

# Work-Related Grammar

Passive Voice

Conditionals

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Was your home task completed?

Has your home task been completed?

# Negotiation



I'm not **what you would call** the world's best negotiator, but sometimes it's necessary to engage in a **tough negotiation**. Take, for instance, the time I had to **renew** the lease on my apartment. This was **back in** college, when I was renting a small **studio** in the **Miracle Mile** area of Los Angeles. When my lease **was up**, the **landlord** and I sat down to **hammer out the terms** of a new lease.

"I'll tell you what I'm going to do," he said. "I'm going to give you a **break** on rent if you sign a two-year lease instead of just a one-year lease."

"Well," I said, "I don't know. **What sort of break** are we talking about here?,"

"I'll give you a 5% rent increase instead of a 10% increase **in exchange** for you signing a two-year lease. It's a **win-win** situation: you get a **cut in rent**, and I get the security of a two-year lease."

At this point, I decided to **make a counter-proposal**. "**How about this**," I said, "You give me a one year lease with a six percent increase."


"No, I can't make that sort of **deal**," he said. "**But here's what I can do**, and it's my **final offer**: I'll pay for your electricity for the first 6 months of the lease, along with the other terms I mentioned before."

"You **drive a hard bargain** okay, **it's a deal**," I said. I guess I could have tried to **bargain him down** a bit more, but I was happy with our agreement. Now all I had to do was **sign on the dotted line**.

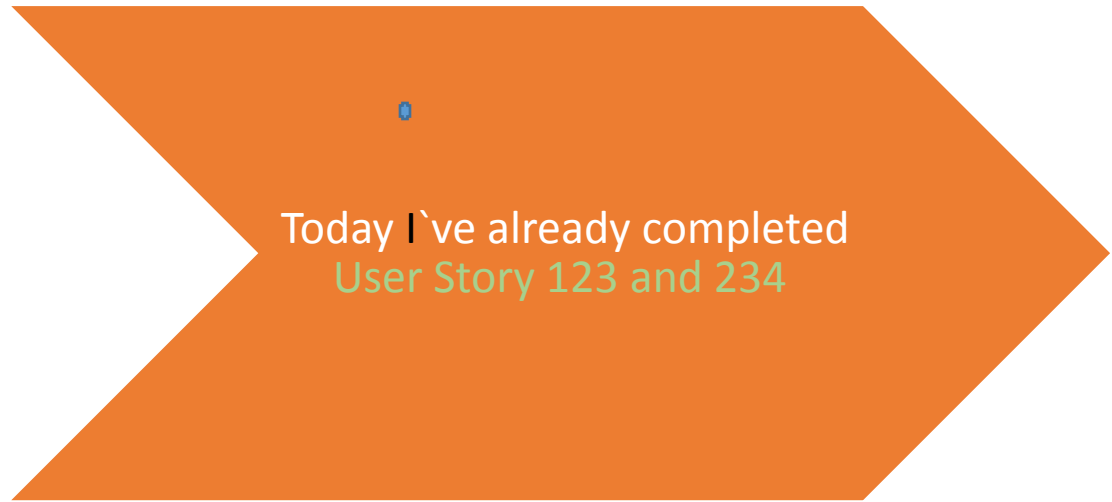


# Кто?

# Что

1. ? Today I've already completed User Story 123 and 234
2. In the afternoon I'm validating changes in US 456 as the priority was changed to "high". 
3. In addition, I think I will collect the reporting and give a call to Jamie, who will compile it.

# Passive Voice



# Passive Voice: usage

When do we use  
it?

- When the doer is unknown, unimportant or obvious
- When the action itself is more important than the doer
- **Passive Voice: Use**
- When we refer to the unpleasant situation and do not want to say who is to blame

The production issues were escalated

The task was not completed due to the server issues

25 bugs were closed yesterday

- **Present Simple**

- I **disable** the field

- The field **is disabled**

Passive Sentence: Subject + Verb + Agent  
(if necessary)

He copied the reports

**The reports were copied (by him)**

- **Past Simple**

- I **disabled** the field

- The field **was disabled**





# Passive Voice in English


## TENSE

## ACTIVE

## PASSIVE

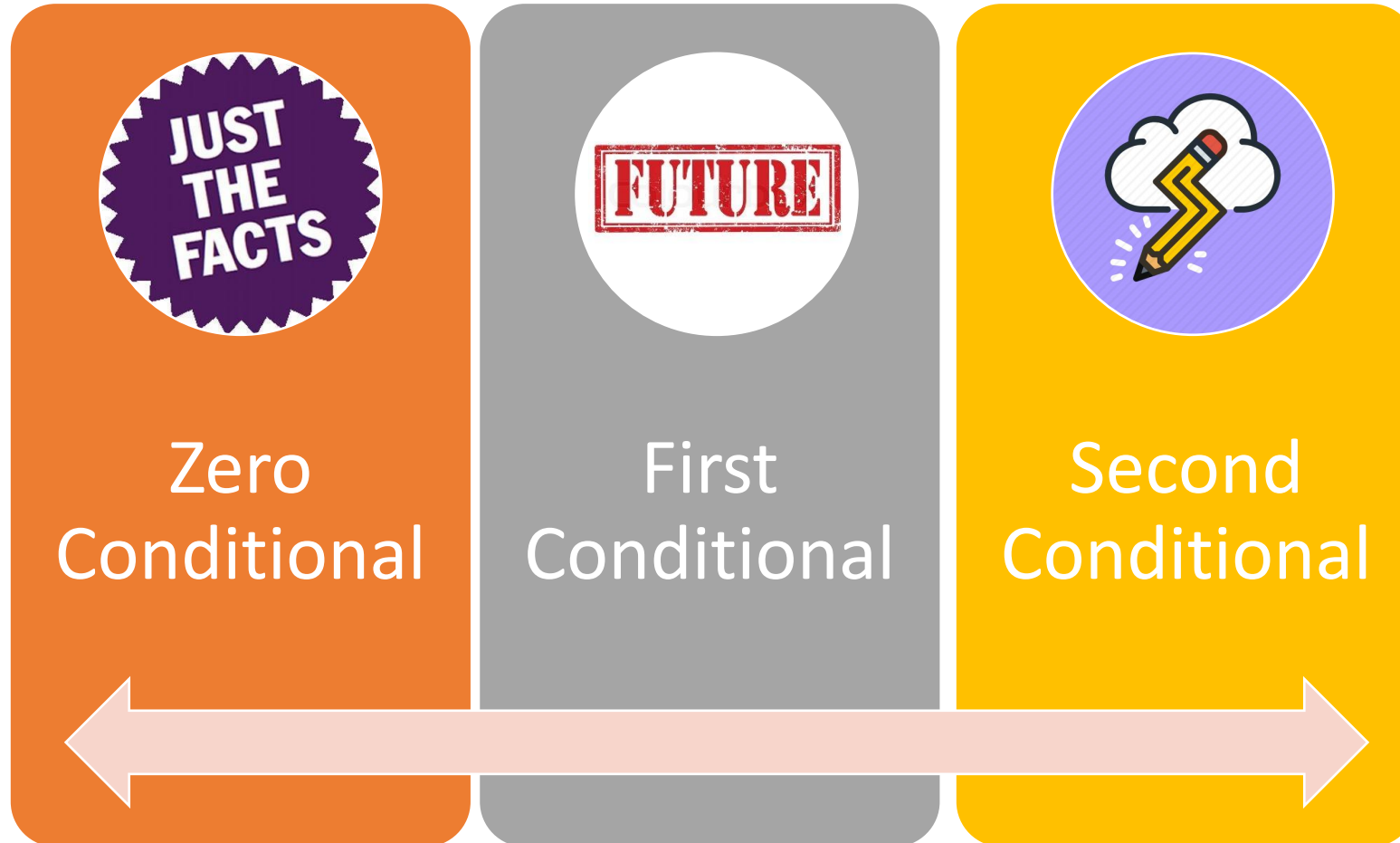
Present Simple	I <b>do</b> my homework.	My homework <b>is done</b> .
Present Continuous	I'm <b>doing</b> my homework.	My homework <b>is being done</b> .
Past Simple	I <b>did</b> my homework.	My homework <b>was done</b> .
Past Continuous	I <b>was doing</b> my homework.	My homework <b>was being done</b> .
Present Perfect	I <b>have done</b> my homework.	My homework <b>has been done</b> .
Past Perfect	I <b>had done</b> my homework.	My homework <b>had been done</b> .
Future Simple	I <b>will do</b> my homework.	My homework <b>will be done</b> .
Future Be going to	I'm <b>going to do</b> my homework.	My homework <b>is going to be done</b> .
Modal	I <b>must do</b> my homework.	My homework <b>must be done</b> .
Modal Perfect	I <b>should have done</b> my homework.	My homework <b>should have been done</b> .

In the afternoon I'm validating changes in US 456 as the priority was changed to "high".

 IF

In the afternoon I'm validating changes in US 456 **if** the priority is changed to "high".

# Conditionals



# Work related Conditionals

## Zero

it is used to talk about facts or something that is *always* true

If Present Simple + Present Simple

*If you write the test case properly, there are no issues with it*

## First

Is used to talk about actions that will most probably happen in future

If Present Simple + Will

*If you delete the following grid, the column will break down*

## Second

Is used to talk about imaginary situations

If Past Simple+would

*If I were you I would prioritize the tasks first*

# Communicative activities

Которую из следующих фраз можно переделать в пассив? Do it

Придумайте ответ с помощью Conditionals



**Helena –  
Project manager**

Dear Colleague, we have been overcoming some changes these days. Could you please change the testing plan and bedug the following issues today by 4pm?



**Michael –  
Business Analyst**

Dear Colleague. This is a follow-up e-mail on the testing process in our team. There will be some changes soon, yet do not know which exactly. Just do what you are doing now and after, perhaps, you will have to change it fully



**Petro –  
Colleague**

Hey, Colleague, I haven` t done anything worth boasting yet, but I would like to have cup of coffee with you and to chat for 1-2 hours



**Sanjat –  
customer**

Dear Colleagues, we are currently trying to update the database and do not know how to do it better

Will your home task be completed?

# 3-П



- 1.
  - Что я понял
- 2.
  - Что буду предпринимать
- 3.
  - С кем поделюсь

# In a Nutshell

- Самое важное
- Самое интересное
- Самое непонятное