

*«Утверждаю»*

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\_\_\_\_\_ : Listen to people getting acquainted at a conference. What are they talking about? Do they get on with each other?  
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\_\_\_\_\_ 6 0, -43)  
 \_\_\_\_\_ 6  
 -3 7-8) 0-7),  
 \_\_\_\_\_ ( \_\_\_\_\_ : Toughinterviews 41-86)(  
 42%  
 \_\_\_\_\_ : Applyingforajob  
 %

\_\_\_\_\_ 6 0, -43)  
 \_\_\_\_\_ ( \_\_\_\_\_ : Winningposts 43-89),  
 \_\_\_\_\_ : Anewjob %  
 \_\_\_\_\_ 6 0-3% - . -18 ( . 10-12)

\_\_\_\_\_ 6 0, -43)  
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\_\_\_\_\_ 6 0, -43)  
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\_\_\_\_\_ :  
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 -, 3-109)  
 \_\_\_\_\_ ( \_\_\_\_\_ : ModernEtiquette 26-28%  
 27)

\_\_\_\_\_ :  
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\_\_\_\_\_ : \_\_\_\_\_ %  
 \_\_\_\_\_ : \_\_\_\_\_ / \_\_\_\_\_ - , ( -- - . 1%  
 \_\_\_\_\_ : Telephone English: howtotakeandgivemessages ( \_\_\_\_\_  
 \_\_\_\_\_ - 2%  
 \_\_\_\_\_ 6

\_\_\_\_\_ : \_\_\_\_\_ .. -23)  
 \_\_\_\_\_ : The Past Simple Tense 128-- / , % / (05  
 130-132)  
 \_\_\_\_\_ , \_\_\_\_\_ : Why should I learn English 10 compelling reasons for  
 EFL learners ( \_\_\_\_\_ .24-25)  
 \_\_\_\_\_ 6

\_\_\_\_\_ : \_\_\_\_\_ .. -23)  
 \_\_\_\_\_ : The Past Continuous Tense 137-- / 5% - (1  
 139-140)  
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 The Past Simple Tense vs the Past Continuous Tense 142% 1,2 142)  
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\_\_\_\_\_ : \_\_\_\_\_ %  
 \_\_\_\_\_ 6 0 0(1 -00)  
 \_\_\_\_\_ : Cross-cultural differences between native English-  
 speaking communities ( \_\_\_\_\_ c. 234)  
 \_\_\_\_\_ : Cross-  
 cultural differences: are they important; -2 . 3%

II

3.

\_\_\_\_\_6 )  
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 Britain. Booking train tickets in the USA( )  
 \_\_\_\_\_: Arailwayjourney  
 \_\_\_\_\_: 65-66), 6 . 65)

\_\_\_\_\_: %  
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 \_\_\_\_\_: %  
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6

\_\_\_\_\_6 %  
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 \_\_\_\_\_6 c. 4-3% --/ 3-10)

\_\_\_\_\_ ( \_\_\_\_\_: Rulesfornegotiations  
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 \_\_\_\_\_ %  
 \_\_\_\_\_: Present -0--2 ---12)

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\_\_\_\_\_ ( \_\_\_\_\_ : Attheoffice \_\_\_\_\_ %  
\_\_\_\_\_ 6 \_\_\_\_\_ 6Meetingapartner  
\_\_\_\_\_ : . 0-. 1% - (/ 25-27)

\_\_\_\_\_ : Past. . . 0)  
\_\_\_\_\_ ( \_\_\_\_\_ : Discussingthepriceproblem( -  
\_\_\_\_\_ %  
\_\_\_\_\_ :

\_\_\_\_\_ 6 - \_\_\_\_\_ %  
\_\_\_\_\_ ( \_\_\_\_\_ : Timemanagement  
\_\_\_\_\_ %  
\_\_\_\_\_ : / TheFutureSimpleTense( c. 146-148), - ( 148)

