav</i> + <u>i</u> + <u>er</u>	→	<u>the</u> <i>heav</i> + <u>i</u> + <u>est</u>
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! Būdvardžio aukščiausiasis laipsnis vartojamas su žymimuoju artikeliu the.

#### II. Dvyskiemenių, tryskiemenių ir ilgesnių būdvardžių laipsniavimas

- ♦ Aukštesnysis laipsnis sudaromas pridodant more/less, aukščiausiasis laipsnis – pridodant the most/the least.

<i>modern</i>	→	<u>more</u>	}	<i>modern</i>	→	<u>the most</u>	}	<i>modern</i>
		<u>less</u>						<u>the least</u>
<i>beautiful</i>	→	<u>more</u>	}	<i>beautiful</i>	→	<u>the most</u>	}	<i>beautiful</i>
		<u>less</u>						<u>the least</u>



### III. Netaisyklingai laipsniuojami būdvardžiai

<i>good</i>	→	<i>better</i>	→	<i>the best</i>
<i>bad</i>	→	<i>worse</i>	→	<i>the worst</i>
<i>little</i>	→	<i>less</i>	→	<i>the least</i>
<i>far</i>	→	{ <i>further</i> <i>farther</i>	→	{ <i>the furthest</i> <i>the farthest</i>
<i>near</i>	→	<i>nearer</i>	→	{ <i>the nearest</i> <i>the next (kitas)</i>
<i>old</i>	→	{ <i>older (senesnis)</i> <i>elder (vyresnis šeimoje)</i>	→	{ <i>the oldest (seniausias)</i> <i>the eldest (vyriausias šeimoje)</i>
<i>late</i>	→	{ <i>later (vėlesnis)</i> <i>latter (pastarasis)</i>	→	{ <i>the latest (vėliausias)</i> <i>the last (paskutinis)</i>

### IV. Nelaipsniuojami būdvardžiai

- ♦ Kai kurie būdvardžiai yra nelaipsniuojami, nes jų nelyginamasis laipsnis išreiškia aukščiausiojo laipsnio savybę:

perfect	unique	square	universal
single	supreme	fatal	empty
vertical	full	alone	dead
final	mortal	round	deadly
straight	blind	everlasting	wrong

eg If a circle is absolutely **round**, another circle could not be **more round**.  
If a bottle is **empty**, another bottle could not be **more empty**.

### The Use of Degrees of Comparison

Lyginamieji posakiai

<b>Positive</b>	as + positive + as not as + positive + as not so + positive + as half as + positive + as twice as + positive + as	<i>She is <u>as</u> tall <u>as</u> her sister.</i> <i>She is <u>not as</u> tall <u>as</u> her sister.</i>
<b>Comparative</b>	... -er + than more ... + than  the + comparative + the	<i>Ann is <u>older than</u> her brother.</i> <i>John is <u>more</u> handsome <u>than</u> his father.</i> <i><u>The warmer</u> the weather, <u>the better</u> the holidays.</i>
<b>Superlative</b>	the ... -est + of/in ... the most ... + of/in ...	<i>He is <u>the best</u> dentist <u>of/in</u> our town.</i> <i>It was <u>the most</u> exciting holiday <u>of/in</u> my life.</i>

**Order of Adjectives**  
Būdvardžių eilės tvarka sakinyje

Opinion Nuomonė	Size Dydis	Age Amžius	Shape Forma	Colour Spalva	Origin Kilmė	Material Medžiaga	+ Noun + Daiktavardis
lovely beautiful	small big	old new	round square	white brown	Chinese French	porcelain wooden	+ plate + stool

It was a lovely small old round white Chinese porcelain plate.

It was a beautiful big new square brown French wooden stool.

“Mike, what is the comparative degree of ‘bad’?”

“It’s worse than bad.”



“Can you compare the word ‘bad’?”

“Yes, of course, ‘bad’, ‘worse’, ‘dead’.”



## ADVERBS PRIEVEIKSMIAI

Types of Adverbs Prieveiksmių rūšys	Question Klausimas	Examples Pavyzdžiai
<b>Definite Time</b> Apibrėžto laiko	When?	<i>yesterday, today, tomorrow two days/weeks/months/years ago, now last/next week/month/year</i>
<b>Indefinite Time</b> Neapibrėžto laiko	When?	<i>already, before, early, late, just, soon, still, yet, nowadays, now, then, lately, at once, immediately</i>
<b>Frequency</b> Dažnumo	How <u>often</u> ? How <u>long</u> ?	<i>never, continually, frequently, rarely, seldom, often, sometimes, always, usually, once, twice, occasionally, ever, constantly</i>
<b>Place or Direction</b> Vietos arba krypties	Where?	<i>above, below, over, under, close, next to, near, behind, everywhere, far, away, here, there, upstairs, downstairs, forward(s), northward(s), to and fro</i>
<b>Manner</b> Būdo	How?	<i>well, quickly, nicely, bravely, fast, happily, hard, carefully, badly</i>
<b>Degree</b> Laipsnio	<u>In what degree?</u> <u>To what extent?</u>	<i>wholly, only, hardly, absolutely, quite, much, little, perfectly, so loudly, enough, very, extremely</i>
<b>Interrogative/Exclamatory</b> Klausiamieji/Šaukiamieji		<i>when, how, why</i>
<b>Relative (Conjunctive)</b> Sakinio jungiamieji		<i>when, where, how, why It happened <u>when</u> I was watching TV.</i>
<b>Reason, Consequence and Conclusion</b> Priežasties, pasekmės ir išvados		<i>therefore, then, consequently, finally, nevertheless, however, thus</i>
<b>Sentence</b>		<i>certainly, probably, possibly, perhaps, clearly, luckily, maybe, of course</i>

Forms of Adverbs Prieveiksmių formos		
Adjective Būdvardis	Adverb Prieveiksmis	Adverb + -ly Prieveiksmis su -ly
Prieveiksmio ir būdvardžio formos sutampa		Pridėjus -ly, reikšmė keičiasi
<b>deep</b> (gilus)	<b>deep</b> (giliai) <i>She went <u>deep</u> into the wood.</i>	<b>deeply</b> = greatly (labai) <i>He was <u>deeply</u> hurt by her words.</i>
<b>hard</b> (sunkus)	<b>hard</b> (sunkiai, daug) <i>She works <u>hard</u>.</i>	<b>hardly</b> = scarcely (vos, beveik ne) <i>She <u>hardly</u> works.</i>
<b>high</b> (aukštas)	<b>high</b> (aukštai) <i>The plane flew <u>high</u> into the sky.</i>	<b>highly</b> = very much (labai) <i>She is <u>highly</u> respected.</i>
<b>near</b> (artimas)	<b>near</b> (arti) <i>The library is <u>near</u> my house.</i>	<b>nearly</b> = almost (beveik) <i>It's <u>nearly</u> dawn.</i>
<b>late</b> (vėlus, vėlyvas)	<b>late</b> (vėlai, vėlu) <i>It's <u>late</u>.</i>	<b>lately</b> = recently (neseniai, pastaruoju metu) <i>I haven't seen him <u>lately</u>.</i>
<b>short</b> (trumpas)	<b>short</b> (trumpai) <i>He cut his hair <u>short</u>.</i>	<b>shortly</b> = soon, not long (greitai, netrukus) <i>She will arrive <u>shortly</u>.</i>
<b>last</b> (paskutinis)	<b>last</b> (paskiausiai) <i>He arrived here <u>last</u>.</i>	<b>lastly</b> = finally (galų gale, galiausiai) <i><u>Lastly</u>, I would like to thank you for your attention!</i>
<b>pretty</b> (gražus)	<b>pretty</b> (gana, gerokai) <i>The film was <u>pretty</u> awful.</i>	<b>prettily</b> = in an attractive way (gražiai) <i>She smiled <u>prettily</u>.</i>



The Comparison of Adverbs Prieveiksmių laipsniavimas			
♦ Prieveiksmiai laipsniuojami pagal tas pačias taisykles, kaip ir būdvardžiai			
Regular Comparison Taisyklingai laipsniuojami prieveiksmiai			
	Positive Nelyginamasis laipsnis	Comparative Aukštesnysis laipsnis	Superlative Aukščiausiasis laipsnis
♦ Vienskiemeniai ir <i>early</i>	<i>fast</i> <i>early</i>	→ <i>fast + er</i> → <i>earl + i + er</i>	→ <i>the fast + est</i> → <i>the earl + i + est</i>
♦ Dviskiemeniai ir daugiaskiemeniai	<i>seldom</i> <i>politely</i>	→ <i>more seldom</i> → <i>more politely</i>	→ <i>the most seldom</i> → <i>the most politely</i>
Types of Comparison Lyginamieji posakiai	Irregular Comparison Netaisyklingai laipsniuojami prieveiksmiai		
as + positive + as <i>She finished it <u>as</u> quickly <u>as</u> her friend.</i>	<i>well</i> <i>badly</i>	→ <i>better</i> → <i>worse</i>	→ <i>the best</i> → <i>the worst</i>
so + positive + as <i>I can't swim <u>so</u> well <u>as</u> you.</i>	<i>much/a lot of/many</i> <i>little</i>	→ <i>more</i> → <i>less</i>	→ <i>the most</i> → <i>the least</i>
comparative + than <i>She sings better <u>than</u> her sister.</i>	<i>far</i>	→ { <i>farther</i> <i>further</i>	→ { <i>the farthest</i> <i>the furthest</i>

Position of Adverbs Prieveiksmių vieta sakinyje		
Front (in the beginning of the sentence)	Mid (before the main verb and the auxiliary)	End (at the end of the sentence)
1. adverbs of frequency: <i>usually, sometimes</i>	1. adverbs of frequency: <i>often, usually, never, ever, regularly, barely, seldom, scarcely, rarely, sometimes</i>	1. adverbs of manner: <i>beautifully, badly, eagerly, well</i>
2. adverbs of time: <i>yesterday</i>	2. adverbs of time: <i>already, no longer</i> 3. adverbs of degree: <i>hardly, nearly, almost</i> 4. adverbs of manner: <i>angrily, happily</i>	2. adverbs of place: <i>here, there</i>

!

1. Some adverbs can take all the positions in a sentence, others can take front, mid or end.
2. When there is more than one adverb in a sentence, their order is manner–place–time.
3. Sentence adverbs (probably, certainly, possibly, clearly, fortunately, luckily, maybe, perhaps, of course) go in any position: front, mid or end.

Adverbial of time Laiko aplinkybė	Subject Veiksnys	Predicate Tarinys	Adverbial of frequency Dažnumo aplinkybė	Predicative Tarinio vardinė dalis	Object Papildinys	Adverbial Aplinkybė		
						Manner Būdo	Place Vietos	Time Laiko
<i>All day</i>	<i>she</i>	<i>was</i>	–	<i>sitting</i>	–	<i>quietly</i>	<i>at the loft</i>	<i>(all day).</i>
–	<i>He</i>	<i>has</i>	<i>already</i>	<i>done</i>	<i>his work.</i>	–	–	–
–	<i>I</i>	–	<i>never</i>	<i>eat</i>	<i>meat.</i>	–	–	–
–	<i>He</i>	<i>spoke</i>	–	–	–	<i>well</i>	<i>at the meeting</i>	<i>yester- day.</i>



A grammar-tired student of English said: 'I decline to decline any more'.



## NUMERALS SKAITVARDŽIAI

Cardinal Kiekiniai	Ordinal Kelintiniai		Cardinal Kiekiniai	Ordinal Kelintiniai	
0 zero	–				
1 one	1 <sup>st</sup>	the first	17	seventeen	17 <sup>th</sup> the seventeenth
2 two	2 <sup>nd</sup>	the second	18	eighteen	18 <sup>th</sup> the eighteenth
3 three	3 <sup>rd</sup>	the third	19	nineteen	19 <sup>th</sup> the nineteenth
4 four	4 <sup>th</sup>	the fourth	20	twenty	20 <sup>th</sup> the twentieth
5 five	5 <sup>th</sup>	the fifth	21	twenty-one	21 <sup>st</sup> the twenty-first
6 six	6 <sup>th</sup>	the sixth	22	twenty-two	22 <sup>nd</sup> the twenty-second
7 seven	7 <sup>th</sup>	the seventh	30	thirty	30 <sup>th</sup> the thirtieth
8 eight	8 <sup>th</sup>	the eighth	31	thirty-one	31 <sup>st</sup> the thirty-first
9 nine	9 <sup>th</sup>	the ninth	40	forty	40 <sup>th</sup> the fortieth
10 ten	10 <sup>th</sup>	the tenth	50	fifty	50 <sup>th</sup> the fiftieth
11 eleven	11 <sup>th</sup>	the eleventh	60	sixty	60 <sup>th</sup> the sixtieth
12 twelve	12 <sup>th</sup>	the twelfth	70	seventy	70 <sup>th</sup> the seventieth
13 thirteen	13 <sup>th</sup>	the thirteenth	80	eighty	80 <sup>th</sup> the eightieth
14 fourteen	14 <sup>th</sup>	the fourteenth	90	ninety	90 <sup>th</sup> the ninetieth
15 fifteen	15 <sup>th</sup>	the fifteenth	100	a/one hundred	100 <sup>th</sup> the (one) hundredth
16 sixteen	16 <sup>th</sup>	the sixteenth	200	two hundred	200 <sup>th</sup> the two hundredth

350	three hundred <u>and</u> fifty ordinal: the three hundred <u>and</u> fiftieth		
1,000	a/one thousand* (ordinal: the thousandth)	once (1x) (vieną kartą)	single – viengubas
2,000	two thousand (ordinal: the two thousandth)	twice (2x) (du kart)	double – dvigubas
3,565	three thousand, five hundred <u>and</u> sixty-five	three times (3x) (triskart)	threefold – trigubas
1,000,000	a/one million (ordinal: the millionth)	four times (4x) (keturiskart)	fourfold – keturgubas
2,000,000	two million	five times (5x) (penkiskart)	fivefold – penkiagubas
1,000,000,000	a billion		

\*Compare: There were four thousand people in the street. (exact number)

Thousands (hundreds, millions) of people gathered in the streets. (expression)



There are **fifty** ways of saying 'yes' and **five hundred** nuances (shades) of meaning for the word 'no'.





## PREPOSITIONS

### PRIELINKSNIAI

Prepositions of Time Laiko prielinksniai		
at times/festivals	in months/seasons/years	on days/dates
<ul style="list-style-type: none"> <li>♦ nurodant valandas: <i>at 5 o'clock, at 11.45</i></li> <li>♦ posakiuose: <i>at night, at midnight, at noon at the weekend/at weekends at Christmas/at Easter at the moment/at present at the same time at the age of ... at that time at lunch/dinner/ breakfast</i></li> </ul>	<ul style="list-style-type: none"> <li>♦ nurodant laiką mėnesiais, metų laikais, metais: <i>in May in (the) summer in the 19th century in 1960/in the 1970s in the Middle Ages</i></li> <li>♦ nurodant paros laiką: <i>in the morning(s) in the afternoon(s) in the evening(s)</i></li> </ul>	<ul style="list-style-type: none"> <li>♦ nurodant tikslią dieną, datą: <i>on 13 March (on the thirteenth of March) on Monday(s) on Monday morn- ing(s)/afternoon(s)/ evenings on Friday night on Christmas Day on Easter morning on a summer after- noon on that day</i></li> </ul>
<p><b>! But: <u>at</u> night, <u>at</u> dusk, <u>at</u> dawn</b></p>		
	<ul style="list-style-type: none"> <li>♦ posakiuose: <i>in a few minutes (po kelių minučių) in a week (po savaitės) in two years (po dvejų metų) in four weeks' time (po 4-ių savaičių)</i></li> </ul>	
<p><b>! at, in, on nevirtojami su žodžiais yesterday, tomorrow, next, this, last, every: He is arriving next Saturday.</b></p>		

Other Prepositions of Time Kiti laiko prielinksniai		
Preposition Prielinksnis	Usage Vartosena	Meaning Reikšmė
<i>about</i>	<i>about 5 o'clock</i>	apie
<i>after</i>	<i>after breakfast</i>	po
<i>ago</i>	<i>three years ago</i>	prieš
<i>before</i>	<i>before breakfast</i>	prieš
<i>between</i>	<i>between 2 and 3 o'clock</i>	tarp
<i>by</i>	<i>by March 13th</i>	iki
<i>during</i>	<i>during the lesson</i>	per, metu

Preposition	Usage	Meaning
<i>for</i>	<i>for 5 years</i>	<i>verčiamas galininku</i>
<i>from ... to</i>	<i>from May to June</i>	<i>nuo...iki</i>
<i>over</i>	<i>over 2 hours</i>	<i>per</i>
<i>past</i>	<i>five past five</i>	<i>po</i>
<i>since</i>	<i>since Christmas</i>	<i>nuo</i>
<i>throughout</i>	<i>throughout the year</i>	<i>per</i>
<i>till, until</i>	<i>till now</i>	<i>iki</i>
<i>to</i>	<i>from 5 to 6 o'clock</i>	<i>iki</i>
<i>within</i>	<i>within a month</i>	<i>per</i>

Prepositions of Place Vietos prielinksniai		
at	in	on
<ul style="list-style-type: none"> <li>♦ nurodant vietą (erdvėje): <i>at the bus stop</i> <i>at the doctor's</i> <i>at the hairdresser's</i> <i>at the window</i> <i>at the top/bottom (of the page)</i> <i>at the end of the road</i> <i>at the back/front</i> <i>at work/school/university</i> <i>at home</i> <i>at the airport</i> <i>at the seaside</i> <i>at sea</i> <i>at the cinema/theatre</i> <i>at a concert/party</i> <i>at a tennis match</i></li> <li>♦ nurodant adresą (gyvenamąją vietą): <i>at 10 Downing Street</i> <i>at Peter's house</i> <i>at Jane's</i></li> </ul>	<ul style="list-style-type: none"> <li>♦ nurodant vietą viduje: <i>in a building</i> <i>in a room</i> <i>in a box</i> <i>in the garden</i> <i>in the pocket</i> } <i>inside</i></li> <li>♦ nurodant konkrečią vietą (šalį, miestą ir kt.): <i>in Vilnius</i> <i>in Lithuania</i> <i>in the village</i> <i>in the city centre</i></li> <li>♦ posakiuose: <i>in the water</i> <i>in the sea</i> <i>in a river</i> <i>in a row</i> <i>in a newspaper/book</i> <i>in bed</i> <i>in hospital/prison</i> <i>in the sky</i> <i>in the world</i> <i>in the street</i> <i>in a picture/photograph</i> <i>in the middle of ...</i> <i>in the country</i> <i>in the lesson</i></li> <li>♦ nurodant gatvę (jei nėra tikslaus adreso): <i>He lives in Meadow Road.</i></li> </ul>	<ul style="list-style-type: none"> <li>♦ nurodant vietą paviršiuje: <i>on the wall/floor/ceiling</i> <i>on my head</i> <i>on the table/chair</i> <i>on the second floor</i> <i>on the pavement</i></li> <li>♦ posakiuose: <i>on the left/right</i> <i>on the coast</i> <i>on the river</i> <i>on the island</i> <i>on the border</i> <i>on the beach</i> <i>on the farm</i> <i>on the screen</i> <i>on the back of an envelope</i></li> </ul>
		<p>! get <u>on</u> a bus/train But: get <u>into</u> the car</p>



at	in	on
Isimintini posakiai: → <b>at the corner of a street</b> (gatvės kampe)	→ <b>in the corner of a room</b> (kambario kampe)	→ <b>on the corner of a street</b> (gatvės kampe)
→ <b>arrive at</b> (small places): <i>at the airport</i> <i>at the university</i>	→ <b>arrive in</b> (large places): <i>in towns/cities</i> <i>in Vilnius/London</i> → <b>to travel:</b> <i>in a car</i>	→ <b>to travel:</b> <i>on a bus</i> <i>on a train</i> <i>on a plane</i>
! <u>in</u> arba <u>at</u> vartojami, kalbant apie restoranus, viešbučius, parduotuves: <i>I stayed at a nice hotel./I stayed in a nice hotel.</i>		
Nurodyti kryptį, ypač su veiksmažodžiais <i>go, come, walk</i> , vartojamas prielinksnis <b>to</b> : <i>We went to the cinema.</i>		

Other Prepositions of Place Kiti vietos prielinksniai		
Preposition Prielinksnis	Usage Vartosena	Meaning Reikšmė
<i>around</i>	<i>around the stadium</i>	aplink
<i>above</i>	<i>above the desk</i>	virš
<i>across</i>	<i>across the street</i>	per
<i>after</i>	<i>run after the dog</i>	paskui
<i>against</i>	<i>against the wall</i>	į
<i>along</i>	<i>along the street</i>	išilgai, palei
<i>among</i>	<i>among the girls</i>	tarp (daugelio)
<i>away from</i>	<i>away from the city</i>	iš-, nu-
<i>behind</i>	<i>behind the desk</i>	už
<i>below</i>	<i>below the sea level</i>	žemiau
<i>beside</i>	<i>beside the bed</i>	šalia
<i>between</i>	<i>between the girls</i>	tarp (dviejų)
<i>beyond</i>	<i>beyond the garden</i>	už, anapus
<i>by</i>	<i>by the river</i>	šalia, prie
<i>down</i>	<i>down the river</i>	žemyn
<i>for</i>	<i>to leave for London</i>	į
<i>from</i>	<i>from Lithuania</i>	iš

Preposition	Usage	Meaning
<i>in front of</i>	<i>in front of the house</i>	priešais, priekyje
<i>inside</i>	<i>inside the house</i>	viduje
<i>into</i>	<i>into the box</i>	į
<i>near</i>	<i>near London</i>	šalia, netoli
<i>next to</i>	<i>We live next to the library.</i>	šalia, prie pat
<i>off</i>	<i>off the centre</i> <i>get off the bus/train</i>	iš (nuo)
<i>on the top of</i>	<i>on the top of the box</i>	ant, viršuje
<i>opposite</i>	<i>He lives opposite the chemist's.</i>	priešais (kitoje pusėje)
<i>out of</i>	<i>to get out of the car</i>	iš
<i>outside</i>	<i>outside the house</i>	išorėje (lauke)
<i>over</i>	<i>over the bridge</i> <i>over my head</i>	virš
<i>past</i>	<i>go past the church</i>	pro, pro šalį
<i>round</i>	<i>round the house</i> <i>go round London</i>	aplink
<i>through</i>	<i>look through the window</i> <i>go through the door</i>	pro/per
<i>towards</i>	<i>towards London</i>	link
<i>under</i>	<i>under the bed</i>	po, apačioje
<i>up</i>	<i>up the river</i>	aukštyн
<i>within</i>	<i>within 5 square metres</i>	verčiama vietininku

### Prepositions of Method

Būdo prielinksniai

Preposition Prielinksnis	Usage Vartosena	Meaning Reikšmė
<i>by</i>	<i>by hand</i> <i>by car/bus/train</i>	verčiama įnagininku
<i>in</i>	<i>in a hurry</i>	verčiama dalyviu/padalyviu
<i>with</i>	<i>to eat with fingers</i>	verčiama įnagininku



### Other Meanings of Some Prepositions

Kitos kai kurių prielinksnių reikšmės

Preposition Prielinksnis	Usage Vartoseną	Meaning Reikšmė
<i>about</i>	<i>Tell me about her.</i> <i>about 5 million people</i>	apie beveik
<i>according to</i>	<i>according to the newspaper</i>	pagal
<i>against</i>	<i>to fight against him/the law</i>	prieš, su
<i>because of</i>	<i>because of bad weather</i>	dėl
<i>beneath</i>	<i>beneath the waves</i> <i>beneath the surface</i>	po, žemiau
<i>besides</i>	<i>besides the children</i>	be
<i>for</i>	<i>It's for him.</i> <i>to go for holidays</i>	verčiama naudininku
<i>instead of</i>	<i>I like watching TV instead of going to the theatre.</i>	vietoj (ko), užuot
<i>in spite of</i>	<i>in spite of bad weather</i>	nepaisant
<i>into</i>	<i>to change the prince into a frog</i> <i>translate into Lithuanian</i>	į
<i>of</i>	<i>the cover of the book</i> <i>made of stone</i>	verčiama kilmininku iš
<i>owing to</i>	<i>owing to his illness</i>	dėl
<i>to</i>	<i>Give it to me!</i> <i>to my surprise</i>	verčiama naudininku
<i>with</i>	<i>with me/her/him</i>	su
<i>without</i>	<i>2 days without food</i>	be



"Nick, you again had a fight with that boy? How was the fight?"  
"It was always a change of prepositions," answered Nick. "At first he was **on** me, then I was **under** him".

