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**Приложение 3**  
**к основной профессиональной образовательной программе**  
**по направлению подготовки 38.03.01 Экономика**  
**направленность (профиль) программы**  
**Бухгалтерский учет, анализ и аудит**



МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ  
Федеральное государственное бюджетное образовательное учреждение высшего образования  
«Российский экономический университет имени Г. В. Плеханова»  
Краснодарский филиал РЭУ им. Г. В. Плеханова

УТВЕРЖДЕНО  
протоколом заседания Совета  
Краснодарского филиала РЭУ им. Г.В. Плеханова  
от 28.05.2019 № 11  
Председатель Г.Л. Авагян



Кафедра бухгалтерского учета и анализа

## **РАБОЧАЯ ПРОГРАММА УЧЕБНОЙ ДИСЦИПЛИНЫ** **Б1.Б.02 ИНОСТРАННЫЙ ЯЗЫК**

**Направление подготовки 38.03.01**  
**Экономика**

**Направленность (профиль) программы бакалавриата**  
**Бухгалтерский учет, анализ и аудит**

**для студентов приема 2019 г.**

Уровень высшего образования **Бакалавриат**

Программа подготовки **академический бакалавриат**

**Краснодар**  
**2019**

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**Аннотация рабочей программы дисциплины «Иностранный язык»**

**Целью изучения дисциплины** является овладение студентами коммуникативными компетенциями, которые в дальнейшем позволят пользоваться иностранным языком в различных областях профессиональной деятельности, научной и практической работе, в общении с зарубежными партнерами.

**Задачи дисциплины** являются: формирование, развитие и закрепление у студентов иноязычных речевых умений устного и письменного общения с соблюдением правил речевого этикета, понимать на слух и выражения своих мыслей на иностранном языке в виде диалогических и монологических высказываний, распространенных устных высказываний повседневного и профессионального характера, работать с оригинальными иноязычными письменными текстами профессиональной тематики разных функциональных стилей и жанров в ситуациях профессионального общения; знание языковых средств и формирование адекватных им языковых навыков, в таких аспектах как фонетика, лексика, грамматика; умение пользоваться словарно-справочной литературой на иностранном языке; знание национальной культуры, а также культуры общения и ведения бизнеса стран изучаемого языка; умение вести самостоятельный творческий поиск.

Рабочая программа учебной дисциплины составлена на основании Федерального государственного образовательного стандарта.

**Составитель:**

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Рабочая программа дисциплины рекомендована к утверждению кафедрой бухгалтерского учета и анализа. Протокол от 28.03.2019 № 7

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(подпись)

Согласовано

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# І. ОРГАНИЗАЦИОННО-МЕТОДИЧЕСКИЙ РАЗДЕЛ

## 1.1 Цель дисциплины

Целью учебной дисциплины «Иностранный язык» является овладение студентами коммуникативными компетенциями, которые в дальнейшем позволят пользоваться иностранным языком в различных областях профессиональной деятельности, научной и практической работе, в общении с зарубежными партнерами.

## 1.2 Учебные задачи дисциплины

Задачами дисциплины являются:

1. Формирование, развитие и закрепление у студентов иноязычных речевых умений устного и письменного общения с соблюдением правил речевого этикета, понимать на слух и выражения своих мыслей на иностранном языке в виде диалогических и монологических высказываний, распространенных устных высказываний повседневного и профессионального характера, работать с оригинальными иноязычными письменными текстами профессиональной тематики разных функциональных стилей и жанров в ситуациях профессионального общения;

2. знание языковых средств и формирование адекватных им языковых навыков, в таких аспектах как фонетика, лексика, грамматика;

3. умение пользоваться словарно-справочной литературой на иностранном языке;

4. знание национальной культуры, а также культуры общения и ведения бизнеса стран изучаемого языка;

5. умение вести самостоятельный творческий поиск.

## 1.3 Место дисциплины в структуре ОПОП ВО (основной профессиональной образовательной программы высшего образования)

«Иностранный язык» относится к базовой части учебного плана (Б1.Б.02) и входит в модуль исторических дисциплин; основывается на достижении допорогового уровня иноязычной коммуникативной компетенции.

Для успешного освоения дисциплины «Иностранный язык» студент должен:

**1. Знать:** иностранный язык в объеме, необходимом для получения профессиональной информации из зарубежных источников и общения на профессиональном уровне.

**2. Уметь:** использовать иностранный язык в межличностном общении и профессиональной деятельности, свободно и адекватно выражать свои мысли при беседе и понимать речь собеседника на иностранном языке, вести письменное общение на иностранном языке, составлять деловые письма, применять методы и средства познания для интеллектуального развития, повышения культурного уровня, профессиональной компетенции.

**3. Владеть навыками:** выражения своих мыслей и мнения в межличностном, деловом и профессиональном общении на иностранном языке, различным навыкам речевой деятельности (чтение, письмо, аудирование, говорение) на иностранном языке.

Изучение дисциплины «Иностранный язык» необходимо для совершенствования коммуникативных умений и навыков на иностранном языке в профессиональной деятельности.

#### 1.4. Объем дисциплины и виды учебной работы

Распределение часов дисциплины «Иностранный язык», по которой промежуточная аттестация осуществляется в форме зачета, зачета с оценкой и экзамена

Показатели объема дисциплины	Всего часов по формам обучения		
	Очная	Заочная	Очно-заочная
Объем дисциплины в зачетных единицах	14 ЗЕТ		
Объем дисциплины в часах	504		
1 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	4,25	26,25
1.Аудиторная работа (Ауд), всего:	42,0	4	26
в том числе:			
лекции, в том числе интерактивные ( )	-	-	
лабораторные занятия, в том числе интерактивные ( )	-	-	
практические (семинарские) занятия, в том числе интерактивные ( )	42(8)	4(2)	26(6)
2.Электронное обучение (Элек.)	-	-	
3.Индивидуальные консультации (ИК)	-	-	
4.Контактная работа по промежуточной аттестации (Катт)	0,25	0,25	0,25
Самостоятельная работа (СР), всего:	29,75	91,75	45,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	88	45,75
самостоятельная работа в период экз. сессии (Контроль)		3,75	
2 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	4,25	26
1.Аудиторная работа (Ауд), всего:	42,0	4	26
в том числе:			
лекции, в том числе интерактивные ( )	-	-	
лабораторные занятия, в том числе интерактивные ( )	-	-	
практические (семинарские) занятия, в том числе интерактивные ( )	42(8)	4(2)	26
2.Электронное обучение (Элек.)	-	-	
3.Индивидуальные консультации (ИК)	-	-	
4.Контактная работа по промежуточной аттестации (Катт)	0,25	0,25	0,25
Самостоятельная работа (СР), всего:	29,75	79,75	45,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	76	45,75
самостоятельная работа в период экз. сессии (Контроль)		3,75	
3 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	8,25	28

1.Аудиторная работа (Ауд), всего:	42,0	4,0	28
в том числе:			
лекции, в том числе интерактивные ()	-	-	
лабораторные занятия, в том числе интерактивные ()	-	-	
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	28(4)
2.Электронное обучение (Элек.)	-	-	
3.Индивидуальные консультации (ИК)	-	-	
4.Контактная работа по промежуточной аттестации (Катт)	0,25	0,25	0,25
Самостоятельная работа (СР), всего:	29,75	91,75	43,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	88	43,75
самостоятельная работа в период экз. сессии (Контроль)		3,75	
4 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,35	2,35	28,35
1.Аудиторная работа (Ауд), всего:	42	4	28
в том числе:			
лекции, в том числе интерактивные ()	-	-	
лабораторные занятия, в том числе интерактивные ()	-	-	
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	28(8)
2.Электронное обучение (Элек.)	-	-	
3.Индивидуальные консультации (ИК)			
4.Контактная работа по промежуточной аттестации (Катт)			
5.Консультация перед экзаменом (КЭ)	2	2	2
6.Контактная работа по промежуточной аттестации в период экз. сессии (Каттэк)	0,35	0,35	0,35
Самостоятельная работа (СР), всего:	63,65	77,65	77,65
в том числе:			
самостоятельная работа в семестре (СРС)	30	71	44
самостоятельная работа в период экз.сессии (Контроль)	33,65	6,65	33,65
5 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	4,35	28,25
1.Аудиторная работа (Ауд), всего:	42,0	4	28
в том числе:			
лекции, в том числе интерактивные ()			
лабораторные занятия, в том числе интерактивные ()			
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	28(4)
2.Электронное обучение (Элек.)	-	-	
3.Индивидуальные консультации (ИК)			
4.Контактная работа по промежуточной аттестации (Катт)	0,25		0,25
5.Консультация перед экзаменом (КЭ)		2	
6.Контактная работа по промежуточной аттестации в период экз. сессии (Каттэк)		0,35	
Самостоятельная работа (СР), всего:	29,75	137,65	43,75

в том числе:			
самостоятельная работа в семестре (СРС)	29,75	131	43,75
самостоятельная работа в период экз. сессии (Контроль)		6,65	
6 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,35		28,35
1.Аудиторная работа (Ауд), всего:	42		28
в том числе:			
лекции, в том числе интерактивные ( )	-		
лабораторные занятия, в том числе интерактивные ( )	-		
практические (семинарские) занятия, в том числе интерактивные ( )	42(8)		28(8)
2.Электронное обучение (Элек.)			
3.Индивидуальные консультации (ИК)			
4.Контактная работа по промежуточной аттестации (Катт)			
5.Консультация перед экзаменом (КЭ)	2		2
6.Контактная работа по промежуточной аттестации в период экз. сессии (Каттэк)	0,35		0,35
Самостоятельная работа (СР), всего:	63,65		77,65
в том числе:			
самостоятельная работа в семестре (СРС)	30		44
самостоятельная работа в период экз. сессии (Контроль)	33,65		33,65

Контактная работа при проведении учебных занятий по дисциплине осуществляется в соответствии с приказом Минобрнауки России от 05.04.2017 № 301 «Об утверждении порядка организации и осуществления образовательной деятельности по образовательным программам высшего образования – программам бакалавриата, программам специалитета, программам магистратуры».

### 1.5. Требования к результатам освоения содержания дисциплины

В результате освоения дисциплины в соответствии с видами профессиональной деятельности, на которые ориентирована программа бакалавриата, должны быть решены следующие профессиональные задачи, и по итогам изучения курса студент должен обладать следующими общекультурными компетенциями:

**ОК-4** – способностью к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия.

В результате освоения компетенции **ОК-4** студент должен:

**1. Знать:** лексическую базу и терминологию межличностного и межкультурного взаимодействия на русском и иностранном языках в профессиональной деятельности.

**2. Уметь:** воспринимать, анализировать, передавать и обобщать информацию в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности.

**3. Владеть:** навыками решения межличностного и межкультурного взаимодействия в устной и письменной формах на русском и иностранном языках в профессиональной деятельности.

Изучение дисциплины «Иностранный язык» необходимо для совершенствования коммуникативных умений и навыков на иностранном языке в профессиональной деятельности.

## **1.6. Формы контроля**

Текущий контроль (контроль самостоятельной работы студента) осуществляется в процессе освоения дисциплины лектором и преподавателем, ведущим практические занятия в виде оценки, в виде следующих работ:

- тестирования;
- устного опроса по темам;
- проверки практических домашних заданий, выполняемых с использованием информационных технологий и справочной литературы;
- проекта.

Промежуточная аттестация: зачет (семестры 1, 3, 5), зачет с оценкой (семестр 2) экзамен (семестры 4, 6).

Результаты текущего контроля и промежуточной аттестации формируют рейтинговую оценку работы студента. Распределение баллов при формировании рейтинговой оценки работы студента осуществляется в соответствии с «Положением о рейтинговой системе оценки успеваемости и качества знаний студентов в федеральном государственном бюджетном образовательном учреждении высшего образования «Российский экономический университет имени Г.В. Плеханова». Распределение баллов по отдельным видам работ в процессе освоения дисциплины «Иностранный язык» осуществляется в соответствии с разделом VIII.

## **1.7. Требования к адаптации учебно-методического обеспечения дисциплины для обучающихся с ограниченными возможностями здоровья и инвалидов**

Требования к адаптации учебно-методического обеспечения дисциплины для обучающихся с ограниченными возможностями здоровья и инвалидов определены в Положении об организации образовательного процесса для инвалидов и лиц с ограниченными возможностями здоровья в ФГБОУ ВО «РЭУ им. Г.В. Плеханова» (<http://www.rea.ru>).

Набор адаптационных методов обучения, процедур текущего контроля успеваемости, промежуточной аттестации осуществляется исходя из специфических особенностей восприятия, переработки материала обучающимися с ограниченными возможностями здоровья с учетом рекомендаций медико-социальной экспертизы, программы реабилитации инвалида с учетом индивидуальных психофизических особенностей.



## II. СОДЕРЖАНИЕ ДИСЦИПЛИНЫ

Содержание дисциплины «Иностранный язык», описание показателей и критериев оценивания компетенций на различных этапах их формирования в процессе освоения ОПОП ВО представлено в таблице 2.1.

Таблица 2.1

Наименование раздела дисциплины (темы)	Содержание	Формируемые компетенции	Образовательные технологии
<b>Семестр 1. Раздел 1. Работа, образование, отдых. Work, education, spare time.</b>			
Тема 1. Изучение иностранных языков. Learning foreign languages.	Формы глагола. Глагол to be. Глагол to have. Повелительное наклонение. Present Simple. Структура предложения. Коммуникативные типы предложений. Обстоятельство цели, выраженное инфинитивом. Именные безличные предложения.	ОК-4	Дискуссия, диагностическое тестирование (Т); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 2. Образование. Education.	Типы вопросов. Притяжательный падеж имен существительных. Артикли. Множественное число имен существительных. Сложносочиненные предложения.	ОК-4	Ролевая игра; самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 3. Планирование дня. Planning activities.	Местоимения (указательные, личные в именительном и объектном падеже, притяжательные). There is/are. Much, many, a lot of, little, few, some, any, no. Дополнительные придаточные предложения.	ОК-4	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<b>Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.</b>			
Тема 4. В офисе. At the office.	Future Simple. Причастие настоящего времени. Present Continuous. Present Continuous в значении будущего. Past Continuous. Конструкции as ... as, not so ... as.	ОК-4	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 5. Карьера. The career ladder.	Модальные глаголы. Past Simple. Уступительные придаточные предложения. Придаточные предложения причины.	ОК-4	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 6. Процедура трудоустройства. Getting a job.	Причастие прошедшего времени. Present Perfect. Степени сравнения прилагательных и наречий.	ОК-4	Дискуссия (Д); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<b>Семестр 3. Раздел 3. Деловые контакты. Business contacts.</b>			
Тема 7. Установление	Прилагательные other, another. Past Perfect.	ОК-4	Дискуссия (Д);

деловых контактов. Establishing business contacts.	Эквиваленты модальных глаголов.		самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 8. Выставки и ярмарки. Exhibitions and fairs.	Косвенная речь. Просьбы и приказания в косвенной речи. Согласование времен.	ОК-4	Презентация (ПР); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 9. Деловые переговоры. Business talks.	Вопросительно-отрицательные предложения. Местоимения each, every. Возвратные местоимения. Особые случаи употребления артиклей.	ОК-4	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<b>Семестр 4. Раздел 4. Деловая поездка. A business trip.</b>			
Тема 10. Организация деловой поездки. Arranging a business trip.	Придаточные предложения времени и условия. Производные от some, any, no, every.	ОК-4	Дискуссия (Д); ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 11. Прибытие. Отъезд. Arrival. Departure.	Абсолютная форма притяжательных местоимений. Союз both ...and... . Безличные глаголы to rain, to snow.	ОК-4	Ролевая игра (РИ); кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 12. Поездка на предприятие. Visiting a factory.	Present Perfect Continuous.	ОК-4	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<b>Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.</b>			
Тема 13. Организация производства товара. Producing goods.	Страдательный залог (простые глагольные формы).	ОК-4	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 14. Управление производством. Controlling business.	Страдательный залог (группы Continuous и Perfect).	ОК-4	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade.	Сложное дополнение. Other в качестве существительного.	ОК-4	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<b>Семестр 6</b>			
Тема 16. Продвижение товара.	Сложное дополнение в действительном и страдательном залоге.	ОК-4	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические

Promotion of goods.			занятия (П.з.); устный опрос по теме (УОТ)
Тема 17. Покупка и продажа. Buying and selling.	Модальный глагол should.	ОК-4	Кейс-стади (КС); Самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 18. Заключение контракта. Making a contract.	Сложные формы инфинитива.	ОК-4	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ), тестирование (Т.)

### **III. ОБРАЗОВАТЕЛЬНЫЕ ТЕХНОЛОГИИ**

В процессе освоения дисциплины «Иностранный язык» используются следующие образовательные технологии в виде контактной и самостоятельной работы:

#### **1. Стандартные методы обучения:**

практические занятия, на которых обсуждаются основные проблемы, раскрываемые в лекциях и сформулированные в домашних заданиях;

письменные или устные домашние задания;

консультации преподавателей;

самостоятельная работа студентов, в которую входит освоение теоретического материала, подготовка к практическим занятиям, выполнение указанных выше письменных или устных заданий, работа с литературой и др.

#### **2. Методы обучения с применением интерактивных форм образовательных технологий:**

анализ деловых ситуаций на основе кейс-метода и имитационных моделей;

ролевые игры;

групповые дискуссии и др., а также презентации.

## IV. УЧЕБНО-МЕТОДИЧЕСКОЕ, ИНФОРМАЦИОННОЕ И МАТЕРИАЛЬНО-ТЕХНИЧЕСКОЕ ОБЕСПЕЧЕНИЕ ДИСЦИПЛИНЫ

### 4.1. Рекомендуемая литература

#### Основная литература:

1. Английский язык для экономистов : учебник для бакалавров / В. А. Шляхова, О. Н. Герасина, Ю. А. Герасина. — Москва : Издательско-торговая корпорация «Дашков и К<sup>о</sup>», 2020. - 296 с. - ISBN 978-5-394-02222-7. - Режим доступа: <https://znanium.com/read?id=358371>
2. Английский язык в ситуациях повседневного делового общения : учеб. пособие / З.В. Маньковская. — Москва : ИНФРА-М, 2019. — 223 с. — (Высшее образование: Бакалавриат). - ISBN 978-5-16-105422-2 (online). –Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=995410>
3. Английский язык для экономических специальностей: Учебное пособие / Чикилева Л.С., Матвеева И.В., - 2-е изд., перераб. и доп. - М.:КУРС, НИЦ ИНФРА-М, 2019. - 160 с. - ISBN 978-5-905554-71-1. Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=1012463>

#### Дополнительная литература:

1. Английский язык: экономика и финансы (Environment): Учебник / Г.А. Дубинина, И.Ф. Драчинская и др.; Финансовая Академия при Правительстве РФ. - Москва : Альфа-М: НИЦ Инфра-М, 2012. - 208 с. ISBN 978-5-98281-225-4. - Режим доступа: <http://znanium.com/bookread2.php?book=371309>
2. Английский язык в менеджменте : учеб. пособие / Н.М. Дюканова. – М.: ИНФРА-М, 2019. — 256 с. — (Высшее образование: Бакалавриат). - Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=982756>
3. Английский язык для современных менеджеров: Учебное пособие / Маньковская З.В., - 2-е изд., испр. и доп. - М.:Форум, НИЦ ИНФРА-М, 2018. - 152 с. (Высшее образование) (Обложка. КБС)ISBN 978-5-91134-975 - Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=929647>
4. Английский язык для технических вузов : учебное пособие / В. А. Радовель. — 2-е изд. — Москва : РИОР : ИНФРА-М, 2020. — 296 с. — (Высшее образование). - ISBN 978-5-369-01792-0. - Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=987363>

### 4.2 Перечень информационно-справочных систем

1. Информационная справочно-правовая система Консультант плюс (локальная версия)
2. Справочно-правовая система Гарант (локальная версия)
3. Информационная система Everyday English in Conversation - <http://www.focusenglish.com>

### 4.3 Перечень электронно-образовательных ресурсов

1. ЭБС «ИНФРА-М» <http://znanium.com>
2. Научная электронная библиотека [elibrary.ru](http://elibrary.ru) <https://elibrary.ru/>
3. Университетская библиотека [onlinehttp://biblioclub.ru/](http://biblioclub.ru/)

### 4.4 Перечень профессиональных баз данных

1. База данных Oxford Journals Оксфордская открытая инициатива включает полный и факультативный открытый доступ к более, чем 100 журналам, выбранным из каждой предметной области - [https://academic.oup.com/journals/pages/social\\_sciences](https://academic.oup.com/journals/pages/social_sciences)
2. On line словарь и тезаурус Cambridge Dictionary - <https://dictionary.cambridge.org/ru/>
3. On line универсальный немецко-русский словарь PONS - <https://ru.pons.com/>

4. Библиографическая и реферативная база данных Scopus  
<https://www.elsevier.com/solutions/scopus>

#### **4.5 Перечень ресурсов информационно-телекоммуникационной сети «Интернет», необходимых для освоения дисциплины**

1. Единое окно доступа к образовательным ресурсам - федеральная информационная система открытого доступа к интегральному каталогу образовательных интернет-ресурсов и к электронной библиотеке учебно-методических материалов для всех уровней образования: дошкольное, общее, среднее профессиональное, высшее, дополнительное  
<http://window.edu.ru/>

2. Сайт «Компьютерная поддержка учебно-методической деятельности филиала»  
<http://vrgteu.ru>

#### **4.6 Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, включая перечень программного обеспечения**

1. Операционная система Windows 8.1, Windows 10.
2. Пакет прикладных программ Office Professional Plus 2010 Rus, OfficeProfessional Plus 2013 Rus.
3. Антивирусная программа Касперского Kaspersky Endpoint Security для бизнеса - Расширенный Rus Edition.
4. Информационная справочно-правовая система Консультант плюс.
5. Справочно-правовая система Гарант.
6. PeaZip.
7. Adobe Acrobat Reader DC.