\_\_\_\_\_ ( \_\_\_\_\_ : Howwelldoyoumanagetime  
\_\_\_\_\_ %  
\_\_\_\_\_ : Managingyourtime  
\_\_\_\_\_ %  
\_\_\_\_\_ : TheFutureContinuousTense -11-156) 1  
( 156)

\_\_\_\_\_ : %  
\_\_\_\_\_ ( \_\_\_\_\_ : Whatdoyoudoinyourfreetime  
\_\_\_\_\_ %  
\_\_\_\_\_ : 6Leisuretime  
\_\_\_\_\_ : Leisureactivities  
\_\_\_\_\_ %

\_\_\_\_\_ 6 \_\_\_\_\_ %  
\_\_\_\_\_ : TheFuturePerfectTense / 1- / 2% --3 ,  
36-37)  
\_\_\_\_\_ ( \_\_\_\_\_ : Fivewaystobalanceworkandleisure  
\_\_\_\_\_ %  
\_\_\_\_\_ : 6Workandleisure

\_\_\_\_\_ : ( \_\_\_\_\_ )



\_\_\_\_\_ ( \_\_\_\_\_ : LegalProfessionsinGreatBritain ( .135)  
\_\_\_\_\_ : Tobegoingto -1. --1/% --. -1/-154

2

\_\_\_\_\_ : TheJudicialBranch( 205)  
\_\_\_\_\_ :

6

LegaltraininginBritainandRussia

\_\_\_\_\_ : %  
\_\_\_\_\_ ( \_\_\_\_\_ : Thelegislature( c.188)  
\_\_\_\_\_ :

"Mediainfluenceonlaw"

\_\_\_\_\_ : 8 161)  
\_\_\_\_\_ ( \_\_\_\_\_ : Theprocuracy( c. 304)  
\_\_\_\_\_ 6

Myfutureprofession

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\_\_\_\_\_ 6 -3-21)  
\_\_\_\_\_ ( \_\_\_\_\_ : Visitofaforeignpartner 5-14)  
\_\_\_\_\_ 6 tobe 50-51% 8--0 53-98)

\_\_\_\_\_ 6 -3-21)  
\_\_\_\_\_ 6 thereis/are. 55% 3-5 -, --102)  
\_\_\_\_\_ ( \_\_\_\_\_ : Firstnamesandfriendship -3%  
\_\_\_\_\_ 6 / / , %

\_\_\_\_\_ 6  
\_\_\_\_\_ 6 tohave havegot -, . --, /% / (1 -, 0-105)  
\_\_\_\_\_ ( \_\_\_\_\_ : FormsofAddress -4-19)

\_\_\_\_\_ 6  
\_\_\_\_\_ :  
\_\_\_\_\_ : Theartofmingling . , -. 2%  
. 2%



\_\_\_\_\_6  
\_\_\_\_\_6 / . 1( 2 . 1-26) %  
\_\_\_\_\_6 ( \_\_\_\_\_: Telephoneetiquette: howphonogeticareyou?  
0--02% 02-47)

\_\_\_\_\_6 ThePastSimpleTense -. 4--/, %  
\_\_\_\_\_6 ( -1(-2 -/1-136)  
\_\_\_\_\_6 -3 . 4%

\_\_\_\_\_6 ( \_\_\_\_\_: Theimpactofcultureonbusiness .. 5%  
\_\_\_\_\_6 ThePastContinuousTense 3(5 -0-%

\_\_\_\_\_6 \_\_\_\_\_: %  
4/ -86)( . (/ (0(1 42-87)

\_\_\_\_\_ : 32% --(-. 34-80). %  
\_\_\_\_\_ At the Grand hotel %  
\_\_\_\_\_ : London %

6

\_\_\_\_\_ 6 %  
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\_\_\_\_\_ 6 c. 4-3% 0--- 3-10) %

\_\_\_\_\_ : Present -3- - -2-14)  
\_\_\_\_\_ ( \_\_\_\_\_ : The most important elements of negotiations  
\_\_\_\_\_ %