# CONJUNCTIONS

## JUNGTUKAI

Coordinating Conjunctions Sujungiamieji jungtukai		
Conjunction Jungtukas	Meaning Reikšmė	Usage Vartosena
also	taip pat	She has <u>also</u> composed 5 symphonies.
and	ir	my sister <u>and</u> I
... as well	taip pat (sakinio gale)	He is very clever. His sister is very clever <u>as well</u> .
as well as	taip pat ir	in May <u>as well as</u> in July
both ... and	ir ... ir	<u>both</u> you <u>and</u> me
but	bet	She's not attractive <u>but</u> very nice.
either	taip pat ( <i>neigiamoji sakinio gale</i> )	I don't like bananas. He doesn't like them <u>either</u> .
either ... or	arba ... arba ...	<u>either</u> this girl <u>or</u> that one
however	tačiau	He speaks English well. <u>However</u> , his brother speaks better.
neither ... nor	nei ... nei	He has <u>neither</u> relatives <u>nor</u> friends.
nor	nei	I haven't eaten it, <u>nor</u> will I.
not only ... but also	ne tik ... bet ir	He is <u>not only</u> rich <u>but also</u> very friendly.
or	ar (arba)	Choose: Tom <u>or</u> me.
so	taigi (todėl)	We have finished our work, <u>so</u> let's go home.
therefore	taigi (dėl to)	She is ill, and she <u>therefore</u> hasn't come.
than	už (negu)	She is nicer <u>than</u> her sister.
... too	taip pat ( <i>sakinio gale</i> )	She likes Tom and I like him <u>too</u> .
whereas	tuo tarpu; o	She's right <u>whereas</u> you're wrong.
whether ... or	ar ... ar	She didn't know <u>whether</u> to write him <u>or</u> to phone.
while	tuo tarpu; o	I've passed the exam <u>while</u> Tom hasn't.
yet	tačiau, bet	He is old <u>yet</u> very lively.



## Subordinating Conjunctions

Prijungiamieji jungtukai

Conjunction Jungtukas	Meaning Reikšmė	Usage Vartosena
after	po	<i>I went <u>after</u> we had had dinner.</i>
although, though	nors	<i><u>Although</u> she was nice I didn't like her.</i>
as	kai	<i>She met him <u>as</u> he was leaving.</i>
	kadangi	<i><u>As</u> you like Chinese food, I'll take you to the Chinese restaurant.</i>
	taip (taip kaip)	<i>Do <u>as</u> I do.</i>
as ... as	toks ... kaip	<i>Tom is <u>as</u> tall <u>as</u> his brother.</i>
as if	tarytum	<i>He spoke English <u>as if</u> he was born in England.</i>
as long as	kol	<i><u>As long as</u> I am here, I can help you.</i>
	jeigu	<i>I can help you <u>as long as</u> you will lend me this book.</i>
as soon as	vos tik, kai tik, kadangi	<i><u>As soon as</u> he met her, he told her about it.</i>
because	kadangi, nes	<i>I watch TV <u>because</u> I like it.</i>
even if	net jeigu	<i><u>Even if</u> it rains, I will visit you.</i>
before	prieš	<i><u>Before</u> you write, read it carefully.</i>
for	kadangi	<i>I can't phone him, <u>for</u> my telephone doesn't work.</i>
if (whether)	jeigu	<i><u>If</u> I were you, I'd learn more.</i>
	ar	<i>I wonder <u>if</u> you like her.</i>
in case	tuo atveju, jei	<i>Take an umbrella <u>in case</u> it rains.</i>
in order to	tam, kad	<i><u>In order to</u> pass the exam, learn more.</i>
not so ... as	ne toks ... kaip	<i>She is <u>not so</u> tall <u>as</u> her sister.</i>
now (that)	jeigu jau	<i><u>Now</u> you are here, sit down.</i>
provided (that)	su sąlyga, jei	<i><u>Provided that</u> I have a lot of money.</i>
since	nuo to laiko, kai...	<i><u>Since</u> I met her, I can't think of anyone.</i>
	kadangi	<i><u>Since</u> he insisted I've told him.</i>
that	kad	<i>She said <u>that</u> she was busy.</i>
unless	jeigu ne	<i>They will come <u>unless</u> it rains.</i>
until, till	iki/kol	<i>Wait <u>until</u> I phone you.</i>
while	tuo metu, kai...	<i>Don't listen to the radio <u>while</u> you study.</i>
	tol kol	<i><u>While</u> I live here I'll always visit her.</i>
	nors (nepaisant to, kad)	<i><u>While</u> I like you, I must tell you the truth.</i>



# VERBS VEIKSMAŽODŽIAI

Division of Verbs Veiksmažodžių skirstymas		
Main Verbs Pagrindiniai veiksmažodžiai	<b>regular</b> (taisyklingieji) The past tense and past participle end in <i>-ed</i> .	help, like, love, work, play, want etc.
	<b>irregular</b> (netaisyklingieji) The past tense and past participle are made not following the usual pattern.	think, make, take, come, read, write etc.
Special Verbs Specialieji veiksmažodžiai	<b>auxiliary</b> (pagalbiniai)	be, have, do
	<b>modal</b> (modaliniai)	may/might, can/could, will/would, must/have to, need, should/ought to, used to, dare

## Special Verbs Specialieji veiksmažodžiai

### Auxiliary Verbs Pagalbiniai veiksmažodžiai *to be, to have, to do*

Special verb	Infinitive	Present tense	Past tense	Past participle
be	to be	am, is, are	was, were	been
have	to have	have, has	had	had
do	to do	do, does	did	done

### Modal Verbs (Defective verbs) Modaliniai veiksmažodžiai *can, must, may, ought, will, shall, need, dare, used to*

Special verb	Infinitive	Present tense	Past tense	Past participle
can	to be able	can <i>arba</i> am/is/are able to	could <i>arba</i> was/were able to	– been able to
must	to have to	must	had to	had to
may	–	may	might	–
need	–	need	–	–
will	–	will	would	–
shall	–	shall	should	–
ought to	–	ought to	–	–
dare	to dare	dare	dared	dared
used to	–	–	used to	–

! Modaliniai veiksmažodžiai:

- vienaskaitos 3-iam asmenyje neturi galūnės *-s* (*He can ...*);
- klausiamoji ir neigiamoji forma sudaroma be pagalbinio veiksmažodžio *do* (*Can he ...?*);
- po jų einanti bendratis vartojama be dalelytės *to* (*He can swim.*).



## Verb Tenses

### Veiksmazodžių laikai

#### Active and Passive Voice

Veikiamosios ir neveikiamosios rūšies veiksmazodžių laikų lentelė

Veikiamosios ir neveikiamosios rūšies veiksmazodžių laikų lentelė			
PAST SIMPLE Būtas paprastasis	PRESENT SIMPLE Esamasis paprastasis	FUTURE SIMPLE Būsimasis paprastasis	FUTURE SIMPLE in the PAST Praeities būsimasis paprastasis
ACTIVE VOICE She wrote letters. She wrote a letter. PASSIVE VOICE Letters <u>were</u> written. A letter <u>was</u> written.	ACTIVE VOICE She writes letters. She writes a letter. PASSIVE VOICE Letters <u>are</u> written. A letter <u>is</u> written.	ACTIVE VOICE She will write letters. She will write a letter. PASSIVE VOICE Letters <u>will be</u> written. A letter <u>will be</u> written.	ACTIVE VOICE She would write letters. She would write a letter. PASSIVE VOICE Letters <u>would be</u> written. A letter <u>would be</u> written.
PAST CONTINUOUS Būtas tęstinis	PRESENT CONTINUOUS Esamasis tęstinis	FUTURE CONTINUOUS Būsimasis tęstinis	FUTURE CONTINUOUS in the PAST Praeities būsimasis tęstinis
ACTIVE VOICE She was writing letters. She was writing a letter. PASSIVE VOICE Letters <u>were being</u> written. A letter <u>was being</u> written.	ACTIVE VOICE She is writing letters. She is writing a letter. PASSIVE VOICE Letters <u>are being</u> written. A letter <u>is being</u> written.	ACTIVE VOICE She will be writing letters. She will be writing a letter. PASSIVE VOICE -	ACTIVE VOICE She would be writing letters. She would be writing a letter. PASSIVE VOICE -

PAST PERFECT SIMPLE Būtas atliktnis	PRESENT PERFECT SIMPLE Esamas atliktnis	FUTURE PERFECT SIMPLE Būsimasis atliktnis	FUTURE PERFECT in the PAST Praeities būsimasis atliktnis
ACTIVE VOICE She had written letters. She had written a letter.  PASSIVE VOICE Letters <u>had been written</u> . A letter <u>had been written</u> .	ACTIVE VOICE She has written letters. She has written a letter.  PASSIVE VOICE Letters <u>have been written</u> . A letter <u>has been written</u> .	ACTIVE VOICE She will have written letters. She will have written a letter.  PASSIVE VOICE Letters <u>will have been written</u> . A letter <u>will have been written</u> .	ACTIVE VOICE She would have written letters. She would have written a letter.  PASSIVE VOICE Letters <u>would have been written</u> . A letter <u>would have been written</u> .
PAST PERFECT CONTINUOUS Būtas atliktnis tęstinis	PRESENT PERFECT CONTINUOUS Esamas atliktnis tęstinis	FUTURE PERFECT CONTINUOUS Būsimasis atliktnis tęstinis	FUTURE PERFECT CONTINUOUS in the PAST Praeities būsimasis atliktnis tęstinis
ACTIVE VOICE She had been writing letters. She had been writing a letter.  PASSIVE VOICE —	ACTIVE VOICE She has been writing letters. She has been writing a letter.  PASSIVE VOICE —	ACTIVE VOICE She will have been writing letters. She will have been writing a letter.  PASSIVE VOICE —	ACTIVE VOICE She would have been writing letters. She would have been writing a letter.  PASSIVE VOICE —



**The Use of Tenses in the Active Voice**  
Veikiamosios rūšies veiksmažodžių laikų vartojimas

PAST SIMPLE	PRESENT SIMPLE
<p>I went to England last year. <i>yesterday, 2 days ago, in 1960, in summer, last year/week</i></p> <p><b>Positive</b></p> <p>I You He She It We They</p> <p>} played*.../wrote**...</p> <p><b>Negative</b></p> <p>I You He She It We They</p> <p>} did not didn't</p> <p>} play .../write ...</p> <p><b>Question</b></p> <p>Did { I you he she it we they }</p> <p>} play .../write ...?</p> <p>When   did   he   play ...? Where   did   he   play ...?</p> <p>Who played ...? What girl played ...?</p>	<p>1. He smokes too much. 2. Water turns into ice at 0°C. 3. I'm ill. <i>often, usually, always, sometimes, never, seldom, rarely, every day/week/month/year</i></p> <p><b>Positive</b></p> <p>I You We They He She It</p> <p>} play .../write ...</p> <p>} plays .../writes ...</p> <p><b>Negative</b></p> <p>I You We They He She It</p> <p>} do not don't</p> <p>} does not doesn't</p> <p>} play .../write ...</p> <p><b>Question</b></p> <p>Do { I you we they }</p> <p>} play .../write ...?</p> <p>Does { he she it }</p> <p>} play .../write ...?</p> <p>When   does   he   play ...? Where   does   he   play ...?</p> <p>Who plays ...? What girl plays ...?</p>
<p>* taisyklingasis veiksmažodis ** netaisyklingasis veiksmažodis</p>	<p>žr. 1 priedą (p. 44)</p>

FUTURE SIMPLE	FUTURE in the PAST
<div>1. I think he will win.</div> <div>2. I will help you.</div> <div>3. I will have a cup of tea, please!</div> <div>tomorrow, next Friday/day, in 2020,</div> <div>in summer, in a week/month/year</div>	<div>1. He was afraid he would be late.</div> <div>2. He said he would phone.</div> <div>3. If I were a rich man, I would buy a new car.</div> <div>4. When he was younger, he would eat much more.</div>
<div>Positive</div> <div><div><div>I</div><div>You</div><div>He</div><div>She</div><div>It</div><div>We</div><div>They</div></div><div>}</div><div>will</div><div>'ll</div><div>}</div><div>play .../write ...</div></div>	<div>Positive</div> <div><div><div>I</div><div>You</div><div>He</div><div>She</div><div>It</div><div>We</div><div>They</div></div><div>}</div><div>would</div><div>}</div><div>play .../write...</div></div>
<div>Negative</div> <div><div><div>I</div><div>You</div><div>He</div><div>She</div><div>It</div><div>We</div><div>They</div></div><div>}</div><div>will not</div><div>won't</div><div>}</div><div>play .../write ...</div></div>	<div>Negative</div> <div><div><div>I</div><div>You</div><div>He</div><div>She</div><div>It</div><div>We</div><div>They</div></div><div>}</div><div>would not</div><div>wouldn't</div><div>}</div><div>play .../write...</div></div>
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<div>When   will   he   play ...?</div> <div>Where   will   he   play ...?</div> <div>Who will play ...?</div> <div>What girl will play ...?</div>	
żr. 2 priedą (p. 44)	



PAST CONTINUOUS	PRESENT CONTINUOUS
1. I was fishing when my friend fell into the water. 2. While I was watching TV, my mum was cooking and my dad was sleeping. 3. Yesterday I was doing my homework for 5 hours. <i>while, when</i> <b>Positive</b> I } He } was She } It } We } You } were They } } playing .../writing ... <b>Negative</b> I } He } was not She } wasn't It } We } You } were not They } weren't } playing .../writing ... <b>Question</b> Was { I { he { she { it } playing .../writing ...? Were { we { you { they } When   was   he   playing ...? Where   was   he   playing ...? Who was playing ...? What girl was playing ...?	1. I am reading now. 2. She is visiting her son next month. <i>now, at the moment</i> <b>Positive</b> I am He } She } is It } We } You } are They } } playing .../writing ... <b>Negative</b> I am not I 'm not He } She } is not It } isn't We } You } are not They } aren't } playing .../writing ... <b>Question</b> Am I Is { he { she { it } playing .../writing ...? Are { we { you { they } When   is   he   playing ...? Where   are   you   playing ...? Who is playing ...? What girl is playing ...?
žr. 3 priedą (p. 44)	žr. 3 priedą (p. 44)

FUTURE CONTINUOUS	FUTURE CONTINUOUS in the PAST																		
<p>At this time tomorrow I will be working.</p>	<p>1. Would you be meeting her today? 2. My sister would be writing her tests now. 3. He would be having a nap after dinner. 4. Tom said he would be watching TV at 11 o'clock.</p>																		
<p><i>Positive</i></p> <table><tr><td>I He She It We You They</td><td rowspan="7">} will   be {</td><td rowspan="7">} playing .../writing ...</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>	I He She It We You They	} will   be {	} playing .../writing ...							<p><i>Positive</i></p> <table><tr><td>I You He She It We They</td><td rowspan="7">} would   be {</td><td rowspan="7">} playing .../writing ...</td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>	I You He She It We They	} would   be {	} playing .../writing ...						
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<p>żr. 3 priedą (p. 44)</p>																			



PAST PERFECT SIMPLE	PRESENT PERFECT SIMPLE																																																															
<p>1. Before I left, I had eaten my breakfast.</p> <p>2. I couldn't come in because I had lost my key.</p> <p><i>before, after, for, since, lately, yet, already, just, never, ever</i></p> <p><b>Positive</b></p> <table><tr><td>I</td><td rowspan="7">} had }</td><td rowspan="7">played .../written ...</td></tr><tr><td>You</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr><tr><td>We</td></tr><tr><td>They</td></tr></table> <p><b>Negative</b></p> <table><tr><td>I</td><td rowspan="7">} had not hadn't }</td><td rowspan="7">played .../written ...</td></tr><tr><td>You</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr><tr><td>We</td></tr><tr><td>They</td></tr></table> <p><b>Question</b></p> <table><tr><td rowspan="7">Had</td><td>I</td><td rowspan="7">} played .../written ...?</td></tr><tr><td>you</td></tr><tr><td>he</td></tr><tr><td>she</td></tr><tr><td>it</td></tr><tr><td>we</td></tr><tr><td>they</td></tr></table> <p>When   had   he   played ...? Where   had   you   written ...?</p> <p>Who had written ...? What girl had played ...?</p>	I	} had }	played .../written ...	You	He	She	It	We	They	I	} had not hadn't }	played .../written ...	You	He	She	It	We	They	Had	I	} played .../written ...?	you	he	she	it	we	they	<p>1. I have worked here for 5 years.</p> <p>2. I have just done my homework.</p> <p>3. Someone has eaten my apples.</p> <p><i>for, since, ever, never, lately, recently, yet, already, just, so far</i></p> <p><b>Positive</b></p> <table><tr><td>I</td><td rowspan="7">} have }</td><td rowspan="7">played .../written ...</td></tr><tr><td>You</td></tr><tr><td>We</td></tr><tr><td>They</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr></table> <p><b>Negative</b></p> <table><tr><td>I</td><td rowspan="7">} have not haven't }</td><td rowspan="7">played .../written ...</td></tr><tr><td>You</td></tr><tr><td>We</td></tr><tr><td>They</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr></table> <p><b>Question</b></p> <table><tr><td rowspan="7">Have</td><td>I</td><td rowspan="7">} played .../written ...?</td></tr><tr><td>you</td></tr><tr><td>we</td></tr><tr><td>they</td></tr><tr><td>he</td></tr><tr><td>she</td></tr><tr><td>it</td></tr></table> <p>Has</p> <table><tr><td rowspan="7">Has</td><td>he</td><td rowspan="7">} played .../written ...?</td></tr><tr><td>you</td></tr><tr><td>we</td></tr><tr><td>they</td></tr><tr><td>he</td></tr><tr><td>she</td></tr><tr><td>it</td></tr></table> <p>When   has   he   played ...? Where   have   you   written ...?</p> <p>Who has written ...? What girl has played ...?</p>	I	} have }	played .../written ...	You	We	They	He	She	It	I	} have not haven't }	played .../written ...	You	We	They	He	She	It	Have	I	} played .../written ...?	you	we	they	he	she	it	Has	he	} played .../written ...?	you	we	they	he	she	it
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<p>By this time tomorrow I will have read this book.</p> <p><i>by the time</i></p> <p><b>Positive</b></p> <table><tr><td>I*</td><td rowspan="7">} will   have   played .../written ...</td></tr><tr><td>You</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr><tr><td>We</td></tr><tr><td>They</td></tr></table> <p><b>Negative</b></p> <table><tr><td>I</td><td rowspan="7">} will not   have   played .../written ...</td></tr><tr><td>You</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr><tr><td>We</td></tr><tr><td>They</td></tr></table> <p><b>Question</b></p> <table><tr><td rowspan="6">Will</td><td rowspan="6">}</td><td>I</td><td rowspan="6">} have   played .../written ...?</td></tr><tr><td>you</td></tr><tr><td>he</td></tr><tr><td>she</td></tr><tr><td>it</td></tr><tr><td>we</td></tr><tr><td></td><td></td><td>they</td><td></td></tr></table> <p>When   will   he   have   played ...?</p> <p>Where   will   you   have   written ...?</p> <p>Who will have written ...?</p> <p>What girl will have played ...?</p>	I*	} will   have   played .../written ...	You	He	She	It	We	They	I	} will not   have   played .../written ...	You	He	She	It	We	They	Will	}	I	} have   played .../written ...?	you	he	she	it	we			they		<p>If I had had time, I would have come to your party.</p> <p><b>Positive</b></p> <table><tr><td>I</td><td rowspan="7">} would   have   played ... /written ...</td></tr><tr><td>You</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr><tr><td>We</td></tr><tr><td>They</td></tr></table> <p><b>Negative</b></p> <table><tr><td>I</td><td rowspan="7">} would not   have   played .../written ...</td></tr><tr><td>You</td></tr><tr><td>He</td></tr><tr><td>She</td></tr><tr><td>It</td></tr><tr><td>We</td></tr><tr><td>They</td></tr></table> <p><b>Question</b></p> <table><tr><td rowspan="6">Would</td><td rowspan="6">}</td><td>I</td><td rowspan="6">} have   played .../written ...?</td></tr><tr><td>you</td></tr><tr><td>he</td></tr><tr><td>she</td></tr><tr><td>it</td></tr><tr><td>we</td></tr><tr><td></td><td></td><td>they</td><td></td></tr></table>	I	} would   have   played ... /written ...	You	He	She	It	We	They	I	} would not   have   played .../written ...	You	He	She	It	We	They	Would	}	I	} have   played .../written ...?	you	he	she	it	we			they	
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PAST PERFECT CONTINUOUS	PRESENT PERFECT CONTINUOUS
<p>I had been reading a book for two hours before my friend came.</p> <p><b>Positive</b></p> <p>I You He She It We They</p> <p>had   been   playing .../writing ...</p> <p><b>Negative</b></p> <p>I You He She It We They</p> <p>had not   hadn't   been   playing .../writing ...</p> <p><b>Question</b></p> <p>I you he she it we they</p> <p>Had   been   playing .../writing ...?</p> <p>When   had   he   been   playing ...? Where   had   you   been   writing ...?</p> <p>Who had been writing ...? What girl had been playing ...?</p>	<p>1. I have been waiting for her for 2 hours. 2. She has been smoking since 1970. 3. I have been teaching for 10 years.</p> <p><i>for, since + now, at the moment</i> <i>How long ... ?</i></p> <p><b>Positive</b></p> <p>I You We They He She It</p> <p>have has</p> <p>been   playing .../writing ...</p> <p><b>Negative</b></p> <p>I You We They He She It</p> <p>have not haven't has not hasn't</p> <p>been   playing .../writing ...</p> <p><b>Question</b></p> <p>I you we they he she it</p> <p>Have Has</p> <p>been   playing .../writing ...?</p> <p>When   has   he   been   playing ...? Where   have   you   been   writing ...? How long   have   you   been   playing ...?</p> <p>Who has been writing ...? What girl has been playing ...?</p>
žr. 3 ir 4 priedus (p. 44)	žr. 3 ir 4 priedus (p. 44)

## FUTURE PERFECT CONTINUOUS

By July she will have been learning English for 3 years.