#### **4.7. Перечень учебно-методического обеспечения для самостоятельной работы обучающихся по дисциплине**

В «Методическом пособии по организации самостоятельной работы студентов и проведению практических занятий с применением инновационных методов обучения по дисциплине «Иностранный язык», предназначенном для студентов всех направлений и всех профилей очной и заочной форм обучения, содержатся соответствующие задания. Режимдоступа: <http://vrgteu.ru>.

#### **Раздел 1. Work, education, spare time” Тема 1. «Изучение иностранных языков».**“Learning foreign languages”

Тема 1. Изучение иностранных языков. Learning foreign languages  
**Литература: О-1, Д-3**

#### **Вопросы для самопроверки:**

1. Основы техники изучающего чтения.
2. Составления вопросов по теме.
3. Составление вопросов о роде деятельности.
4. Отработка речевых моделей.
5. Презентация лексических единиц по теме.

**Задание 1.** Fill in the gaps with prepositions.

1. Go... the office and take the telexes. They are ...my table. 2. My wife is ... the kitchen now. 3. Your students are not ...this room. They are ... room three. 4. Is Mr. Orlov ... the lesson

now? Yes, he is. 5. Mr. Petrov is ... the office now. 6. The chair is... the table. 7. The letter is not... your table, it is... it. 8. My friends are ... the park now.

**Задание 2.** Make up texts based on the answers to the questions.

1. Who is your friend? 2. What is he? 3. Where is he now? 4. Is he a good engineer? 5. What is his wife? 1. What are those? 2. What telexes are those? 3. Are the telexes on the chair? 4. Where are they?

1. Are these books? 2. What books are these? 3. Where are they? 4. Are they your books?

1. Are these cars? 2. What cars are these? 3. What colour are these cars?

1. What are you? 2. What's your name? 3. Who is your friend? 4. Where is your friend now? 5. What is he?

1. Are these letters? 2. What letters are these? 3. Are they long letters? 4. Are they on the table? 5. Where are they now?

**Задание 3.** Open the brackets using the possessive case of the nouns.

1. This is (Jane, Jane's) letter. 2. Take (Nick, Nick's) pen from Kate, please. 3. (These engineers, these engineers') are not at the office now. 4. Give (the boy, the boy's) good books. 5. Don't take (Mike, Mike's) pencil. 6. (My wife, my wife's) day off is Monday. 7. (The engineers, the engineers') letters are not on this table. 8. (My friend, my friend's) children are small. 9. (My friend, my friend's) is twenty. 10. Don't take (Pete, Pete's) telexes off the table. 11. Give (Mike, Mike's) those letters. 12. Tell (Jane, Jane's) about your day off. 13. Don't take (my brother, my brother's) watch.

**Задание 4.** Open the brackets using the objective or possessive case of the nouns.

1. This is (Jane, Jane's) letter. 2. Take (Nick, Nick's) pen from Kate, please. 3. (These engineers, these engineers') are not at the office now. 4. Give (the boy, the boy's) good books. 5. Don't take (Mike, Mike's) pencil. 6. (My wife, my wife's) day off is Monday. 7. (The engineers, the engineers') letters are not on this table. 8. (My friend, my friend's) children are small. 9. (My friend, my friend's) is twenty. 10. Don't take (Pete, Pete's) telexes off the table. 11. Give (Mike, Mike's) those letters. 12. Tell (Jane, Jane's) about your day off. 13. Don't take (my brother, my brother's) watch.

**Задание 5.** Decide what article you would use while translating the sentences into Russian.

1. Мой друг — инженер. Он работает на заводе. Завод выпускает горношахтное оборудование. 2. — Где книга? — Она на столе. 3. Вот факс, о котором я вам вчера говорил. 4. В воскресенье мы видели интересный фильм. Фильм нам всем очень понравился. 5. Вчера мы получили запрос на лесотовары от английской фирмы. 6. Я люблю кофе, а моя сестра любит чай. 20 7. Кофе уже остыл. 8. — Это новый телевизор? — Да. 9. Телевизор, который мы купили в прошлом году, работает очень хорошо. 10. Дома, которые вы видите здесь, были построены за последние пять лет.

**Задание 6.** Insert the gaps with definite or indefinite article.

1. This is ... tea-pot.... tea-pot is not in this room. It is in... kitchen. 2.... Ann, go to... kitchen, and take ... cup, please. 3. Give me my spoon, please.... spoon is on ... table. 4. Is this... bathroom? Yes, it is. Is ... bathroom large? No, it isn't. 5. Pete, take ... book, please, and open page six. 6. This is... park. Is... park large? No, it isn't. 7. This is ... black car.

**Задание 7.** Choose the correct word. In some cases both options are correct.

1. What did you do \_\_\_\_\_ ?

a. at the course's end

b. at the end of the course

2. I need to visit \_\_\_\_\_ .

a. the doctor's surgery

b. the surgery of the doctor

3. Some debris got caught under \_\_\_\_\_ .













- a. played    b. was playing  
5. When mother came home the children \_\_\_\_\_ their homework.  
a. did    b. were doing

**Задание 10.** Choose the correct variant.

1. Maurice had to get up early as he \_\_\_\_\_ the 6 o'clock train.  
a. caught    b. was catching  
2. As they \_\_\_\_\_ the mountain it \_\_\_\_\_ colder.  
a. climbed... got    b. were climbing... was getting  
3. It was a typical summer afternoon: the sun \_\_\_\_\_, the cars \_\_\_\_\_ slowly round the corner of the park...  
a. beat down... crept    b. was beating down... were creeping  
4. When Jim entered the room, he saw a piano. It \_\_\_\_\_ in the corner.  
a. stood    b. was standing  
5. As I \_\_\_\_\_ dinner I cut my finger.  
a. cookedb. wascooking

**Задание 11.** Write the verbs in this story in the Past Simple or Past Continuous.

He \_\_\_\_\_ (1 – stop) just before putting his key in the front door. Something \_\_\_\_\_ (2 – happen) in the back garden... Quietly, he crept around the side of the house and \_\_\_\_\_ (3 – look) around through the gate. Two men \_\_\_\_\_ (4 – stand) at the back of the house, holding a ladder. A third man was at the top of the ladder, and a fourth inside the house: he \_\_\_\_\_ (5 – pass) furniture through the window to his partner, who \_\_\_\_\_ (6 – give) it to his friends below.

**Задание 12.** Complete the news report. Decide which is the best for the context: be going to or will. Sometimes either is possible.

We have learnt this week that Brimley Town Council has plans for Westside Park. The Council *is going to sell* the land to a builder, A. Forbes and Son. "The plans are all ready. We \_\_\_\_\_ (1 – build) fifty houses", said Mr. Forbes. "In two years everything \_\_\_\_\_ (2 – be) finished. I'm sure people \_\_\_\_\_ (3 – like) the houses. Some of them \_\_\_\_\_ (4 – be) for young families.' But people living near the park are angry. "This is a terrible idea. We're against it. We \_\_\_\_\_ (5 – have) a protest march on Saturday," said Mrs. Alice Marsh. "I expect everyone in Brimley \_\_\_\_\_ (6 – be) there. We want to make our intentions clear. We \_\_\_\_\_ (7 – stop) this plan."

**Задание 13.** Complete the conversation. Look at the context and choose the best form of the verb to express the future.

1. speak, 2. go, 3. leave, 4. visit, 5. be, 6. start, 7. see, 8. tell, 9. get.

A: Hello. Where are you going?

B: To my evening class. I'm learning Swedish. And I \_\_\_\_\_ (1) it for real this time next week. I \_\_\_\_\_ (2) to Sweden for three weeks. I \_\_\_\_\_ (3) on Friday evening. I \_\_\_\_\_ (4) friends there.

A: Oh, that \_\_\_\_\_ (5) very nice.

B: Oh, it's nearly half past seven. My lesson \_\_\_\_\_ (6) in a minute.

A: Well, have a good time. I \_\_\_\_\_ (7) you next month.

B: Thanks. I \_\_\_\_\_ (8) you all about it when I \_\_\_\_\_ (9) back.

**Задание 14.** Choose the correct variant.

1. William Herschel \_\_\_\_\_ Uranus in 1781.  
a. discovered    b. opened    c. found  
2. The performance of the actor was \_\_\_\_\_ .

- a. a great success    b. a big success    c. in success
3. The musical “Jesus Christ Superstar” by Lloyd Webber is \_\_\_\_\_ both young and middle-aged people.  
a. successful with    b. popular with    c. popular among
4. Many popular writers \_\_\_\_\_ their reputations during the war.  
a. built up    b. created    c. constructed
5. Henry Ford \_\_\_\_\_ his fortune with the Model T.  
a. made    b. did    c. built

**Задание 15.** Choose the correct variant.

1. Economic growth creates both \_\_\_\_\_ and poverty.  
a. wealth    b. money    c. rich
2. People are full of \_\_\_\_\_ for Rembrandt’s talent.  
a. excitement    b. recognition    c. admiration
3. During the Industrial Revolution machines began to be used for producing goods and many new \_\_\_\_\_ developed.  
a. works    b. agricultures    c. industries
4. The Mansfields bought a car second-hand \_\_\_\_\_.  
a. for a moderate price    b. at a moderate price    c. at a moderate cost
5. The \_\_\_\_\_ at the plant get a bonus at the end of the year from their \_\_\_\_\_.  
a. employers... employees    b. employees... employers    c. unemployed... employed

**Задание 16.** Write the verbs in this story in the Past Simple or Past Continuous.

All four men \_\_\_\_\_ (1 – work) quietly and efficiently when I saw them, and the pile of furniture in the garden \_\_\_\_\_ (2 – get) bigger by the minute. Derek \_\_\_\_\_ (3 – can not) believe his eyes: the team of strangers \_\_\_\_\_ (4 – empty) his entire flat, and they \_\_\_\_\_ (5 – behave) as if this was the most normal thing in the world. He \_\_\_\_\_ (6 – cough) loudly, and then \_\_\_\_\_ (7 – say) “Excuse me!” – and the man at the top of the ladder \_\_\_\_\_ (8 – drop) his portable TV onto the concrete below.

**Задание 17.** Choose the correct word.

1. This time next Monday I \_\_\_\_\_ on the Monkey Island beach in Port Royal (Jamaica).  
a. will lie    b. will be lying
2. The chairman \_\_\_\_\_ the proposal at the next meeting.  
a. presents    b. will be presenting
3. I won’t be able to call on you tomorrow, we \_\_\_\_\_ out.  
a. will move    b. will be moving
4. Constance \_\_\_\_\_ in Salamanca this time tomorrow.  
a. will be    b. will be being
5. Let’s tell Jordan about it. I’m sure he \_\_\_\_\_ the idea.  
a. will like    b. will be liking

**Задание 18.** Choose the correct tense form.

1. \_\_\_\_\_ your car tomorrow? Can I borrow it?  
a. will you use    b. will you be using
2. \_\_\_\_\_ me a lift to the station? I would appreciate it very much.  
a. will you give    b. will you be giving
3. – \_\_\_\_\_ to a chemist’s this morning? – Yes, why?  
– \_\_\_\_\_ me some aspirin, please?  
a. will you be going, will you get    b. will you go, will you be getting
4. When the man leaves the building, the police \_\_\_\_\_ for him.  
a. wait    b. will be waiting
5. I \_\_\_\_\_ your house at half past seven. I will call in and see you.

- a. am passing    b. will be passing

**Задание 19.** Choose the correct variant.

1. Barbara \_\_\_\_\_ the flat tomorrow. She always does it on Saturdays.  
a. cleans    b. will be cleaning
2. In ten years' time people \_\_\_\_\_ computers even more than now.  
a. are using    b. will be using
3. Next Saturday the President \_\_\_\_\_ 8 years in power.  
a. celebrates    b. will be celebrating
4. It's odd to think that this time tomorrow we \_\_\_\_\_ to Madrid.  
a. will drive    b. will be driving
5. I won't have time to meet you next weekend. I \_\_\_\_\_ arrangements for the wedding.  
a. will be making    b. will make

**Задание 20.** Choose the correct word.

1. What newspaper \_\_\_\_\_ at the agent's?  
a. will you buy    b. are you going to buy
2. There are clouds in the sky. It \_\_\_\_\_ rain.  
a. is going to    b. will
3. I'll miss the film on TV because I will be busy. – Well, I \_\_\_\_\_ it on the video then.  
a. will record    b. am going to record
4. I expect I \_\_\_\_\_ back home at some time in the future.  
a. will go    b. am going
5. At the moment I am trying to revise for the exams. But I don't know enough. I \_\_\_\_\_ .  
a. am going to fail    b. am failing

### Тема 3. Планирование дня. Planning activities.

**Литература: О-1, Д-2**

**Вопросы для самопроверки:**

1. Составление предложений по теме по образцам.
2. Спряжение глагола to be.
3. Заполнение пропусков соответствующей формой глагола.
4. Презентация лексических единиц по теме.
5. Формулирование вопросительных предложений.
6. Перевод на английский язык предложений/текстов по теме.

**Задание 1.** Fill in the gaps with prepositions.

1. The engineers... this office work every day. 2. We begin our work... 9 o'clock ... the morning. 3. Our children sit down and put their books... the table. 4. Nick, don't take your books ... the shelf. 5. My son goes ... school... 8 o'clock. 6. Does Mike work... room 40? 7. I go... the Ministry... 8 o'clock. 8. Take my watch... the table and look... it. Tell me the time. 9. My wife and my children get up... 9 o'clock ... Sunday. 10.... breakfast my wife takes our son... the nursery school and goes... the factory. 11. Take the letter my bag and put it... the desk. 12. Don't go ... that room. 13. Jane, take the book... the shelf and come up... me. 14. Where is my spoon? It's... your cup. 15.... breakfast we eat cheese, bread and butter and drink tea. 16. Tell me ... the engineers ... your office.

**Задание 2.** Read the text and retell it.

My friend's name is Peter. He is an engineer. He works at a large factory. His wife is an engineer too. But she works at a Ministry. Every morning Peter gets up at 7 o'clock. He dresses,

shaves and washes. Then he goes to his son's room. His son is a small boy. His name is Nick. He does not go to school. But he gets up early too. Peter's wife cooks breakfast. Peter, his wife and their son eat cheese, ham, bread and butter and drink coffee or tea at breakfast. After breakfast Nick's parents take their son to the nursery school. Peter goes to his factory. His wife goes to her Ministry.

**Задание 3.** Make up texts based on the answers to the questions.

1. Who is your friend? 2. What is he? 3. Where is he now? 4. Is he a good engineer? 5. What is his wife?

1. What are those? 2. What telexes are those? 3. Are the telexes on the chair? 4. Where are they?

1. Are these books? 2. What books are these? 3. Where are they? 4. Are they your books? 1. Are these cars? 2. What cars are these? 3. What colour are these cars?

1. What are you? 2. What's your name? 3. Who is your friend? 4. Where is your friend now? 5. What is he?

1. Are these letters? 2. What letters are these? 3. Are they long letters? 4. Are they on the table? 5. Where are they now?

**Задание 4.** Give some further information using the words on the topic.

1. Mr. Losev is my friend. He is an economist. He is a good economist. This is his office and that is his desk. He is not in the room now.

2. Ann is a student. She is a good student. She is in room 10 now. The room is large and good.

3. This woman is my wife. She is an engineer. She is at the office now.

**Задание 5.** Choose the correct form of the noun.

For the best taste choose chocolate with a high cocoa \_\_\_\_\_ (1 – contents/content) – never \_\_\_\_\_ (2 – fewer than/less than) 70 \_\_\_\_\_ (3 – per cent/per cents) if possible. It goes without saying that you should also use other \_\_\_\_\_ (4 – ingredient/ingredients) of the highest quality, too. If, for example, you are using \_\_\_\_\_ (5 – a coffee/coffee) in your chocolate recipe, always use \_\_\_\_\_ (6 – a strong/strong) fresh coffee. If you are making \_\_\_\_\_ (16 – a cake/cake), use the right kind of \_\_\_\_\_ (7 – flours/flour), and always weigh the ingredients on you kitchen \_\_\_\_\_ (8 – scale/scales). Believe me, if you follow \_\_\_\_\_ (9 – these/this) simple rules, the next time you bake a chocolate cake, there won't be a slice left over

**Задание 6.** Choose the correct word.

1. Larry \_\_\_\_\_ his mother's permission before he invited his friends to the villa. She felt hurt.

a. must have asked    b. should have asked    c. needn't have asked

2. They \_\_\_\_\_ to stay at a hotel. Why didn't they stay with us? We have plenty of room in the house.

a. didn't have to pay    b. shouldn't have paid    c. needn't have paid

3. It's your own fault that you are so tired, you \_\_\_\_\_ to bed so late.

a. shouldn't have gone    b. needn't have gone    c. mustn't go

4. You \_\_\_\_\_ allow David to walk home from school every day on his own. He's far too young.

a. shouldn't    b. needn't    c. don't have to

5. Bartholomew \_\_\_\_\_ his girlfriend in such a ruthless way. Now she feels hurt and is unlikely to come back to him.

a. needn't have treated    b. shouldn't have treated    c. didn't have to treat

**Задание 7.** Choose the correct word.

1. We found the house very quickly. We \_\_\_\_\_ very hard.



- a. didn't have to look    b. shouldn't have looked    c. needn't have looked
2. While I was in the shop, the police took my car away and I \_\_\_\_\_ over USD 1000 to get it back.
- a. had to pay    b. should pay    c. must pay
3. You \_\_\_\_\_ your sister before you took her car. Now she is annoyed.
- a. must have asked    b. should have asked    c. had to ask
4. Children \_\_\_\_\_ respect their parents and elderly people.
- a. ought to    b. have to    c. can
5. Why are you drinking coffee in the lounge? You \_\_\_\_\_ be working now!
- a. ought to    b. need to    c. have to

**Задание 8.** Choose the correct variant.

1. They have just rung the school-bell, so the children \_\_\_\_\_ out of their classrooms in a minute.
- a. can    b. should be    c. will have to be
2. I've got a stomach-ache this morning. Seemingly I \_\_\_\_\_ too much of Indian food last night.
- a. might have eaten    b. should have eaten    c. didn't have to eat
3. Everything is going to be all right. If I were you I \_\_\_\_\_ stop worrying about it.
- a. must    b. should    c. would have to
4. I don't think you \_\_\_\_\_ offer him your help.
- a. will need    b. have to    c. should
5. Hurry up, Jennifer! You \_\_\_\_\_ be having a bath now. The taxi is coming in 20 minutes.
- a. can't    b. mustn't    c. shouldn't

**Задание 9.** Choose the correct modal verb.

1. We \_\_\_\_\_ go home at twelve because my mother wants the car back.
- a. have to    b. should    c. can
2. I think you \_\_\_\_\_ tell your parents you are going to be late. They'll be worried.
- a. can    b. should    c. have to
3. You \_\_\_\_\_ never do it again! It is very dangerous.
- a. must    b. should    c. have to
4. The manager suggested that we \_\_\_\_\_ try to find another hotel.
- a. may    b. must    c. should
5. Do you think I \_\_\_\_\_ tell my parents what happened? My father will be furious.
- a. havetob. need    c. should

**Задание 10.** Choose the correct word.

1. Ann's friends wonder how she \_\_\_\_\_ to run the business and look after the children.
- a. manages    b. copes    c. can
2. The job requires someone with specialized scientific and \_\_\_\_\_ knowledge.
- a. technical    b. technic    c. technology
3. The parents asked their children to behave \_\_\_\_\_ .
- a. closely    b. properly    c. thoroughly
4. We believe in investing in \_\_\_\_\_ research.
- a. science    b. scientific    c. scientifical
5. Nowadays more and more people are \_\_\_\_\_ for holidays.
- a. going aboard    b. going abroad    c. coming abroad

**Задание 11.** Choose the correct variant.

1. 1. Some theatres give \_\_\_\_\_ for children.
- a. matinee performances    b. morning performances    c. matinee plays
2. They could see the airport \_\_\_\_\_ far below them.