\_\_\_\_\_ 6 %  
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\_\_\_\_\_ %

\_\_\_\_\_ : Past 7--- . 0-28)  
\_\_\_\_\_ (Discussing the price problem( .  
\_\_\_\_\_ %

\_\_\_\_\_ 6 - %  
\_\_\_\_\_ 6 The Future Simple Tense c. 146--04% . (/ (0(1(2(4(-  
-04-151)

\_\_\_\_\_ 6 The Future Continuous Tense -11--12%  
./ (-13%

\_\_\_\_\_ : 6  
Good and bad time management

\_\_\_\_\_ 6 3 . 0(1 -14%  
\_\_\_\_\_ ( \_\_\_\_\_ : Leisure time %

\_\_\_\_\_ : The Future Perfect Tense /1-/2% 4, 5  
\_\_\_\_\_ ( /3%  
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\_\_\_\_\_ : Tobegoingto -1. --1/% 3 -11  
\_\_\_\_\_ : How to develop your legal knowledge

\_\_\_\_\_ 6 Future . 13,14,15 ( \_\_\_\_\_ .16)  
\_\_\_\_\_ : Drawbacks of the profession

\_\_\_\_\_ 6 4 . -( / (1 -15-160)  
\_\_\_\_\_ 6 Jobsinlaw

\_\_\_\_\_ 6 5(-, -2--162)  
\_\_\_\_\_ ( \_\_\_\_\_ : Howlawsarepassed ( c. 103)  
\_\_\_\_\_ : The crucial problems of law

2 - **6**  
7. % 7 0% ( % 2% 7/% 6 -% - 1%

**I-II**

-5

**1**

1)  
Close window, please. E

- a) a
- b) an
- c) the
- d) -

2)  
Ourparents atwork.

- a) are
- b) is
- c) am
- d) -

3)  
SheisfromScotland( ;

- a) she is
- b) is she

- c)
- d) isn't it

4) \_\_\_\_\_ ; E \_\_\_\_\_ .

- a) him
- b) he
- c) his
- d) he's

5) \_\_\_\_\_ .  
O \_\_\_\_\_

- a) has
- b) does have
- c) have
- d) have's

6) \_\_\_\_\_ any shops nearby?

- a) There is
- b) There are
- c) Is there
- d) Are there

7) \_\_\_\_\_ you got a pen?

- a) are
- b) have
- c) has
- d) is

8) \_\_\_\_\_ E \_\_\_\_\_ .  
( could I have \_\_\_\_\_ tea cup?

- a) a few; one
- b) few; a
- c) some; the other
- d) a little; another

9) \_\_\_\_\_ .  
Last year our students had \_\_\_\_\_ in Correctional School Education.

- a) many laboratory works
- b) much laboratory work
- c) a few laboratory works
- d) one laboratory work

10) \_\_\_\_\_ .  
P \_\_\_\_\_

- a) is; it
- b) are; it
- c) is; them
- d) are; they

11) \_\_\_\_\_ .  
I have left \_\_\_\_\_ book at home. Can you give me \_\_\_\_\_ ?

- a) my; your
- b) mine; your
- c) my; yours
- d) mine; yours

12)

Look! P \_\_\_\_\_ K (

- a) something
- b) some
- c) anything
- d) nothing

13)

Lookat \_\_\_\_ geese! = \_\_\_\_\_ ;

- a) this; they
- b) those; it
- c) these; them
- d) these; they

14)

He \_\_\_\_ now.

- a) is reading
- b) read
- c) arereads
- d) reads

15)

When I \_\_\_\_\_ to university yesterday, I \_\_\_\_\_ my friend.

- a) am going, meet
- b) was going, was meeting
- c) went, was meeting
- d) was going, met

: 1. 2. A 3 4.A 5.A 6. 7. B8. D9. C 10.A 11. C 12.A 13.D14. A 15. D

2

1)

\_\_\_\_\_ thisfilmbefore?