*by (the time in the future)*

**Positive**

I	}	will		have		been		playing .../ writing ...
You								
He								
She								
It								
We								
They								

**Negative**

I	}	will not won't		have		been		playing .../ writing ...
You								
He								
She								
It								
We								
They								

**Question**

Will	}	she it we they	}	have		been		playing .../ writing ...?	
									I
									you
									he
									she
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they									

When will he have been playing ...?

Where will you have been playing ...?

Who will have been writing ...?

What girl will have been playing ...?

żr. 3 priedą (p. 44)

FUTURE PERFECT CONTINUOUS  
in the PAST

1. She explained that by July they would have been learning English for 2 years.

2. But for the fog we wouldn't have been driving for 3 long hours.

**Positive**

I	}	would		have		been		playing .../ writing ...
You								
He								
She								
It								
We								
They								

**Negative**

I	}	would not wouldn't	}	have		been		playing .../ writing ...
You								
He								
She								
It								
We								
They								

**Question**

Would	}	she it we they	}	have		been		playing .../ writing ...?	
									I
									you
									he
									she
									it
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they									



Supplements to Active Voice Priedai	
1 priedas	<p>Esamojo paprastojo laiko vienaskaitos 3-iame asmenyje pridedama galūnė -s arba -es:</p> <p><b>-es</b> pridedama:</p> <ul style="list-style-type: none"> <li>– jei žodis baigiasi <b>s, ss, sh, ch, tch, x</b> (<i>pass</i> → <i>passes</i>)</li> <li>– jei veiksmažodis baigiasi <b>-o</b> (<i>do</i> → <i>does</i>)</li> <li>– jei veiksmažodis baigiasi <b>priebalse + y</b> (<i>y</i> → <i>i</i>) (<i>try</i> → <i>tries</i>)</li> </ul> <p>Jei veiksmažodis baigiasi <b>balse + y</b>, tai <i>y</i> išlieka ir pridedama tik galūnė -s (<i>play</i> → <i>plays</i>)</p>
2 priedas	<p>Vietoj <i>will</i> su vienaskaitos ir daugiskaitos 1-uoju asmeniu galima vartoti <i>shall</i> (<i>shall not</i> = <i>shan't</i>):</p> <ul style="list-style-type: none"> <li>♦ būsimajam laikui reikšti su <i>I</i> ir <i>we</i>: (<i>I shall do it.</i>)</li> <li>♦ mandagiame pasiūlyme ar klausime: (<i>Shall I open the window?</i>)</li> <li>♦ įspėjant ar grasinant: (<i>You shall be punished!</i>)</li> </ul>
3 priedas	<p>Su galūne -ing vartojami veiksmažodžiai, einantieji po šių veiksmažodžių:</p> <p><i>admire, adore, astonish, be, believe, belong, concern, consist, contain, depend, deserve, detest, dislike, doubt, envy, exist, fit, forget, hate, have, hear, imagine, impress, include, involve, keep, know, lack, last, like, love, matter, mean, need, own, please, possess, prefer, realise, recognise, remember, satisfy, seem, sound, stop, suppose, surprise, survive, suspect, think, understand, want</i></p>
4 priedas	<p><b>for</b> – <i>for 5 years</i> (penkerius metus)</p> <p><b>since</b> – <i>since 1990</i> (nuo)</p> <p><b>lately, recently</b> – <i>I have met her lately.</i> (neseniai, pastaruoju metu)</p> <p><b>yet</b> – <i>I haven't done it yet.</i> (neigiamajame sakinyje – <i>dar ne</i>)</p> <p><b>yet</b> – <i>Have you done it yet?</i> (klausiamajame sakinyje – <i>jau</i>)</p> <p><b>already</b> – <i>I have already done it.</i> (jau)</p> <p><b>just</b> – <i>I have just done it.</i> (kaip tik)</p> <p><b>never</b> – <i>I have never seen ...</i> (niekada)</p> <p><b>ever</b> – <i>Have you ever seen ...?</i> (klausiamajame sakinyje – <i>kada nors</i>)</p> <p><b>so far</b> – <i>I have read 5 pages so far.</i> (iki šiol)</p>

## Passive Voice Neveikiamoji rūšis

♦ Neveikiamoji rūšis sudaroma iš veiksmažodžio **to be** + veiksmažodžio III forma (būtojo laiko dalyvis arba veiksmažodis su galūne -ed).

Present Simple	<i>am, is, are</i>	} + written
Present Continuous	<i>is/are/am being</i>	
Past Simple	<i>was/were</i>	
Past Continuous	<i>was/were being</i>	
Present Perfect	<i>has/have been</i>	
Past Perfect	<i>had been</i>	
Future Simple	<i>will be</i>	
Future Perfect	<i>will have been</i>	

♦ Neveikiamoji rūšis vartojama:

1) kai veikėjas nežinomas, nesvarbus arba suprantamas iš konteksto	My car <b>was stolen</b> yesterday. The burglars <b>have been arrested</b> .
2) oficialioje arba mandagioje kalboje	My new suit <b>has been burnt</b> . ( <i>You have burnt my suit</i> is impolite.)
3) kai veiksmas yra svarbiau negu veikėjas	Taking pictures <b>is not allowed</b> . Bread <b>is baked</b> for about 45 minutes.
4) kai norima pabrėžti veikėją	The Tower of London <b>was built</b> by William the Conqueror.



Little Johnny came home from school with a bleeding nose and a black eye. His mother reprimanded him sternly: 'Shame on you, Johnny! You've been fighting!' 'Oh, Mummy, you're using a wrong grammar voice! I haven't been fighting,' corrected her the boy: 'I've been fought.'



## REPORTED SPEECH AND THE SEQUENCE OF TENSES

### NETIESIOGINĖ KALBA IR LAIKŲ DERINIMAS

Verčiant tiesioginę kalbą į netiesioginę, keičiasi anglų kalbos sakinio žodžių tvarka ir gali keistis veiksmažodžio laikų formos:

- I. Jeigu pagrindiniame sakinyje veiksmažodis pavartotas esamuoju laiku, tai šalutiniame sakinyje veiksmažodžio laikas gali būti bet koks, keičiasi tik žodžių tvarka ir įvardžiai.
- II. Jeigu pagrindiniame sakinyje veiksmažodis pavartotas būtuojų laiku, tai šalutiniame sakinyje turi būti derinami veiksmažodžių laikai, gali keistis žodžių tvarka, įvardžiai bei aplinkybės.

Direct Speech Tiesioginė kalba	Reported Speech Netiesioginė kalba	
Examples Pavyzdžiai	Main Clause Pagrindinis sakinys	Subordinate Clause Šalutinis sakinys
1. 'I <u>have just come</u> back from London.'	I. <i>She <u>says</u> (that)</i> (Esamasis laikas)	(1) <i>she <u>has just come</u> back from London.</i>
2. 'I'm <u>going to England</u> next year.'		(2) <i>she <u>is going to England</u> next year.</i>
3. 'I <u>will visit</u> my grandmother.'		(3) <i>she <u>will visit</u> her grandmother.</i>
4. 'I <u>spend</u> my holidays in the mountains.'	II. <i>She <u>said</u> (that)</i> (Būtas laikas)	(4) <i>she <u>spends</u> her holidays in the mountains.</i>
		(1) <i>she <u>had just come</u> back from London.</i>
		(2) <i>she <u>was going to England</u> the following year.</i>
		(3) <i>she <u>would visit</u> her grandmother.</i>
		(4) <i>she <u>spent</u> her holidays in the mountains.</i>

! Veiksmažodžio laikai gali pasikeisti arba likti tie patys netiesioginėje kalboje, kai kalbama apie bendrąsias tiesas bei dėsnius arba kai įvykiai tęsiasi kalbamuoju momentu:

'The Earth is round,' she said. → She said (that) the Earth is round.  
'I like coffee,' he said. → He said (that) he likes/liked coffee.

### Modal Verbs in Reported Speech

Modalinių veiksmažodžių formų derinimas netiesioginėje kalboje

<b>Direct Speech</b> Tiesioginė kalba	<b>Reported Speech</b> Netiesioginė kalba
can	could
could	could
may	might
might	might
shall	should
should	should
will	would
would	would
ought to	ought to
must	had to/would have to/must
had better	had better

### Pronouns and Time Words in Reported Speech

Įvardžių ir laiko aplinkybių pasikeitimai netiesioginėje kalboje

<b>Direct Speech</b> Tiesioginė kalba	<b>Reported Speech</b> Netiesioginė kalba
this	that
these	those
here	there
now	then
today	that day
tomorrow	the next day
next day/year/etc.	the following day/year/etc.
yesterday	the day before, the previous day
last week/year/etc.	the week before, the previous week
ago	before



Reporting Verbs Veiksmazodžiai, vartojami netiesioginėje kalboje		
Reporting Verb	Examples Pavyzdžiai	
	Direct Speech Tiesioginė kalba	Reported Speech Netiesioginė kalba
agree offer promise refuse threaten	→ + to-infinitive	<i>'Shall I carry your bag?'</i> <i>'I'll help you!'</i> He <u>offered to carry</u> my bag. He <u>promised to help</u> me.
advise ask beg command invite order remind warn	→ + somebody + to-infinitive	<i>'Don't forget to post the letter.'</i> <i>'Will you have tea with me?'</i> She <u>reminded me to post</u> the letter. He <u>invited me to have</u> tea with him.
admit deny prefer suggest accuse sb of apologize for boast of/about complain to sb of insist on	→ + gerund (-ing form)	<i>'Let's go to the cinema.'</i> <i>'You took my purse.'</i> He <u>suggested going</u> to the cinema. She <u>accused me of taking/</u> <u>having taken</u> her purse.
agree complain deny explain exclaim remark promise suggest	→ + that-clause (šalutinis papildinio sakinys)	<i>'You'd better tell her the truth!'</i> <i>'You're always coming late!'</i> He <u>suggested that I</u> (should) tell her the truth. He <u>complained that I</u> was always coming late.

## Sequence of Tenses

Laikų derinimas


Direct Speech Tiesioginė kalba	Reported Speech Netiesioginė kalba
Atpasakojant būtuojų laiku, keičiasi veiksmažodžio laikai:	
<b>Present Simple</b> <i>'He likes swimming,' she said.</i>	→ <b>Past Simple</b> <i>She said he likes/liked swimming.</i>
<b>Present Continuous</b> <i>'He is playing football,' she said.</i>	→ <b>Past Continuous</b> <i>She said he was playing football.</i>
<b>Present Perfect</b> <i>'He has just come,' she said.</i>	→ <b>Past Perfect</b> <i>She said he had just come.</i>
<b>Present Perfect Continuous</b> <i>'He has been reading a book for 2 hours,' she said.</i>	→ <b>Past Perfect Continuous</b> <i>She said he had been reading a book for 2 hours.</i>
<b>Past Simple</b> <i>'He came an hour ago,' she said.</i>	→ <b>Past Perfect/Past Simple</b> <i>She said he had come an hour ago.</i>
<b>Past Continuous</b> <i>'He was cleaning the house,' she said.</i>	→ <b>Past Perfect Continuous/Past Continuous</b> <i>She said he had been cleaning the house.</i>
<b>Past Perfect</b> <i>'He had already left,' she said.</i>	→ <b>Past Perfect</b> <i>She said he had already left.</i>
<b>Past Perfect Continuous</b> <i>'He had been washing dishes for 2 hours,' she said.</i>	→ <b>Past Perfect Continuous</b> <i>She said he had been washing dishes for 2 hours.</i>
<b>Future Simple</b> <i>'He will be back in five minutes,' she said.</i>	→ <b>Future Simple in the Past</b> <i>She said he would be back in five minutes.</i>
<b>Future Continuous</b> <i>'He will be lying on the beach,' she said.</i>	→ <b>Future Continuous in the Past</b> <i>She said he would be lying on the beach.</i>
<b>Future Perfect</b> <i>'He will have finished by then,' she said.</i>	→ <b>Future Perfect in the Past</b> <i>She said he would have finished by then.</i>
<b>Future Perfect Continuous</b> <i>'He will have been reading for 2 hours by then,' she said.</i>	→ <b>Future Perfect Continuous in the Past</b> <i>She said he would have been reading for 2 hours by then.</i>



Word Order in Reported Speech Žodžių tvarka netiesioginės kalbos sakiniuose		
Types of Sentences Sakinių rūšys	Direct Speech Tiesioginė kalba	Reported Speech Netiesioginė kalba
Statements Teigiamieji sakiniai	<i>'I want to go to the mountains,' she said.</i>	<i>She said <u>she wanted to go to the mountains.</u></i>
Special Questions Specialieji klausimai (su klausiamaisiais žodžiais)	1 2 3 4 <i>'Why didn't you do your 5 homework?,' asked her mother.</i>	1 <i>Her mother asked her <u>why</u> 3 2 4 <u>she hadn't done her</u> 5 <u>homework.</u>*</i>
General Questions Bendrieji klausimai	1 2 3 <i>'Have you ever been to 4 Britain?' Susan asked me.</i>	2 <i>Susan asked me <u>whether/if I</u> 1 3 4 <u>had been to Britain.</u>*</i>
Requests/Commands/ Orders Prašymai/liepimai/ įsakymai	<i>'Open your books!,' said the teacher. 'Write this essay,' she said to Tom.</i>	<i>The teacher asked us <u>to open our books.</u> She ordered Tom <u>to write the essay.</u></i>

\* Atpasakojant specialiuosius ir bendruosius klausimus, netiesioginėje kalboje būtina laikytis anglų kalbos teigiamojo sakinio žodžių tvarkos taisyklių:

1	2	3	4	5	6
Kada?	Kas?	Ką veikia?	Ko? Kam? Ką?	Kaip?	Kur?
Kada?					

 A philosopher said: 'Fancy what silence would set in if people said only what they really understood!'

# **CONDITIONAL SENTENCES** **ŠALUTINIAI SĄLYGOS SAKINIAI**

	<b>If-clause</b> Šalutinis sakinyys	<b>Main clause</b> Pagrindinis sakinyys	<b>Usage</b> Vartojimas
<b>TYPE 1</b> <b>FUTURE</b> Real – likely to happen in the future or present	If + any present tense (Present Simple, Present Continuous, Present Perfect) (Active or Passive)	Future Simple, Imperative, Present Simple (for general truths)	<i>If I <u>have</u> money, I <u>will buy</u> a car.</i> <i>If you <u>are</u> tired, <u>go</u> to bed.</i> <i>If you <u>heat</u> snow, it <u>melts</u>.</i> <i>If you <u>have finished</u> your work, we <u>can</u> go for a walk.</i>
<b>TYPE 2</b> <b>PRESENT</b> Unreal – unlikely to happen in the present or future; also used to give advice	If + Past Simple/Past Continuous (Active or Passive)	would/could/might + infinitive	<i>If I <u>had</u> money, I <u>would buy</u> a car.</i> <i>If I <u>were</u> you, I <u>wouldn't tell</u> this.</i> <i>If it <u>weren't</u> raining, we <u>could</u> go for a walk.</i>
<b>TYPE 3</b> <b>PAST</b> Unreal situation in the past; used to express criticism or regret	If + Past Perfect/Past Perfect Continuous (Active or Passive)	would/could/might + have + past participle	<i>If I <u>had had</u> money, I <u>would have bought</u> a car.</i> <i>If I <u>had locked</u> the flat, it <u>wouldn't have been broken</u> into.</i> <i>If the child <u>had behaved</u> well, he <u>wouldn't have been punished</u>.</i>
! Šalutiniai sąlygos sakiniai taip pat prijungiami jungtukais: <i>unless, in case, provided/providing, supposing, but for, as long as.</i>			<i>He can't hear you <u>unless</u> you shout.</i> <i><u>Supposing</u> your car breaks down in the middle of the dessert.</i> <i>I don't want to go out, <u>unless</u> John phones.</i> <i><u>But for</u> the rain, we would have arrived on time.</i>
! Šalutinis sakinyys gali eiti prieš pagrindinį (tada dėdame kablelį) ir po pagrindinio (kablelio nededame).			<i>If I have time, I will come.</i> <i>I will come if I have time.</i>
! Šalutiniame sąlygos sakinyje nevartojamas būsimasis laikas (po <i>if</i> nevartojame <i>will</i> ). Šalutiniame papildinio sakinyje po <i>if</i> vartojame <i>will</i> ( <i>if</i> verčiame <i>ar</i> ).			<i>If (jeigu) she comes, she will tell us.</i> <i>I don't know if (ar) she <u>will</u> come.</i>



**Mixed Conditionals**  
Mišrūs šalutiniai sąlygos sakiniai

Ir pagrindiniame, ir šalutiniame sakinyje galima vartoti bet kurį šalutinio sąlygos sakinio tipą, jei to reikalauja kontekstas.

Type required	If-clause	Main clause	Type used
2	If nobody <u>phoned</u> him,	he <u>won't come</u> to the meeting.	1
2	If she <u>knew</u> him,	she <u>would have spoken</u> to him.	3
3	If he <u>had</u> found a job,	he <u>wouldn't be searching</u> for one now.	2



'If I challenged you to a duel what weapons would you select?'

'If it ever came to a choice of weapons against you, I would choose grammar.'

# WISH-SENTENCES

## TARIAMOSIOS NUOSAKOS SAKINIAI

Types Rūšys	Form used in the sentence Forma, vartojama sakinyje	Example Vartojimo pavyzdys
<b>1 FUTURE</b> ♦ wish for a future change (unlikely to happen) ♦ wish to express dissatisfaction ♦ polite request implying dissatisfaction or lack of hope	I wish + subject + infinitive (If only) (Active or Passive)	I wish <i>he would enter</i> the university. (unlikely to happen) (Norėčiau, kad jis įstotų į universitetą.) I wish <i>you would be</i> quiet. (lack of hope) (O, kad tu nutiltum.) I wish <i>it would stop</i> raining. (future change or disappointment) (Būtų gerai, jei nustotų lyti.)
<b>2 PRESENT</b> ♦ regret about a present situation which we want to be different	I wish + Past Simple/ Past Continuous (If only) (Active or Passive)	I wish I <u>were</u> a doctor. (Gaila, kad nesu daktaras.) I wish I <u>didn't have</u> so much work to do. (Gaila, kad turiu tiek daug darbo.)
<b>3 PAST</b> ♦ regret that sth happened or didn't happen in the past	I wish + Past Perfect/ Past Perfect Continuous (If only) (Active or Passive)	I wish I <u>had been</u> a doctor. (Gaila, kad netapau daktaru.) I wish I <u>hadn't bought</u> this dress. (Gaila, kad pirkau šią suknelę.)
* Tariamąsios nuosakos, taip pat šalutiniuose sąlygos sakiniuose, visiems asmenims (I, he, she, it, we, you, they) vartojama <i>were</i> , tačiau galima vartoti ir <i>was</i> .		I wish (If only) I <u>were</u> taller. (Norėčiau būti aukštesnis.) If she <u>were</u> here, she would know what to do. (Jei ji būtų čia, žinotų, ką daryti.)