- a. burnt   b. lit up   c. switched on
3. I think you shouldn't take offence. I'm sure your brother did it \_\_\_\_\_ .  
a. because of fun   b. for fun   c. for a fun
4. In this company the employees can have a holiday \_\_\_\_\_ .  
a. twice a year   b. twice in a year   c. twice in year
5. We are \_\_\_\_\_ a partner in a new business venture.  
a. looking for   b. looking   c. looking into

**Задание 12.** Choose the correct word.

1. The children were \_\_\_\_\_ before the beginning of the new school year.  
a. exciting   b. excited   c. exhausting
2. The church tower is under \_\_\_\_\_ .  
a. repair   b. repairing   c. repairs
3. The emergency services \_\_\_\_\_ to deal with natural disasters of this kind.  
a. are equipped   b. are equipping   c. are provided
4. It's no use \_\_\_\_\_ this work so late.  
a. doing   b. to do   c. in doing
5. It's useless \_\_\_\_\_ this man. He is not a professional auditor.  
a. to consult   b. in consulting   c. Consulting

**Задание 13.** Choose the correct variant.

1. Before you get employed it is worth inquiring about the \_\_\_\_\_ conditions in the company.  
a. housing   b. living   c. working
2. Mrs. Smith has been \_\_\_\_\_ the marketing department for five years now.  
a. in charge of   b. in head of   c. in responsibility of
5. We were happy to see the musical. We hadn't \_\_\_\_\_ so much for a long time.  
a. enjoyed   b. glad   c. enjoyed ourselves
4. The police asked Fabio \_\_\_\_\_ his visit to the hotel Alhambra that night.  
a. the reason for   b. the cause for   c. the reason of
5. John took the opportunity \_\_\_\_\_ his boss for a pay rise.  
a. to ask   b. of asking   c. about asking

**Задание 14.** Choose the right variant.

1. Are you \_\_\_\_\_ sure you know what to do?  
a. at all   b. quite   c. to some degree
2. I can't \_\_\_\_\_ decide which dress to wear tonight.  
a. quite   b. at all   c. fairly
3. The report \_\_\_\_\_ various ways in which the service could be improved.  
a. suggests   b. offers   c. claims
4. If there is a mechanical problem with your dishwasher, we \_\_\_\_\_ contacting the manufacturer directly.  
a. offer   b. suggest   c. announce
5. Police are \_\_\_\_\_ a reward to anyone with information about the crime.  
a. suggesting   b. offering   c. letting

**Задание 15.** Choose the correct variant.

1. All \_\_\_\_\_ from the sales of the CD will go to the Multiple Sclerosis Society.  
a. profits   b. charges   c. expenses
2. Is it \_\_\_\_\_ that Tony has become a student of Oxford University?  
a. true   b. truth   c. the truth
3. \_\_\_\_\_ is used by the government to provide public services and pay for government institutions.

- a. profit   b. income tax   c. revenue
4. This region of Catalonia \_\_\_\_\_ some of the best wines in Spain.  
a. produces   b. develops   c. does
5. Harrods is a shop with a reputation for excellent customer \_\_\_\_\_.  
a. aid   b. service   c. attention

**Задание 16.** Choose the right variant.

1. Read the letter carefully and \_\_\_\_\_ it in a safe place.  
a. hold   b. keep   c. carry
2. Most employees will \_\_\_\_\_ their jobs when the company changes hands.  
a. keep   b. hold   c. keep with
3. Marion was \_\_\_\_\_ a catalogue under her arm.  
a. holding   b. keeping   c. raising
4. If you go along a crowded street you had better \_\_\_\_\_ the left.  
a. hold on to   b. keep to   c. hold to
5. \_\_\_\_\_ the seat in front when we go round the corner.  
a. keep on to   b. hold on to   c. take on to

**Задание 17.** Choose the correct grammar forms of the verbs.

1. 4. The Greggs \_\_\_\_\_ about Africa last year.  
a. travelled   b. have travelled
2. Ivy \_\_\_\_\_ this sport Mustang for years.  
a. has had   b. has
3. Our neighbours \_\_\_\_\_ in 2005. And we \_\_\_\_\_ from them since then.  
a. moved out... haven't heard   b. have moved out... didn't hear
4. Kelly buys lots of clothes. I expect she \_\_\_\_\_ some today.  
a. has bought   b. buys
5. When \_\_\_\_\_ the grass? –Oh, I \_\_\_\_\_ it for ages now.  
a. did you last cut... haven't cut   b. have you cut... didn't cut

**Задание 18.** Choose the correct variant.

1. Max \_\_\_\_\_ a perfect opportunity to get a promotion having failed the qualification exam.  
a. missed   b. took   c. gave
2. We have taken all \_\_\_\_\_ precautions to avoid an accident.  
a. profitable   b. clever   c. reasonable
3. A small donation can help make a child's wish \_\_\_\_\_.  
a. come to truth   b. come to the truth   c. come true
4. The \_\_\_\_\_ of goods for sale in the Far East has decreased lately.  
a. produce   b. producing   c. production
5. Jack was given a gold watch after 25 years of loyal \_\_\_\_\_.  
a. service. b. help   c. duty

**Задание 19.** Choose the correct word.

1. It is the first time I \_\_\_\_\_ this season.  
a. skated   b. have skated
2. It's ages since we \_\_\_\_\_ the Harrissons.  
a. saw   b. have seen
3. My friend \_\_\_\_\_ to Madame Tussaud's.  
a. has never been   b. was never
4. My grand-grand father \_\_\_\_\_ to any country. He lived all his life in this town.  
a. has never travelled   b. never travelled
5. Byron \_\_\_\_\_ a lot of wonderful poems, which are famous all over the world.

- a. has written    b. wrote

**Задание 20.** Choose the correct variant.

1. I \_\_\_\_\_ the first edition of this rare manuscript not so long ago.  
a. bought    b. have bought
2. Robert rings every hour to know how his mother is. He \_\_\_\_\_ six times already now.  
a. has called    b. called
3. \_\_\_\_\_ a nice weekend in Dover?  
a. did you have    b. have you had
4. The questions were easy. I hope you \_\_\_\_\_ them correctly.  
a. have answered    b. answered
5. When you \_\_\_\_\_ the oral questions, you may start writing the test.  
a. have answered    b. answer

Раздел 2. "Business circumstances" Тема 4. В офисе. At the office

**Литература: О-1, Д-3**

**Вопросы для самопроверки:**

1. Чтение текста.
2. Составление вопросов и ответов на них.
3. Отработка речевых моделей.
4. Описание офиса бизнесмена, используя лексические единицы по теме.

**Задание 1.** Change the sentences into plural.

1. There is a brown desk in this room. 2. There is a fork and a knife on the table. 3. There is a blue sofa in his room. 4. There was a telex on Mr. Zotov's desk. 5. There is a good exercise in this lesson. 6. There was an English book on the shelf. 7. There is a large kitchen in our flat. 8. There is a man and a woman in the room. 9. There is a new computer on the table. 10. There was a car in the parking lot.

**Задание 2.** Put special questions on the sentences of exercise 1.

**Задание 3.** Fill in the gaps with the proper form of the verb *to be*.

1. There ... only a Russian book on the table but there ... no English book on it. 2. There ... 15 lessons in our English book. 3. There ... six hundred workers at this factory last year. Now there ... seven hundred workers there. 4. ... there a nursery-school in your house? Yes, there. ... I take my son there. 5. There ... forks, spoons and knives on the table but there... no cups on it. 6.... there cheese and ham on the table now? Yes, there.... 7. There ... a letter on this table. Where is it now? 8.... there a bath-room in Ann's flat? Yes, there.... 9. There... no shelf in my room. Now I have a good shelf. 10. There ... a tea-pot and three cups on the table.

**Задание 4.** Make up questions to which the words in bold type are answers.

1. There are **students** in this room (1). 2. There were **English books** on the shelf (2). 3. There is a **woman** in the kitchen (1). 4. There was a **computer** on the table. (1). 5. There are **good texts** in this book (2).

**Задание 5.** Translate into English.

1. Эти экономисты сейчас много работают. 2. В Омске было мало заводов в 1945 году. 3. У нас мало сыра сегодня. 4. Мои дети не пьют много кофе. 5. В чайнике немного чаю. 6. Многие люди пьют кофе за завтраком. 7. Много было студентов на уроке в

прошлую среду? 8. В этом ломе немного трехкомнатных квартир. 9. Мой сын мало читает по-английски. 10. В нашей конторе работает мало экономистов. 11. К сожалению, у меня сейчас очень мало времени. 12. На нашей фирме работает мало менеджеров. 13. Сегодня настоянок много машин.

**Задание 6.** Put in *a lot of*, *many* or *much*.

A: There are a lot of athletes taking part in these Students Olympics, aren't there? And there's been \_\_\_\_\_ (1) interest.

B: Our runners haven't won \_\_\_\_\_ (2) medals, have they?

A: Well, not as \_\_\_\_\_ (3) medals as last time. But there are still \_\_\_\_\_ (4) events to come.

B: Unfortunately I haven't got \_\_\_\_\_ (5) time for watching sport at the moment. I'm rather busy.

A: Well, I'm hoping to get a ticket for the weekend. But there aren't \_\_\_\_\_ (6) seats left, I hear.

B: I heard the cheapest ticket is £ 25. That's too \_\_\_\_\_ (7) in my opinion.

**Задание 6.** Put special questions on the dialogue.

**Задание 7.** Make up a text based on the answers to the questions.

**Задание 8.** Choose the right variant.

1. 1. Helen \_\_\_\_\_ to the children while Benjamin \_\_\_\_\_ .

a. read... washed up    b. was reading... was washing up

2. Yesterday I \_\_\_\_\_ the essay for 3 hours!

a. wrote    b. was writing

3. She \_\_\_\_\_ very badly whenever she stayed at her aunt's.

a. slept    b. was sleeping

4. I \_\_\_\_\_ trouble with that car the whole of the time I owned it.

a. was having    b. had

5. The company \_\_\_\_\_ trouble with that department at the time.

a. hadb. washaving

**Задание 9.** Choose the correct variant.

1. \_\_\_\_\_ seems to be a traffic jam downtown on Old Hope Road.

a. it    b. there

2. \_\_\_\_\_ an honour that Professor Alexander Belov is attending the conference.

a. it is    b. there is

3. \_\_\_\_\_ surprising if the two countries don't reach an agreement soon.

a. it will be    b. there will be

4. \_\_\_\_\_ hope of getting money for the research.

a. there is no    b. it is no

5. \_\_\_\_\_ no good getting annoyed. That won't help solve the problem.

a. it is    b. there is

**Задание 10.** Choose the correct variant.

1. Take a taxi. \_\_\_\_\_ a long way to the station.

a. there is    b. it is

2. \_\_\_\_\_ any truth at all in that newspaper article.

a. there wasn't    b. it wasn't

3. \_\_\_\_\_ several accidents this week.

a. there have been    b. it has been

4. \_\_\_\_\_ raining since Monday.

a. there has been    b. it has been

5. \_\_\_\_\_ any problem with my ticket?

- a. will there be    b. will be there

**Задание 11.** Choose the correct variant.

1. \_\_\_\_\_ no point in doing this work.

- a. there is    b. it is

2. You do this work at the expense of your health. \_\_\_\_\_ not worth it!

- a. it is    b. there is

3. Is \_\_\_\_\_ the eighteenth today? – No, the seventeenth.

- a. it    b. there

4. Someone is injured. \_\_\_\_\_ an accident.

- a. there has been    b. it has been

5. \_\_\_\_\_ a picture on the wall. \_\_\_\_\_ an abstract painting.

- a. there is... it is    b. it is... there is

**Задание 12.** Choose the correct variant.

1. \_\_\_\_\_ time to finish our discussion after classes.

- a. there will be    b. it will be

2. Why \_\_\_\_\_ so many police there?

- a. are there    b. is it

3. \_\_\_\_\_ going to be a bus strike next week.

- a. there is    b. it is

4. \_\_\_\_\_ time to go to bed?

- a. is it    b. is there

5. Look! The sky is cloudy. \_\_\_\_\_ going to rain.

- a. it is    b. there is

**Задание 13.** Choose the correct variant.

1. \_\_\_\_\_ everyone here now? We'll start the tour straight away then.

- a. is    b. are    c. does

2. There is hardly \_\_\_\_\_ to be seen on the streets of the centre after dark.

- a. anybody    b. nobody    c. somebody

3. Peter decided that he needed to do \_\_\_\_\_ with his life.

- a. constructive something    b. something constructive    c. everything constructive

4. The kidnap victims were blindfolded, driven into the country and thrown from the car miles from \_\_\_\_\_.

- a. somewhere    b. anywhere    c. nowhere

5. The mayor is caught in the city traffic. We've \_\_\_\_\_ got to find a way to get her here fast.

- a. somehow    b. anyhow    c. nohow

**Задание 14.** Choose the correct words.

1. Alex is going to Egypt and he \_\_\_\_\_ a camera from his friend.

- a. lent    b. let    c. borrowed

2. The narrow land \_\_\_\_\_ abruptly at the farm yard.

- a. was over    b. finished    c. ended

3. All the team were there \_\_\_\_\_ Ben Johnson who was ill.

- a. beside    b. besides    c. except

4. The book was \_\_\_\_\_ for Judy to read in the original.

- a. easy enough    b. enough easy    c. too easy

5. Mrs. Parker is \_\_\_\_\_ to talk to anybody right now. You will have to wait.

- a. too busy    b. busy enough    c. busy at all

**Задание 15.** Choose the correct words.

1. The students looked forward \_\_\_\_\_ part in the contest.  
a. to taking b. to take c. taking
2. At the University students are encouraged \_\_\_\_\_ sports.  
a. to do b. to make c. to go
3. The official home of the UK Prime Minister in London is \_\_\_\_\_ No.10 Downing Street.  
a. at b. on c. in
4. In London School of Economics students have lectures \_\_\_\_\_ economics five times a week.  
a. at b. of c. in
5. Susan is a bright girl. She is already \_\_\_\_\_ the alphabet.  
a. exploring b. learning c. teaching

**Задание 16.** Choose the correct words.

1. One can find the latest copies of this magazine in the \_\_\_\_\_ department.  
a. reference b. information c. inquiry
2. Very often the students have to study in the reading \_\_\_\_\_ after classes.  
a. hall b. room c. auditorium
3. Margaret Thatcher majored \_\_\_\_\_ chemistry at University.  
a. in b. at c. about
4. Hercule Poirot was \_\_\_\_\_ to be a detective.  
a. cut out b. made out c. born out
5. If you don't work regularly you can feel \_\_\_\_\_ before the exams.  
a. hurried for time b. pressed for time c. urgent

**Задание 17.** Choose the correct variant.

1. Successful job \_\_\_\_\_ will be notified by telephone.  
a. applicants b. participants c. students
2. Being away from home Cecilia \_\_\_\_\_ it almost every night.  
a. dreamt of b. dreamt about c. told about
3. From her childhood Nancy has dreamt \_\_\_\_\_ to John Hopkins University.  
a. to go b. about going c. of going
4. Let me \_\_\_\_\_ my new friend to you.  
a. acquaint b. introduce c. get acquainted
5. Many shops nowadays are not closed for \_\_\_\_\_ .  
a. lunch interruption b. lunch interval c. lunch break

**Задание 18.** Choose the correct words.

1. The workers at Mechel Steel Plant have a good opportunity to have a snack at the plant \_\_\_\_\_ .  
a. café b. canteen c. restaurant
2. After the examinations at the University my \_\_\_\_\_ and I went to Finland for the winter vacation.  
a. fellow-students b. classmates c. fellow-travellers
3. Jane was upset because she \_\_\_\_\_ the exam in maths, though trigonometry was always her favourite.  
a. had failed b. had passed c. had taken
4. The American Lady \_\_\_\_\_ the canary's cage with a cloth so that it could sleep.  
a. covered b. put c. laid
5. My mother enjoys \_\_\_\_\_ to classical music, best of all Verdi.  
a. listening b. to listen c. to be listening

**Задание 19.** Choose the correct words.

1. Quite \_\_\_\_\_ of students of the University of West Indies have part-time jobs.  
a. the number    b. a number    c. a lot of
2. \_\_\_\_\_ of schoolchildren willing to receive a higher education in the UK is growing every year.  
a. the number    b. a number    c. the amount
3. Many people like to try lots of different \_\_\_\_\_ of food.  
a. kinds    b. sorts    c. variations
4. I'm so sorry, Uncle Albert, but I can't help you as I have no \_\_\_\_\_ to these confidential documents.  
a. approach    b. access    c. way
5. You are quite right that you have \_\_\_\_\_ him a lesson.  
a. given    b. read    c. taught

**Задание 20.** Choose the correct words.

1. 6. Who \_\_\_\_\_ the delegation of the Russian Ministry of Finance to Angola?  
a. headed    b. led    c. attended
4. The problem of the war in Iraq was discussed at the US State \_\_\_\_\_ .  
a. Office    b. Department    c. Ministry
3. Students are not supposed to chat \_\_\_\_\_ .  
a. at class    b. in class    c. in the class
4. The allowance will \_\_\_\_\_ the children till the end of the month.  
a. last    b. be enough    c. continue
5. The Guggenheim Museum in New York has a rich collection of \_\_\_\_\_ art.  
a. fashionable    b. new    c. modern

## Тема 5. Карьера. The career ladder

**Литература: О-1, Д-3**

**Вопросы для самопроверки:**

1. Чтение текста.
2. Приемы работы с информацией, содержащейся в тексте.
3. Составление развернутых обоснований указанным утверждениям.
4. Презентация лексических единиц по теме.
5. Ответы на вопросы.
6. Прослушивание текста с последующими ответами на вопросы преподавателя.

**Задание 1.** Read the text with proper intonation.

Mr. Bunin is an engineer at Machinoexport. Machinoexport does business with different countries of the world. They sell mining equipment, power equipment, electronic equipment and other goods.

Mr. Bunin's office is on the second floor. There are six desks in it. You can see a lot of telexes, letters and cables on them. There is a telephone and a computer on every desk.

All the engineers and economists at his office can speak one or two foreign languages. The engineers of our Ministry must know foreign languages to do business with foreign firms.

Mr. Bunin's working hours begin at 9 o'clock, but he usually comes to the office at a quarter to nine to get ready for work. He comes by car which he parks behind the Ministry. At 9 o'clock the secretary brings him the mail. He goes through the letters, cables and telexes and sends answers to foreign firms or communicates with them by fax. He sometimes receives



foreign businessmen from Great Britain, 83 France, Germany and other countries. They usually discuss prices, terms of payment and delivery.

At half past one Mr. Bunin has dinner. After dinner he sometimes meets directors or engineers of our factories. He finishes work at 5 o'clock in the afternoon.

**Задание 2.** Retell the text.

**Задание 3.** Put questions on the text.

**Задание 4.** Make up a dialogue based on the answers to the questions.

**Задание 5.** Read the dialogue with proper intonation

- Good morning, Mr. Bunin.
- Good morning, Mr. Camp. Won't you sit down?
- Thank you. Have a cigarette?
- No, thank you. I don't smoke.
- How are you, Mr. Camp?
- Very well, thank you. And how are you?
- I'm well too. What can I do for you, Mr. Camp?
- Well, you see, Mr. Bunin, I'm here to make a contract with you for boilers.
- Very good. How many boilers would you like to buy?
- Four or five boilers. May I have your catalogues and price-lists?
- Yes, certainly. Here you are.

**Задание 6.** Put questions on the dialogue.

**Задание 7.** Make up a text based on the answers to the questions.

**Задание 8.** Put questions on the dialogue.

**Задание 9.** Make up questions to which the words in bold type are answers.

1. Our office sells a lot of different goods to foreign firms (3). 2. Our director usually receives businessmen at half past ten (3). 3. Our engineers must send three enquiries to foreign firms today (5). 4. The secretary usually brings the mail to our director at 9 o'clock (4). 5. Our country buys a lot of different equipment from Great Britain (3).

**Задание 10.** Change the place of the compliment where it is possible.

1. I cannot give you his telephone-number. 2. This is Mike's watch. Give it to him. 3. Take that book off the table and give it to me, please. 4. I'd like to read this telex to you. 5. When can you send us your answer? 6. We write letters to foreign companies every day. 7. The secretary brings telexes to the director every day. 8. We can send our goods to the firm this week.

**Задание 11.** Choose the correct form of the noun.

In today's Cookery Corner I'd like to address a request from Mrs. Parkinson for \_\_\_\_\_ (1 – an information/information) about which of \_\_\_\_\_ (2 – chocolate/chocolates) to use in cooking. Well, Mrs. Parkinson, my \_\_\_\_\_ (3 – advice is/advices are) always to use the best possible chocolate you can find. It is the same principle as with \_\_\_\_\_ (4 – wines/wine): in cooking always use \_\_\_\_\_ (5 – an equivalent quality/equivalent quality) to what you eat or drink. With \_\_\_\_\_ (6 – a chocolate/chocolate), the reason for this is that higher quality chocolate will always give your cakes and sweets \_\_\_\_\_ (7 – better/a better) taste. To judge the quality of chocolate, look at \_\_\_\_\_ (8 – the amount of/the number of) cocoa in the chocolate. Good quality chocolate has more cocoa solids and \_\_\_\_\_ (9 – less sugar/fewer sugars).