- a) Do you see
- b) Did you see
- c) Have you seen
- d) Willyousee

2)

Michael \_\_\_\_\_ playing the piano at the age of six.

- a) began
- b) begins
- c) had begun
- d) wasbeginning

3)

- %
- %
- %
- %

4)

My parents \_\_\_\_\_ in London since 2009.

- a) were living
- b) have lived
- c) live
- d) lived

5)

Who \_\_\_\_\_ America?

- a) did discover
- b) discovers
- c) discovered
- d) haddiscovered

6)

The guests \_\_\_\_\_ tea when Robert \_\_\_\_\_.

- a) had; entered
- b) were having; entered
- c) had; was entering
- d) will be having; enter

7)

Nick \_\_\_\_\_ a new tie yesterday. It \_\_\_\_\_ him 10 dollars.

- a) bought; costed
- b) was buying; cost
- c) had bought; cost
- d) bought; cost

8)

Neither Olga nor her sister \_\_\_\_\_ to go to the club tonight.

- a) wants
- %
- c) is wanting
- d) isn twanting

John Major \_\_\_\_\_ Prime Minister in November, 1990.

- a) had become
- b) becomes
- c) became
- d) hasbecome

She \_\_\_\_\_ for 15 years.

- a) is teaching
- b) has been teaching



- c) teaches
- d) hasted

He \_\_\_\_\_ in Rome before he moved to Paris.

- a) had lived
- b) lived
- c) was living
- d) hadbeenliving

12)

At this time tomorrow they \_\_\_\_\_ over Greece.

- a) will fly
- b) will be flying
- c) are flying
- d) will have flown

13)

He \_\_\_\_\_ breakfast yet.

- a) has finished
- b) finished
- c) %
- d) hasn tfinished

14)

Sam \_\_\_\_\_ riding a motorbike when he \_\_\_\_\_ 12 years old.

- a) was learning, was
- b) learnt; was
- c) learns; is
- d) willlearn; willbe

15)

They \_\_\_\_\_ their music class in the morning today, but normally they \_\_\_\_\_ it in the afternoon.

- a) have; are having
- b) are having; have
- c) were having; are having
- d) will have; had

: 1. 2. A 3.D 4 B 5.C 6.B 7.D 8.A 9.C 10.B 11.A 12.B 13.D 14.B 15.B

:

86% 100%	
69% - 85%	
50% - 68%	
1,	

( ( ( %

**Семестр 1**

O Cross-cultural differences: are they important?

**Семестр 2**

O My future profession

6

9-10	
7-8	
5-6	
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		-,

8--. % (

**Семестр 1**

You play the part of a visitor to the international exhibition. Discuss the impressions and emotions with another visitor. Be active and polite.

**Семестр 2**

You play the part of a tourist agent. You have to book two tickets to Prague for two clients and make a hotel reservation for 6 days. Be active and polite.

6

9-10	
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	\ (	,
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3) (I-II ).

**Семеср 1**

Read and translate the text. Answer the questions.

**Job Interview**

Mr Johnson is the boss of a trucking company. His office is a mess. There are papers, books and boxes everywhere. Nothing is clean, nothing is in order: he needs a good secretary.

Mrs Santana wants a job. She is in his office for an interview. He is surprised because she is an old lady and she has no office experience. Mrs Santana is talking:

E E E E E  
 E E E E E  
 ( E E = (

office. There are papers, books and boxes everywhere. Your basket is full. The date on your calendar is

F E ( E I

Mr Johnson is sitting in his armchair and smiling. He says:

I O ( ;

Answer the questions:

- 1) What kind of a company is this?
- 2) Who is the boss?
- 3) In what condition is his office?
- 4) Whom does Mr Johnson need?
- 5) What does Mrs Santana want?
- 6) Does she have any office experience?
- 7) Is she a young woman?
- 8) What does she say about herself?