The grammar teacher wrote a sentence on the blackboard and asked the student: 'William, where is the subject?'. The student kept silent. The teacher repeated the question. Then the student looked up at her and said sympathetically: 'I wish I had your worries, ma'am'.



## TIME CLAUSES

### ŠALUTINIAI LAIKO APLINKYBĖS SAKINIAI

Šalutiniuose laiko aplinkybės sakiniuose, prasidedančiuose *when, as soon as, until/till, as, while, before, after, whenever, once, since*, būsimasis laikas nevartojamas – vietoj jo vartojamas bet kuris iš veikiamosios ar neveikiamosios rūšies esamųjų laikų.

when (kai)	He'll phone you <b>when</b> he <u>gets</u> home.
as soon as (kai tik)	The children will go out for a walk <b>as soon as</b> the rain <u>stops</u> .
until/till (kol, iki)	Wait here <b>until</b> they <u>come</u> back.
while (kol)	Can you look after my cat <b>while</b> I <u>am</u> away?
before (prieš)	<b>Before</b> you <u>leave</u> , you must meet my sister.
after (kai)	You'll feel better <b>after</b> you've <u>had</u> something to drink.
by the time (iki to laiko, kai)	I will have washed the dishes <b>by the time</b> my mother <u>comes</u> .
whenever (kad ir kada)	<b>Whenever</b> she <u>comes</u> , she brings a friend.
once (kai; kai tik)	<b>Once</b> you <u>learn</u> the basic rules, it's easy to start speaking correctly.
since (nuo to laiko, kai)	It is five years <b>since</b> I've <u>seen</u> her.



What is it you must keep **after** you **have given** it to somebody? (The answer: Your word.)

# **VERBALS** NEASMENUOJAMOSIOS VEIKSMAŽODŽIO FORMOS

The Infinitive Bendratis			
Infinitive forms Bendratis formos	Active Voice Veikiamoji rūšis	Passive Voice Neveikiamoji rūšis	Usage Vartojimas
<b>Simple</b>	<b>to write</b> She has <u>to write</u> this essay. He <u>appears</u> (appeared) <i>to write</i> a letter to his mother every day.	<b>to be written</b> This essay has <u>to</u> <u>be written</u> . A letter to his mother <u>appears</u> (appeared) <i>to be</i> <i>written</i> by him every day.	Šios bendratis formos vartojama- mos <i>esamajam</i> laikui reikšti, t. y. įvardyti veiksmui, kurio atlikimas synchroniškas su sakinio turiniu įvardyto veiksmo atlikimu.
<b>Continuous</b>	<b>to be writing</b> She <u>has to be writing</u> this essay now. He <u>appears</u> (ap- peared) <i>to be writing</i> a letter to his mother now (then).	<b>to be being written*</b>	
<b>Perfect</b>	<b>to have written</b> She ought <u>to have</u> <u>written</u> this essay. He <u>appears</u> (appea- red) <i>to have written</i> a letter to his mother yesterday (several days before).	<b>to have been written</b> This essay ought to <u>have been written</u> . A letter to his mother <u>appears</u> (appeared) <i>to have</i> <i>been written</i> yesterday (several days before).	Šios bendratis formos vartojamos <i>būtajam</i> laikui išreikšti, t. y. įvardyti veiksmą, įvykusį prieš tariniu įvardytą veiksmą.
<b>Perfect Continuous</b>	<b>to have been writing</b> She <u>ought to have</u> <u>been writing</u> this essay. He <u>appears</u> (appeared) <i>to have been writing</i> a letter to his mother for 2 hours (for several hours).	—	

\*Ši forma vartojama tik su tranzityviais (galininkiniais) veiksmažodžiais.



The Gerund			
Veiksmazodžio su galūne -ing formos			
Gerund form Gerundijaus forma	Active Voice Veikiamoji rūšis	Passive Voice Neveikiamoji rūšis	Usage Vartojimas
<b>Simple</b>	<b>learning</b> <b>translating</b> I hate <u>interrupt-</u> <u>ing</u> people.	<b>being learnt</b> <b>being translated</b> I hate <u>being</u> <u>interrupted</u> .	Abiejose sakinio dalyse vartojami veiksmazodžiai reiškia tuo pat metu vykstantį veiksmą.
<b>Perfect</b>	<b>having learnt</b> <b>having translated</b> He entered without <u>having</u> <u>knocked</u> at the door.	<b>having been learnt</b> <b>having been translated</b> The door opened without <u>having</u> <u>been knocked on</u> .	Veiksmazodžio su galūne -ing forma išreiškia anksčiau įvykusį veiksmą.

Verb + -ing (Gerund) Veiksmazodis + -ing forma	Verb + to-infinitive Veiksmazodis + bendratis
Veiksmazodžiai, po kurių vartojami veiksmazodžiai su galūne -ing: <i>admit, adore, advise, appreciate, avoid, celebrate, consider, contemplate, delay, deny, detest, discuss, dislike, dread, endure, enjoy, escape, excuse, face, fancy, feel like, finish, forget, forgive, go, give up, hate, imagine, involve, keep, lie, like, loathe, love, mention, mind, miss, postpone, practise, put off, regret, remember, report, resent, resist, risk, stop, suggest, understand etc.</i>	Veiksmazodžiai, po kurių vartojama bendratis: <i>afford, agree, aim, appear, arrange, ask, attempt, bear, beg, care, claim, choose, consent, dare, decide, demand, deserve, determine, expect, fail, fight, forget, help, hesitate, hope, intend, learn, long, manage, mean, need, neglect, offer, plan, prepare, pretend, promise, propose, prove, refuse, seem, start, swear, tend, trouble, threaten, try, wait, want, wish, would like, would love, would prefer etc.</i>
<b>Posakiai:</b> <i>can't bear</i> <i>can't help</i> <i>can't stand</i> <i>go (eg swimming)</i> <i>spend time/money (on)</i> <i>no good</i> <i>no use</i> <i>no worth</i>	<i>Susan wanted <u>to</u> watch this play.</i> <i>They decided <u>to</u> stay at home.</i>
} + verb + -ing	<b>Verb + object + infinitive</b> Veiksmazodžiai, po kurių vartojamas papildinys ir bendratis be dalelytės <i>to</i> : <i>let, make, know, hear, feel, help</i> Example: <i>She <u>made them do</u> it.</i> <i>I <u>heard her sing</u>.</i>
	<b>! But: (in the Passive Voice)</b> <i>They were made <u>to</u> do it.</i> <i>She was heard <u>to</u> sing.</i>
<i>He denied <u>stealing</u> the money.</i> <i>I feel like <u>going</u> to the theatre.</i>	

Verb + sb + to-infinitive	Modal verb + infinitive
<p>Bendratis vartojama, kai papildinys eina po šių veiksmažodžių:</p> <p><i>advise, allow, ask, beg, cause, dare, encourage, expect, forbid, force, get, help, intend, invite, leave, order, persuade, prefer, recommend, remind, teach, tell, urge, want, warn</i></p> <p><i>She <u>asked us to visit</u> her mother.</i>  <i>He <u>wanted us to close</u> the windows.</i></p>	<p>Bendratis be <i>to</i> vartojama po šių modalinių veiksmažodžių:</p> <p><i>can, could, may, might, must, need, had better, would rather</i></p> <p><i>You <u>must do</u> your homework.</i>  <i>She <u>could come</u> to my party.</i></p>
Verb + to-infinitive or + -ing	
<p>Ir -ing forma, ir bendratis gali eiti po šių veiksmažodžių:</p> <p><i>attempt, begin, bother, cease, continue, deserve, fear, hate, like, love, prefer, start</i></p>	

## IMPERATIVE MOOD LIEPIAMOJI NUOSAKA

Order Liepimas			Prohibition Draudimas			
Person Asmuo	Singular Vienaskaita	Plural Daugiskaita	Singular Vienaskaita		Plural Daugiskaita	
1	let me read	let us read	don't	let me read	don't	let us read
2	read	read		read		read
3	let him/her/ it read	let them read		let him/her/ it read		let them read



# IRREGULAR VERBS IN GROUPS

## SUGRUPUOTI NETAISYKLINGIEJI VEIKSMAŽODŽIAI

1 ≠ 2 ≠ 3  
(Skiriasi visos trys formos)

to	(a)wake	(a)woke	(a)woken	pabusti
	bear	bore	born(e)	gimdyti; pakelti
	begin	began	begun	pradėti
	bite	bit	bitten	įkąsti
	blow	blew	blown	pūsti
	break	broke	broken	laužyti
	choose	chose	chosen	pa(si)rinkti
	come	came	come	ateiti
	dive	dove/dived	dived	nerti, šokti į vandenį
	do	did	done	daryti
	draw	drew	drawn	piešti
	drink	drank	drunk	gerti
	drive	drove	driven	vairuoti
	eat	ate	eaten	valgyti
	fall	fell	fallen	(nu)kristi
	fly	flew	flown	skristi
	(for)bid	(for)bade	(for)bidden	(už)drausti
	forget	forgot	forgotten	užmiršti
	forsake	forsook	forsaken	atsisakyti
	freeze	froze	frozen	šalti
	give	gave	given	duoti
	go	went	gone	eiti
	grow	grew	grown	augti
	hew	hewed	hewed/hewn	kirsti, kapoti
	hide	hid	hid/hidden	slėpti(s)
	know	knew	known	žinoti
	lie	lay	lain	gulėti
	mow	mowed	mowed/mown	šienauti
	ride	rode	ridden	važiuoti
	ring	rang	rung	skambinti (telefonu)
	rise	rose	risen	pakilti
	run	ran	run	bėgti
	saw	sawed	sawed/sawn	pjauti
	see	saw	seen	matyti
	sew	sewed	sewed/sewn	siūti
	shake	shook	shaken	kratyti(s)
	show	showed	showed/shown	rodyti
	shrink	shrank	shrunk	susitraukti, susiraukšlėti

to	sing	sang	sung	dainuoti
	sink	sank	sunk	skęsti; grimzti
	slay	slew/slayed	slain	užmušti, nužudyti
	sow	sowed	sowed/sown	apsėti
	speak	spoke	spoken	kalbėti
	spring	sprang	sprung	pašokti
	steal	stole	stolen	vogti
	stink	stank/stunk	stunk	dvokti
	strew	strewed	strewed/strewn	stengtis; siekti
	strive	strove	striven	išmėtyti, išbarstyti
	swear	swore	sworn	prisiekti; keiktis
	swell	swelled	swollen/swelled	tinti, padidėti
	swim	swam	swum	plaukti
	take	took	taken	imti
	tear	tore	torn	plėšyti, draskyti
	thrive	throve	thriven	klestėti, tarpti
	throw	threw	thrown	(iš)mesti
	tread	trod	trodden/trod	žengti; užlipti
	wear	wore	worn	nešioti, vilkėti
	weave	wove	woven	austi
	write	wrote	written	rašyti

**1 ≠ 2 = 3**

(Sutampa antroji ir trečioji forma)

to	bend	bent	bent	linkti, su(si)lenkti
	beseech	besought	besought	prašyti, maldauti
	bind	bound	bound	(su)rišti
	bleed	bled	bled	kraujuoti
	breed	bred	bred	auginti, veisti
	bring	brought	brought	atnešti
	build	built	built	statyti
	burn	burnt	burnt	degti
	buy	bought	bought	pirkti
	catch	caught	caught	pagauti
	cling	clung	clung	tvirtai laikytis, kabintis
	creep	crept	crept	šliaužti
	deal	dealt	dealt	bendrauti, turėti reikalų
	dig	dug	dug	kasti; knaisiotis
	dream	dreamt	dreamt	sapnuoti, svajoti
	dwell	dwelt	dwelt	gyventi, apsistoti
	feed	fed	fed	maitinti(s)
	feel	felt	felt	jausti
	fight	fought	fought	kovoti



to	find	found	found	(su)rasti
	flee	fled	fled	(pa)bėgti
	fling	flung	flung	pulti, mestis
	get	got	got	gauti
	grind	ground	ground	malti
	hang	hung	hung	(už)kabinti, kabėti
	have	had	had	turėti
	hear	heard	heard	girdėti, išgirsti
	hold	held	held	laikyti(s)
	keep	kept	kept	(iš)laikyti
	kneel	knelt	knelt	klaupiti(s)
	lay	laid	laid	padengti (stalą)
	lead	led	led	vadovauti
	lean	leant/leaned	leant/leaned	palinkti
	leap	leapt/leaped	leapt/leaped	šokti, šokinėti
	learn	learnt/learned	learnt/learned	mokyti(s)
	leave	left	left	(pa)likti
	lend	lent	lent	(pa)skolinti
	light	lit	lit	uždegti, apšviesti
	lose	lost	lost	pamesti
	mean	meant	meant	reikšti, turėti omeny
	meet	met	met	su(si)tikti
	read	read	read	skaityti
	rend	rent	rent	plėšti, plėšyti
	say	said	said	sakyti
	seek	sought	sought	ieškoti; siekti; stengtis
	send	sent	sent	siųsti
	sell	sold	sold	parduoti
	shine	shone	shone	šviesti
	shoot	shot	shot	šauti
	sit	sat	sat	sėdėti
	sleep	slept	slept	miegoti
	slide	slid	slid	slysti
	sling	slung	slung	sviesti, mesti
	slink	slunk	slunk	sėlinti, slinkti
	smell	smelt/smelled	smelt/smelled	(už)uosti, kvepėti
	speed	sped/speeded	sped/speeded	pagreitinti, paspartinti
	spell	spelt	spelt	paraidžiui skaityti/rašyti
	spend	spent	spent	(iš)leisti, eikvoti
	spill	spilt	spilt	iš(si)lieti
	spin	spun (span)	spun	verpti
	spit	spat	spat	spjaudyti
	spoil	spoil/spoiled	spoil/spoiled	(su)gadinti

to	stand	stood	stood	stovėti
	stick	stuck	stuck	durti, smeigti; klijuoti
	sting	stung	stung	(į)gelti
	stride	strode	strode	žengti, žingsniuoti
	strike	struck	struck	mušti, suduoti
	string	strung	strung	užrišti, surišti
	sweep	swept	swept	šluoti; lėkti, dumti
	swing	swung	swung	suptis, svyruoti
	teach	taught	taught	mokyti
	tell	told	told	sakyti, papasakoti
	think	thought	thought	galvoti
	weep	wept	wept	verkti
	win	won	won	laimėti
	wind	wound	wound	raityti(s), sukti(s), vynioti(s)
	wring	wrung	wrung	(iš)gręžti

**1 = 2 = 3**  
(Sutampa visos trys formos)

to	bet	bet	bet	kirsti lažybų
	bid	bid	bid	siūlyti kainą
	burst	burst	burst	sprogti, pratrūkti
	cast	cast	cast	mesti, mėtyti
	cost	cost	cost	kainuoti
	cut	cut	cut	pjauti, kirsti
	hit	hit	hit	smogti, suduoti
	hurt	hurt	hurt	skaudėti; su(si)žeisti
	knit	knit	knit	megzti
	let	let	let	leisti
	put	put	put	(pa)dėti
	quit	quit	quit	palikti, mesti (darbą)
	rid	rid	rid	išvaduoti, atsikratyti
	set	set	set	sustatyti, išdėstyti
	shed	shed	shed	mesti/šertis
	shit	shit	shit	mėžti
	shut	shut	shut	uždaryti
	slit	slit	slit	prapjauti/plyšti
	split	split	split	suskilti
	spread	spread	spread	sklisti
	sweat	sweat	sweat	prakaituoti
	thrust	thrust	thrust	mesti; veržtis
	wed	wed	wed	tuokti(s)
	wet	wet	wet	šlapti, drėkti; drėkinti



'Freddy, what's the past tense of the verb "wake up"?'

'Sleep'.

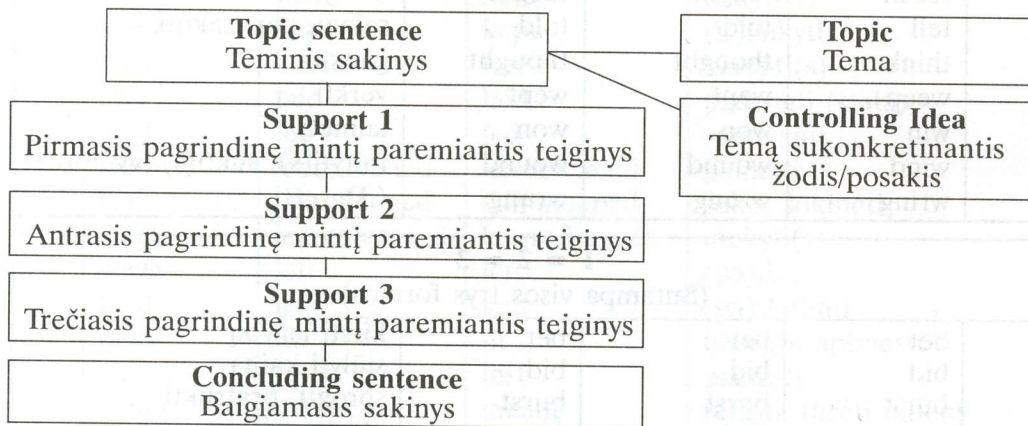


# II

# WRITING RAŠYMAS

## PARAGRAPH WRITING

Pastraipos rašymas



Structure of a Topic Sentence Teminio sakinio struktūra	
People give many <b>reasons</b> for <b>owning a car</b> .	
<b>Topic</b> Tema	<b>Controlling Idea</b> Temą sukonkretinanti mintis
"owning a car"	"reasons"
All the supporting ideas in the paragraph should be "reasons for owning a car".	

Paragraph Example Pastraipos pavyzdys	Paragraph Structure Pastraipos struktūra
Before applying to a foreign university, one should consider the <u>disadvantages</u> of <b>studying abroad</b> . <i>First</i> , a student may feel alone by being far from family and friends. <i>Also</i> , difficulty in understanding a foreign language can be very frustrating and can affect the student's grades. <i>Finally</i> , it may appear to be very expensive to pay the costs of travel and housing in a different country. <i>Therefore</i> , loneliness, language barrier and shortage of money may cause difficulties for studying abroad.	Topic sentence ( <u>controlling idea, topic</u> ) Support 1 Support 2  Support 3  Concluding sentence


Topic Sentence Openings Teminio sakinio pradžia	Helpful phrases in the topic sentence to express the controlling idea Temą sukonkretinančių žodžių pavyzdžiai
It is generally agreed that ... It must be remembered that ... It cannot be too strongly emphasized that ... It has now been proved that ... It is often taken for granted that ... It has often been questioned whether ... There is no doubt that ... It goes without saying that ... It stands to reason that ... It is easy enough to believe that ... It is difficult to prove that ... It is impossible to argue that ... It is/seems unlikely (strange/ridiculous) that ... It is evident (likely/obvious/possible/probable) that ... It is doubtful whether ... It would be absurd to suppose that ... It remains to be seen whether ...	the reason for ... the causes of (the effects of) ... the steps for (the procedure for) ... the advantages of (the disadvantages of) ... the ways to (the methods of) ... the different sections (parts, kinds, types) of ... the characteristics (traits, qualities) of ... the problems of ... the precautions for ... the changes to ...

### Common Devices for Linking Ideas *within* a Complex Sentence

Minčių siejimas sudėtiniame prijungiamajame sakinyje

Simple Conjunctions	and, but, so
Relatives	which, who, that etc.
Conjunctions: Time Reason Condition Concession	when, after, before, until, while etc. because, since if, unless although, however (important)
Preposition and Prepositional Phrase	After (examining the corpse) Before (leaving the country) Without (informing his superiors) Due to (the shortage of money) As a result of (breaking the law)
Present Participle (-ing form)	Looking (at the plans, he saw that ...) Being (interested I applied to join ...) A box containing ...
Past Participle (-ed form)	Confused (by the news, he ...) This invention, introduced by ...

### START AND CONTINUATION

 A small boy was reading from the Bible: "In the beginning was the Word."  
"Yes", commented his father, "and then came sentences upon sentences."