**Задание 12.** Choose the correct variant.

1. 16. Judith felt much better by the weekend, so we \_\_\_\_\_ her shopping for her.  
a. didn't have to do    b. needn't have done    c. mustn't do

2. Service was included in the bill, so you \_\_\_\_\_ the waiter. It was a waste of money.  
 a. needn't have tipped    b. didn't have to tip    c. mustn't have tipped
3. You \_\_\_\_\_ a coat. Look what a lovely day it is!  
 a. needn't have brought    b. didn't have to bring    c. couldn't have brought
4. Laura \_\_\_\_\_. After driving at top speed she arrived half an hour early.  
 a. needn't have hurried    b. needn't hurry    c. didn't have to hurry
5. You \_\_\_\_\_ tell Schumacher what happened to his car. He would never forgive us.  
 a. needn't to    b. mustn't    c. needn't

**Задание 13.** Put in the verbs from the list below. Use the Future Simple or the Present Simple.

*Get, come, remind, make, know, post, receive*

A: What about my money?

B: I'll send the cheque to you as soon as I have it.

A: Why can't you write me a cheque now?

B: The manager writes the cheques. He's away until Tuesday. I can't do anything until he \_\_\_\_\_(1) back. When he \_\_\_\_\_(2) in on Tuesday morning, I \_\_\_\_\_(3) him about it. I \_\_\_\_\_(4) sure that he \_\_\_\_\_(5) you want the money immediately. If I \_\_\_\_\_(6) the cheque first class, you \_\_\_\_\_(7) it on Wednesday.

**Задание 14.** Choose the correct words.

1. 6. Do you smoke? – I \_\_\_\_\_, but I quit.  
 a. used to do    b. used to
2. Ben and Vera \_\_\_\_\_ at the camp for a week.  
 a. stayed    b. used to stay
3. The Earth \_\_\_\_\_ round the Sun.  
 a. goes    b. used to go
4. \_\_\_\_\_ to play computer games when you were a child?  
 a. did you used    b. did you use
5. When they went to the seaside last summer they \_\_\_\_\_ go for a swim every morning.  
 a. used to    b. would

**Задание 15.** Choose the correct words.

1. Mr. Brown \_\_\_\_\_ jog every morning, but now he is too old to do it.  
 a. used to    b. didn't
2. There was an eclipse of the sun yesterday. Unfortunately I didn't even \_\_\_\_\_ it.  
 a. use to see    b. see
3. He never \_\_\_\_\_ to "Club 13".  
 a. used to go    b. didn't go
4. An acquaintance of mine \_\_\_\_\_ to drink a lot, but now he has given up this vicious habit.  
 a. used    b. would
5. The Berlinghettis \_\_\_\_\_ to make scenes in public.  
 a. didn't used    b. didn't use

**Задание 16.** Choose the correct words.

1. Probably, Jessica \_\_\_\_\_ on Friday morning.  
 a. comes    b. will come
2. Perhaps I \_\_\_\_\_ recognize Julia Andrews. I haven't seen her for ages.  
 a. won't    b. don't
3. Brenda is not convinced that her friend \_\_\_\_\_ the exam next Tuesday.  
 a. passes    b. will pass

4. Nancy and David's wedding \_\_\_\_\_ place at St. Peter's Church of San Diego on Sunday.  
a. will take    b. takes
5. The more you \_\_\_\_\_, the better your spelling will be.  
a. will read    b. read

**Задание 17.** Choose the correct words.

1. Whenever his friends \_\_\_\_\_, he is glad to see them.  
a. call in    b. will call in
2. My friend Ian \_\_\_\_\_ in London for a long time.  
a. is    b. will be
3. We wonder when we \_\_\_\_\_ a pay rise.  
a. will have    b. have
4. Whatever place of interest in London you \_\_\_\_\_, you will like it.  
a. visit    b. will visit
5. The train from Mogadishu \_\_\_\_\_ at 10 o'clock.  
a. will arrive    b. arrives

**Задание 18.** Choose the correct words.

1. I will explain everything to Morgan on condition he \_\_\_\_\_ to me carefully.  
a. listens    b. will listen
2. My girlfriend \_\_\_\_\_ 25 next week.  
a. is    b. will be
3. I expect that you \_\_\_\_\_ this work in time.  
a. do    b. will do
4. \_\_\_\_\_ you lend me this book please?  
a. will    b. do
5. Margaret does not know when she \_\_\_\_\_ to the theatre.  
a. goes    b. will go

**Задание 19.** Choose the correct words.

1. I won't send the parcel until I \_\_\_\_\_ from him.  
a. will hear    b. hear
2. She will visit her parents before she \_\_\_\_\_ to Montego Bay.  
a. will go    b. goes
3. I \_\_\_\_\_ you a postcard when I get to Montserrat.  
a. will send    b. send
4. I will call you as soon as we \_\_\_\_\_ the contract.  
a. will sign    b. sign
5. The moment he \_\_\_\_\_ I'll tell him the truth.  
a. comes    b. will come

**Задание 20.** Choose the correct words.

1. \_\_\_\_\_ no reason to be pessimistic. Everything ended well.  
a. there was    b. it was
2. \_\_\_\_\_ seems to me that you are right.  
a. it    b. it's
3. \_\_\_\_\_ true that Marjorie has passed her exam for the ACCA certificate?  
a. is it    b. is there
4. \_\_\_\_\_ no use going there so late.  
a. it is    b. there is
5. \_\_\_\_\_ no chance of finding a cure if we don't fund more research.  
a. it is    b. there is

## Тема 6. Процедура трудоустройства. Getting a job.

**Литература: О-1, Д-3**

### **Вопросы для самопроверки:**

1. Презентация лексических единиц по теме.
2. Чтение текста.
3. Составление вопросов и ответов на них.
4. Отработка речевых моделей.
5. Поэтапное описание процедуры трудоустройства с использованием лексических единиц по теме.

### **Задание 1.** Change the sentences into negative and interrogative (special questions).

1. They discussed the terms of delivery with them last week.
2. They received this flat five years ago.
3. She bought this computer last Sunday.
4. His son went to the nursery school last year.
5. The director of the factory was at our office yesterday.
6. He spoke at the meeting about it.
7. They came home at a quarter to eleven.
8. I sent her a letter the other day.

### **Задание 2.** Read and retell the text.

I'm an engineer of "Avtoexport". "Avtoexport" does business with a lot of countries. We sell cars, trucks and other machines to different countries of the world. Our office is on the fifth floor. It is a large room with three windows in it. There is always a lot of sunshine in our room. There are seven desks in our office with a telephone on every desk. You can also see four book-cases in our room. There are a lot of letters, cables, catalogues and journals in them. Many foreign businessmen come to our office every day. But we do not receive them in this room. There is another room for it. Our engineers discuss prices, terms of payment and delivery and a lot of other questions with them. All our engineers know one or two foreign languages and they can have talks with foreign businessmen in different languages.

### **Задание 3.** Make up texts based on the answers to the questions.

1. Who is director of your office?
2. When does he discuss business with you and other engineers?
3. Whom does your director receive at his office?
4. What does he discuss with them?
5. What language does he speak with foreign businessmen?
1. What's your secretary's name?
2. What does she bring to the director in the morning?
3. What does she bring you and other engineers?
4. Does she usually telephone other offices?
5. Who asks her to telephone other offices?
1. What are you?
2. What office do you work at?
3. Does your office buy or sell goods?
4. Must you receive foreign businessmen at your office?
5. What do you discuss with them?
6. What language can you speak with foreign businessmen?

### **Задание 4.** Make up texts using the words and word combinations.

1. the Ministry, a manager, to do business, different countries, a lot of businessmen, to discuss contracts, to sell (to buy) other goods;
2. to have a lot of work to do, to go through, to send, catalogues, to receive, prices of different goods, the terms of payment and delivery;
3. our office, floor, there is/are, a telephone, to receive, mail, to go through the mail, an answer, to have a lot of work to do;
4. sometimes, to receive engineers, a factory, to discuss business, to go to a factory, to see the new equipment, to telephone, other offices, to discuss the terms of a contract.

### **Задание 5.** Complete each sentence with the most suitable word.

1. Who is \_\_\_\_\_ – Jane or Allan?  
a. more tall    b. taller    c. most tall
2. Joe is \_\_\_\_\_ of the students in the group.  
a. the cleverest    b. the most clever    c. more clever
3. Which of these two dogs is \_\_\_\_\_ ?  
a. friendlier    b. friendlier    c. most friendly
4. A Lexus is \_\_\_\_\_ than a Honda.  
a. more expensive    b. most expensive    c. expensiver
5. The \_\_\_\_\_ instructions will be given on page 12.  
a. further    b. farther    c. farthest

**Задание 6.** Complete each sentence with the most suitable word.

1. The children were playing in the \_\_\_\_\_ corner of the garden.  
a. farthest    b. farther    c. farest
2. Connie walks \_\_\_\_\_ because she has just had an operation.  
a. more slow    b. more slowly    c. slowlier
3. John's grades are really bad. – Yes, but Tom's are even \_\_\_\_\_ .  
a. worst    b. badder    c. worse
3. I think we have \_\_\_\_\_ money than you.  
a. least    b. fewer    c. less
5. Our new house has \_\_\_\_\_ space than the old one.  
a. a lot more    b. more of    c. most

**Задание 7.** Complete each sentence with the most suitable word.

1. The northern part of Canada generally receives \_\_\_\_\_ snow than the southern part.  
a. much more    b. much most    c. so much
2. You should get off at the \_\_\_\_\_ stop.  
a. next    b. nearest    c. nearer
3. Mrs. Parkinson has got two sons: George and Ronald. The former already works, the \_\_\_\_\_ is still a student.  
a. latter    b. last    c. later
4. Have you heard the \_\_\_\_\_ news? It's awful.  
a. last    b. latest    c. late
5. You can find this place \_\_\_\_\_ if you have a map.  
a. more easily    b. easilier    c. most easily

**Задание 8.** Complete each sentence with the most suitable word.

1. Today you seem \_\_\_\_\_ than you were yesterday.  
a. more happy    b. happier    c. happiest
2. These tomatoes are \_\_\_\_\_ than the ones I saw in Sainsbury's.  
a. more red    b. redder    c. little red
3. Now we will have to think of a \_\_\_\_\_ method.  
a. better    b. gooder    c. best
4. Nowadays people use electric appliances much \_\_\_\_\_ than thirty years ago.  
a. more oftener    b. often    c. more often
5. People believe they will live better in the \_\_\_\_\_ future.  
a. nearest    b. nearer    c. near

**Задание 9.** Choose the correct words.

1. More \_\_\_\_\_ 80 percent of the students passed the test.  
a. than    b. that
2. Are you \_\_\_\_\_ Burney?

- a. the same age as    b. so old as
3. The harder we studied \_\_\_\_\_ we got.  
a. the more confused    b. more confused
4. \_\_\_\_\_ all the cities I have visited, I like London best.  
a. of    b. from
5. The more it snowed, \_\_\_\_\_ .  
a. the colder it got    b. it got colder

**Задание 10.** Choose the correct words.

1. Belinda is more thorough \_\_\_\_\_ her co-workers.  
a. than    b. as
2. The \_\_\_\_\_ my friend complains the \_\_\_\_\_ people listen.  
a. more... less    b. much... little
3. July is the hottest \_\_\_\_\_ all the months in Zimbabwe.  
a. of    b. from
4. Please come \_\_\_\_\_ soon \_\_\_\_\_ possible.  
a. as... as    b. as... than
5. We have \_\_\_\_\_ opinion about this film \_\_\_\_\_ you.  
a. the same... as    b. the same... than

**Задание 11.** Choose the correct words.

1. The coat you are wearing \_\_\_\_\_ the one you bought last year at Harrods? .  
a. is similar to    b. is similar with
2. \_\_\_\_\_ the price \_\_\_\_\_ reliable the product.  
a. the higher... the more    b. a higher... a more
3. We can't do crosswords \_\_\_\_\_ as you do.  
a. as quickly    b. quicker
4. Toledo is twice \_\_\_\_\_ your city.  
a. as old as    b. older than
5. Blue Mountain is one hundred feet \_\_\_\_\_ Machu Picchu.  
a. as high as    b. higher than

**Задание 12.** Choose the correct words.

1. To my mind *Slaughterhouse 5* by Kurt Vonnegut Jr. is \_\_\_\_\_ thrilling of his books that I have read.  
a. the most    b. a most
2. *Look Homeward, Angel* by Thomas Wolfe is \_\_\_\_\_ fascinating book about life in America. You must read it, Emma.  
a. most    b. a most
3. The previous grammar test was not \_\_\_\_\_ difficult \_\_\_\_\_ this one.  
a. so... as    b. more... as
4. The rescue workers did their \_\_\_\_\_ to help Chinese people after the earthquake.  
a. better    b. best
5. What an awful film! It is \_\_\_\_\_ interesting one by this famous film director.  
a. the least    b. less

**Задание 13.** Put in the comparative or superlative form of the adjectives in the list.

*Wide, famous, 1. old, 2. big, 3. modern, 4. comfortable, 5. expensive, 6. popular, 7. boring, 8. small, 9. pleasant, 10. helpful, 11. nice, 12. noisy, 13. busy.*

There are lots of hotels in the pretty town of Blexham. You get a wider choice in most places. The Crown is the most famous because Charles Dickens once stayed there. It's also one of the \_\_\_\_\_ (1). The Metropole is a \_\_\_\_\_ (2) and a \_\_\_\_\_ (3) hotel. It's also \_\_\_\_\_ (4) than the Crown. The Metropole is the \_\_\_\_\_ (5) hotel in town, and so it's \_\_\_\_\_ (6) with business people than with tourists. Personally I can't think of anything \_\_\_\_\_ (7) than a big modern hotel. My own favourite is the Down Court Hotel, which is \_\_\_\_\_ (8) and \_\_\_\_\_ (9) than the Metropole. The staff at Down Court are \_\_\_\_\_ (10) than at the other hotels. The Down Court is also in a \_\_\_\_\_ (11) place than the others. The Metropole is the \_\_\_\_\_ (12) hotel in town because it's on the main road. The Bristol has a good restaurant. But you need to book a table because it's the \_\_\_\_\_ (13) place in Blexham.

**Задание 14.** Put in the comparative or superlative form of the adjectives in brackets.

A: I'm going to the Lake District next week. We're going earlier (early) than usual.

B: I'd love a holiday in June, but it's \_\_\_\_\_ (1 – convenient) for the children to go in the school holidays.

A: I know. But May and June are the \_\_\_\_\_ (2 – dry) and \_\_\_\_\_ (3 – nice) months. Sometimes we go in September which is the \_\_\_\_\_ (4 – beautiful) time of the year with the leaves on the trees changing colour.

B: Maybe it would be \_\_\_\_\_ (5 – sensible) to go in winter than in summer. It would certainly be \_\_\_\_\_ (6 – cheap). It might be \_\_\_\_\_ (7 – good) than August. I can't think of a \_\_\_\_\_ (8 – bad) time to go than August.

**Задание 15.** Choose the correct word.

1. It is \_\_\_\_\_ that Frank Lloyd Right's building will be destroyed.

a. possible    b. possibly

2. After Freddy hit his head, he wasn't thinking \_\_\_\_\_ .

a. clear    b. clearly

3. The disappearance of the millionaire seems really \_\_\_\_\_ .

a. strange    b. strangely

4. I am impressed that you speak English so \_\_\_\_\_ .

a. well    b. good

5. The Customs agent made a \_\_\_\_\_ inspection of the suitcase.

a. thorough    b. thoroughly

**Задание 16.** Choose the correct word.

1. We are discussing a \_\_\_\_\_ proved fact.

a. scientific    b. scientifically

2. It is \_\_\_\_\_ that the classes will be called off because of the snow.

a. certainly    b. certain

3. I will \_\_\_\_\_ help you. You can trust me.

a. certainly    b. certain

4. Henry drives around the city \_\_\_\_\_ in this old Cadillac of his.

a. carelessly    b. careless

5. Do you know if Jane did \_\_\_\_\_ at the exam?

a. good    b. well

**Задание 17.** Choose the correct word.

1. After your treatment I feel quite \_\_\_\_\_ , thank you.

a. good    b. well

2. The story Kim told us sounded \_\_\_\_\_ .

a. strange    b. strangely

3. The meat you bought the other day tastes \_\_\_\_\_ .

- a. awful b. awfully  
 4. I am \_\_\_\_\_ sorry. I kept you waiting.  
 a. awful b. awfully  
 5. The lion moved \_\_\_\_\_ through the grass.  
 a. slow b. slowly

**Задание 18.** Choose the correct word.

1. It is \_\_\_\_\_ that in 100 years gas will be scarce and expensive.  
 a. probable b. probably  
 2. Your elder sister is always so \_\_\_\_\_ dressed.  
 a. beautifully b. beautiful  
 3. This perfume is very expensive and it smells exceptionally \_\_\_\_\_.  
 a. good b. well  
 4. Are you \_\_\_\_\_ aware that you are not qualified for the job?  
 a. full b. fully  
 5. Deborah was in low spirits and greeted her guests \_\_\_\_\_.  
 a. cold b. coldly

**Задание 19.** Choose the correct word.

1. I had a hard time taking notes at the lecture as the professor speaks exceedingly \_\_\_\_\_.  
 a. fastly b. fast  
 2. Do you know if there are any \_\_\_\_\_ trains to Barcelona?  
 a. fastly b. fast  
 3. I have never met a policeman who behaves \_\_\_\_\_.  
 a. friendly b. in a friendly way  
 4. I have never met a \_\_\_\_\_ policeman.  
 a. friendly b. friendly  
 5. If this sportsman tries \_\_\_\_\_ he may succeed in breaking the world record.  
 a. hard b. hardly

**Задание 20.** Choosethecorrectword.

1. She was so shocked that she could \_\_\_\_\_ speak.  
 a. hard b. hardly  
 2. The dentist asked the patient to open his mouth \_\_\_\_\_.  
 a. wide b. widely  
 3. The scientist's name is \_\_\_\_\_ known all over the world.  
 a. wide b. widely  
 4. The road to Gandolfo isn't \_\_\_\_\_ enough for the lorry to get through.  
 a. wide b. widely  
 5. It has not rained much \_\_\_\_\_.  
 a. lateb. lately

Раздел 3. Businesscontacts Тема 7. Установление деловых контактов.  
 Establishingbusinesscontacts

**Литература: О-1, Д-2**

**Вопросы для самопроверки:**

1. Чтение диалога по теме.
2. Определение того, какая информация интересует собеседников.
3. Ответы на вопросы преподавателя по тексту.



4. Выразите свое согласие или несогласие с утверждениями с обоснованием своих ответов.
5. Прослушивание диалогов с ответами на вопросы преподавателя.

**Задание 1.** Translate into Russian.

1. Они часто ведут переговоры с иностранными фирмами. 2. Они сейчас ведут переговоры. 3. Они вели переговоры с этой фирмой на прошлой неделе. 4. Они вели переговоры с фирмой «Блэк и К<sup>о</sup>» на этой неделе. 5. Когда мы вернулись в контору, они все еще вели переговоры. 6. Мы собираемся вести с ними переговоры на будущей неделе.

**Задание 2.** Open the brackets using the proper forms of the verbs.

Basov: Hallo, (to be) that Lake and Co.? I'd like to speak to Mr. Lake.

Lake: Yes, Lake (to speak).

Basov: Good afternoon, Mr. Lake. This (to speak) Basov of Avtoexport. We (to see) your new model of cars lately and we (to be interested) in buying some of your new cars. Can you send us your offer?

Lake: I (to believe) we (to send) you our offer, Mr. Basov.

**Задание 3.** Retell the dialogue.

**Задание 4.** Fill in the gaps and make up a dialogue based on the text.

I work... Machinoexport. A lot... foreign firms are interested... doing business ... us. We have made some contracts ... boilers ... a new model lately. Our boilers are ... great demand now, and we sell them ... high prices. The other day Mr. Gray ... Roberts & Co. came ... Moscow to have talks ... us. As soon as he came ... Moscow he phoned our secretary and made an appointment... us ... the next day. He came to see us ... half... nine. We discussed a lot ... different questions. Our terms ... payment and delivery were acceptable ... him. When the talks were over we asked Mr. Gray to have dinner ... us ... Saturday.

**Задание 5.** Choose the correct variant.

1. A museum should aim to \_\_\_\_\_ as well as educate.  
a. enjoy    b. entertain    c. make fun of
2. \_\_\_\_\_, men still earn more than women.  
a. in medium    b. on average    c. in the middle
3. He \_\_\_\_\_ the doctor's advice and had no further trouble.  
a. followed    b. gave    c. did
4. The Jury decided that Walker \_\_\_\_\_ in self-defence.  
a. had performed    b. had behaved    c. had acted
5. Many of our students enjoy outdoor \_\_\_\_\_ such as hiking or climbing.  
a. actions    b. activity    c. activities

**Задание 6.** Choose the correct word.

1. In summer the children usually \_\_\_\_\_ at their grandmother's.  
a. remain    b. stay    c. leave
2. Japan's low crime rate \_\_\_\_\_ the envy of the industrialized world.  
a. remains    b. stays    c. keeps
3. The previous government \_\_\_\_\_ the economy in ruins.  
a. remained    b. left    c. stayed
4. A few cows \_\_\_\_\_ on the farm to provide milk, cheese and cream.  
a. are kept    b. are remained    c. are held
5. It goes without \_\_\_\_\_ that London is the best city in the world.  
a. speaking    b. saying    c. telling

**Задание 7.** Choose the correct variant.

1. Julie, listen to this. It's Thursday evening and I \_\_\_\_\_ home really late from the club, and she \_\_\_\_\_ to me...  
a. get... says    b. am getting... is saying    c. have got... has said
2. – Sorry, I haven't phoned. I lost my address book.  
– Oh, you \_\_\_\_\_ your address book! Why don't you keep everything on the computer?  
a. always lose    b. are always losing    c. has always lost
3. We can't leave a ten-year-old child on her own. What on earth \_\_\_\_\_ of?  
a. are you thinking    b. do you think    c. have you thought
4. Don't ask him! He \_\_\_\_\_ really difficult at the moment.  
a. is    b. is being    c. was
5. We \_\_\_\_\_ that you won't be disappointed with the performance of our new washing machine.  
a. are guaranteeing    b. guaranteed    c. guarantee

**Задание 8.** Choose the correct variant.

1. The new equipment in the laboratory gave the chance to the scientist to put his ideas into \_\_\_\_\_.  
a. action    b. practice    c. practise
2. Video classes give students the opportunity \_\_\_\_\_ their speaking skills.  
a. to perform    b. to act    c. to practise
3. The Charity Foundation provides financial and \_\_\_\_\_ help for disabled children.  
a. practice    b. practised    c. practical
4. My friend Oliver translates books \_\_\_\_\_ pleasure, not \_\_\_\_\_ money.  
a. in    b. because of    c. for
5. Though the Ashers' house was quite \_\_\_\_\_ they couldn't receive so many guests at a time.  
a. spacing    b. spacious    c. spaced

**Задание 9.** Open the brackets using the proper forms of the verbs.

Lake: Did you (to receive) our offer, Mr. Basov?

Basov: Not yet. When you (to send) it?

Lake: We (to send) it a week ago, I (to believe).

Basov: Then we must receive it today or tomorrow.

Lake: I (to think) so. How many cars-would you like to buy?

Basov: 5 or 6.

Lake: Good. And when you (to require) them?

Basov: In April or in May.

Lake: I (to believe) we can ship you the cars in April.

Basov: Thank you, Mr. Lake. Good-bye. Lake: Good-bye.

**Задание 10.** Retell the dialogue.

**Задание 11.** Translate into Russian.

1. Наша контора обычно отгружает оборудование вовремя. 2. Наша контора отгрузила оборудование в прошлом месяце. 3. Наша контора еще не отгрузила оборудование. 4. Наша контора может отгрузить оборудование в следующем месяце. 5. Наша контора собирается отгрузить оборудование через месяц.

**Задание 12.** Choose the correct variant.

1. Many schools don't \_\_\_\_\_ the Internet.  
a. make advantage of    b. take advantage of    c. possess advantage in

2. The publicity has \_\_\_\_\_ Jim Morrison's reputation.  
a. raised   b. increased   c. enhanced
3. A line of US tanks slowly \_\_\_\_\_ .  
a. ran   b. moved out   c. advanced
4. Bertha eventually \_\_\_\_\_ her goal of becoming a professor of mathematics.  
a. reached   b. obtained   c. achieved
5. Quite a number of countries refuse \_\_\_\_\_ Kosovo's independence.  
a. to know   b. to accept   c. to recognize

**Задание 13.** Choose the correct variant.

1. There is some \_\_\_\_\_ that the economy in Nicaragua is improving.  
a. recognition   b. evidence   c. facts
2. Climate change could have disastrous \_\_\_\_\_ for the humanity.  
a. consequences   b. conditions   c. results
3. Many people expressed \_\_\_\_\_ over moves to restore the death penalty.  
a. attention   b. attitude   c. concern
4. As far as spelling \_\_\_\_\_ Ronald has never been a strong student.  
a. is concerned   b. concerns   c. is taken
5. Jerry sent the application form too late and missed the opportunity \_\_\_\_\_ to Great Britain to study in Sandhurst summer language school.  
a. to go   b. of going   c. forgoing

**Задание 14.** Choose the correct variant.

1. If we \_\_\_\_\_ inflation \_\_\_\_\_, we actually spend less now.  
a. make... an account   b. take... for account   c. take... into account
2. Home visits by staff are an \_\_\_\_\_ of the service.  
a. integral part   b. integral share   c. integration part
3. There is nothing \_\_\_\_\_ this dress, but if you don't like the way it fits you, take it back to the shop.  
a. wrongly with   b. wrong with   c. wrong about
4. Some aliens in Ireland have been \_\_\_\_\_ for months.  
a. out of the work   b. away from work   c. out of work
5. The results of this work were \_\_\_\_\_ excellent but still better than last year.  
a. by no means   b. by all means   c. at no means

**Задание 15.** Choose the correct tense form of the verb.

1. We were \_\_\_\_\_ when the telephone rang.  
a. on the point of leaving   b. at the point of leaving   c. on the point to leave
2. Samantha Kelly kept walking \_\_\_\_\_ the hallway all night long thinking over the situation.  
a. about and down   b. along and up   c. up and down
3. Our dependence \_\_\_\_\_ oil as a source of energy is absolutely enormous.  
a. of   b. on   c. from
4. The relationship in our family is \_\_\_\_\_ mutual respect.  
a. formed on   b. founded from   c. based on
5. Travellers to Africa are being \_\_\_\_\_ the danger of various exotic infections.  
a. threatened of   b. warned from   c. warned about

**Задание 16.** Choose the correct variant.

1. When the old woman \_\_\_\_\_ the top of the stairs her heart was pounding.  
a. achieved   b. reached   c. reached to
2. The Rubens Hotel in Amsterdam is \_\_\_\_\_ of the town centre.

- a. within easy reach    b. about close reach    c. within a short distance
3. Medicine must be kept \_\_\_\_\_ of children.  
a. out of reach    b. away from reach    c. out of the distance
4. You don't have to go to his office, you can \_\_\_\_\_ Mr.Niranjan by telephone.  
a. achieve    b. obtain    c. reach

**Задание 17.** Choose the correct words.

1. Cecily never imagined that it \_\_\_\_\_ so difficult to run for the Senate.  
a. will be    b. would be
2. Did he really tell you that he \_\_\_\_\_ you?  
a. loves    b. loved
3. The teacher explained to the pupils that the Earth \_\_\_\_\_ round the Sun.  
a. goes    b. went
4. James added that he really \_\_\_\_\_ the problem.  
a. doesn't understand    b. didn't understand
5. Alex said that he would meet us \_\_\_\_\_ again \_\_\_\_\_ at 6:30.  
a. here... tomorrow    b. there... the next day

**Задание 18.** Choose the correct variant.

1. Susanna said she \_\_\_\_\_ on holiday \_\_\_\_\_ .  
a. is going... tomorrow morning  
b. was going... the next morning
2. We expected that everybody \_\_\_\_\_ to support \_\_\_\_\_ candidate.  
a. will come... this    b. would come... that
3. Mother said that the children \_\_\_\_\_ sleeping \_\_\_\_\_ and asked us to turn down the music.  
a. are... now    b. were... then
4. We decided that if the weather \_\_\_\_\_ fine we \_\_\_\_\_ go to the country for a picnic \_\_\_\_\_ .  
a. is... will... next Saturday    b. was... would... the following Saturday
5. He said that he \_\_\_\_\_ the same salary as his friends, but I don't think he tells the truth.  
a. had got    b. had

**Задание 19.** Choose the correct variant.

11. The assistant said that Mr. Saroyan \_\_\_\_\_ busy \_\_\_\_\_ .  
a. was... at the time    b. is... at the moment
2. We thought that the train from Riga \_\_\_\_\_ at 10:30.  
a. arrives    b. arrived
3. They announced that the plane \_\_\_\_\_ in 35 minutes and asked the passengers \_\_\_\_\_ their seats.  
a. will be taking off... took    b. would be taking off... to take
4. The lawyer advised us \_\_\_\_\_ the judge about our intentions.  
a. to inform    b. should inform
5. The secretary \_\_\_\_\_ to come later.  
a. said to us    b. told us

**Задание 20.** Choose the correct variant.

1. The doctor warned the patient \_\_\_\_\_ again.  
a. didn't smoke    b. not to smoke
2. The trade unions urged the workers \_\_\_\_\_ peacefully.  
a. to demonstrate    b. demonstrated
3. Valerie encouraged \_\_\_\_\_ to take \_\_\_\_\_ job.  
a. her brother... that    b. to her brother... this
4. They asked us \_\_\_\_\_ the window.

- a. not to open    b. to not open  
5. The CEO asked the assistant \_\_\_\_\_ him when the mail \_\_\_\_\_.  
a. to inform... arrived    b. inform... arrives

## Тема 8. Выставки и ярмарки. Exhibitions and fairs.

### Литература: О-1, Д-3

#### Вопросы для самопроверки:

1. Международные ярмарки и выставки в Англии.
2. Осмотр выставки, деловая беседа.
3. Заказ и подтверждение заказа.
4. Изучение грамматических структур для употребления в заданных коммуникативных ситуациях.
5. Структура и образец письма-заказа, клише и выражения для оформления заказов, подтверждение заказов.

#### Задание 1. Read the text.

##### Trade Fairs and Exhibitions

International fairs and exhibitions play a very important part in the development of good friendly relations between all the countries. They help to establish business contacts and promote trade and trade, as we know, promotes peace. Trade fairs and exhibitions are very popular with businessmen and ordinary people as well. Therefore our country which stands for peace and friendly relations with all countries takes part in fairs and exhibitions arranged both abroad and here in Russia. All the exhibitions in Moscow are organized up to the highest international standards. A large number of all kinds of goods are displayed in exhibit halls (pavilions) as a rule give the visitors an idea of the development of the national economies of the countries-participants and their peoples' way of life in general.

#### Задание 2. Retell the text.

#### Задание 3. Put questions on the text.

#### Задание 4. Make up a dialogue based on the answers to the questions.

#### Задание 5. Read the dialogue.

##### At a Chemical Exhibition

Mr. Menon, an Indian businessman called at the Russian pavilion. His firm was interested in radiators. After he had seen the latest models on display he met Mr. Sokolov, a Russian engineer.

Menon: Good morning.

Sokolov: Good morning. Glad to see you in Moscow again. How do you like the exhibition?

Menon: It's wonderful. It's the biggest chemical exhibition, isn't it?

Sokolov: Oh, yes, over a thousand firms are taking part in it.

Menon: I've just seen your pavilion. I must say you've made great progress, your exhibits show it.

Sokolov: Yes, we are doing good business in chemical goods now.

#### Задание 6. Put questions on the dialogue.

#### Задание 7. Make up a text based on the answers to the questions.

#### Задание 8. Put questions on the dialogue.

#### Задание 9. Choose the correct word.

1. The students admitted that the exam was much more difficult than they \_\_\_\_\_.  
a. expected    b. had expected
2. He told us that his mobile phone \_\_\_\_\_ out of action all day.  
a. was    b. had been
3. Martin replied that he \_\_\_\_\_ the job \_\_\_\_\_ Monday.  
a. already started... last    b. had already started... the previous
4. Fernando claimed that he \_\_\_\_\_ ten essays \_\_\_\_\_.  
a. had written... the week before    b. wrote... last week
5. Isabella boasted that she \_\_\_\_\_ a Bentley for years.  
a. had    b. had had

**Задание 10.** Choose the correct word (Reported Speech).

1. The doctor said that the operation \_\_\_\_\_ a resounding success.  
a. was    b. had been
2. My friend claimed that he \_\_\_\_\_ with the problem in 2002 already.  
a. dealt    b. had dealt
3. The student answered that Kurt Vonnegut \_\_\_\_\_ in 1922.  
a. was born    b. had been born
4. Sophie exclaimed that she \_\_\_\_\_ Leon since they \_\_\_\_\_ from University.  
a. had known... graduated    b. knew... had graduated
5. The teacher stood up and announced that the party \_\_\_\_\_ over.  
a. was    b. had been

**Задание 11.** Choose the correct tense form.

1. – Your son has been with his girlfriend for a long time. Any sign of wedding bells?  
– Well, I'm not sure, but I think he \_\_\_\_\_ her to marry him on their holiday next week.  
a. asks    b. will ask    c. will have asked
2. – Can I have your report this afternoon?  
– This afternoon? Oh, I don't think I \_\_\_\_\_ by then.  
a. will have finished    b. am finishing    c. will be finishing
3. Look at the waiter. He's carrying too much. He \_\_\_\_\_ all those plates.  
a. is dropping    b. is going to drop    c. will be dropping
4. – Do you want to go to the cinema tonight?  
– No, I'm too tired. I \_\_\_\_\_ an early night.  
a. will have    b. will have had    c. am going to have
5. Nobody supports my plan to climb Everest. But, believe me, I \_\_\_\_\_ it!  
a. am doing    b. will do    c. will have done

**Задание 12.** Choose the most appropriate tense form from the list below.

Harry went back to the camp the following morning, but it was in some confusion. Soldiers \_\_\_\_\_ (1) around carrying equipment from one place to another, but there \_\_\_\_\_ (2) to be any purpose to what they \_\_\_\_\_ (3). Harry \_\_\_\_\_ (4) in an army camp before, but it \_\_\_\_\_ (5) a genius to realize that most of the officers \_\_\_\_\_ (6) the first opportunity to abandon the men and head for safety. He \_\_\_\_\_ (7) to phone the newspaper, but something \_\_\_\_\_ (8) to the telephone lines.

**Задание 13.** Choose the correct tense form.

1. Carina \_\_\_\_\_ hospital dramas.  
a. enjoys    b. is enjoying    c. has enjoyed.
2. Britney Spears \_\_\_\_\_ in the Waldorf Astoria on this visit to New York.  
a. stays    b. is staying    c. will stay

3. We \_\_\_\_\_ a two-week winter holiday in Gstaad every year.  
a. take    b. have taken    c. are taking
4. I \_\_\_\_\_ the neighbour's cat this week while she's in hospital.  
a. feed    b. am feeding    c. have fed
5. Then you \_\_\_\_\_ all the ingredients together quickly and \_\_\_\_\_ the mixture in a hot oven for twenty minutes.  
a. mix... put    b. is mixing... is putting    c. will mix... will put

**Задание 14.** Read the dialogue.

Menon: I saw your Radiator Model B-73 in operation. You've just started producing it, haven't you?

Sokolov: Yes, six months ago.

Menon: It'll go for export, won't it?

Sokolov: Certainly. All the exhibits that are on display in our pavilion are for sale.

Menon: We'd like to place an order for Model B-73. It meets our requirements.

Sokolov: I'm pleased to hear it.

Menon: When could we discuss the matter in detail?

Sokolov: What about Monday, say eleven in the morning.

Menon: That suits me all right, but I'm afraid I must be leaving\* now, I have an appointment at twelve. Thank you very much. Good bye.

Sokolov: Good bye. See you on Monday.

**Задание 15.** Put questions on the dialogue.

**Задание 16.** Make up a text based on the answers to the questions.

**Задание 17.** Put special questions on the dialogue.

**Задание 16.** Read the text.

Recently the 8th Moscow international exhibition "Powertek-Energoprogress 2019" was held (on March 25-28 2019) in the sport complex Olympiysky. "Powertek-Energoprogress 2019" was an important international event in energetic branch in Russia, the CIS3 and other countries of the world. The participants showed their main achievements and the progress the industry and science had made for the last few years.

The efficient staff of stand-attendants, guides and interpreters did their best to make the exhibition a success. Colourful leaflets helped to advertise the equipment. The exhibition was crowded with visitors from opening to closing time. The entries in the visitors' book show that the visitors were greatly impressed by the exhibition. The participants of the exhibition were interested in introducing their goods to new markets and as a result a lot of contracts were signed at the exhibition. For many leading companies participation in exhibitions arranged in Moscow became a good tradition.

**Задание 17.** Give a headline to the text.

**Задание 18.** Retell the text.

**Задание 19.** Put questions on the text.

**Задание 20.** Make up a dialogue based on the answers to the questions.

## Литература: О-1, Д-2

### Вопросы для самопроверки:

1. Формирование навыков поискового чтения.
2. Презентация лексических единиц по изучаемой теме.
3. Развитие навыков работы с содержащейся в тексте информацией.
4. Изучение грамматических структур для употребления в заданных коммуникативных ситуациях.

### Задание 1. Read the text.

The export department of Goodman & Co. sent the Russian Trade Delegation their offer of compressors.

When Mr. Kozlov came back from Edinburgh, he and Mr. Zotov considered the prices, the terms of payment and delivery and the technical information of the offer. They found that their compressors were of the latest design'. So Mr. Kozlov decided to meet Mr. Lipman again to discuss the offer.

### Задание 2. Retell the text.

### Задание 3. Put questions on the text.

### Задание 5. Make up a dialogue based on the answers to the questions.

### Задание 6. Read the dialogue.

Kozlov: Good afternoon, Mr. Lipman.

Lipman: Good afternoon, Mr. Kozlov. Will you take a seat?

Kozlov: Thank you.

Lipman: Did you enjoy your trip to Edinburgh?

Kozlov: Yes. It was pleasant, indeed. I also had a good opportunity to contact businessmen of different British companies.

Lipman: I see. Now, Mr. Kozlov, what do you say to our offer?

Kozlov: On the whole your terms and conditions are acceptable to us. But I'm afraid your prices are not quite competitive. They are somewhat higher than the prices of other firms. Could you reduce your price by 7 per cent?

Lipman: I say, Mr. Kozlov, we've sold our compressors at the price of ... each. They are the best on the world market at this price. However, if you increase your order, we'll give you a discount of 5 per cent.

Kozlov: I believe we can buy 15 more compressors.

Lipman: Fine. That will settle the price problem.

### Задание 7. Retell the dialogue.

### Задание 8. Put special questions on the dialogue.

### Задание 9. Make up a text based on the answers to the questions.

### Задание 10. Open the brackets using the proper forms of the verbs.

1. Our manager (to be) abroad five years ago.
2. Mr. Brown (to be) in the Caucasus last year?
3. Our production manager (not yet to come) back.
4. The director (to go) already?
- 5.



When your partner (to see) you last? 6. Our engineers just (to get) a letter from Bell & Co. 7. You (to take) any photographs while being on a business trip in south?

**Задание 11. Translate from English into Russian.**

1. The large scale transfer of ownership of industry from the public sector to the private sector has led to an important increase in the individual ownership of shares. 2. The distribution of government economic policy. 3. Present years have seen substantial changes in the occupational distribution of the labour force. 4. In many countries economic development has led to periods of rapid population growth.

**Задание 12. Answer the questions.**

1. Have you received our shipment of tires? 2. When did it arrive? 4. Did you get the invoice too? 4. Have you paid the invoice for the last shipment yet? 5. But why haven't I got the record of the payment?

**Задание 13. Read the dialogue.**

Kozlov: There is another point. Your delivery dates don't suit us. We require the first parcel of 20 compressors a month after we sign the contract.

Lipman: So I understand that we are to ship the first parcel in December. And what about the remaining goods?

Kozlov: We can accept them in March.

Lipman: Very good. Well, Mr. Kozlov, as regards the terms of payment I hope you'll pay against shipping documents by a Letter of Credit. You are to open it with the London Bank after our fax that the goods are ready for shipment.

Kozlov: Quite right. I'll be glad to sign the contract when you get it ready.

Lipman: We can sign it tomorrow. I'll be glad, Mr. Kozlov, if you and Mr. Zotov join our Sales Manager and me for lunch after we sign the contract.

Kozlov: Thank you.

Lipman: So we hope to see you at our office at 12 tomorrow.

Kozlov: Good. See you tomorrow.

Lipman: Good-bye.

**Задание 14. Retell the dialogue.**

**Задание 15. Put special questions on the dialogue.**

**Задание 16. Make up a text based on the answers to the questions.**

**Задание 17. Choose the correct word.**

1. Nick \_\_\_\_\_ to find a permanent job for a considerable time.

a. have tried    b. have been trying

2. Indeed, he \_\_\_\_\_ for several companies on a temporary basis.

a. has already worked    b. has already been working

3. Lewis \_\_\_\_\_ Spanish a few months ago.

a. started learning    b. have been learning

4. Susanne \_\_\_\_\_ for a reply from the company for several weeks, but she \_\_\_\_\_ any answer yet.

a. has been waiting... hasn't received    b. waited... didn't receive

5. Larry \_\_\_\_\_ the Encyclopaedia Britannica in the reading room since 10 o'clock.

a. has been reading    b. was reading

**Задание 18. Open the brackets, using Past Simple or Present Perfect.**

1. I \_\_\_ English since 1991. (to study) 2. We \_\_\_ English at school. (to study) 3. From 1991 to 1992 Jim \_\_\_ as a customs officer. (to work) 4. He \_\_\_ three hours ago and \_\_\_ yet. (to go out, to return) 5. When he was a sales representative, he \_\_\_ twelve hours a day. (to work) 6. I \_\_\_ very busy all this week. (to be) 7. How many pages \_\_\_ you \_\_\_ yet? (to read) 8. How much \_\_\_ you \_\_\_ at your present job? (to get)

**Задание 19. Insert in the sentences the appropriate words which are given below:**

after	since	many
long	before	never
of	by	yet
already	this morning	ever

1. Have you discussed the terms of delivery \_\_\_? 2. They've \_\_\_ discussed the terms of payment? 3. I've \_\_\_ been to Kiev. 4. I haven't seen the Director \_\_\_. 5. Have you \_\_\_ been to Moscow? 6. I'll have finished my work \_\_\_ 6 o'clock. 7. Jane had completed the report \_\_\_ you left. 8. How \_\_\_ have you been here?

**Задание 20. Translate from English into Russian.**

1. Up to now we have tested five applications. 2. Turnover has increased by 5 per cent this year. 3. She has worked in the department for 10 years. 4. Have you chosen an advertising agency yet?

Раздел 4. Деловая поездка. A businessstrip. Тема 10. Организация деловой поездки.  
Arranging a businessstrip

**Литература: О-1, Д-3**

**Вопросы для самопроверки:**

1. Заказ билетов.
2. Бронирование номера в отеле.
3. Виды размещения в отеле.
4. Информация о поездке.
5. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.

**Задание 1. Match the verbs and nouns.**

- |            |                |
|------------|----------------|
| 1. project | a) an impact   |
| 2. target  | b) an ad       |
| 3. make    | c) an image    |
| 4. endorse | d) a campaign  |
| 5. sponsor | e) an event    |
| 6. launch  | f) a brand     |
| 7. run     | g) a launch    |
| 8. cancel  | h) an audience |

**Задание 2. Choose the best word for each gap.**

1. Kitchen helpers are often young men or women taking the first steps in the long \_\_\_ to become cooks.  
a) apprenticeship    b) beverage    c) category    d) consultant
2. Many of the best cooks in the world came from \_\_\_\_\_.  
a) Asia    b) Europe    c) Africa    d) America
3. Many universities now offer courses in restaurant \_\_\_\_\_.  
a) accounting    b) management    c) bookkeeping    d) cleaning

4. It was a pleasure \_\_\_\_ business with you.  
 a) making      b) having      c) running      d) doing
5. A \_\_\_\_ actually is a very important marketing tool.  
 a) tips      b) appetizer      c) menu      d) dish

**Задание 3.** Choose the most suitable word for each gap:

1. A calorie is \_\_\_\_ unit of heat that is used to indicate the energy value of food.  
 a) an      b) a      c) the      d) –
2. The daily menu offers \_\_\_\_ large number of different dishes.  
 a) –      b) a      c) the      d) an
3. Perishable food must be used \_\_\_\_ it is fresh.  
 a) while      b) in      c) within      d) at
4. Word-of-mouth recommendation is the most important means \_\_\_\_ merchandising restaurants.  
 a) of      b) in      c) at      d) for
5. Direct and indirect costs \_\_\_\_ be considered in menu planning.  
 a) may      b) need      c) must      d) could

**Задание 4.** Put these sentences in a logical order.

- 1 I paid my bill.
- 2 I checked in at reception.
- 3 I left the hotel.
- 4 I went up to my room.
- 5 I spent the night in the hotel.
- 6 I had an early morning call at seven o'clock.
- 7 I booked a room at the hotel.
- 8 I went out for dinner in a local restaurant.
- 9 I arrived at the hotel.
- 10 I got up and had a shower.
- 11 I had breakfast.
- 12 I tipped the porter who carried my luggage upstairs.

**Задание 5.** What would you say in these situations?

You want to stay in a hotel for two nights next week with your husband/wife. You phone the hotel. What do you ask or say?

You are at the hotel reception and you are planning to leave in about 15 minutes. What could you ask the receptionist?

You want to wake up at 7 a.m. but you don't have an alarm clock. What do you ask at reception?

You have a drink in the hotel bar. The barman asks how you want to pay. What's your reply?

When you turn on the shower in your room, the water comes out very slowly. What could you say at reception?

You want to go to the nearest bank but don't know where it is. What do you ask at reception?

**Задание 6.** Choose the best word for each gap.

1. Before any new restaurant opens, the \_\_\_\_ has decided on its basic character.  
 a) owner      b) chef      c) customer      d) waiter
2. There are different kinds of \_\_\_\_; some are known by French terms – table d'hôte, a la carte du jour.  
 a) restaurants      b) menus      c) beverages      d) foodservice
3. \_\_\_\_ is usually defined as indirect business costs of the business.  
 a) liabilities      b) assets      c) overhead      d) expenses
4. Menus \_\_\_\_ include a variety of foods that appeal to customers in different ways.

- a) must                      b) may                      c) can                      d) need  
5. \_\_\_\_ include not only the food itself but also wages paid to employees.

**Задание 7.** Read the text.

### BUSINESS BOOKS

Keeping up with developments in your professional field is getting more and more difficult. It used to be enough to read a few trade magazines, attend the occasional conference and subscribe to a professional website. Nowadays, though, it seems this is not enough. Many people involved in business today will have heard of long tails, black swans, freakonomics and one-minute managers. However, if you haven't read the right books and don't know the jargon, a "long tail" is a way of describing sales patterns, a "black swan" is an unusual but high-impact event, "freakonomics" is a way of describing unusual economic effects and the "one-minute manager" is a good time manager.

**Задание 8.** Retell the text.

**Задание 9.** Put questions on the text.

**Задание 10.** Make up a dialogue based on the answers to the questions.

**Задание 11.** Translate into Russian.

1. To train highly qualified managers is extremely important for the development of economy. 1. To study this phenomenon requires much knowledge. 2. Our task is to increase production by 15 % this year. 3. The economist must know the conditions under which the demand for an item grows. 4. According to Marx's theory class struggle was to destroy capitalism. 5. They hope to be sent to the conference.

**Задание 12.** Read the text.

Freedom of enterprise means that individuals are free to buy and hire economic resources, to organize these resources for production, and to sell their products in the markets of their own choice. Persons who undertake these activities are known as entrepreneurs and such people are free to enter and leave the industry.

Freedom of choice means that owners of land and capital may use these resources as they see fit. It also means that workers are free to enter (and leave) any occupations for which they are qualified. Finally it means that consumers are free to spend their incomes in any way they wish. The freedom of consumer choice is usually held to be the most important of those economic 'freedoms'. In the models of capitalism, producers respond to consumers' preferences – they produce whatever consumers want

**Задание 13.** Retell the text.

**Задание 14.** Put questions on the text.

**Задание 15.** Make up a dialogue based on the answers to the questions.

**Задание 16.** Match 1-6 with a-f to make meaningful phrases.

- 1) to have
- 2) to be free
- 3) to lead
- 4) to keep
- 5) to cause
- 6) to be subject

a) to maximum profits

- b) prices close to costs
- c) the right to own, control and dispose of real assets
- d) to buy, hire, and sell
- e) to laws and government regulations
- f) changes in market prices

**Задание 17.** Complete the sentences.

1. A period in which spending falls and unemployment rises is called \_\_\_\_\_. 2. A stage during which people find job and begin to buy more products and services is called \_\_\_\_\_. 3. \_\_\_\_\_ is a period when employment is high and businesses turn out goods and services as fast as they can. 4. \_\_\_\_\_ is the point when business is bad and unemployment is high.

**Задание 18.** Choose the proper word from two variants in brackets.

1. The fashion for mini-skirt (increased/reduced) the demand for textile materials. 2. Even in (some/the same) middle-income countries many people are very poor. 3. Government regulations sometimes (decrease/impose) a change in (technology/quantity) that producers do not want to use. 4. Stabilization of prices is of great importance to industrial nations (as well/as well) the Third World countries. 5. Freeing up (освобождение) prices leads to their (decrease/increase).

**Задание 19.** Complete the sentences using comparative constructions with the words than or as.

Model: *We face the problem of surplus when supply is higher than demand. Market economic system is not so stable as command system. Producers supply as many goods as consumers are ready to buy.*

1. The market is in equilibrium when the demanded quantity is as large \_\_\_\_\_ 2. Prices rise when they are not so high \_\_\_\_\_ 3. Prices rise when they are lower \_\_\_\_\_ 4. We may have excess supply if prices are higher \_\_\_\_\_ 5. The demand for inferior goods at high incomes will not be as high \_\_\_\_\_

**Задание 20.** Match 1-5 with a-e to make meaningful phrases.

- 1) to take
- 2) to attract
- 3) to cover
- 4) to create
- 5) to locate
- 6) to persuade

- a) the costs and expenses
- b) buyers
- c) a choice
- d) to buy
- e) surveys
- f) products

Тема 11. Прибытие. Отъезд. Arrival. Departure.

**Литература: О-1, Д-4**

**Вопросы для самопроверки:**

1. Развитие навыков работы с содержащейся в тексте информацией.

2. Развитие навыков аудирования.
3. Вселение в отель, выселение из отеля.
4. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.

**Задание 1.** Read the text.

Roberts and Company, a British firm, sent an enquiry for boilers to "Machinoexport". The buyers were interested in boilers of different models. "Machinoexport" received the enquiry from the firm and the President of our office asked Mr. Bunin to be ready for the talks.

On the 3rd of April Mr. Camp, a representative of Roberts and Co. came to Moscow. The next day<sup>1</sup> he had a talk with Mr. Bunin and got the necessary materials from him. Mr. Camp and Mr. Bunin made an appointment for the 6th of April.

**Задание 2.** Give a headline to the text.

**Задание 3.** Make five special questions on the text.

**Задание 4.** Make up a plan of the text.

**Задание 5.** Read the dialogue.

Camp: Good afternoon, Mr. Bunin.

Bunin: Good afternoon, Mr. Camp. I hope you are having a good time.

Camp: Oh, yes. I like it here very much.

Bunin: Have you gone sightseeing yet?

Camp: Well, I've only been here since Tuesday and I haven't seen much yet. I was at the Tretyakov Gallery yesterday and I've just been to the Kremlin. It's wonderful.

Bunin: Glad to hear it. Now, what can I do for you?

Camp: I've gone through your catalogues and price-lists. I believe we can buy from you two boilers. Model PK-67 and three boilers Model BK-220. But your prices are too high, I'm afraid.

Bunin: I don't think so. We usually sell our boilers at these prices. They are in great demand, and we have sold a lot of them at these prices lately. I'm afraid we can't reduce them.

Camp: I see. And what about the terms of delivery?

Bunin: We can offer you the goods c.i.f. London.

Camp: Good, then we accept the terms.

Bunin: When do you require the boilers?

Camp: We'd like to have them in May.

Bunin: That's all right. We can ship them in May.

Camp: Fine. I'd like to contact my people and let them know your answer. Can I see you on Friday?

Bunin: Certainly. What time is convenient to you?

Camp: Any time you say.

Bunin: 11.30 then.

Camp: Very good. Good-bye.

Bunin: Good-bye.

**Задание 6.** Put five special questions on the dialogue.

**Задание 7.** Make up a text based on the contents of the dialogue.

**Задание 8.** Make five questions on the dialogue.

**Задание 9.** Set all the possible questions.

1. We are interested in selling our mining equipment. 2. Our office is going to sell our new model of cars. 3. The secretary has made an appointment with Mr. Brown for 12 o'clock. 4. We were having talks when the secretary brought us the mail.

**Задание 10.** Divide these lines into words and say what factor they refer to.

To gather and analyse data; to understand and explain what people think about products or adverts;  
to find out about customer satisfaction;  
to predict how customers might respond to a new product on the market

**Задание 11.** Translate phrases into Russian. Mind prefixes.

A lot of unsolved problems, under unusual conditions, inaccurate amount, irregular form, impossible situation, to misunderstand the word, to reassemble the model, to reread the article, supernatural phenomenon, to overcool the substance, to overvalue the factor, semiconductor materials, semiautomatic machine-tools, intercontinental communication.

**Задание 12.** Read the words below and translate them into Russian. Define the parts of speech words in bold belong to.

To conduct a time service, a conductor of electricity, a semiconductor device, the conductivity of this metal, the conduction of electrons, good conductance, conducting capacity, to observe stars, an accurate observation, a careful observer, astronomical observatory instruments, an observable phenomenon, electric power, a power station, a powerful telescope, technical progress, highly skilled technician, modern technique

**Задание 13.** Use suffixes given below to form nouns. Translate the words.

-ist: physic(s), telegraph, special, social, economic;  
-er: transform, design, build, read, report, lectur(e);  
-or: generat(e), escalat(e), construct, translate, act;  
-ing: engineer, build, read, draw, begin;  
-ment: measure, equip, employ, require, develop, manage, improve;  
-ion: construct, , illustrat(e), express;  
-ation: combin(e), inform, appl(y), accredit, confirm, implement, compete;  
-sion: divi(de), deci(de), conver;  
-ssion: transmit(t), permi(t), admi(t).

**Задание 14.** Translate word-combinations. Mind prepositions.

of: the pressure of water, to speak of something, one of them;  
to: to show to the students, to go to the plant, to turn to the right;  
by: to operate by hand, to speak by telephone, by means of a battery, to sit by the window;  
with: to illustrate with tables, to write with a pencil, a tube with water, to speak with our friends;  
about: to speak about the lecture, to do about 15 experiments.

**Задание 15.** Read adjectives below and use suffix -ly to change into adverbs. Translate the words.

*Simple, normal, usual, complete large, near, great, high, hard.*

**Задание 16.** Use suffixes given below to form adjectives. Translate the words.

-ful: help, wonder, use, power;  
-less: use, help, power, motion, weight;  
-ic: period, metr(e), atmosphere(e), bas(e);  
-al: physic(s), natur(e), experiment, mathematic(s);  
-able: valu(e), change, measure(e), compare(e), profit;  
-ant: import, resist;  
-ent: differ, insist;  
-ive: effect, act, compete.

**Задание 17.** Translate into English .

- Здравствуйте, меня зовут Эдвард Грин. Я хотел бы поговорить с господином Смитом.
- Извините, но г-на Смита сейчас нет.
- Хорошо. Я перезвоню. Можно связаться с г-ном Смитом по прямой телефонной линии?
- Простите, но его номер не разглашается.
- Хорошо. Спасибо.

**Задание 18.** Translate into English.

- Доброе утро. Будьте добры Фила.
- Простите, а кто его спрашивает?
- Дон Брэдли из «Байбери Системс»
- Господин Брэдли, боюсь Фила сейчас нет в офисе. Мне ему что-нибудь передать или вы позвоните по его телефону?
- Я попробую позвонить по его телефону. Могу я узнать номер? 0802 54377 Разрешите я повторю для контроля.

**Задание 19.** Make up dialogues based on the following situations.

- 1 You call your boss' secretary and ask her permission to speak to the boss.
- 2 You call you friend but get the wrong number.
- 3 You call your business partner but he's not available and you leave a message for him.

**Задание 20.** Fill in the prepositions.

1. I'm worried ... the last part of the presentation. 2. I enjoy coming ... Britain. And I'm looking forward ... my visit ... Bibury Systems. 3. Shall we have a look ....? 4. Hello, Mr. Sakai. We have spoken ... the telephone. 5. After lunch some of my senior managers will make a presentation ... you. 6. Sorry, I was delayed. Shall we get straight down ... business. 7. How are you fixed ... lunch?

Тема 12. Поездканапредприятие. Visitingafactory.

**Литература: О-1, Д-4**

**Вопросы для самопроверки:**

1. Чтение текста.
2. Рассказ об условиях поставки товара.
3. Ответы на вопросы по теме.
4. Ответы на вопросы по заданной ситуации.
5. Подготовка сообщения по изучаемой теме.

**Задание 1.** Compose sentences using the models.

1. We'd like you to inspect the goods in July, if possible. 2. Our machines are of high quality. 3. They arranged to meet on Monday. 4. I'd like you to make arrangements with Mr. N. about our trip to Manchester. 5. This is just what we are going to do. 6. The quality of the insulation isn't quite up to standard. 7. We'll try and do our best to improve the model. 8. It won't take more than 3 or 4 days to eliminate the defects. 9. Is there anything else you want us to change? 10. I'm pleased with the results of the tests.

**Задание 2.** Translate the sentences into English.

1. Вы хотите, чтобы я заказала билеты заранее?" – спросила меня секретарь. 2. Мне хотелось, чтобы кто-нибудь помог мне уложить вещи. 3. Когда бы вы хотели, чтобы мы встретились и решили вопрос о цене? 4. Я думаю, вы бы не хотели, чтобы мы разместили заказ у другой фирмы. 5. Мы хотим, чтобы вы отгрузили товар в апреле. 6. Я бы хотел, чтобы кто-нибудь еще поехал со мной в командировку. 7. Мы не ожидали, что они



пробудут в Ростове неделю. 8. Я хочу, чтобы вы узнали их новый адрес. 9. Где вы были вечером? Нам хотелось, чтобы вы пообедали с нами. 10. Я не хочу, чтобы они работали больше, чем мы.

**Задание 3.** Fill in the gaps with suitable pronouns.

1. Let Mr. Denisov tell us ... else about his visit to Edinburgh. 2. Let's hurry .... is waiting for us there. 3. Does... of you know how to get to the Tretyakov Gallery 228 from here? 4. At their office ... can speak English. 5. It's very dark in the room. I can't see .... 6. I don't want to go ... in this bad weather. 7. Have you packed ...? Not yet. I'm going to do it to-night. 8. ...has changed here since my first visit. 9. Is there ... else I can do for you? 10. I remember that I left the magazine in the livingroom yesterday, but now I can find it.... 11.... of us has heard ... about him since he left for Omsk. 12. I recommend you to buy this book. Now it is available.... 13. Is ... pleased with the contract we've just signed? 14. Let's go ... tomorrow if the weather is fine.

**Задание 4.** Translate the sentences into English.

1. Все уже пришли. Давайте начнем собрание. 2. Если вам не нравятся эти книги, то я ничего не могу вам больше порекомендовать, потому что у нас нет ничего нового. 3. Некоторые из наших инженеров часто ездят в командировки. 4. Я не могу заказывать такси, пока я все не упакую. 5. — Вы кого-нибудь ждете? — Да, я жду директора конторы.

**Задание 5.** Complete the sentences.

1. I'm worried about the last part of \_\_\_\_\_. 2. It's good of you to visit us. Thank you for sparing your time. I know you have a busy \_\_\_\_\_. 3. We'll do our best to make your visit \_\_\_\_\_. 4. You're seeing Bill Watson at twelve o'clock about \_\_\_\_\_. 5. We need different colors. This display unit must make \_\_\_\_\_. 6. We employ about 7 hundred full time employees. But we take on \_\_\_\_\_ when we need them.

**Задание 6.** Complete the sentences.

1. Sorry, I was late. Shall we get \_\_\_\_\_. 2. I'm sorry \_\_\_\_\_ your work. 3. You are welcome. Make yourself \_\_\_\_\_. 4. How are you fixed for lunch? Thank you, but I have another \_\_\_\_\_. 5. Geraldine, please confirm lunch for two at Rane's and \_\_\_\_\_. 6. I love going to the theatre, but travelling makes me very \_\_\_\_\_.

**Задание 7.** Describe the company you would like to work for. Think about:

the size

the product

the staff

the partners

**Задание 8.** Make up slogans for the following goods: a car, a watch, a perfume, athletic shoes, an adventure novel, a chewing gum, a tape recorder. (You can give the products names if you like).

**Задание 9.** Complete the dialogue.

Ph. W. So, that's excellent. We agree \_\_\_\_\_. I think those colors will \_\_\_\_\_ and the lettering \_\_\_\_\_.

Ed. Gr. I think Don will be \_\_\_\_\_.

Ph. W. And when is your deadline?

Ed. Gr. Everything must be \_\_\_\_\_.

Ph. W. No problem.

Ed. Gr. Do you mind if \_\_\_\_\_ .

Ph. W. I'll do it for you. Hello. Could you \_\_\_\_\_, please. \_\_\_\_\_ ?

Ed. Gr. Barlo House, Canary Wharf.

Ph. W. \_\_\_\_\_ .

**Задание 10.** Answer the questions.

1. Have you ever stayed at a hotel? 2. Do you like staying at hotels? (Would you like to stay there?) Why? 3. How long have you stayed there? (would you like to stay there?) 4. What room did you have? (would you like to have?) 5. Did you feel comfortable? (What would you need to feel comfortable?) 6. Where did you have your meals? (would you like to have your meals?) 7. Were the hotel employees polite with you? 8. Did you have any conflicts or confusions with the hotel administration?

**Задание 11.** Describe the situation. You reserved a room in a hotel in advance. But when you arrived there they did not find the record of the booking. The only room they could offer was a suit (люкс) which was very expensive. What would you do? (Make up a text).

**Задание 12.** Translate the sentences into English.

1. Все спешили на платформу, так как через несколько минут должен был прибыть поезд. 2. Никто из нас не помнил адреса гостиницы, в которой мы останавливались в прошлом году. 3. Я никуда сегодня не могу пойти, так как буду на заводе. 4. Мой друг спросил меня, было ли что-нибудь интересное в журнале, который я только что прочитал. 5. Я думаю, что вы где-нибудь найдете эту книгу, если она вам необходима.

**Задание 13.** Answer the questions and make up a text based on the answers.

1. How much did Kate's suit cost? 2. How did Kate McKenna pay? 3. What data did she have to include into the form? 4. On what floor was the suit situated? 5. What newspaper did Kate McKenna order? 6. At what time was dinner served in the hotel? 7. What did Kate ask Jenny on the phone? 8. Why didn't the receptionist find the record of Kate McKenna's booking?

**Задание 14.** Translate the sentences into English.

1. Компания находится как раз рядом с магистралью около переезда 8, в обширной зеленой зоне среди новостроек. 2. У меня была долгая встреча с главным управляющим. У них отличная робототехника и высокотехнологичный конвейер. 3. Они являются поставщиками многих компаний, включая наших конкурентов. 4. Они выделяют 5% всей прибыли на развитие этой отрасли. 5. Наше изделие рассчитано на детей хорошо образованных, высокооплачиваемых молодых специалистов.

**Задание 15.** Give Russian translation.

1. They seem quite competent. 2. What's the downside. 3. I'm slightly unhappy about a couple of things. 4. However they took me out for an excellent lunch. 5. I can see that they're a strong option but I'm seeing a couple of other suppliers next week. 6. Sorry, deliveries are through the side door. 7. We have a very flexible position on licensing deals. 8. We have our own research people in-house so we do very detailed assessment.

**Задание 16.** Make a plan of the text.

**Opening** The opening is your chance to grab the audience's attention and make them sit up and listen to you. The opening section should take no more than a couple of minutes maximum. In your opening section you should include some or all of the following stages.

**Development** This is when you go back to your first point and start your presentation properly. Make sure you highlight when you are moving between points by using phrases such as 'Next, let's turn to ...', or 'To conclude...' or by counting, 'Firstly,...secondly etc...'

Closing. Closing is as important as opening. Your audience will remember the last few points more clearly than most of the presentation. This is the chance for you to leave a lasting impression and ensure that your objective has been achieved.

**Задание 17.** Give a title to the text (task 16).

**Задание 18.** Choose the correct variant.

1. Good writing still has a place in contemporary \_\_\_\_\_.  
a. circle
2. Mr. Parker \_\_\_\_\_ a monthly budget of over £ 7 million for covert operations.  
a. is responsible about    b. is responsible for    c. is reliable on
3. The pagan tribes were easily \_\_\_\_\_ by the Persian armies.  
a. conquered    b. won    c. gained
4. Thomas Hardy wrote poetry as well as \_\_\_\_\_.  
a. literature    b. fiction    c. books
5. Many teenagers are fond of \_\_\_\_\_ because it often describes space travel and life on other planets.  
a. scientific fiction    b. science literature    c. science fiction

**Задание 19.** Choose the correct variant.

1. Jules Verne's novels are exciting and full of \_\_\_\_\_.  
a. science fiction    b. adventures    c. experience
2. The exact origin of the universe remains \_\_\_\_\_.  
a. a mystery    b. a joke    c. fiction
3. In the USA there are a lot of illegal \_\_\_\_\_ from Mexico entering the country.  
a. people    b. aliens    c. alien beings
4. You should take into consideration the potential \_\_\_\_\_ of the deal with Microsoft Computers Inc. for our company.  
a. gains    b. proceeds    c. benefits
5. The relationship between the companies was \_\_\_\_\_.  
a. mutually benefited    b. mutually beneficial    c. both beneficial

**Задание 20.** Choose the correct variant.

1. The Republic of Tunisia \_\_\_\_\_ independence from France in 1957.  
a. achieved    b. reached    c. approached
2. It is not so easy for actors to \_\_\_\_\_ fame and fortune in Hollywood.  
a. reach    b. succeed in    c. achieve
3. A spokesman \_\_\_\_\_ that the company had acted irresponsibly.  
a. refused    b. denied    c. gave up
4. Arnold's wife finally persuaded him to \_\_\_\_\_ cigars.  
a. give up smoking    b. give up to smoke    c. refuse smoking
5. Though Rayon was always busy he didn't \_\_\_\_\_ the pleasure of going to the theatre from time to time.  
a. refuse    b. give up    c. deny

Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods. Тема 13. Организация производства товара. Producing goods.

**Литература: О-1, Д-2**

**Вопросы для самопроверки:**

1. Развитие навыков работы с содержащейся в тексте информацией.

2. Развитие навыков аудирования.
3. Планирование и производство товара.
4. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.

**Задание 1.** Translate these sentences into Russian.

1. «Что вы сейчас делаете?» – «Я просматриваю спецификации, полученные со вчерашней почтой». 2. В настоящее время цены на мировом рынке на этот тип станков падают, так как они не пользуются большим спросом. 3. К сожалению, мы должны заявить, что качество поставленного вами товара ниже качества образца, на основании которого был заключен контракт. 4. Мы будем признательны, если Вы сообщите нам название и адрес организации, являющейся экспортером товара, который нас интересует.

**Задание 2.** Say whether you agree or disagree with these statements. Give your reasons.

1. If you see a machine-tool in operation no specification is required. 2. You quote the most favourable terms of payment only to your regular buyers. 3. You do not study any instructions before you put the equipment bought by you into operation. 4. It is easier to sell goods than to buy them. 5. If the goods are in great demand on the world market prices for them go up.

**Задание 3.** Give extensive answers to these questions.

1. What information can buyers find in advertisements? 2. In what case will you ask the firm to show you their machine-tools in operation? 3. What is a tender? What is usually stated in it? 4. In what case can prices of goods go up? 5. Why is it necessary for our companies to be in close touch with the world market?

**Задание 4.** Add tail-questions to these sentences and answer them.

1. You've read the advertisement in the latest issue of the journal. 2. The delivered goods were of inferior quality. 3. We cannot agree to the terms of payment stated in their offer. 4. The machine-tool is reliable in operation. 5. The specification wasn't enclosed with their order. 6. They will grant us a discount if we increase the order. 7. The delivery dates were changed at their request. 8. He's got in touch with Mr. Camp.

**Задание 5.** Choose the correct variant.

1. The thieves \_\_\_\_\_ out of the bank, \_\_\_\_\_ into their cars and \_\_\_\_\_ up the high street.  
a. ran... jumped... sped  
b. had run... jumped... sped  
c. were running... were jumping... were speeding...
2. Rameses II \_\_\_\_\_ over ancient Egypt for more than fifty years.  
a. was ruling    b. ruled    c. had ruled
3. Intervention was urgently required – the starving children \_\_\_\_\_ weaker by the day and there \_\_\_\_\_ little sign of an end to the drought.  
a. grew... was    b. had grown... was being    c. were growing... was
4. By the middle of the nineteen sixties many parts of Europe \_\_\_\_\_ a tremendous economic boom.  
a. experienced    b. were experiencing    c. had experienced
5. Jim \_\_\_\_\_ on the early flight the next morning so he made his excuses and left the party before midnight.  
a. will be leaving    b. left    c. was leaving

**Задание 6.** Choose the correct variant.

1. Many of the survivors \_\_\_\_\_ in the fields when the earthquake struck.

- a. were working   b. worked   c. had worked
2. The early rains were a disappointment as we \_\_\_\_\_ to reach the coast before the monsoon set in.
- a. expected   b. had expected   c. were expecting
3. At the time of the take-over the company's shares \_\_\_\_\_ in value for several months.
- a. had declined   b. had been declining   c. would have been declined
4. The staff \_\_\_\_\_ to be paid weekly but now they receive a monthly salary.
- a. used   b. were used   c. had used
5. Things have certainly changed – there \_\_\_\_\_ a lot of small shops around here when I was young.
- a. used to be   b. were used to be being   c. had used to be

**Задание 7.** Translate these sentences into Russian.

1. Цены на товар, предложенный фирмой, выше цен, указанных другими фирмами. 2. Вы будете удовлетворены качеством наших машин, так как они имеют отличные рабочие характеристики и надежны в эксплуатации. 3. Я не могу согласиться с Вами, что цены на этот тип оборудования будут расти.

**Задание 8.** Choose the correct word.

1. We heard the Executive Board \_\_\_\_\_ in the conference hall.
- a. discussing   b. to discuss
2. Abigail saw her brother \_\_\_\_\_ upstairs.
- a. go   b. to go
3. My mother didn't notice \_\_\_\_\_ the door and \_\_\_\_\_ .
- a. me open, go   b. I opened, went
4. We saw a man \_\_\_\_\_ the way to the Sloan Square underground station.
- a. showing   b. showed
5. Have you ever heard her \_\_\_\_\_ a lie?
- a. tell   b. has told

**Задание 9.** Choose the correct variant.

1. After the sunset the tourists felt the temperature \_\_\_\_\_ to fall.
- a. begin   b. began
2. When Grace was getting on the train she felt somebody \_\_\_\_\_ her by the shoulder.
- a. touch   b. touched
3. The children watched the road \_\_\_\_\_ .
- a. being repaired   b. repairing
4. Suddenly Bella heard a familiar voice \_\_\_\_\_ her name.
- a. call   b. had called
5. The stranger stood on the platform and watched the train \_\_\_\_\_ .
- a. going away   b. go away

**Задание 10.** Choose the correct words.

1. I have heard \_\_\_\_\_ for a week now.
- a. him being ill   b. that he has been ill
2. \_\_\_\_\_ her knock at the door?
- a. did you hear   b. have you heard
3. \_\_\_\_\_ Mr. Cox has bought a new house?
- a. did you hear   b. have you heard
4. I noticed \_\_\_\_\_ to discuss that confusing situation.
- a. my friend not to want   b. that my friend didn't want
5. She has often seen an old man \_\_\_\_\_ along the beach with a dog.

- a. walking    b. walked

**Задание 11.** Choose the correct variant.

1. Yesterday I couldn't get my car \_\_\_\_\_ and had to go by bus.  
a. start    b. to start
2. Mother wanted her children \_\_\_\_\_ their homework first.  
a. to do    b. did
3. The police asked the witnesses of the accident \_\_\_\_\_ evidence.  
a. give    b. to give
4. The scientists consider this method \_\_\_\_\_ very effective.  
a. to be    b. be
5. The Clarks didn't expect their son \_\_\_\_\_ architecture.  
a. to study    b. to have studied

**Задание 12.** Choose the correct words.

1. Priscilla wanted \_\_\_\_\_ to break the news to her mother.  
a. herself    b. her
2. He knew \_\_\_\_\_ to be treated unfairly in the company.  
a. himself    b. him
3. Willie supposes his friends \_\_\_\_\_ him in any predicament.  
a. to help    b. help
4. My friend advised me \_\_\_\_\_ that business.  
a. not to get into    b. didn't get into
5. Anselm hated this question \_\_\_\_\_ with somebody else.  
a. to be discussed    b. had been discussed

**Задание 13.** Choose the correct variant.

1. The young woman asked the porter \_\_\_\_\_ her suitcases to the taxi.  
a. to take    b. took
2. Mr. Cutter wanted his daughter \_\_\_\_\_ to University.  
a. to go    b. went
3. Everybody in the city knew him \_\_\_\_\_ the best general practitioner.  
a. was    b. to be
4. I'm sure your boss would like you \_\_\_\_\_ now.  
a. to be working    b. to have worked
5. I consider your students \_\_\_\_\_ this work long ago.  
a. to have done    b. to do

**Задание 14.** Choose the correct words.

1. I hear \_\_\_\_\_ the meeting of Assets and Liabilities Committee till Monday.  
a. they have put off    b. them put off
2. We watched the children \_\_\_\_\_ swans in St. James's Park.  
a. feeding    b. feed
3. As soon as the squadron approached the forest they smelled something \_\_\_\_\_.  
a. was burning    b. burning
4. The teacher saw that the students \_\_\_\_\_ his explanation.  
a. not understand    b. didn't understand
5. Mr. Worchester looked at Becky and felt \_\_\_\_\_ him.  
a. that she believed    b. her believe

**Задание 15.** Translate these sentences into Russian.

1. Я хотел бы, чтобы вы связались с этой фирмой сами и выяснили, когда их представитель приезжает в Москву. 2. В вышеупомянутом письме Вы указали, что постараетесь сделать все возможное, чтобы доставить машины, заказанные нами по контракту от 25 января 2019, без задержки. По просьбе господина Брауна мы встречаемся завтра в пять часов дня. 3. Мы заинтересованы в закупке станков высшего качества.

**Задание 16.** *Choosethecorrectword.*

1. The hijackers made the hostages \_\_\_\_\_ in the plane all night.  
a. to stay    b. stay
2. The HR manager had his secretary \_\_\_\_\_ the letters in time.  
a. send    b. sent
3. The local authorities made the tenants \_\_\_\_\_ the house because it was dangerous to live in it.  
a. leave    b. leaving
4. Mother let the children \_\_\_\_\_ till late.  
a. stay out    b. have stayed out
5. Suddenly the child let her hand \_\_\_\_\_ and ran away.  
a. gob. went

**Задание 17.** Choose the correct words.

1. Candy doesn't like the house she has just bought and she is going \_\_\_\_\_.  
a. to have it torn down    b. to tear it down
2. This businessman has lots of suits. He \_\_\_\_\_ twice a year.  
a. has them made    b. makes them
3. Lucy \_\_\_\_\_ at the hairdresser's at the moment.  
a. is having her hair cut    b. is cutting her hair
4. Look at these wonderful snapshots! I \_\_\_\_\_ at the chemist's.  
a. have just developed them    b. have just had them developed
5. You can \_\_\_\_\_ in an hour.  
a. have your shoes repaired    b. repair your shoes

**Задание 18.** Read the article and write the correct forms of the verbs in brackets.

**KIDNAPPER CAUGHT PAYING RANSOM INTO BANK**

Six-year-old Kandy Watt, the girl kidnapped two days ago, was found safe this morning \_\_\_\_\_ (1 – play) near her home. The man who found her said: "I saw Kandy \_\_\_\_\_ (2 – sit) in the park. I recognised her from photos in the paper. I shouted: "Kandy!" As soon as she heard me \_\_\_\_\_ (3 – call) her name, she came running to me."

Later in the day, a man was caught \_\_\_\_\_ (4 – pay) the ransom of £ 50,000 into his bank account. Kandy's father had agreed to pay the ransom. The police were on the scene, and had watched him \_\_\_\_\_ (5 – go) into the park and \_\_\_\_\_ (6 – leave) the bag of money behind a large tree.

But they had not seen anyone \_\_\_\_\_ (7 – collect) the bag, although they had watched it for hours. Somehow the kidnapper had collected it unseen.

An old woman was seen \_\_\_\_\_ (8 – approach) the tree, but the detectives swore they saw her \_\_\_\_\_ (9 – walk) straight past it. Was the "old woman" perhaps the kidnapper in disguise?

**Задание 19.** Make special questions on the text.

**Задание 20.** Choose the correct words.

1. The old lady \_\_\_\_\_. She is too old to go shopping.  
a. had the food delivered    b. delivered the food

2. The young couple \_\_\_\_\_ their house redecorated for two months now. They have to live at their parents'.
- a. have been having    b. are having
3. You ought \_\_\_\_\_ at the doctor's.
- a. to get your blood pressure checked    b. to check you blood pressure
4. One of these days O'Hara is going \_\_\_\_\_ onto the Committee.
- a. to get himself elected    b. to have himself elected
5. While walking in Amsterdam I \_\_\_\_\_ my wallet stolen in the crowd.
- a. hadb. got

#### Тема 14. Управление производством. Controllingbusiness.

#### Литература: О-1, Д-3

#### Вопросы для самопроверки:

1. Развитие навыков работы с текстом.
2. Презентация лексических единиц по теме.
3. Развитие навыков работы с информацией, содержащейся в тексте.
4. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.
5. Активизация изученных ранее лексических единиц.

#### Задание 1. Insert one of the words given in brackets.

1. A good teacher must (to realize, to understand) children. 2. Does he (to understand, to realize) he was not right then? 3. I'm sorry to say I don't (to understand, to realize) you. 4. He is very good at languages. He (to realize, to understand) both French and English. 5. I hope they (to understand, to realize) how important the information is. 6. She has changed so greatly that it was difficult (to recognize, to get to know) her.

#### Задание 2. Fill in prepositions or adverbs.

1. I'll be pleased to join you as it's a long time since I travelled ... board a steamer. 2. Did you take notice ... the beautiful picture ... the Smirnovs' living room? It was given... them ... the artist himself. 3. I liked all the actors... Nikolaev. His acting didn't impress me favourably. 4. Will the trip be put ... if there is a change ... the weather? 5. Peter promised to send a telegram ... his arrival ... London. 6. How long are you staying ... the Ivanovs? Only ... a weekend.

#### Задание 3. Make up sentences using the given models. Use the active words given in brackets:

Model 1. He looked at the girl sitting near the window, (to take pictures of, to laugh at, to cut, to enter, to protest against)

Model 2. You should make the lesson a success, (to make friends with, not to publish, to follow smb.'s advice, to send smth. for signature, to mention, not to keep, to take pictures of, to come down)

Model 3. He should have sung a few more songs, (not to follow smb.'s advice, to realize, not to allow, not to go out in this nasty weather, to invite guests)

#### Задание 4. Translate these sentences into English.

1. Возможно, нам придется отложить нашу встречу до понедельника. У меня очень много работы. 2. Интересно, над чем вы смеетесь? 3. Прекрасная мысль! Давайте проведем отпуск на пароходе. 4. Вам следовало бы упомянуть об этом в своем ответе.

#### Задание 5. Choose the correct variant.

1. 1. We haven't seen each other \_\_\_\_\_ a long time.





- a. came    b. have come    c. had come
4. I haven't heard from Maria \_\_\_\_\_ .  
 a. since many months before    b. for many months    c. since a long time
5. This book is so long that I \_\_\_\_\_ .  
 a. haven't finished it yet    b. haven't finished it already    c. still have finished it.

**Задание 10.** Choose the correct variant.

1. Spain \_\_\_\_\_ at one time a very powerful country.  
 a. was    b. has been    c. was being
2. –Who ate all the cookies?  
 – Mary Ann \_\_\_\_\_ .  
 a. has    b. did    c. ate
3. –Is Tony making dinner?  
 – He \_\_\_\_\_ to make it.  
 a. has just begun    b. was just begun    c. just began
4. –You seem to like this restaurant a lot.  
 – I \_\_\_\_\_ here for many years.  
 a. have been eaten    b. have been eating    c. am eating
5. – Where was Michael Caine born?  
 – In Britain, but today he \_\_\_\_\_ in the United States.  
 a. has lived    b. lives    c. living

**Задание 11.** Choose the right words.

1. At summer camp last year children swam, rode horses, and \_\_\_\_\_ baseball.  
 a. played    b. were playing    c. had been playing
2. Students who \_\_\_\_\_ pencils to the test were not allowed to take it.  
 a. didn't bring    b. haven't brought    c. don't bring
3. Television \_\_\_\_\_ very popular in the United States since the fifties.  
 a. has been    b. had been    c. is
4. Elizabeth I \_\_\_\_\_ as queen of England from 1558 to 1603.  
 a. has reigned    b. had been reigning    c. reigned
5. When it touches a cold surface, water vapour \_\_\_\_\_ .  
 a. has condensed    b. condenses    c. is condensing

**Задание 12.** Choose the correct variant.

1. I'm sure that everybody \_\_\_\_\_ by 6 o'clock and we will start the celebration.  
 a. will be here    b. will have been here
2. The film \_\_\_\_\_ for 2 weeks by next Saturday. Hurry up, or we can miss it.  
 a. will be on    b. will have been on
3. Your friends are so noisy! By the time they leave your house all the neighbours \_\_\_\_\_ .  
 a. are awakened    b. will have been awakened
4. By 3 o'clock all the staff \_\_\_\_\_ about the new takeover.  
 a. will know    b. will have known
5. Next month I \_\_\_\_\_ Boris for 20 years.  
 a. will know    b. will have known

**Задание 13.** Translate these sentences into English.

1. Удивляюсь, что ты узнал его. Он очень изменился за последние три года. 2. Я не могу разрешить вам взять эти книги домой. Они нужны другим студентам тоже. 3. Не имею представления, где Петровы сейчас. Они уехали на юг около месяца назад. Думаю, что они могут вернуться в течение этой недели. 4. «Спасибо за вашу помощь» — «Не стоит благодарности». 5. Этот цвет очень яркий, не правда ли?