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3.	-	.
	-	-
	-	,
4.		.
		-
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	1%	0
		-,

4)

**I-II**

(  
 ., , / , , %

**Семестр 1**

ModernEtiquette

**Семестр 2**

6 3 crucialskillsofTourGuide

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- - ( (
- - ( (
- - (
- 7 7 %
- (7-10 . 7 , . ( 6TimesNewRoman, -0 (
- ).
-



- P
- I found the article (rather) interesting (important, useful)

6

9-10	
7-8	
5-6	
1	

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	(	(
	(	(
3.	(	.
	/ -3	-
	%	'
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	(	(
	(	,
5.		.
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5)

I-IV

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Do a

Cross-

*Семестр 1*

A

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*Семестр 2*

Popular leisure activities

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9-10	
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1		0-
		-;

2.

1.

My wife's father is my \_\_\_\_.

- |                  |                   |
|------------------|-------------------|
| 1) uncle         | 2) stepfather     |
| 3) father-in-law | 4) brother-in-law |

2.

Will you meet my cousin John at the station tomorrow? E \_\_\_\_\_ ;

- |                       |                            |
|-----------------------|----------------------------|
| 1) What does he like? | 2) What is he like?        |
| 3) What does he do?   | 4) What does he look like? |

3.

- |          |         |
|----------|---------|
| 1) piece | 2) read |
| 3) port  | 4) pit  |

4.

On \_\_\_\_ days we spent much time indoors watching TV.

- |          |            |
|----------|------------|
| 1) rain  | 2) raining |
| 3) rainy | 4) rained  |

5.

What is \_\_\_\_ capital of \_\_\_\_ India?

- |            |             |
|------------|-------------|
| 1) a; an   | 2) the; the |
| 3) -; the; | 4) the; -   |

6.

They spoke to \_\_\_\_\_ daughter yesterday.

- |       |                 |
|-------|-----------------|
| -%P I | . %P I          |
| /%P I | 4) Tim and Mary |

7.

I prefer \_\_\_\_ coffee black and without sugar.

- |       |        |
|-------|--------|
| 1) a  | 2)     |
| 3) an | 4) the |

8.

She remembered \_\_\_\_\_ beautiful lawns and footpaths.

- |          |         |
|----------|---------|
| 1) those | 2) that |
| 3) them  | 4) this |

9.

- |             |     |             |
|-------------|-----|-------------|
| 1) somebody | ; E | 2) anything |
|-------------|-----|-------------|

3) anybody

4) nobody

**10.**

Is there \_\_\_ or \_\_\_ furniture in your room?

- 1) much; little
- 2) many; little
- 3) much; few
- 4) many; few

**11.**

How many books \_\_\_\_\_ L ;

- 1) are
- 2) there are
- 3) arethere
- 4) there

**12.**

My friend is afraid of \_\_\_\_\_

- 1) mouses
- 2) mice
- 3) mouse
- 4) mices

**13.**

Thunder and lightning are natural \_\_\_\_\_ .

- 1) phenomenon
- 2) phenomena
- 3) phenomenons
- 4) phenomen

**14.**

Turnoffthegas! \_\_\_\_\_ waterisboiling.

- 1) the
- 2) a
- 3)
- 4) an

**15.**

They say \_\_\_ sugar is bad for you.

- 1) a
- 2)
- 3) an
- 4) the

:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3	4	4	3	4	1	2	1	3	1	3	2	2	1	2

**Telephone**

The telephone is a necessary means of communication in business.

When you need to telephone your colleague or partner, you dial his phone number which can be found in the directory. The phone will ring, and your colleague will answer it by picking up the receiver. If he is busy he may ask you to call back later. If he is already on the phone when you call him, his number is busy and you cannot get through. When he finishes speaking to you, he should hang up.

Many telephone numbers mostly related to businesses or governmental offices are prefixed by 800. These numbers provide free customer service because many companies are interested in getting new customers. In most civilized countries emergency numbers (ambulance, police, fire) are also toll-free calls. (To place an emergency telephone call in the USA, for example, you should dial 911 or 0.)