## TRANSITIONS IN A PARAGRAPH

Žodžiai, siejantys pastraipos sakinius

Time (Laiko)	
after a (+ time expression)	vėliau, paskui
after a short/long time	netrukus, po kurio laiko
afterwards	vėliau, paskui
at first	iš pradžių
at least	bent jau
at the same time	tuo pat metu, taipogi
before that time	prieš tai
before then	prieš tai
eventually	pagaliau
immediately	tuoju (pat), tučtuojau
in the end	galų gale
lately	neseniai, pastaruoju metu
later	vėliau
meanwhile	tuo tarpu, tuo pat metu
next	paskui
now	dabar, tuoju, tada
nowadays	dabar, mūsų laikais
presently	netrukus, tuoju pat
recently	pastaruoju metu, neseniai
shortly	trumpai, greitai, netrukus
since	kadangi, jei taip
since then	nuo to laiko, nuo tada
soon	greitai, netrukus
temporarily	laikina
then	tada, tokiu atveju, vadinasi
thereafter	nuo to laiko, atitinkamai
Augmentation (Papildymas)	
additionally	be to
again	vėl, dar kartą, be to
also	taip pat, irgi
and	ir, bei, o
and then	ir tada, o tada
apart from this	išskyrus, be to, nekalbant apie...
as well as	ties pat, taip pat
besides	be to, be, išskyrus
further	be to, toliau
furthermore	be to
in addition to	be to
in the same way	taip pat
likewise	panašiai, taip pat
nor	nei
not only ... but also	ne tik..., bet ir...
moreover	toliau, be to
too	taip pat
what is more	be to, dar (daugiau)

<b>Contrast, opposition (Priešprieša, kontrastas)</b>	
and yet	bet, betgi, tačiau, vis dėlto
after all	pagaliau, galų gale
although	nors, nežiūrint
although this may be true	nors tai tiesa...
at the same time	taip pat, tuo pat metu
but	bet
despite this (+ <i>noun</i> )	nepaisant
however	tačiau, kaip ne, kiek ne, kad ir kaip
in contrast	(pa)lyginti su
in contrast to (+ <i>noun</i> )	priešingai nei
in spite of (+ <i>noun</i> )	nepaisant
nevertheless (after a negative idea)	vis dėlto, nepaisant to
notwithstanding	nepaisant (ko), tačiau
on the contrary	priešingai
on the one hand	iš vienos pusės
on the other hand	iš kitos pusės
still	dar, vis dar, iki šiol, tačiau, vis dėlto, dar (lyginant)
whereas	tada, kai, tuo tarpu, kai
yet	dar, vis dar, bet, betgi, tačiau, vis dėlto
<b>Comparison, similarity, equivalent (Palyginimas, panašumas, sugretinimas)</b>	
again	dar kartą, vėl, be to
also	taip pat
alternatively	pasirinktina
equally (+ <i>adjective</i> )	taip pat, atitinkamai
in a like manner	panašiai
in comparison	lyginant
in other words	kitaip tariant, kita vertus
in the same way	taip pat
in a similar manner	panašiai
likewise	panašiai, taip pat
namely	būtent
similarly	panašiai
that is to say	tai yra



<b>Concession, attitude (Prielaida, požiūris)</b>	
admittedly	žinoma, reikia pripažinti
after all	pagaliau, šiaip ar taip
although	nors (ir), net jei
and yet	bet, betgi, tačiau, vis dėlto
as a matter of fact	iš tikrųjų
at the same time	tuo pačiu metu, taip pat
certainly	žinoma
even though	nors, nepaisant, net jeigu
fortunately	laimei, laimė
however much	kad ir kaip..., kiek ne
luckily	laimei, laimė
naturally	žinoma
of course	žinoma
oddly enough	(kad ir labai) keista
perhaps	galbūt
still	vis dar, tačiau, vis dėlto
strangely enough	keistas dalykas, ...
undoubtedly	neabejotinai, be abejo
unfortunately	deja, nelaimei
<b>Demonstration, illustration, example (Įrodymas, pavyzdžiai)</b>	
as a matter of fact	tiesą sakant
as an example	pavyzdžiui
as follows	kaip toliau išdėstyta
for example	pavyzdžiui
for instance	pavyzdžiui
incidentally	beje
indeed	iš tikrųjų
in fact	iš tiesų, faktiškai
in other words	kitaip tariant
in particular	ypač
in this case	šiuo atveju
namely	būtent
particularly	ypač, labai, konkrečiai
specifically	ypač
that is	tai yra
that is to say	tai yra
to illustrate	pateikiant pavyzdį

<b><u>Sequence, order</u> (Seka)</b>	
finally first of all first, second, third etc. in the first, second (etc.) place firstly last last of all lastly next secondly then thirdly to begin with to end with	galų gale, pagaliau pirmiausia pirma, antra, trečia ir t. t. pirmiausia, antra pirmiausia, pirma gale, paskutinį kartą galiausiai galiausiai, pagaliau paskui, toliau antra tada, paskui, tuo laiku trečia visų pirma, pirmiausia baigiant, pabaigoje
<b><u>Result</u> (Rezultatas)</b>	
accordingly as a result consequently for this reason hence so otherwise then thereby therefore thus	atitinkamai todėl todėl, dėl tos priežasties, taigi dėl to, dėl šios priežasties vadinasi, taigi taigi, taip, tuo būdu, tiek, vadinasi priešingu atveju, kitais atžvilgiais, kitaip tada, tokiu atveju, vadinasi tuo būdu, taigi dėl to, todėl, taigi taigi, taip, tuo būdu
<b><u>Purpose</u> (Tikslas)</b>	
for this purpose for this reason owing to this to this purpose with this object ( <i>objective</i> )	šiuo tikslu, siekiant dėl to dėl to šiuo tikslu, siekiant, kaip tik laiku šiuo tikslu
<b><u>Location</u> (Vieta)</b>	
adjacent to (+ <i>noun</i> ) at the top at the right beyond far ahead far behind here in the center in the distance nearby opposite (+ <i>noun</i> ) straight ahead	šalia, gretimai viršuje dešinėje už, virš priekyje, priešakyje toli už čia centre, viduryje tolumoje šalia, arti priešais, prieš tiesiai priešakyje



<b>Stating the obvious, generalizing (Akivaizdžių faktų pateikimas, apibendrinimas)</b>	
alternatively	atitinkamai, pasirinktinai
as one might expect	galima tikėtis, kad...
as a rule	paprastai, dažniausiai
clearly	aiškiai
for the most part	daugiausiai, dažniausiai, paprastai
it goes without saying	savaime suprantama
in general	apskritai
in most cases	daugeliu atvejų, dažniausiai
in other words	kitaip tariant
naturally	žinoma
obviously	aišku, akivaizdu
of course	žinoma
on the whole	iš viso, apskritai
or rather	tiksliau (sakant)
the rather that ...	tuo labiau, kad...
speaking generally	apskritai
surely	žinoma, be abejo, tikrai
to be more precise	tiksliau (sakant)
to put it another way	kitaip tariant
usually	kaip paprastai
<b>Conclusion, summary (Išvados, santrauka)</b>	
accordingly	atitinkamai, todėl
as a result	todėl
as I have said, noted, stated	kaip minėjau
briefly	trumpai
briefly stated	trumpai tariant
consequently	todėl, dėl tos priežasties, taigi, vadinasi
finally	pagaliau, galų gale
in brief	trumpai
in conclusion	(už)baigiant
in other words	kitaip tariant
in short	trumpai
it goes without saying (that)...	akivaizdu, savaime suprantama
on the whole	iš viso, apskritai
therefore	taigi, dėl to, todėl
thus	todėl, taip, tuo būdu, taigi
to conclude	baigiant
to summarize	režiumuojant
to sum up	apibendrinant, susumuojant, režiumuojant



Gustave Flaubert, a famous French writer (1821–1880), defined the following three rules for the use of language in writing: clarity, clarity and clarity.

## The Use of Transitional Expressions in a Paragraph

Jungiamųjų posakių vartojimas pastraipoje

**Food is the source of energy** for the body. Food and the energy it produces are important. **Indeed**, we need this energy just to keep alive. **Naturally**, energy is required just to digest the food needed to produce energy in the first place. **Moreover**, energy is essential for all continuous body processes such as breathing, the beating of the heart, and the maintenance of muscle tone. **Also**, children and youths need energy for growth. **In brief**, we need energy produced by food for carrying out all work and leisure activities.

### Paragraph Development

Pastraipos plėtojimas

**To make a more fully developed paragraph, add details to the supporting ideas. Your details can be facts, examples, personal experience or description.** Rašydami pastraipą, pagrindinę mintį paremiančius teiginius papildykite *faktais, pavyzdžiais, paties patirtais įspūdžiais ar aprašymais*.

<b>Topic</b> Tema	<b>The Controlling Idea</b> Temą sukonkretinantis žodis/posakis
"the Smithsonian Institution"	"reasons for a visit"
<b>Topic Sentence</b> Teminis sakinyš	
<u>The Smithsonian Institution</u> is worth visiting for a <b>number of reasons</b> .	
<b>Supporting Ideas</b> Temą patvirtinančios mintys	<b>Details for a More Fully Developed Paragraph</b> Papildymai
<b>Supporting idea 1</b> 1 pagrindinę mintį paremiantis teiginys	<b>Facts</b> Faktai
The Smithsonian Institution is composed of various museums that offer something for everyone.	These museums consist of the National Museum of History and Technology, the National Collection of Fine arts, the National Museum of Natural History, The National Aeronautics and Space Museum, and several others.
<b>Supporting idea 2</b> 2 pagrindinę mintį paremiantis teiginys	<b>Example</b> Pavyzdys
A person can do more than just look at the exhibits.	For example, in the insect zoo at the National Museum of Natural History, anyone who so desires can handle some of the exhibits.



<b>Supporting idea 3</b> 3 pagrindinę mintį paremiantis teiginys	<b>Personal Experience</b> Patirti įspūdžiai
The museums provide unforgettable experiences.	Climbing through <i>skylab</i> at the national Aeronautics and space Museum, I was able to imagine what it would be like to be an astronaut in space.
<b>Supporting idea 4</b> 4 pagrindinę mintį paremiantis teiginys	<b>Description</b> Aprašymas
Movies shown at regular intervals aid in building an appreciation of our world.	In the National Aeronautics and Space Museum, there is a theatre which has a large screen. When the movie is shown, it gives the illusion that the viewer is in the movie itself, either floating above the earth in a hot-air balloon or hang- gliding over cliffs.

## ESSAY WRITING RAŠINIO RAŠYMAS

Essay Types* Rašinių tipai	Purpose of an essay Rašinio tikslas
The Example Essay	To illustrate by an example
The Comparison/Contrast Essay	To compare or contrast a topic
The Classification Essay	To define/describe by classification
The Process Analysis Essay	To describe and analyse the process
The Cause and Effect Analysis Essay	To describe the cause and give the analysis of effect
The Argumentative Essay	To give and explain arguments or to persuade; to express or support an opinion

\*Yra ir daugiau rašinių tipų; čia pateikiami dažniausiai pasitaikantys.

Introductory Paragraph Įžanginė pastraipa	
To write an introduction for an essay, follow these procedures:	
Procedures Darbo tvarka	Introduction (example) Įžangos pavyzdys
1. Introduce the topic in general.	When a person decides to enter a university away from home, he or she must also consider <i>living accomodations</i> .
2. Narrow the topic down to focus more on the question.	Although most universities offer student dormitories, students frequently opt to live in <i>an apartment</i> .
3. Restate the specific question in your own words and in a statement form.	While there are many <i>advantages</i> to apartment living, there are also many <i>disadvantages</i> .
4. Write the concluding statement which is the <i>thesis statement</i> and indicates the controlling idea of the essay.	Before a student decides to live in an apartment, <i>all the aspects</i> of that kind of accomodation should be reviewed.



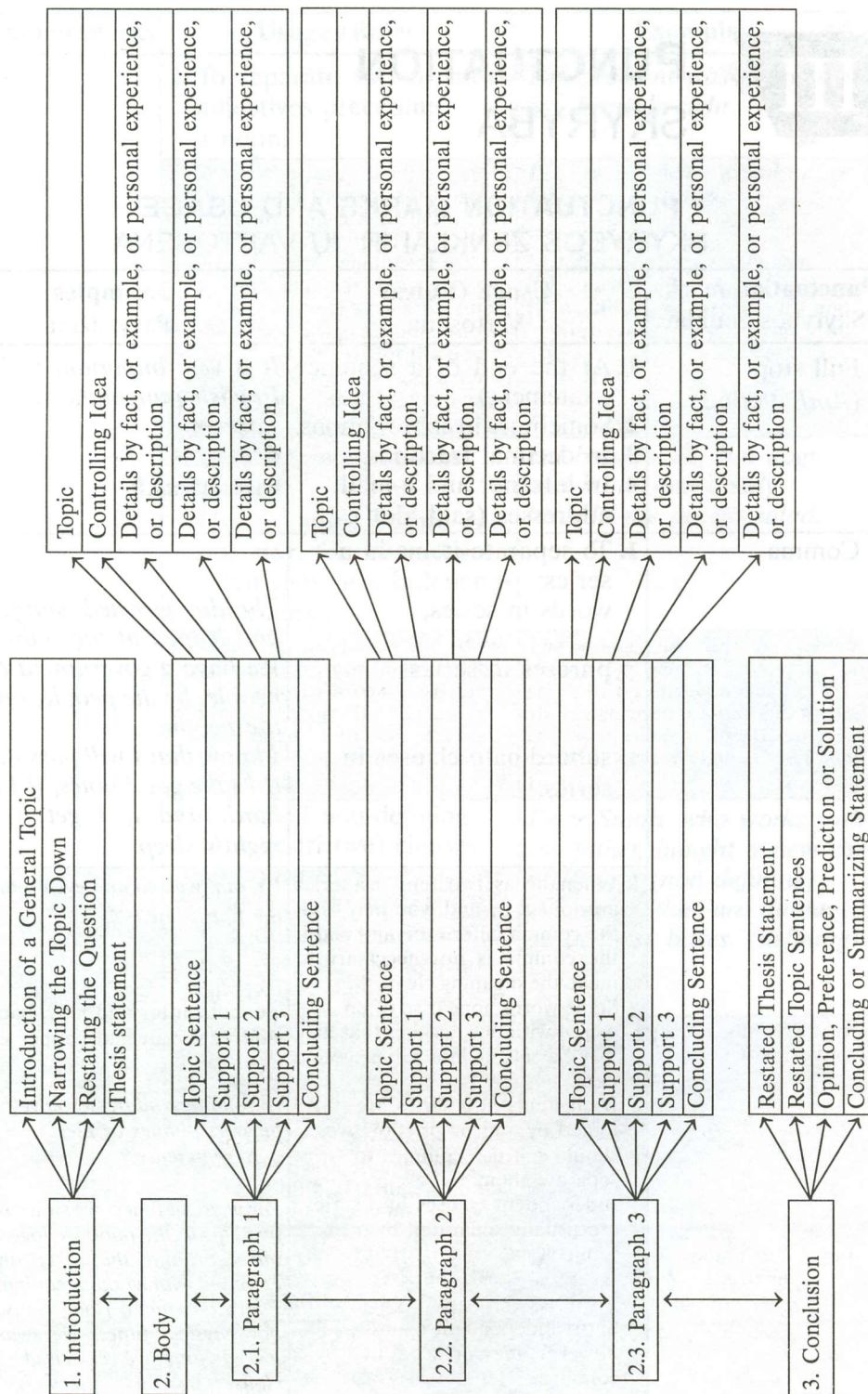
### Concluding Paragraph

lšvados (pabaiga)

To write a concluding paragraph, follow these procedures:

Procedures Darbo tvarka	Conclusion (example) Pabaigos pavyzdys
1. Restate the thesis statement.	Even though there are many advantages to apartment living, I would prefer to live in the university dormitory for the following reasons.
2. Restate the topic sentences from the developmental paragraphs.	First, I will be new at the university and meeting people will be easier in a dormitory setting. Second, I will not have to worry about purchasing and cooking food or cleaning afterwards. Finally, I will be within walking distance of my classes and the university library.
3. State your opinion or preference, make a prediction, or give a solution.	Consequently, I will have better conditions and more time for my studies.
4. Conclude with a statement that sums up the essay.	In conclusion, living on campus is more advantageous for me than living in an apartment.

# ESSAY STRUCTURE





# PUNCTUATION SKYRYBA

## PUNCTUATION MARKS AND USAGE SKYRYBOS ŽENKLAI IR JŲ VARTOSENĄ

Punctuation marks Skyrybos ženklai	Usage (Rules) Vartosena	Examples Pavyzdžiai
. Full stop (AmE Period)	<ol style="list-style-type: none"> <li>1. At the end of a sentence (statement).</li> <li>2. Sometimes in abbreviations.</li> <li>3. In decimal fractions.</li> <li>4. In internet and e-mail addresses (said 'dot').</li> </ol>	<i>It is very important to learn English punctuation.</i> <i>Jan., Jr.</i> <i>6.5</i> <i>www.sviesa.lt</i>
, Comma	<ol style="list-style-type: none"> <li>1. To separate items in a series: words in series,  phrases in series,  subordinate clauses in series.</li> </ol>	<i>The dog growled, snarled, and leaped at the intruder.</i> <i>We have a government of the people, by the people, and for the people.</i> <i>I know that I will pass the test if I take good notes, if I study hard, and if I get a good night's sleep.</i>
	<p>! When the last two items in a series are joined by <u>and</u>, you may omit the comma before the <u>and</u> and if the comma is not necessary to make the meaning clear.</p> <p>Some words appear so often paired with one another that they may be set off in a series as one item.</p> <p>If all items in a series are joined by <u>and</u> or <u>or</u> (<u>nor</u>) we should <u>not</u> use commas to separate them.</p> <p>Independent clauses in a series are usually separated by semicolons.</p> <p>Short independent clauses, however, may be separated by commas.</p>	<i>We ran, walked and even limped to the finish line.</i>  peanut butter and jelly, bacon and eggs, salt and pepper etc.  <i>A volunteer addresses envelopes or answers phones or files correspondence.</i>  <i>For physical fitness we swam twenty-five laps in the pool; we jogged four miles around the lake; and we exercised with workout equipment in Pam's basement. [long clauses]</i> <i>For physical fitness we swam, we jogged and we exercised. [short clauses]</i>



Punctuation marks	Usage (Rules)	Examples
, Comma	2. To separate two or more adjectives preceding a noun.	<i>The accident was a frightening, horrible sight.</i>
	! When the last adjective before the noun is thought of as part of the noun, the comma before the adjective is omitted. To determine whether it is right to put commas between two adjectives in a series of adjectives modifying a noun, substitute the word <u>and</u> for the doubtful comma. If the <u>and</u> sounds wrong, then you <u>do not need a comma</u> .	<i>The new secondary school will be completed next August.</i>  <i>I cautiously raised my broken right hand in response.</i> (It would sound wrong with <u>and</u> : 'my broken <u>and</u> right hand').
	3. Between independent clauses: Use a comma before <b>and</b> , <b>but</b> , <b>nor</b> , <b>for</b> , <b>so</b> and <b>yet</b> when they join independent clauses.	<i>Pat brought the hot dogs and buns, and Cindy brought the potato salad.</i>
	! Independent clauses joined by <u>and</u> , <u>but</u> , <u>or</u> , <u>nor</u> , need not be separated by a comma if they are <u>very short</u> . If the clauses are joined by the conjunctions <u>yet</u> , <u>so</u> or <u>for</u> , they must be separated.	<i>The poodle tensed and the German shepherd growled. [Clauses are too short to require commas.]</i> <i>We bought Ann a lovely gift, for she is very special to us. [Comma is needed because clauses are joined by <u>for</u>.]</i>
	4. To set off non-defining (non-restrictive) clauses and phrases. Use commas to set off non-defining clauses and non-defining participial phrases.	<i>Peter Smith, who works with my father, bought a new car yesterday. (non-defining)</i> <i>All books that are damaged go in these boxes. (defining)</i>
	! A non-defining (or non-restrictive) clause is a subordinate clause that is not essential to the meaning of the sentence (they serve only to add some extra information or to explain something further; they could be omitted without altering the fundamental meaning of a sentence). A defining (or restrictive) clause, on the other hand, is one that cannot be omitted and, thus, no commas are needed. The same principles govern participial phrases.	<i>Non-defining: Ann, running at a slow, leisurely pace, easily finished the marathon.</i>  <i>Defining: The woman running at a slow, leisurely pace easily finished the marathon.</i>



Punctuation marks	Usage (Rules)	Examples
, Comma	<p><b>5. After certain introductory elements:</b></p> <p>a) after <u>well</u>, <u>yes</u>, <u>no</u>, <u>why</u> when they begin a sentence. Exclamations like <u>wow</u>, <u>good grief</u>, <u>gee</u> (<u>whiz</u>), if not followed by an exclamation point, must also be set off by commas;</p> <p>b) after an introductory participial phrase;</p>	<p><i>No, I haven't taken the exam yet.</i>  <i>Why, I thought you left yesterday!</i>  <i>Wow, that was great!</i></p> <p><i>Calling for time-out, the referee began waving his arms.</i></p>
	<p>! A single introductory prepositional phrase does not usually require a comma unless the comma is necessary to make the meaning of the sentence clear.</p>	<p><i>By the light of the silvery moon in autumn, we went on an old-fashioned hayride.</i>  <i>By noon we hiked four miles.</i></p>
	<p>c) after an introductory adverbial clause.</p>	<p><i>When you have gone to this school as long as we have, you will know your way around.</i></p>
	<p><b>6. To set off expressions that interrupt.</b>  There are <u>3 kinds</u> of 'interrupters' that you should be able to recognize and punctuate properly:</p> <p>a) appositive phrases are usually set off by commas:</p>	<p><i>I loved my gift, a pearl ring.</i></p>
	<p>! (An appositive is a word or group of words that follows a noun or a pronoun and means the same thing as the noun or pronoun. An appositive usually identifies or explains the noun or pronoun that precedes it.)  Sometimes an appositive is <u>so</u> closely related to the word preceding it that it should not be set off by commas. Such an appositive is called a 'restrictive appositive'. It is usually a single word.</p>	<p><i>My brother James</i>  <i>My cat Tom</i>  <i>Your friend Catherine</i></p>

Punctuation marks	Usage (Rules)	Examples
, Comma	b) words used in direct address are set off by commas;	<i>David, please close the door.</i>
	c) parenthetical expressions are set off by commas: These expressions are often used parenthetically: <i>I believe (think, suppose, hope etc.), on the contrary, on the other hand, of course, in my opinion, for example, however, to tell the truth, nevertheless, in fact, on the whole, also, too, in addition, thus.</i>	<i>You are, I hope, planning to come.</i>  <i>His new poems, in fact, are as inspiring as his earlier ones.</i>
	! A contrasting expression introduced by <u>not</u> or <u>yet</u> is parenthetical and must be set off by commas.	<i>Emily Brontë, not Charlotte, was the author of 'Wuthering Heights'.</i>
	7. To separate a tag question.	<i>He is coming, isn't he?</i>
	8. Before or after 'he said' etc. when writing down a conversation.	<i>'Come back soon,' she said.</i>
	9. Before a short quotation.	<i>It was Albert Einstein who said, 'Imagination is far more important than knowledge!'.</i>
	10. To separate items in dates and addresses.	<i>On June 15, 1985, my best friend Cary moved to 814 Georgia Avenue, Miami Beach, Florida 33139.</i>
	! Today it is common to use no commas in writing a date.	
	11. After the salutation of a friendly letter and after the closing of any letter.	<i>Dear Ruth,</i> <i>Yours truly,</i> <i>Sincerely Yours,</i>
	12. After a name followed by Jr., Sr., PhD etc.	<i>Elena Moreno, PhD</i>
	13. To divide large numbers into groups of 3 figures.	<i>7,002; 10,245; 2,760,453 etc.</i>