**Задание 14.** Choosethecorrectvariant.

1. By the time the software goes on sale the company \_\_\_\_\_ 85 million dollars on developing it.  
a. is spending    b. will have spent
2. Wake me up by 9 o'clock. I \_\_\_\_\_ long enough by then.  
a. will sleep    b. will have slept
3. I expect she \_\_\_\_\_ until she gets badly burnt.  
a. will sunbathe    b. will have sunbathed
4. This time tomorrow Pilar \_\_\_\_\_ on a beach in Majorca.  
a. will be sunbathing    b. will have sunbathed
5. We \_\_\_\_\_ to Australia later this summer. It is a long flight.  
a. will be flying    b. will have flown

**Задание 15.** Choose the right words.

1. It's strange that when we get to Sidney we \_\_\_\_\_ halfway round the world.  
a. will be flying    b. will have flown
2. The contract will be signed after the parties \_\_\_\_\_ all the issues in detail.  
a. have studied    b. will have studied
3. When the Government \_\_\_\_\_ in power for 4 years, the next election will be held.  
a. have been    b. will have been
4. Don't phone them now. They \_\_\_\_\_ home yet.  
a. won't get    b. won't have got
5. If I come and see the film with you on Sunday, I \_\_\_\_\_ it six times.  
a. will have seen    b. will be seeing

**Задание 16.** Choose the correct variant.

1. My friend explained that when they \_\_\_\_\_ to the theatre, the play \_\_\_\_\_ .  
a. came... had already started    b. had come... started
2. The Principal mentioned that if the pupils \_\_\_\_\_ , they \_\_\_\_\_ from the exam.  
a. cheated... would be expelled    b. cheat... will be expelled
3. The student said that he \_\_\_\_\_ a bad mark because he \_\_\_\_\_ the material.  
a. had got... didn't know    b. got... hadn't known
4. Little Sam grumbled that he \_\_\_\_\_ very tired because he \_\_\_\_\_ five exercises.  
a. was... had written    b. had been... wrote
5. Liza promised that she \_\_\_\_\_ the report by the time we \_\_\_\_\_ there.  
a. would have finished... got    b. will have finished... get

**Задание 17.** Translate these sentences into English.

1. Давно вы не получали писем от своего брата? 2. Вам следовало бы отправить эти документы на подпись вчера. 3. Зима в этом году в Москве очень мягкая, не правда ли? 4. Какой отвратительный день! Моросит дождь. Боюсь, мы не сможем поехать к морю сегодня. 5. Какая чудесная стоит погода! Надеюсь, теплая погода удержится до конца месяца.

**Задание 18.** Choose the correct variant.

1. Katie says that her PC \_\_\_\_\_ a lot of difference to her.  
a. has made    b. had made
2. The treasurer told the meeting that the "Club 13" \_\_\_\_\_ a lot of money \_\_\_\_\_ .  
a. had lost... the previous month    b. has lost... last month
3. The statement says that the Conference \_\_\_\_\_ a considerable time discussing the world debt crisis \_\_\_\_\_ .

- a. spent... the day before yesterday    b. had spent... 2 days before
4. The scientist admitted that when he \_\_\_\_\_ very young, the Blue Book Project first started.  
a. was    b. had been
5. She whispered that they \_\_\_\_\_ have finished their work by 2 o'clock and \_\_\_\_\_ free till \_\_\_\_\_ Monday.  
a. will... will be... next    b. would... would be... the following

**Задание 19.** Open the brackets using the most appropriate verb form.

When I mentioned to Nokes that he \_\_\_\_\_ (1 – be seen) in a local shop the previous Monday, he protested that he \_\_\_\_\_ (2 – be) at home all day. He swears that he \_\_\_\_\_ (3 – not own) a blue Ford Escort. He claimed that he \_\_\_\_\_ (4 – go) to the paint factory two weeks before to look for work. He alleges that he \_\_\_\_\_ (5 – be) a good friend of Jim Barnes. He insisted that he \_\_\_\_\_ (6 – not telephone) Barnes the previous Monday morning. When I pointed out to Nokes that a large quantity of paint \_\_\_\_\_ (7 – be found) in his house, he replied that he \_\_\_\_\_ (8 – store) it for a friend.

**Задание 20.** Choose the correct variant.

1. – I'm really worried about Susan. What do you think has happened?  
– Don't worry, Mrs. Parker. She's probably just caught in traffic. I'm sure she \_\_\_\_\_ here soon.  
a. will be    b. is being    c. will be being
2. Here's a letter from our holiday representative. They \_\_\_\_\_ a reception in the bar tonight at eight.  
a. are holding    b. will have held    c. hold
3. It \_\_\_\_\_ all day on Sunday, so the party will be in the house, not in the garden.  
a. will be raining    b. is raining    c. rains
4. My father is approaching retirement age, so he \_\_\_\_\_ the business next year.  
a. is probably selling    b. will probably sell    c. probably sells
5. I have just been to the Council meeting. It looks like they \_\_\_\_\_ a new shopping centre in town.  
a. build    b. are going to build    c. will have built

Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade.  
**Литература: О-1, Д-3**

**Вопросы для самопроверки:**

1. Развитие навыков работы с текстом.
2. Работа с лексическими единицами по теме.
3. Активизация ранее изученных лексических единиц.
4. Развитие навыков работы с информацией, содержащейся в тексте.

**Задание 1.** Read the text.

#### Russia's Foreign Trade

Foreign trade is an important part of Russia's economy. We have trade relations with a lot of countries. We are developing a free market economy now in Russia. We export and import different kinds of goods, such as machines, raw materials, manufactured goods, high technology equipment, consumer goods and foodstuffs. Russia concludes trade agreements with foreign countries, and our trade companies sign contracts for the sale and purchase of goods. Our trade contracts with foreign countries are growing from year to year.

**Задание 2.** Retell the text.

**Задание 3.** Put special questions on the dialogue.

Camp: Hallo, is that Machinoexport?

Secretary: Yes. Who is that speaking, please?

Camp: This is Camp of Roberts and Co. I'd like to speak to Mr. Bunin.

Secretary: Just a moment. I'll put you through.

Camp: Thank you.

Bunin: Bunin speaking.

Camp: Good afternoon, Mr. Bunin. I've received the final reply from our firm through Internet. We accept your offer but I'd like to clear up some points in advance. When shall we meet?

Bunin: I'll be glad to see you any time tomorrow.

Camp: Will the contract be ready by that time?

Bunin: Yes, certainly it will.

Camp: Very good. You see, I'm leaving for London on the 15th of April.

Bunin: I believe that'll be next Sunday.

Camp: Yes, quite so.

Bunin: I think we've done good business, Mr. Camp. Will you join me for dinner on Saturday?

Camp: Yes, with pleasure.

Bunin: I'll call for you at the hotel at about six then.

Camp: Thank you. Good-bye, Mr. Bunin.

Bunin: Good-bye.

**Задание 4.** Put questions on the dialogue.

**Задание 5.** Make up a text based on the answers to the questions.

**Задание 6.** Insert one of the words given in brackets.

1. Can you (to find out, to learn) when he is leaving for London? 2. I was happy (to find out, to learn) about his arrival. 3. Will you (to find out, to learn) how to do it? 4. You should (to learn, to find out) why he has done it. 5. The mother did not (to get to know, to recognize) her son whom she had not seen for twenty years. 6. When you (to learn, to get to know) these people well, you will see how good they are.

**Задание 7.** Insert one of the words given in brackets.

1. My son spends a lot of money ... books. 2. Do you know anything ... Nick? He is ... the East but I haven't heard ... him ... a long time. 3. We took a lot of pictures ... our trip. 4. What were you laughing... when I entered the room? 5. Please, find ... how long he is going to keep the book. 6. Why do you want to put ... your report... Saturday? 7. You should send these documents... signature right away.

**Задание 8.** You are a marketing specialist and you are going to do marketing research for a new product. Write at least 5 questions you will have to answer.

**Задание 9.** Match the phrases 1-5 with explanations a-e.

- 1) gain the market share
- 2) no thrills
- 3) relatively
- 4) artificially
- 5) approach

- a) not absolutely
- b) not through a natural process
- c) a method of dealing with a problem
- d) increase the number of buyers
- e) without decoration or accessories

**Задание 10.** Listen to the interview.

P = Presenter

J = James Phillips

P: Now, if like me you're already thinking about next year's holidays but you don't want to spend too much money, you've probably already visited the websites of some of the new budget airlines that have sprung up in the last few years. It's a relatively recently phenomenon but an extremely successful one. I'm sure you've all heard of people getting flights to fabulous destinations for as little as £10. It almost seems too good to be true. I'm joined in the studio by James Phillips of consumer group 'What?' and I hope he's going to answer the big question – just how do they make it so cheap? James.

P: But even so, even if you don't get one of the really cheap tickets, these airlines are still quite a lot cheaper than other, more established airlines.

So, there are some pitfalls to look out for but I for one am going to go straight to the internet and find myself a bargain. Now where do I want to go to this year

**Задание 11.** Answer the questions (the task is based on the previous exercise).

Do all budget airline flights cost less than £10?

When is the price the highest?

When is the price lowest?

**Задание 12.** Which of the following factors are mentioned as factors reducing the price?

1. They use cheaper and smaller airplanes.
2. They choose cheap airports.
3. They make more flights a day.
4. They don't spend money on advertising.
5. Passengers have to pay for the food on their flights.
6. They sell electronic tickets.

**Задание 13.** Match the words and the definitions a-h.

- 1) upmarket
- 2) a mission
- 3) an initiative
- 4) a segment
- 5) an audience
- 6) a profile
- 7) to determine
- 8) to monitor
- 9) to eliminate

- a) a part or section
- b) a group of interested people
- c) an important new plan with a particular aim
- d) an assignment or task
- e) to find out / to discover
- f) to remove / to take out
- g) to check at regular intervals

- h) expensive and of superior quality
- i) a description of the characteristics of someone or something

**Задание 14.** What corresponds to the following definitions?

1. Many different types of consumer who buy the same product. \_\_\_\_\_
2. Conclusions people reach about which products to purchase. \_\_\_\_\_
3. An informal discussion group used for market research. \_\_\_\_\_
4. A shared characteristic. \_\_\_\_\_
5. A method of evaluation. \_\_\_\_\_
6. Promotion of goods or services for sale through mass media. \_\_\_\_\_

**Задание 15.** Choose the best word to complete each sentence.

1. Good selling is all about \_\_\_\_\_ (friendship/ relationship/ connection) building.
2. Your product or service should be \_\_\_\_\_ (adaptable/ changeable/ variable) to meet the needs of each customer.
3. The sales manager and the customer have an intense \_\_\_\_\_ (conversation/ negotiation/discussion) to agree on the details of the contract.
4. We always aim to give a long-term \_\_\_\_\_ (promise/ decision/ commitment) to every customer.

**Задание 16.** Use the given words to fill the blanks in the dialogue.

*Advantage*

*Long-term contract*

*To be worth*

*Promising*

- Do you know anything about a \_\_\_\_\_ to build a high-speed railway between Moscow and St. Petersburg?
- Yes, certainly. This project \_\_\_\_\_ discussing.
- What \_\_\_\_\_ do you see in it?
- I suppose many countries are interested in this project. It is \_\_\_\_\_.
- Well, soon you'll get to Moscow in 2 hours.

**Задание 17.** Use the given words to fill the blanks in the dialogue.

*To be in demand*

*To put a new product on the market*

*To produce*

*Top quality goods*

- Hi, Henry, how's life?
- OK, thank you. I hear your firm \_\_\_\_\_ sportswear?
- Yes, good sportswear \_\_\_\_\_ now and we \_\_\_\_\_ only \_\_\_\_\_.
- Are you planning to \_\_\_\_\_?
- Possibly.

**Задание 18.** Use the given words to fill the blanks in the dialogue.

*To compete*

*To be in the same line of business*

*to produce*

*To specialize in*

- Everybody knows that “Puma”, “Adidas” and “Nike” \_\_\_\_\_ sportswear which can \_\_\_\_\_ on the world market.
- \_\_\_\_\_ your firm \_\_\_\_\_?
- Yes, we \_\_\_\_\_ goods for children

**Задание 19.** Use the given words to fill the blanks in the dialogue.

*Enterprise*

*To run business*

*To meet troubles*

*To compete*

- Does your family help you to \_\_\_\_\_ your \_\_\_\_\_?
- Certainly, my father is a senior manager.
- Is your business \_\_\_\_\_ large?
- Rather.
- Do you \_\_\_\_\_ any \_\_\_\_\_?
- You see, to \_\_\_\_\_ with world-famous firms is a real struggle.

**Задание 20.** Use the given words to fill the blanks in the dialogue.

*The terms and conditions*

*To sign*

*Promising*

- Mr. Jones, let’s discuss \_\_\_\_\_ of our new contract.
- With pleasure. I find it very \_\_\_\_\_.
- Shall we \_\_\_\_\_ it tonight?
- All right!

## Тема 16. Продвижение товара. Promotion of goods.

**Литература: О-1, Д-3**

**Вопросы для самопроверки:**

1. Развитие навыков работы с текстом.
2. Презентация лексических единиц по теме.
3. Активизация ранее изученных лексических единиц.
4. Развитие навыков работы с информацией, содержащейся в тексте.
5. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.

**Задание 1.** Answer these questions.

1. Were any letters received from England yesterday? 2. When is the mail usually brought to your office? 3. How many times a day is the mail to be brought? 4. Is the mail brought on Sundays? 5. What countries is your equipment exported to? 6. Were a lot of goods exported by your company last year? 7. In what case is a discount given? 8. Can any ready-made clothes be bought in this shop?

**Задание 2.** Put questions to the words given in bold type.

1. The appointment was made **for Friday** (1). 2. **Many hotels** can be recommended for stay in our city (1). 3. **This book** can be bought **in any book-shop**. (2). 4. **Delivery dates** will be



discussed **during the preliminary talks**. (3). 5. **The remaining goods** are to be shipped **in May**. (2). 6. The offer was not accepted **because the prices were too high**. (1).

**Задание 3.** Turn these sentences into the Passive Voice.

1. Can we reserve a single room with a private bath in your hotel? 2. The receptionist asked him to fill in a form in English. 3. The secretary showed Mr. Black into the- President's private room. 4. We must settle the problem in the shortest possible time. 5. They told me they would improve their model. 6. I could not find the book anywhere. 7. They serve breakfast from eight to eleven at this hotel.

**Задание 4.** Answer these questions and sum up the answers: 1. Are any defects found during tests ? By whom are they to be eliminated ? Is another test to be made after the defects are eliminated? 2. Is the Tretjakov Gallery visited by a lot of people? Whose pictures are shown there? Can pictures from other countries be found there? What museum can they be found in? 3. Are foreign businessmen usually met at the airport? Where are they taken from the airport? Is accommodation booked for them in advance? Why is accommodation to be booked in advance?

**Задание 5.** Translate into English.

1. Эти новости очень интересные. 2. Кто оставил эти деньги? 3. «Вы получили сведения о результатах испытаний?» – «Нет еще. Мы надеемся получить их на следующей неделе». 4. Ваши советы мне всегда очень помогают. 5. Боюсь, у меня мало денег, чтобы купить хороший подарок.

**Задание 6.** Open the brackets using the verb in the correct voice and tense-form.

Mr. Nikitin came to Manchester to inspect the goods which his company were buying from a British firm. All the necessary arrangements for Comrade Nikitin's visit to the factory (to make) on Monday. As soon as Mr. Nikitin (to come) to the factory he (to take) to the shop where machines usually (to test). Only a few temperature tests (to make) that day. During the tests some defects in the motors (to find). The chief engineer (to promise) Mr. Nikitin that the insulation (to improve) and all the other defects (to eliminate) in two or three days. He also (to say) that the goods (to ship) in time. When all the necessary documents (to sign) Mr. Nikitin (to leave) Manchester for London.

**Задание 7.** Translate into English.

1. У меня очень приятная новость для вас. 2. Фирма добилась больших успехов. Сейчас ее товар пользуется большим спросом на мировом рынке. 3. У нас очень мало сведений по этому вопросу. 4. «Что вы можете сказать об его успехах?» — «Боюсь, они незначительны (небольшие)». 5. Вы всегда следуете советам друзей?

**Задание 8.** Mark the sentences as true or false.

1. All economics students are required to take this course of marketing. 2. The course lasts 5 months. \_\_\_\_\_ 3. All these aspects are studied in the course: pricing, brands and promotion, taxation, competitors, organizational learning. \_\_\_\_\_ 4. Students will have to take three tests and an exam. \_\_\_\_\_ 5. Rajidsais that the Assessments were quite easy. \_\_\_\_\_ 6. Pablo consulted his teaches through the internet. \_\_\_\_\_

**Задание 9.** Read the text and define the functions of participles.

People living in Japan have some customs different from ours. For example, we wipe our washed faces with dry towels (полотенце), they wipe their faces with wet towels. Entering houses our men take off their hats, the Japanese take off their shoes. We give presents when arriving, they leave them when departing. When in mourning (траур) we wear black, they wear

white. We frown (хмуриться) when being scolded (бранить), they smile. When we say that Japanese are strange people, they could reply, "The same to you."

**Задание 10.** Read and translate into Russian.

The student attending all lectures; using new methods; having entered the Institute; the achieved results; the plan containing many details; constructing new machines; having calculated the distance; all developed countries; the workers building a new house; achieving good results; having developed the speed of 120 km; the apple divided into three parts; the scientist using a new method; dividing the orange into three parts; having introduced new methods of work; the growing population of the country; refusing to give an explanation; receiving important information; having obtained the necessary information; having found the new way; help offered by the teacher; the lecture read by a well-known professor.

**Задание 11.** Choose the translation of words given in the brackets.

*carrying out; is carrying out; carried out; is carried out*

1. The expert (проводит) the investigation. 2. The investigation (проводимое) by the expert is important. 3. The expert (проводящий) the investigation works in our company.

**Задание 12.** Choose the translation of words given in the brackets.

*chosen choosing was chosen is choosing*

1. (Выбирая) a suitable pricing strategy is the specialists considered many important factors. 2. Pricing strategy for a new product line (была выбрана). 3. The (выбранная) pricing strategy proved to be suitable.

**Задание 13.** Choose the translation of words given in the brackets.

*increased increasing having increased increasing*

1. (Увеличивая) the price we decreased the demand for the product. 2. (Увеличив) the price we decreased the demand for the product. 3. The company (увеличивающая) the price for the product can loose the market.

**Задание 14.** Translate the sentences into Russian.

1. He heard the voices coming through the open window. 2. Waiting for him I looked through the magazines lying on the table. 3. They remained at home refusing to go anywhere that day. 4. The channel linking two seas is being built now. 5. The explanation given was not complete. 6. The results received were of great importance for further work. 7. Having passed all the examinations he left for the native town.

**Задание 15.** Translate the sentences into Russian.

1. Having been shown the way I could find his house easily. 2. Having waited for him for half an hour they went home. 3. When studying elements Mendeleev found that they could be divided into nine groups. 4. When burnt, coal produces heat. 5. When reconstructed, the theatre looked more beautiful than before. 6. Being built in a new way modern houses have better facilities.

**Задание 16.** Translate the following sentences into Russian, pay attention to participial constructions.

1. In East-European countries consumers couldn't get goods, and factories couldn't buy inputs at prices held low by governments. 2. Governments intervene in economies controlling the supply of money, limiting monopolies and helping private industries. 3. An improvement in technology will increase the supply of a good, increasing the quantity supplied at each possible price. 4. Governments regulate economic activities imposing some restrictions. 5. The

governments can influence for whom goods are produced, taking income away from some people and giving it to others.

**Задание 17.** Translate the following sentences into Russian, pay attention to participial constructions.

1. The high price for a good is the market mechanism telling suppliers it is now time to increase production. 2. The developing countries hope that the industrial countries will raise imports from the less developed countries imposing tariffs on imports from other industrial countries. 3. Income is money of all kinds coming in regularly to a person, family or organization. 4. Active money is money going from man to man and used by the people in buying and selling goods and services. 5. Reducing our imports, we decrease the exports of others. 6. At prices above equilibrium we have a situation known as excess supply, or surplus.

**Задание 18.** Define the function of *-ing* form in the sentence (subject or object); translate the sentences.

1. