**ПРАКТИЧЕСКОЕ ЗАДАНИЕ 2.**

**ГРАММАТИЧЕСКИЕ УПРАЖНЕНИЯ**

**1. Поставьте глаголы-сказуемые в соответствующей видо-временной форме.**

1. We (to thank) you for your letter of March 5-th.

2. Last week our clients (to write) to us that they (to need) the machine tools urgently.

3. For some reason of other they (to stop) the construction work for sometime, but they will resume it very soon.

4. Exhibitions and fairs (to hold) every year in many countries of the world.

5. Mr. Johnson (to give) all the necessary information on the model during his visit to our office.

6. They (to be) our regular buyers of the mining equipment from Russia for the last years.

7. We (to consider) your price competitive.

**2. Выпишите из текста “Marketing and advertising” предложения, в которых глаголы-сказуемые употреблены в страдательном залоге.**

**Marketing and advertising**

Marketing concept includes various elements such as planning, research, new product development, sales, communications, advertising, etc. Marketing starts with production and later studies all its stages before, during and after production. In the sales area, marketing provides information about forward demand for products and services.

Advertising is an important element of the marketing plan. It is used to increase sales by making the product or service known to a wider audience, and by stressing its superior qualities. A company can advertise in many ways, depending on how much it can spend on advertising. The different media for advertising include television, radio, newspapers, magazines and direct mail, by which advertisers send letters, brochures and leaflets directly to potential customers advertising is a highly developed business a lot of money is spent on advertising in every country.

Marketing planning is an integral part of the marketing mix and it depends on a thorough situation analysis.

**3. Сделайте следующие предложения вопросительными.**

1. Advertising is an important element of the marketing plan. (What?)

2. All the necessary information was sent to the firm last week. (When?)

3. The accommodation was reserved by cable. (How?)

4. A new contract has just been signed. (What?)

5. Our president is satisfied with the results of the talks. (Who?)