Punctuation marks	Usage (Rules)	Examples
: Colon	<ol style="list-style-type: none"> <li>1. To introduce a list of items (<b>not</b> <u>after a verb or a preposition!</u>).</li> <li>2. In formal writing, before a clause or phrase that gives more information about the main clause.</li> <li>3. To introduce a quotation.</li> <li>4. In certain conventional situations: <ol style="list-style-type: none"> <li>a) between the hour and the minute(s);</li> <li>b) between the chapter and verse referring to passages from the Bible;</li> <li>c) after the salutation of a business letter.</li> </ol> </li> </ol>	<p><i>These are our options: we go by train and leave before the end of the show, or we take a taxi and see it all.</i></p> <p><i>The garden had been neglected for a long time: it was overgrown and full of weeds.</i></p> <p><i>As Kenneth Morgan writes: The truth was perhaps, that Britain in the years from 1914 to 1983 had not changed ...</i></p> <p>6:15</p> <p><i>Luke 10:27</i></p> <p><i>Dear Sir: (formal)</i></p>
; Semicolon	<p>The semicolon is a very useful mark of punctuation. It says to the reader, 'Pause here a little longer than you do for a comma, but not as long as you do for a full stop.'</p> <ol style="list-style-type: none"> <li>1. Use a semicolon between independent clauses in a sentence if they are not joined by <b>and, but, or, nor, for, so, yet</b>.</li> <li>! When the thoughts of the clauses are very closely connected, a semicolon is better than a full stop.</li> <li>2. Use a semicolon between <b>independent clauses</b> joined by such words as <i>for example, for instance,</i></li> </ol>	<p><i>Everyone else in my family likes sports; I seem to be the only exception.</i></p> <p><i>I am planning to go shopping tomorrow; however, I could wait and go with you on Saturday.</i></p>

Punctuation marks	Usage (Rules)	Examples
; Semicolon	<i>that is, besides, accordingly, moreover, nevertheless, furthermore, otherwise, therefore, however, consequently, instead, hence.</i>	
	! The words <i>for example, for instance</i> and <i>that is</i> are <b>always</b> followed by comma. The word <i>however</i> is <b>usually</b> followed by a comma).	
	3. A semicolon (rather than a comma) may be needed to separate independent clauses joined by a coordinating conjunction if there are commas within the clauses.	<i>My birthday gift to Margaret is a surprise, and I think she will enjoy it. (A comma is sufficient)</i>
	! Additional commas make the semicolon preferable.	
	4. Use a semicolon between items in a series if the items contain commas.	<i>You may turn the reports on Thursday, May 8; Friday, May 9; or Monday, May 12.</i>
? Question mark	1. At the end of a direct question.	<i>Where's Tom?</i>
	2. Especially with a date, to express doubt.	<i>John Marston (?1575–1634).</i>
! Exclamation mark ( <i>AmE</i> Exclamation point)	At the end of a sentence expressing surprise, joy, anger, shock or other strong emotions.	<i>That's superb!</i>
	! In informal written English you can use more than one exclamation mark, or an exclamation mark and a question mark.	<i>A: Your wife's just given birth to twins. B: Twins!?</i>
' Apostrophe	1. In Possessive Case. 2. Omission of letters or figures. 3. With <i>s</i> to form the plural of a letter, a figure or an abbreviation.	<i>My friend's car. I'm; in the summer of '99. During the 1970's; mind your t's in pronouncing 'tempted'.</i>



Punctuation marks	Usage (Rules)	Examples
- Hyphen	<ol style="list-style-type: none"> <li>1. To form a compound from 2 or more other words.</li> <li>2. To form a compound from a prefix and a proper name, in compound numbers or fractions.</li> <li>3. Sometimes, in British English, to separate a prefix ending in a vowel from a word beginning with the same vowel.</li> <li>4. After the first section of a word that is divided between one line and the next (kėlimas į kitą eilutę).</li> </ol>	<p><i>Hard-hearted, mother-to-be</i></p> <p><i>Pre-Raphaelite, twenty-one, one-half, three-fourths</i></p> <p><i>Co-operate, pre-eminent</i></p>
– Dash	<ol style="list-style-type: none"> <li>1. Use a dash to indicate an abrupt break in thought.</li> <li>2. Use a dash to mean <u>namely</u>, <u>that is</u>, <u>in other words</u> or the like before an explanation.</li> </ol>	<p><i>The party – I'm sorry I forgot to tell you – was changed to next week.</i></p> <p><i>We think that the food here is the best in town – they serve our favourite Chinese dishes.</i></p>
	<p>! The dash and the colon are frequently interchangeable in this type of construction. A dash is used not only to show sudden changes in or to set off certain sentence elements. Like the exclamation point, dashes are dramatic and thus should be used sparingly in formal writing. (Do not confuse the dash with the hyphen.)</p>	<p><i>The weather was unseasonably warm – about 15°C.</i></p>
	<ol style="list-style-type: none"> <li>3. Use a dash to suggest halting or hesitant speech.</li> </ol>	<p><i>'Well – er – it's hard to explain,' he uttered.</i></p>

Punctuation marks	Usage (Rules)	Examples
– Dash	<ol style="list-style-type: none"> <li>Use a dash to add emphasis to parenthetical material or mark an emphatic separation between parenthetical material and the rest of the sentence.</li> <li>Use a dash to set off an appositive or an appositive phrase when a comma would provide less than the desired emphasis.</li> </ol>	<p><i>His influence – he was a powerful figure in the community – was rather effective.</i></p> <p><i>The Premier's promise of changes – land reform and higher wages – was not fulfilled.</i></p>
... Three dots (ellipsis) (AmE Ellipsis (omission marks))	To indicate that words have been omitted, especially from a quotation or at the end of a conversation.	<i>... challenging the view that Britain ... had not changed all that fundamentally.</i>
/ Slash (oblique) (AmE Virgule)	<ol style="list-style-type: none"> <li>To separate alternative words or phrases.</li> <li>To indicate the end of a line of poetry where the lines are not separated.</li> <li>Represent a period of time.</li> </ol>	<p><i>Have some pudding and/or cheese.</i></p> <p><i>The fog comes/on little cat feet./It sits looking/over harbor and city/on silent haunches/and then moves on./ (Carl Sandburg)</i></p> <p><i>The 2001/2002 Basketball Season.</i></p>
‘ ’ Single quotation marks (Inverted commas, single quotes) “ ” (AmE Double quotation marks (double quotes))	<ol style="list-style-type: none"> <li>To enclose words and punctuation in direct speech.</li> <li>To draw attention to a word that is unusual for the context, for example a slang expression, or to a word that is being used for special effect (eg irony).</li> <li>To enclose the letters of articles, books, poems, plays etc.</li> <li>Around short quotations or sayings.</li> </ol>	<p><i>‘I’ll take it,’ she replied.</i></p> <p><i>Thousands were imprisoned in the name of ‘national security’.</i></p> <p><i>Sandburg’s ‘The Fog’.</i></p> <p><i>Do you know the origin of the saying: ‘A little learning is a dangerous thing’?</i></p>



Punctuation marks	Usage (Rules)	Examples
( ) Brackets (Parentheses)	<ol style="list-style-type: none"> <li>1. To separate extra information or a comment from the rest of a sentence.</li> <li>2. To enclose cross-references.</li> <li>3. Around numbers or letters in a text.</li> </ol>	<p><i>Mount McKinley (20,320 feet) is the highest mountain in North America.</i></p> <p><i>This moral ambiguity is a feature of Shakespeare's later works (see Chapter Eight).</i></p> <p><i>Our objectives are (1) to arouse interest (2) to improve quality and (3) to speed up the learning process.</i></p>
[ ] Square brackets (AmE Brackets)	To enclose editorial comments or around words inserted to make a quotation grammatically correct.	<i>Britain in [these] years was without ...</i>
<b>Italics</b> In handwritten or typed text, italics are indicated by underlining	<ol style="list-style-type: none"> <li>1. To show emphasis.</li> <li>2. To indicate titles of books, plays etc.</li> <li>3. For foreign words and phrases.</li> </ol>	<p><i>I'm not leaving – he is. Shakespeare's Hamlet.</i></p> <p><i>The cranberry (Oxycoccus palustris).</i></p>

# COMPARISON OF ENGLISH AND LITHUANIAN PUNCTUATION (MOST IMPORTANT ASPECTS)

## ANGLŲ IR LIETUVIŲ KALBŲ SKYRYBOS PAGRINDINIAI SKIRTUMAI

Sphere of Usage Vartojimo sritis	English Anglų kalba	Lithuanian Lietuvių kalba
1. <b>Decimal fractions</b> Dešimtainės trupmenos	a <b>full stop</b> is used: 4.5	a <b>comma</b> is used: 4,5
2. <b>Subordinate clauses</b> Šalutiniai sakiniai	<b>are not</b> separated by comma from the main clause: <i>She said that she would come.</i> <i>You'll succeed if you try.</i>	<b>are</b> separated by comma from the main clause: <i>Ji sakė, kad ateis.</i> <i>Tau pavyks, jei pasistengsi.</i>
3. <b>Defining/restrictive relative clauses</b> Apibrėžiamieji šalutiniai pažyminio sakiniai	<b>are not</b> separated by comma from the main clause: <i>A person <u>who habitually tells lies</u> is called a liar.</i>	<b>are</b> separated by comma from the main clause: <i>Žmogus, kuris turi įprotį meluoti, vadinamas melagiu.</i>
4. <b>A clause/phrase that gives more information about the main clause</b> Paaiškinamasis sakiny	<b>colon</b> or <b>semicolon</b> is used: <i>The garden had been neglected for a long time: (;) it was overgrown with weeds.</i>	<b>comma</b> is enough: <i>Sodas buvo ilgą laiką apleistas, jis buvo prižėlęs piktžolių.</i>
5. <b>Vocative formula at the beginning of letters</b> Kreipinys	In formal <i>AmE</i> <b>colon</b> is used: <i>Dear Mr Wilson:</i> <i>Thank you ...</i>	This is never the case in Lithuanian.
6. <b>Abrupt break of thought and doubtfulness</b> Staigus minties šuolis ir abejonė	<b>dash</b> is used: <i>'But I tell you – I begin to doubt it.'</i> <i>'That you will ever love a woman?'</i> <i>'Well – yes – what you would truly call love –'</i> <i>'You doubt it?'</i> <i>'Well – I begin to.'</i>	<b>three dots</b> are used: <i>– Bet sakau tau ... pradedu tuo abejoti.</i> <i>– Kad kada nors pamilsi moterį?</i> <i>– Na ... taip ... ką iš tiesų pavadintum meile ...</i> <i>– Tu abejoji?</i> <i>– Na ... pradedu.</i>
7. <b>Suppression of obscenity</b> Keiksmazodžio nutylėjimas	eg. 'F– off'	pvz. „eik tu š...“



Sphere of Usage	English	Lithuanian
8. <b>Direct speech</b> Tiesioginė kalba	<b>quotation marks</b> are used: <i>'How are you?'</i> <i>'Fine, thanks.'</i>	<b>dashes</b> are used: – <i>Kaip gyveni?</i> – <i>Ačiū, gerai.</i>
9. <b>Author's words before the direct speech</b> Autoriaus žodžiai prieš tiesioginę kalbą	<i>He said, 'I am delighted to see you'.</i>	<i>Jis tarė:</i> – <i>Kaip malonu jus matyti.</i>
10. <b>Author's words after the direct speech</b> Autoriaus žodžiai po tiesioginės kalbos	<i>'That's all I know,' said John.</i> <i>'Why?' asked Nick.</i>	– <i>Tai viskas, ką aš žinau, – pasakė Džonas.</i> – <i>Kodėl? – paklausė Nikas.</i>
11. <b>Quotation within quotation</b> Kabutės kabutėse	<i>'You knew,' said Ursula. 'Who knew?' now cried the father. 'Who knew? What do you mean by your "you knew"?''</i>	– <i>Jūs žinojot, – nesutiko Uršulė.</i> – <i>Kas žinojo? – dabar jau rėkte suriko tėvas.</i> – <i>Kas žinojo? Ką turi omeny su tuo savo „jūs žinojot“?</i>
12. <b>The titles of printed material (books, plays etc.)</b> Knygų, pjesių ir pan. pavadinimai	<b>underlined</b> or <b>italicised</b> : <i>Shakespeare's <u>Romeo and Juliet</u></i> <i>Shakespeare's <i>Romeo and Juliet</i></i>	<b>quotation marks</b> are used: <i>Šekspyro „Romeo ir Džiuljeta“</i>
! 'I heard "Keep out" being shouted,' he said. (esp. BrE) "I heard 'Keep out' being shouted," he said. (esp. AmE)		

# CAPITALIZATION

## DIDŽIŲJŲ RAIDŽIŲ RAŠYMAS

Usage Vartojimas	Examples Pavyzdžiai
1. The first word of a sentence or fragment (eg the beginning of a new line in a poem).	<i>Nobody knew where he was.</i>
2. The name of a day or a month.	<i>Sunday, Monday, March, September</i>
3. The name of a language, nationality or an ethnic group.	<i>Lithuanian, English</i>
4. A word expressing a connection with a place.	<i>Siberian</i>
5. a) Names of persons and titles; b) geographical names; c) names of ships, plains, trains, monuments, firms, organizations, awards.	<i>Richard Brown, President Adamkus/the President Sweden, the Atlantic Ocean, the Baltic Sea, the Himalayas the Titanic, Oscar, United Airlines</i>
6. The names of distinctive historical periods.	<i>The Middle Ages</i>
7. The names of holidays.	<i>Christmas, Easter, Hanukkah</i>
8. Significant religious terms.	<i>The Old Testament, God</i>
9. The first and each significant word in a title or name of a book, a play, a poem, a film, a magazine/newspaper or a piece of music. Articles, prepositions or conjunctions are not capitalized unless they appear as the first word.	<i>The Winter of Our Discontent  Of Human Bondage</i>
10. The first word of a direct quotation which is a sentence.	<i>Mark Twain wrote, 'Great people are those who make others feel that they, too, can become great!'</i>
11. Brand name.	<i>Kleenex, Sony</i>
12. Roman numerals.	<i>LIX</i>
13. The pronoun 'I'.	<i>I'm not sure if I can come.</i>
! Pay attention to the usage of articles with proper names – look into the Grammar Section.	



**COMPARISON OF ENGLISH AND LITHUANIAN  
CAPITALIZATION (CONTRASTING CASES)**  
DIDŽIŲJŲ RAIDŽIŲ RAŠYMAS ANGLŲ  
IR LIETUVIŲ KALBOJE (SKIRTUMAI)

Capitalization Didžiosios raidės	English Anglų kalboje	Lithuanian Lietuvių kalboje
<b>1. Geographical names:</b>		
a) names of oceans, seas, lakes, rivers;	<i>the Atlantic Ocean, the Baltic Sea, Lake Michigan</i>	<i>Atlanto vandenynas, Baltijos jūra, Mičigano ežeras</i>
b) names of islands, peninsulas, straits, canals, beaches, mountains, deserts;	<i>the Hebrides Islands, the Strait of Gibraltar, the Panama Canal, Daytona Beach, the Sahara Desert</i>	<i>Hebridų salos, Gibraltaro sąsiauris, Panamos kanalas, Deitonos paplūdimys, Sacharos dykuma</i>
c) names of parks, forests, dams, canyons, valleys;	<i>Yellowstone National Park, Hoover Dam, Grand Canyon, Silver Valley</i>	<i>Jeloustono nacionalinis parkas, Huverio užtvanka, Didysis kanjonas, Sidabro slėnis</i>
d) names of streets, buildings, bridges, special places;	<i>Trafalgar Square, the White House, Buckingham Palace, Westminster Bridge</i>	<i>Trafalgaro aikštė, Baltieji rūmai, Bakingamo rūmai, Vestminsterio tiltas</i>
e) names of recognized parts of countries or world, unofficial geographical names.	<i>the North, the Baltic States</i>	<i>šiaurė, Baltijos šalys</i>
<b>2. Names of monuments</b>	<i>the Statue of Liberty</i>	<i>Laisvės statula</i>
<b>3. Names of awards, prizes, documents</b>	<i>Booker Prize, Versailles Treaty</i>	<i>Bukerio prizas, Versalio sutartis</i>
<b>4. Names of specific rooms and other names followed by a numeral or letter</b>	<i>Room 602, Chapter 5</i>	<i>602 kambarys, 5-as skyrius</i>
<b>5. Names of school classes</b>	<i>Senior Class, Sophomore Class, Junior Prom</i>	<i>vyresniųjų klasė, antro kurso studentų grupė, jaunosiosios klasės mokinių koncertas</i>

<b>Capitalization</b>	<b>English</b>	<b>Lithuanian</b>
<b>6.</b> Names of firms, organizations, departments, churches	<i>American Book Company, United Airlines, Harvard University, St Ann's Church</i>	<i>Amerikos knygų kompanija, Jungtinės oro linijos, Harvardo universitetas, Šv. Onos bažnyčia</i>
<b>7.</b> Names of nationalities, races, religions, languages	<i>Lithuanian, English, Protestant</i>	<i>lietuvis, anglas, protestantas</i>
<b>8.</b> Historical events and periods of time, days of the week, names of months	<i>World War One, Iron Age, Wednesday, April</i>	<i>Pirmasis pasaulinis karas, geležies amžius, trečiadienis, balandis</i>
<b>9.</b> Names with titles	<i>Mayor Thompson, Doctor Brown</i>	<i>meras Tompsonas, daktaras Braunas</i>
<b>10.</b> Titles of books, stories, poems, periodicals, songs, films etc.	<i>Chicago Tribune, Bridges of Madison County</i>	<i>„Kauno diena“, „Medisono grafystės tiltai“</i>
<b>11.</b> The pronoun 'I'	<i>He told me I could come.</i>	<i>Jis man pasakė, kad (aš) galiu ateiti.</i>



## ABBREVIATIONS (The Most Common Cases)

### SANTRUMPOS (Dažniausiai pasitaikantys atvejai)

1. Address forms:	Mr* Mrs Ms Dr St
2. First name(s) of a person:	T. S. Eliot, D. H. Lawrence
3. Writing the time:	3 am ( <i>AmE</i> – A.M.) 9 pm ( <i>AmE</i> – P.M.)
4. In eras:	BC (Before Christ – prieš Kristų) AD ( <i>Anno domini</i> – po Kristaus)
5. Well-known organizations	NATO, UNESCO, NASA, BBC
6. Some other abbreviations:	mount(ain) → Mt Saint → St Professor → Prof Junior → Jr Senior → Sr Doctor → Dr Drive → Dr ( <i>in an address</i> )
7. Latin abbreviations used in English texts:	eg (for example) ie (in other words, that is) viz (namely) sc (which means, that is) cf (compare) etc (and so forth) et al (and other people or things) PS (postscript)
8. Degrees:	BA (Bachelor of Arts) MA (Master of Arts) PhD (Doctor of Philosophy)
*A period (periods) in an abbreviation is often used in American English.	



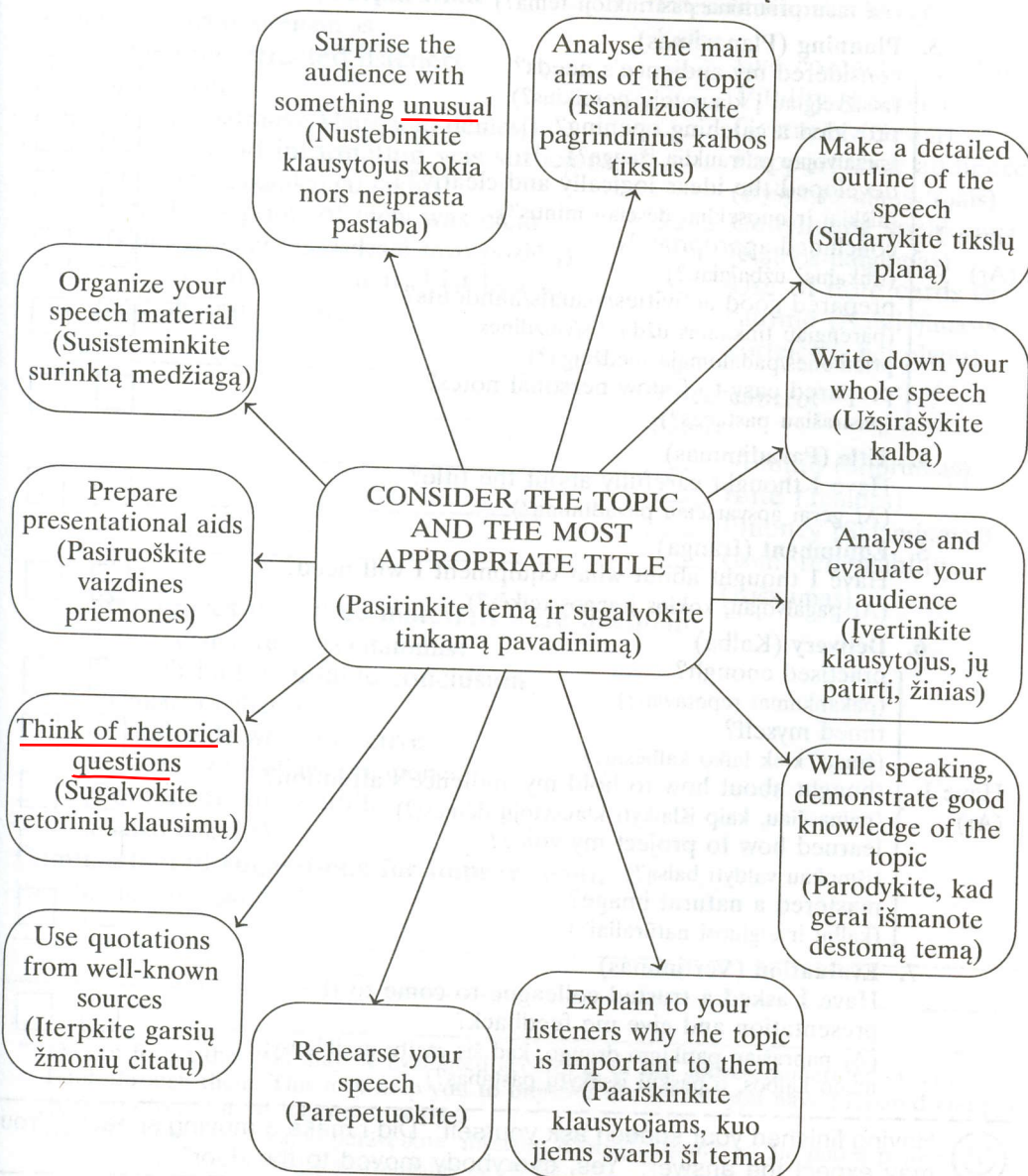
During dictation the teacher noticed that one of her students had not dotted his 'I's, crossed his 'T's, put commas and marked dashes.  
"Michael, where're your dots, crosses, commas and dashes?" she asked.  
"They are still in the pen," explained the student.