Making a telephone call is not always easy, especially if you do not know the person on the other end of the line very well. Phone messages must be accurate and complete. Taking them demands both writing and listening skills particularly when a caller is speaking quickly.

Asking callers to repeat a message can help, and there is really no need to be embarrassed about it. Even people who have spoken a language all their lives ask each other to repeat things.

2

She \_\_\_\_\_ to Greece.

- |                   |                    |
|-------------------|--------------------|
| 1) never was      | 2) will never been |
| 3) has never been | 4) is never been   |

She is playing the piano, \_\_\_\_\_?

- |      |             |
|------|-------------|
| 1) % | 2) has she  |
| 3) % | 4) will she |

She \_\_\_\_\_ a lot about Canada and Mexico lately, so she can tell us a lot about their people.

- |                |             |
|----------------|-------------|
| 1) was reading | 2) has read |
| 3) will read   | 4) had read |

4.

They \_\_\_\_\_ a new school here by the end of 2020.

- |                    |                            |
|--------------------|----------------------------|
| 1) will have built | 2) will have been building |
| 3) will builds     | 4) will have been built    |

5

They \_\_\_\_\_ the report before the tutor returned.

- |                 |                  |
|-----------------|------------------|
| 1) had finished | 2) finished      |
| 3) has finished | 4) was finishing |

6.

My fellow student has \_\_\_\_\_ been late for classes.

- |          |        |
|----------|--------|
| 1) ever  | 2) yet |
| 3) never | 4) as  |

7.

Have they fed the dogs \_\_\_\_\_?

- |          |            |
|----------|------------|
| 1) ever  | 2) yet     |
| 3) never | 4) already |

8.

My boyfriend \_\_\_\_\_ from his business trip last Sunday.

- |                  |                 |
|------------------|-----------------|
| 1) have returned | 2) had returned |
| 3) has returned  | 4) returned     |

9.

I \_\_\_\_\_ very proud of my son. He won the local competition.

- |       |         |
|-------|---------|
| 1) is | 2) are  |
| 3) am | 4) were |

10.

We \_\_\_\_\_ supper when you come to visit us.

- 1) will have
- 2) will have had
- 3) will be having
- 4) have

11.

She will buy a wonderful present if you \_\_\_\_\_ her.

- 1) invites
- 2) invite
- 3) will be inviting
- 4) will invite

12.

Listen! Somebody \_\_\_\_\_ .

- 1) was singing
- 2) is singing
- 3) sings
- 4) aresinging

13.

Tomorrow at 9 p.m.I \_\_\_\_\_ to Paris.

- 1) will fly
- 2) will be flying
- 3) will have flown
- 4) flew

14.

O

- 1) dreams; leaves
- 2) will dream; leaves
- 3) dreams; will leave
- 4) dreams; is leaving

15.

Jill \_\_\_\_\_ dinner when her husband \_\_\_\_\_ .

- 1) was cooked, came
- 2) cooked, came
- 3) was cooking, came
- 4) were cooking, was coming

:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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### Buckingham palace

Buckingham Palace is the London residence and administrative headquarters of the reigning monarch of the United Kingdom. Located in the City of Westminster, the palace is often at the centre of state occasions and royal hospitality. It has been a focal point for the British people at times of national rejoicing and mourning.

Originally known as Buckingham House, the building at the core of today's palace was a large townhouse built for the Duke of Buckingham in 1703 on a site that had been in private ownership for at least 150 years. It was acquired by King George III in 1761 as a private residence for Queen Charlotte and became known as The Queen's House. During the 19th century it was enlarged, principally by architects John Nash and Edward Blore, who constructed three wings around a central courtyard. Buckingham Palace became the London residence of the British monarch on the accession of Queen Victoria in 1837.

The last major structural additions were made in the late 19th and early 20th centuries, including the East front, which contains the well-known balcony on which the royal family traditionally

congregates to greet crowds. The palace chapel was destroyed by a German bomb during World War II; the Queen's Gallery was built on the site and opened to the public in 1962 to exhibit works of art from the Royal Collection.

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