# IV

## MAKING PRESENTATIONS (EFFECTIVE SPEAKING) KALBĖJIMAS

### HINTS FOR SPEECH PREPARATION

Patarimai, rengiantis sakyti kalbą





## PRE-PRESENTATIONAL CHECKLIST

### PRIEŠ SAKANT KALBĄ

		Yes (Taip)	No (Ne)		
<b>1. Fears (Baimė)</b>					
Have I taken any steps to overcome my fears? (Ar ko nors ėmiausi, kad atsikratyčiau baimės?)		<input type="checkbox"/>	<input type="checkbox"/>		
<b>2. Choosing a topic (Tėmos pasirinkimas)</b>					
Have I chosen a topic I feel comfortable with? (Ar man priimtina pasirinktoji tema?)		<input type="checkbox"/>	<input type="checkbox"/>		
<b>3. Planning (Planavimas)</b>					
Have I (Ar)	{	considered my audience's needs? (atsižvelgiau į klausytojų poreikius?)	<input type="checkbox"/>	<input type="checkbox"/>	
		provided a catching opening? (sugalvojau patrauklią įžangą?)	<input type="checkbox"/>	<input type="checkbox"/>	
		developed the ideas logically and clearly? (aiškiai ir nuosekliai dėščiau mintis?)	<input type="checkbox"/>	<input type="checkbox"/>	
		concluded appropriately? (tinkamai užbaigiau?)	<input type="checkbox"/>	<input type="checkbox"/>	
		prepared good activities/visuals/handouts? (parengiau tinkamas užduotis/vaizdines priemones/padalomąją medžiagą?)	<input type="checkbox"/>	<input type="checkbox"/>	
		prepared easy-to-follow personal notes? (pasirašiau pastabas?)	<input type="checkbox"/>	<input type="checkbox"/>	
		<b>4. Title (Pavadinimas)</b>			
		Have I thought carefully about the title? (Ar gerai apsvarsčiau pavadinimą?)		<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Equipment (Įranga)</b>					
Have I thought about what equipment I will need? (Ar pagalvojau, kokios įrangos reikės?)		<input type="checkbox"/>	<input type="checkbox"/>		
<b>6. Delivery (Kalba)</b>					
Have I (Ar)	{	practised enough? (pakankamai repetavau?)	<input type="checkbox"/>	<input type="checkbox"/>	
		timed myself? (žinau, kiek laiko kalbėsiu?)	<input type="checkbox"/>	<input type="checkbox"/>	
		thought about how to hold my audience's attention? (pamaščiau, kaip išlaikyti klausytojų dėmesį?)	<input type="checkbox"/>	<input type="checkbox"/>	
		learned how to project my voice? (išmokau valdyti balsą?)	<input type="checkbox"/>	<input type="checkbox"/>	
		mastered a natural image? (kalbu ir elgiuosi natūraliai?)	<input type="checkbox"/>	<input type="checkbox"/>	
		<b>7. Evaluation (Vertinimas)</b>			
		Have I asked a trusted colleague to come to the presentation and give me feedback? (Ar paprašiau patikimo draugo, kad šis ateitų pasiklausyti mano kalbos, o paskui išsakytų pastabas?)		<input type="checkbox"/>	<input type="checkbox"/>



Having finished your speech ask yourself: "Did I make a moving speech?" You may expect the answer: "Yes, everybody moved to the door".

## EVALUATION FORM\*

### KALBOS VERTINIMAS

Speaker \_\_\_\_\_  
 (Kalbėtojas)  
 Evaluator \_\_\_\_\_  
 (Vertintojas)  
 Topic \_\_\_\_\_  
 (Temos (pranešimo) pavadinimas)

Rating system: E = excellent (puiku)  
 (Vertinimas) A = average (vidutiniškai)  
 W = weak (prastai)

#### Content/Organization/Preparation

Turinys/sistema/pasirengimas

- \_\_\_\_\_ Opening attracted listeners' attention.  
 (Ižanga patraukė klausytojų dėmesį)
- \_\_\_\_\_ Background information was sufficient.  
 (Pateikta pakankamai faktų)
- \_\_\_\_\_ Speaker's point of view was clear.  
 (Kalbėtojas aiškiai išdėstė savo požiūrį)
- \_\_\_\_\_ Arguments were clear. List below:  
 (Aiškūs argumentai)

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- \_\_\_\_\_ References to source materials were adequate.  
 (Pakankamai remtasi citatomis)
- \_\_\_\_\_ Speech had a suitable conclusion.  
 (Tinkama pabaiga)
- \_\_\_\_\_ Visual aids were effective.  
 (Tinkamos vaizdinės priemonės)
- \_\_\_\_\_ Content fit time limit.  
 (Laiko pakako)

#### Comments and suggestions for improvement:

Pastabos ir siūlymai:

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#### Presentation/Delivery

Kalba

- \_\_\_\_\_ Eye contact (Akių kalba)
- \_\_\_\_\_ Vitality (Energija)
- \_\_\_\_\_ Gestures (Gestai)
- \_\_\_\_\_ Rapport with audience  
 (Ryšys su klausytojais)
- \_\_\_\_\_ Convincing speaking  
 (Kalbos įtaigumas)
- \_\_\_\_\_ Use of note cards or outline (Naudojimas kortelėmis bei planu)

#### Voice control

Balsas

- \_\_\_\_\_ Volume (Stiprumas)
- \_\_\_\_\_ Rate (Tempas)
- \_\_\_\_\_ Fluency (Sklandumas)
- \_\_\_\_\_ Comprehensibility  
 (Aiškumas)

\* Do not forget that you may be evaluated according to the above-enumerated criteria. Look through them. This may help you to improve the speech you have prepared and pay attention to the most important points.  
 (Rengdamiesi sakyti kalbą peržvelkite anksčiau išvardytus punktus. Jie padės patobulinti kalbą ir atkreipti dėmesį į svarbiausius dalykus.)



# HOW TO PREPARE FOR AND PRESENT A SUCCESSFUL SPEECH

## MOKYKIMĖS KALBĖTI

„Nemokėti kalbėti inteligentiškai žmogui yra ne šiaip trūkumas, o socialinė ir asmeninė tragedija lygiai taip, kaip nemokėti skaityti ir rašyti.“ (Z. Nauckūnaitė „Iškalbos mokymas“, 1998)

### PARTS OF SPEECH

- 1. Introduction:** gains audience attention, orients the listeners to your topic and prepares them for your speech.
  - 2. Body:** contains at least 75% of the information you will speak about. It is divided into 3–5 main points. Each main point is clearly stated and supported by subordinate points containing your research and supporting material.
  - 3. Conclusion:** reviews your main points and provides closure by ending with a strong final statement.
- ♦ **The delivery speech is effective when** the speaker knows the material well, maintains eye contact with the audience, uses a variety of vocal changes and appears to move naturally.

### VIEŠOSIOS KALBOS SUDĖTINĖS DALYS

- 1. Įžanga** sudominami klausytojai, patraukiamas auditorijos dėmesys, parodomas temos svarbumas, įvardijama pagrindinė mintis, apžvelgiami pagrindiniai teiginiai.
  - 2. Dėstymas** turi apimti bent 75% informacijos, apie kurią kalbėsime. Ši dalis skirstoma į 3–5 svarbiausius teiginius, kurie turi būti aiškiai suformuluoti ir paremti faktais.
  - 3. Pabaigoje** apibendrinami teiginiai, paskelbiamas baigiamasis teiginys.
- ♦ **Kalba gera, jei** kalbantysis gerai išmano tai, apie ką kalba, palaiko kontaktą akimis su klausytojais, keičia balso tembrą ir natūraliai elgiasi.

### TYPES OF SPEECHES

- ♦ **An informative speech, oral report, lecture or workshop**  
Designed to explain, instruct, define, clarify, demonstrate or teach.
- ♦ **Persuasive speeches, debates, sales presentations, and sermons**  
To influence, convince, motivate, sell products, preach, or stimulate action.
- ♦ **The evocative speech**  
Entertains, inspires, or helps listeners to celebrate, bond, or commemorate.
- ♦ **Impromptu speech**  
You are asked to speak on the spur of the moment with little or no preparation time.

### KALBŲ RŪŠYS

- ♦ **Informacinė kalba, pranešimas, paskaita, seminaras, ataskaita/projektas**  
(aiškinama, mokoma, nurodoma, apibūrinama, demonstruojama).
- ♦ **Įtikinėjamoji (įrodančioji) kalbos, debatai, pristatymai, pamokslai**  
(įrodinėjama, motyvuojama, daroma įtaka, pamokslaujama).
- ♦ **Emocionali (jausmus žadinanti) kalba**  
(linksmina, įkvepia, kviečia švęsti, paminėti ir t. t.).
- ♦ **Improvizuota kalba** (be pasirengimo).

## **SPEECH TOPICS**

### ♦ **Select and analyze your speech purpose and topic:**

1. Determine the purpose of your speech and decide which type of speech you are giving.
2. Consider the occasion, audience expectations, circumstances surrounding your speech.
3. Evaluate your own background and knowledge.

Brainstorm by making a **Concept Map** which allows you to generate ideas without evaluating them. It helps you develop a wide variety of choices.

- ♦ Once you have your topic, choose two to five main areas that you will speak on.
- ♦ A Thesis statement should be distilled and stated in one single declarative sentence.

## **KALBOS TEMA**

„Kad oratorius rastų kalbos temą, jam reikalingi trys dalykai: išvalgumas, supratimas ir pastangos.“ (Ciceronas)

### ♦ **Numatykite ir išanalizuokite savo kalbos temą bei tikslus:**

1. Apsispręskite, kokia tai bus kalba.
2. Numatykite klausytojų lūkesčius, išsiaiškinkite jų pasirengimą.
3. Įvertinkite savo patirtį ir žinias.

### ♦ **Aiškiai suformuluoti tikslai padės:**

- nuspręsti, kokios medžiagos reikės ieškoti;
- logiškai išdėstyti mintis;
- susikaupti rengiantis kalbai.

## **RESEARCH YOUR TOPIC**

### ♦ **Locate research material using:**

1. Card catalogs
2. Periodical & other indexes
3. Abstracts
4. Government resources
5. Electronic information retrieval services

### ♦ **Common sources for speech material:**

1. Print Media such as fiction and nonfiction books, reference books, dictionaries, encyclopedias, abstracts, magazines, journals, newspapers and pamphlets.
2. Electronic Media such as databases, computer networks, video or television, cassette or radio programs.
3. Personal interviews with experts in the field; conducted once you are familiar with your subject.

### ♦ **Remember to write down:**

1. The author's name, title of the book, magazine and article, computer program and the specific quotation.
2. Citing your sources aloud will give you credibility as a speaker.

## **GERAI IŠANALIZUOKITE SAVO TEMĄ**

### ♦ **Surinkite visą įmanomą informaciją** (straipsnius, dokumentus, elektroninę informaciją ir kt.).

### ♦ **Patikrinkite**, kokie faktai (jūsų tema) pateikiami grožinėje ir mokslinėje literatūroje, enciklopedijose, žodynuose, žinynuose ir kt.

### ♦ **Pasišnekėkite** su žinovais ir profesionalais, gerai išmanančiais jūsų temos specifiką.

### ♦ **Atidžiai laikykitės** reikalavimų citatoms, literatūrinėms nuorodoms (plagijuoti draudžiama!).

(Surinkę medžiagą, nuspręskite, ką naudosite kalboje, citatas pasirinkite trumpesnes ir efektyvesnes.)



## ANALYZE YOUR AUDIENCE

### ♦ Analyze the demographics and attitudes of your audience

1. Determine how you will address information in relation to your audience's age, gender, ethnicity and status.
2. Anticipate that your audience will agree, remain neutral or disagree with your message.
3. Think about how your audience will react to your message and structure your words and ideas accordingly.
4. Consider how your audience's age and knowledge of your topic will affect the way you will shape your message.

### ♦ When possible

- collect information about your audience before you begin your speech;
- interview selected audience members to gain insight on the views of the audience;
- observe the audience, or draw from your general inferences.

## ĮVERTINKITE SAVO KLAUSYTOJUS

### ♦ Išanalizuokite, kokie žmonės sudaro jūsų auditoriją, koks jų požiūris.

1. Nuspręskite, kaip pateiksite informaciją, atsižvelgdami į klausytojų amžių, lytį, tautiškumą ir socialinę padėtį.
2. Pamėginkite iš anksto numatyti, ar klausytojai sutiks su jumis, bus neutralūs, ar nesutiks.
3. Apgalvokite, kaip klausytojai reaguos į jūsų pateikiamą informaciją, ir atitinkamai formuluokite mintis.

### ♦ Jeigu įmanoma:

- iš anksto surinkite informaciją apie klausytojus;
- pasikalbėkite su kai kuriais būsimaisiais klausytojais, kad sužinotumėte jų požiūrį;
- stebėkite klausytojus, arba apgalvokite visa tai, ką apie juos žinote.

## THE BASIC SPEECH OUTLINE

### I. Introduction

1. Attention Getter
2. Significance
3. Credibility
4. Thesis Statement
5. Preview

*(Transition into your first main point)*

### II. The main body

#### A. First main point:

First subpoint:

- a) supporting material
- b) supporting material

*(Transition: closing off main Point One and opening main Point Two)*

#### B. Second main point:

1. First subpoint:

supporting material

2. Second subpoint:

- a) supporting material
- b) supporting material

*(Transition closing off main Point Two and opening main Point Three)*

#### C. Third main point:

First subpoint:

supporting material

*(Transition into conclusion)*

### III. Conclusion

A. Review of main points

B. Final Statement

### IV. Bibliography (list of material used in speech)

## KALBOS PLANAS

### I. Įžanga

1. Klausytojų sudominimas
2. Temos reikšmingumas
3. Temos įtikinamumas
4. Pagrindinės minties formulavimas
5. Pagrindinių teiginių apžvalga

### II. Dėstymas

#### A. Pirmasis svarbus teiginys

1. Pirmasis „atraminis“ teiginys ir jo analizė:

a) patvirtinamoji informacija

b) patvirtinamoji informacija

*(Perėjimas prie antrojo teiginio)*

#### B. Antrasis svarbus teiginys ir jo analizė:

1. Pirmasis „atraminis“ teiginys

patvirtinamoji informacija

2. Antrasis „atraminis“ teiginys

a) patvirtinamoji informacija

b) patvirtinamoji informacija

*(Perėjimas prie trečiojo teiginio)*

#### C. Trečiasis svarbus teiginys ir jo analizė:

„Atraminis“ teiginys, patvirtinamoji informacija

*(Perėjimas prie pabaigos (išvadų))*

### III. Pabaiga (išvados)

#### A. Pagrindinių teiginių apibendrinimas

#### B. Baigiamasis teiginys

### IV. Bibliografija

## INTRODUCTION

The purpose of the introduction is to prepare the audience to listen to your speech.

### ♦ It consists of five steps:

1. Attention Getter: the very first statement that comes out of the speaker's mouth. The attention getter should engage your audience and draw them into your speech.
    - a) Rhetorical question: a question which does not require an answer. Rhetorical questions are effective because they make the audience think about your topic.
    - b) Story: stories contain the following parts: set up, climax, and outcome. Everyone wants to hear a good story especially if it is told with suspense and conflict. Stories can be about real or hypothetical events of the past or present time.
    - c) Starting Statement: a statement intended to surprise your audience.
    - d) Starting Statistics: a statistic intended to surprise your audience.
    - e) Humour: when you use humour make sure it is related to a point you are going to make in your speech. This will keep you from becoming a flop if your joke or humorous statement does not work.
  2. Significance: give the audience a reason to listen to your speech. Motivate them by telling them the reason the topic is relevant to their lives.
  3. Credibility: tell the audience why you are qualified to give the speech. Have you worked on the project, taken a class, or conducted research on the topic?
  4. Thesis Statement: a single declarative statement capsuling the central idea or specific purpose of your speech.
  5. Preview: a way of forecasting your main points to your audience. In the preview you list each of the main points you will cover in your speech.  
Sometimes the thesis statement and the preview are combined.
- ♦ Your introduction should be written out word for word and memorized.
1. This will help you maintain eye contact with your audience.
  2. Engaging your audience in the introduction is important because audience members will decide if they will continue to listen during the first minute of your speech.

## IŽANGA

Ižangos tikslas – parengti klausytojus kalbai.

### ♦ 5 etapai:

1. Atkreipiamas klausytojų dėmesys. Pirmasis kalbančiojo teiginys turi sudominti klausytojus. Tai gali būti:
    - a) retorinis klausimas (jis naudingas tuo, jog priverčia klausytojus galvoti apie kalbos temą);
    - b) trumpa istorija (atsitikimas) iš praeities ar dabarties;
    - c) stulbinantis teiginys: tikslas – nustebinti klausytojus;
    - d) statistika: tikslas – nustebinti klausytojus;
    - e) anekdotas: tik įsitikinkite, kad klausytojai tikrai supras, priešingu atveju pats tapsite pajuokos objektu. Be to, jis turi būti susijęs su tema.
  2. Reikšmingumas. Motyvuokite, nurodykite priežastį, kuo klausytojams bus naudinga jūsų kalba.
  3. Įtikinamumas. Klausytojams turite nurodyti, jog esate kompetentinga(s) ir gerai išmanote tai, apie ką kalbėsime.
  4. Pagrindinė mintis. Ji turi būti aiški, suprantama, pateikta glaustai, be ilgų išvedžiojimų.
  5. Pagrindinių teiginių apžvalga. Vardijami klausimai, apie kuriuos kalbėsime pranešime.
- ♦ Ižanga – svarbi kalbos dalis. Ją užsirašykite ir išmokite. Pradėję kalbėti galėsite žiūrėti į klausytojus (nereikės žiūrėti į užrašus ar planą). Svarbu, kad klausytojai pradėtų jūsų klausytis – būtent ižangos metu (per pirmąsias minutes) jie nusprendžia – verta jūsų klausytis, ar ne.



## TRANSITIONS

- ◆ They form a bridge between the parts of your speech.

Transitions appear between your introduction and your first main point, then again between your main points and finally between your last main point and your conclusion.

*Internal transitions* are used between words and/or sentences and tell the audience how two ideas may be related.

*External transitions* tell your audience that one main idea is ending and another is beginning.

## JUNGIAMIEJI ŽODŽIAI

- ◆ Raskite tinkamus jungiamuosius žodžius, siejančius įžangą bei pirmąją dėstymo dalį; pirmąją ir antrąją dalį; antrąją ir trečiąją bei paskutinę dėstymo dalį ir išvadas.

Jungiamieji žodžiai yra dviejų rūšių:

„vidiniai“ (jungiantieji žodžius ar sakinius) ir „išoriniai“ (jungiantieji mintis).

(Pasirinkite kuo daugiau jungiamųjų žodžių, kad nevartotumėte tų pačių!)

## THE MAIN BODY

- ◆ **Main points & their subpoints**

1. The body of a speech has between 3–5 main points each with 1 or more subpoints and supporting material.
2. Orally state each main point as you begin discussing it.

- ◆ **Types of supporting material (the substance that gives the audience a reason to believe your main points).**

1. **Testimony:** The opinion of an eye witness or expert about an event that took place. Always qualify (discuss the qualifications of the person) and cite (orally state the source or expert's name). (eg 'In her book, *Speech Therapy*, Dr. Sharon Milan states that you can eliminate the use of 'um' and other filler words by simply pausing.')
2. **Analogy:** A comparison between two different items which reveals their likeness. (eg 'A computer is like a human brain because they both process information.')
3. **Statistics:** A numerical collection or facts (may need to be defined in order to clarify its meaning). (eg 'It's 60% fat!')
4. **Story:** Has a set up, a climax and a conclusion. Suspense, conflict and description help a story to hold the attention of the audience.
5. **Example:** Factual or hypothetical (used to illustrate a point).

## PAGRINDINĖ KALBOS DALIS – DĖSTYMAS

- ◆ Dėstyme būna 3–5 svarbios dalys ar teiginiai, kurie dar gali būti paremiami vienu ar keliais teiginiais.
  - ◆ Kaip galima pagrįsti savo teiginius? (Klausytojai turi patikėti jūsų teiginių pagrįstumu.)
1. **Įrodymas.** Remiantis eksperto ar įvykio liudininko nuomone, cituojant šaltinius ir kt.
  2. **Analogija.** Lyginami du reiškiniai ar faktai, ieškoma panašumų (arba jie nurodomi).
  3. **Statistika.** Dėstoma, pasitelkiant skaičius.
  4. Pasakojamas **įvykis**, kuris akivaizdžiai patvirtina jūsų teiginį.
  5. Pateikiamas **pavyzdys**: faktinis arba žodinis.

## CONCLUSIONS

A way of bringing your talk to a close, reinforcing your major ideas, letting your audience know what you expect of them and providing a final impact. Consists of a review and then a final statement:

♦ **Review:** A restatement of the main points you presented in your speech.

♦ **Final statement:** Should leave a lasting impact on your audience and bring your ideas to a close.

1. Using a powerful quotation is a good way to end a speech.
2. You can also end by tying your conclusion into a story that you started in your introduction.
3. Your final statement should be refined and the language should be powerful and direct.

♦ **The conclusion for the persuasive speech also contains a call to action.**

## PABAIGA (IŠVADOS)

Baigdami kalbą, akcentuokite pagrindinius teiginius, apibendrinkite.

♦ **Pagrindinių teiginių apžvalga.**

♦ **Baigiamasis teiginys.** Jis turi sustiprinti klausytojų emocijas.

Baigiamasis sakinyss gali sietis su tam tikra įžangos dalimi. Jis turi būti įtaigus, skambus, sklandus.

**Kalbos pabaiga** taip pat gali būti kaip kvietimas veiklai, pa(si)keitimui ir kt.

## MODES OF DELIVERY

Choose the mode of delivery that enhances your speech:

1. **Extemporaneous:** The speaker uses a brief outline and key terms and quotes. S/he demonstrates knowledge and understanding of the content. This method allows the speaker to maintain eye contact, adapt to the audience and speak in a dynamic conversational style.
2. **Impromptu:** The speaker has limited time to prepare, usually less than five minutes. S/he can generate three main points and a first and last line by taking a moment to gather his or her thoughts. This method can often appear spontaneous and dynamic.
3. **Memorized:** The speaker memorizes the speech word for word. This method is not recommended for beginning speakers because it is very difficult to build audience dynamics when you are thinking about the words rather than the meanings they convey.
4. **Manuscript:** The speaker reads the speech word for word from a manuscript, cards or a teleprompter. This method is used when precise accuracy is required. It is not as dynamic as the extemporaneous mode because the speaker's eyes are on the paper not the audience.

## VIĖŠIOSIOS KALBOS TIPAI:

1. **Improvizuota** (iš anksto visa kalba neparašyta). Kalbantysis naudoja trumpu planu, pagrindiniais teiginiais ir citatomis. Naudojantis šiuo būdu, palaikomas ryšys su klausytojais, kalba skamba neformaliai.
2. **Ekspromptu.** Kalbantysis neturi ar beveik neturi laiko (mažiau nei 5 min.) pasirengti kalbai. Patartina pasirinkti 3 pagrindinius teiginius ir įvadinį bei baigiamąjį sakinį. Tokia kalba spontaniška ir dinamiška. (Pradedantiesiems nepatartina naudotis šiuo būdu!)
3. **Išmokta mintiniai.** Kalbantysis išmoksta visą kalbą pažodžiui. Pradedantiesiems šis būdas nepatartinas – galvojama apie žodžius, o ne apie jų prasmę, nėra ryšio su klausytojais.
4. **Skaitoma.** Kalbantysis skaito visą tekstą. Šis būdas tinka, kai būtinas tikslumas. Šiuo atveju ryšys su klausytojais minimalus.



## VOCAL DELIVERY SKILLS

### ◆ Volume

Created by using your diaphragm to push air forcefully through your larynx and out of your mouth.

### ◆ Rate

1. How fast or slowly we talk.
2. Optimal range is 150 to 185 words per minute.

### ◆ Pitch

1. The highness or lowness of your voice.
2. The faster your vocal folds vibrate the higher your pitch; the slower they vibrate the lower the pitch.

### ◆ Pauses

1. Vary in length and frequency.
2. A skilful speaker will control and place them to create impact.

### ◆ Word emphasis

The emphasizing of key words by changes in the volume, rate, pitch or pause patterns to highlight key ideas.

### ◆ The dynamic speaker

1. Variety in volume, rate, pitch and rhythm.
2. Pauses and emphases on key words will make important concepts stand out.
3. Good speakers convey meaning in their voice.

## PHYSICAL DELIVERY

◆ **Appearance:** Decide on the kind of message you want to send to the audience through your dress, hairstyle and accessories.

◆ **Movement:** Control your movement, avoid looking at the watch/clock, do not look at one person – make sure there is an eye-contact with the whole audience.

◆ **Facial expressions:** If you know your material and have an emotional connection to it, facial expressions will happen naturally for most speakers.

Make sure your facial expressions agree with your message. If you talk about death and smile your audience will think you are insensitive.

◆ **Gestures:** Use hand movements similar to those you normally use in conversation. Gestures should coincide with the meaning of your message.

## GARSINIAI KALBOS ASPEKTAI

◆ **Balso stiprumas.** Kalbėti reikia pakankamai garsiai, kad visi girdėtų.

◆ **Kalbėjimo tempas.** Reikėtų vengti kalbėti per greitai arba pabrėžtinai lėtai, geriausia pasirinkti normalų, įprastą kalbėjimo tempą.

◆ **Garso aukštis.** Visada maloniau klausytis žemesnio tono.

◆ **Pauzės.** Rengiantis kalbėti, pravartu pasižymėti pauzių vietas. Pauzės būtinės – jos pabrėžia pagrindinius teiginius, padeda klausytojams geriau juos suvokti.

◆ **Žodžių akcentavimas** – svarbių žodžių pabrėžimas kitokiu tonu, tempu, balso aukščiu arba intonacija.

◆ **Intonacija** – kalbos tonas, melodija, balso pakilimų ir nusileidimų kaitaliojimas.

! Kalba turi būti aiški, patraukli, įdomi, išraiškinga.

## KŪNO KALBA

◆ **Išvaizda.** Pamąstykite, kuo vilkėsite, kaip susiūkuosite, kokius aksesuarus pasirinksite. Jie neturi blaškyti klausytojų dėmesio, bet, priešingai, jį sutelkti.

◆ **Laikysena.** Drausminkite save, netrypčiokite, nemindžikuokite vietoje, nenukreipkite žvilgsnio į vieną tašką ar žmogų (jis gali pasijusti nejaukiai). Nesižvalgykite pro langą, nežiūrėkite į laikrodį, netampykite skvernų, kišenių, plaukų.

◆ **Mimika** turi būti tinkama (juk nekalbėsite apie mirusį žmogų su šypsena veide!). Venkite familiarių ar kvailų mimikų, nesiraukykite! Patarimas: parepetuokite prieš veidroді!

„Viskas atsispindi veide.“ (Ciceronas)

◆ **Gestai.** Pasistenkite elgtis natūraliai. Gestai turi atitikti kalbos turinį.

### INCREASING INTEREST AND UNDERSTANDING

- ◆ **Start with simple concepts** and gradually bring up more complex ones.
- ◆ **Avoid overloading** the audience with too much information.
- ◆ **Use examples**, motivators, humour, stories and presentational aids throughout your speech in order to keep your audience's attention.
- ◆ **Give your listeners a framework** for understanding your information.
- ◆ **Use repetition.**

### KAIP PADIDINTI KLAUSYTOJŲ SUSIDOMĖJIMĄ?

- ◆ **Pradėkite** nuo paprastų sąvokų, palaipsniui pereidami prie sudėtingesnių.
- ◆ **Neapkraukite** klausytojų per dideliu informacijos kiekiu.
- ◆ **Norėdami išlaikyti** klausytojų dėmesį, kalbą pajvairinkite pavyzdžiais, humoristiniais pasakojimais bei vaizdinėmis priemonėmis.
- ◆ **Informaciją pateikite** sistemingai.
- ◆ **Klausytojai geriau įsimins** pagrindinius faktus, jei juos keletą kartų pakartosite.

### TYPES OF PRESENTATIONAL AIDS

- ◆ **Flip charts, poster-board, or boards** can be used to display sketches, charts, graphs, diagrams, photographs, artwork, or computer generated images.
- ◆ **Slides**
  1. Have a plan as to where you will be projecting your slides (screen or wall?).
  2. Be knowledgeable of the projector you will be using.
  3. Make sure you are very familiar with your notes. You may not be able to see them in the dark.
- ◆ **Overhead transparencies.** The text should be easy to read. Also you should evaluate the surroundings.
- ◆ **Physical objects** (books, keyboards or computers make excellent presentational aids).
- ◆ **Audio and video clips** (make sure you know how to stop/rewind etc.).
- ◆ **Computer generated images.** This technology makes speaking easier. Taking advantage of this technology allows you to concentrate on your speech and forget pointers, flipping and advancing slides.

### VAIZDINĖS PRIEMONĖS

- ◆ **Lenta, plakatai, paveiksiai.** Įsitikinkite, ar įskaitoma tai, kas užrašyta, ar suprantama tai, kas pavaizduota. Kalbėdami rodykite.
- ◆ **Skaidrės.** Pamaitykite, kur projektuosite skaidres (ekrane ar ant sienos). Išmokite naudotis aparatu arba iš anksto paprašykite, kad jums kas padėtų. Tamsioje gali būti sunku skaityti, todėl gerai išmokite tekstą, kurį sakysite.
- ◆ **Skaidruolės (OHP).** Tekstas turi būti lengvai skaitomas. Įvertinkite patalpą, kurioje kalbėsime – dažnai saulėje patalpoje blogas matomumas.
- ◆ **Knygos, kompiuteriai, modeliai ir kt.**
- ◆ **Vaizdo bei garso aparatūra.** Pasitikrinkite, ar mokate sustabdyti aparatą, prasukti juostą ir t. t.
- ◆ **Kompiuterinis vaizdas** – moderni ir labai efektyvi priemonė.



#### **WHEN USING ANY TYPE OF PRESENTATIONAL AID YOU SHOULD:**

- ◆ **Design your visual aids** to have a purpose or support an important point.
- ◆ **Make sure your visual materials** are large, clear and uncluttered.
- ◆ **Practice using them prior to speech delivery.**
- ◆ **Practice speaking aloud while using the aid.** You want to be able to maintain eye contact with the audience and continue talking while displaying or explaining your presentational aid.
- ◆ **Make sure you know how to turn all equipment on and off.**
- ◆ **You may want to ask an assistant** to handle your aids (flip your charts, play your tapes, or advance your slides) so you can concentrate on your audience.
- ◆ **Cover or turn off all presentational aids when you are not using them.**

#### **PRACTICE**

- ◆ **Complete all research** and writing at least two weeks prior to the speech date.
- ◆ **Practice reading aloud** using your outline. Reduce your outline to a few key words.
- ◆ **Write your key words** on note cards.
- ◆ **Practice speaking aloud** from your note cards.
- ◆ **Modularize your topics** for mental clarity:
  1. Organize your topics in your mind by creating blocks or modules of information that can be independently discussed.
  2. Engage your friends, family or co-workers in conversations that allow you to discuss the module of information you have stored in your mind.

#### **KĄ SVARBU PRISIMINTI PRIEŠ NAUDOJANT VAIZDINES PRIEMONES**

- ◆ **Gera! apgalvokite** vaizdines priemones, jos turi atitikti kalbos temą.
- ◆ **Vaizdinės priemonės** turi būti didelės, estetiškos ir tvarkingos.
- ◆ **Pasipraktikuokite** naudotis vaizdinėmis priemonėmis.
- ◆ **Pamėginkite** sakyti kalbą naudodami vaizdines priemones (ir palaikydami kontaktą akimis su įsivaizduojamais klausytojais).
- ◆ **Pasitikrinkite**, ar mokate naudotis reikiama! prietaisais.

#### **PRATYBOS**

- ◆ **Kalbą pasistenkite užbaigti kuo anksčiau**, kad liktų laiko pasipraktikuoti.
- ◆ **Skaitykite garsiai.**
- ◆ **Ant kortelių susirašykite** pagrindinius teiginius, pasirašykite panelį.
- ◆ **Pamėginkite kalbėti** naudodamiesi užrašais.
- ◆ **Parepetuokite** prieš draugus, šeimos narius arba prieš veidrodį.

### OVERCOMING FEAR

- ◆ Fear of public speaking is normal.
- ◆ To eliminate your fear:
  1. Know your topic well. Research your topic and practice talking about your content in your daily conversations.
  2. Practice your speech out loud, preferably in front of people you trust. It is not enough to read through your notes silently, you must read them out loud and understand the material.
  3. Use relaxation and redirection techniques to reduce the tension caused by the physiological effects of fear.
  4. Replace your negative thoughts with positive ones.  
*“I’m going to forget my speech” can be replaced with “I know my material well and have practiced it out loud several times”.*

### KAIP ATSIKRATYTI BAIMĖS

- ◆ Auditorijos baimė – natūralus dalykas. Kai tinkamai nepasirengta, baimė kyla dėl nepasitikėjimo savimi. Todėl reikia:
  1. Gera pasirengti kalbai.
  2. Parepetuoti prieš sakant kalbą.
  3. Nusiteikti teigiamai (jums tikrai pasiseks!).
  4. Pasitikėti savimi (jūs tikrai sugebėsite!).

### ☺ HOW TO BE A TRULY ROTTEN SPEAKER

Anyone can learn to be a truly rotten speaker. Just follow these easy rules:

1. Stand or sit with your head down.  
Remember to keep looking at the floor.
2. If you use a microphone, turn it up to produce a high-pitched wine. Blow into it vigorously from time to time. That should keep the audience awake.
3. Read from a written text very rapidly or monotonously, mumble. Remember that a good presentation must be a bit challenging for the audience.
4. If you use an overhead projector or show slides, make sure you stand in front of it. Don't be boring – project the image on to the wall or ceiling rather than the screen.

Now it is your turn to continue this list of rules:

5. ....
6. ....

### ☺ KĄ DARYTI, KAD SUGADINTUMĖTE KALBĄ:

1. Stovėkite arba sėdėkite nuleidęs galvą. Prisiminkite, kad reikia visą laiką žiūrėti į grindis.
2. Jei kalbate į mikrofoną, turite taip jį sureguliuoti, kad garsas būtų aukštas ir cypiantis. Laikas nuo laiko papūskite į mikrofoną – tai neleis klausytojams užmigti arba pažadins miegančius.
3. Tekstą skaitykite labai greitai arba monotoniškai, murmėkite – galbūt taip suintriguosite klausytojus.
4. Jei demonstruojate skaidres, atsistokite taip, kad užstotumėte vaizdą. Venkite nuobodumo – vaizdą nukreipkite ne į ekraną, bet į sienas ar lubas.

O toliau tęskite jūs:

5. ....
6. ....



# SOME EXPRESSIONS TO HELP YOU MAKE A GOOD PRESENTATION

## POSAKIAI GERAI KALBAI PARENGTI

	INTRODUCTION IŽANGA	
	Formal Oficialioji kalba	Informal Neoficialioji kalba
	<p>Good morning, ladies and gentlemen!..</p> <p>My name's ...</p> <p>This morning I'd like to ...</p> <p>If you have any questions you'd like to ask, I'll be happy to answer them later/at the end (of this lecture) ...</p> <p>I'd like to thank you for coming ...</p> <p>Thank you for coming ...</p> <p>May I take this opportunity to thank you for coming ...</p> <p>I'm delighted/pleased/glad to be making this presentation ...</p>	<p>Morning everyone!</p> <p>Hello, everybody!</p> <p>I'm ...</p> <p>What I want to do this morning ...</p> <p>Feel free to ask any question, there'll be plenty of time left at the end ...</p> <p>Thanks for coming ...</p> <p>I'm glad you could all get here ...</p> <p>Thank you for making every effort to come today ...</p>
	STATING YOUR PURPOSE TIKSLO IŠDĖSTYMAS	
	<p>Today/this morning I'm going to be showing you ...</p> <p>talking to you about ...</p> <p>taking a look at ...</p> <p>reporting on the results ...</p> <p>telling you about ...</p> <p>The subject of my presentation is ...</p> <p>Today's topic is ...</p> <p>So I'll begin by (Let me begin by) (I'd like to start with/off/by) } making a few observations outlining the main points ... giving you an overview ...</p> <p>... and then I'll (go on to) discuss the progress ...</p> <p>make suggestions ...</p> <p>highlight the main facts ...</p> <p>talk about ...</p>	
	EFFECTIVE OPENINGS IŽANGINIAI POSAKIAI	
	<p>How many of you think/believe ...</p> <p>Suppose ...</p> <p>Have you ever thought ...</p> <p>Imagine ...</p>	<p>Have you ever heard that ...</p> <p>According to the latest statistics/research ...</p> <p>Do you know that ...</p> <p>I remember when ...</p> <p>This reminds me of ...</p> <p>Let me tell you ...</p>

<b>USING VISUAL AIDS</b> <b>POSAKIAI, RODANT VAIZDINES PRIEMONES</b>	I'd like to draw your attention ... I'd like us to look at ... which clearly show/indicate the importance of ... If we look at this ... You can see on this overhead (slide) (that) ... The figures in blue indicate/show/ stand for ...	Have a look at this ( <i>BrE</i> ) (Take a look at this) ( <i>AmE</i> ) As you can see ... Let's take a closer look (at) ... Here we can see ...
	If you look at it more closely ..., you'll see/notice/understand ... The ... represents ... and the ... represents ... Just over/just under/well over/well under (eg 50%)... } (explaining about/approximately/roughly/more or less } a diagram)	
<b>EMPHATIC EXPRESSIONS</b> <b>EMOCIONALŪS POSAKIAI</b>	I/We strongly suggest/recommend ... I/We sincerely hope ... I/We completely agree with ... I/We firmly oppose ... I/We categorically deny ... I/We honestly believe ... It is extremely/absolutely (necessary) ... The main thing is ...	In particular, ... What's more, ... In addition (to that) ... Plus, ... Above all ... What's especially/more important ... I'd like to emphasize ...
	<b>! Use rhetorical questions</b>	



One of the hazards that trouble any story-teller is the risk of repetition. One fellow has a nice way of forestalling\* that I've heard-it-before response to a story. He plays safe by saying: "If you've heard this story before, don't stop me because I'd like to hear it again".

\* forestall – užbėgti už akių



## TRANSITIONS THAT MAY HELP YOU JUNGIAMIEJI POSAKIAI

<p style="text-align: center;"><b><u>Enumeration</u></b></p> <p>first, secondly, third, next, then, after that, finally, again</p>	<p style="text-align: center;"><b><u>Addition</u></b></p> <p>additionally, also, and, furthermore, in addition, moreover, too, besides, and then</p>
<p style="text-align: center;"><b><u>Comparison</u></b></p> <p>likewise, similarly, in the same way (manner)</p>	<p style="text-align: center;"><b><u>Concession</u></b></p> <p>as you probably know, certainly, of course, naturally, no doubt</p>
<p style="text-align: center;"><b><u>Contrast</u></b></p> <p>although, but, even though, however, nevertheless, on the other hand, yet, on the contrary, despite</p>	<p style="text-align: center;"><b><u>Emphasis</u></b></p> <p>above all, especially, indeed, in fact, in particular, most importantly, without doubt, obviously, as a matter of fact, in any case</p>
<p style="text-align: center;"><b><u>Illustration</u></b></p> <p>as an example (illustration), for example, for instance, in particular, such as, that is, in the following manner, namely</p>	<p style="text-align: center;"><b><u>Possibility</u></b></p> <p>maybe, perhaps, possibly</p>
<p style="text-align: center;"><b><u>Reason</u></b></p> <p>as, because, because of, for, since, a reason for this is</p>	<p style="text-align: center;"><b><u>Conclusion</u></b></p> <p>and so, in summary, in other words, in short, to summarize, to sum up, consequently, accordingly, as a result, in conclusion, hence, therefore, thus</p>
<p style="text-align: center;"><b><u>Repetition</u></b></p> <p>in brief, in short, as I have said, as I have noted</p>	

# GLOSSARY OF TERMS

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**ANGLŲ KALBA VISIEMS**

Redaktorė *Odeta Venckienė*

Viršelis *Donato Gendvilos*

Viršelyje panaudota iliustracija iš Photo Disc

Leid. Nr. 15 077. Užsak. Nr. 578.

Akcinė bendrovė leidykla „Šviesa“, Vytauto pr. 25, 3000 Kaunas.

El. p. [sviesa@balt.net](mailto:sviesa@balt.net)

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**Tu71** Anglų kalba visiems/Virginija Tuomaitė, Ingrida Žindžiuvienė. — Kaunas: Šviesa, 2002. — 107 p.

Virš. tik angl. — Bibliogr., p. 107. — Žodyn., p. 105–106.

ISBN 5-430-03388-X

Knyga skiriama vidurinių mokyklų ir gimnazijų mokiniams, aukštųjų mokyklų studentams bei visiems, norintiems pakartoti ar išmokti ne tik anglų kalbos gramatiką, bet ir kitas temas. Knyga suskirstyta į keturis skyrius: gramatika, rašymas, skyryba, mokymas kalbėti. Kiekvienoje dalyje remiamasi skaitytojų gimtosios kalbos filologine patirtimi, aiškinami anglų ir lietuvių kalbų skirtumai, akcentuojami anglų kalbos ypatumai.

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ISBN 5-430-03388-X

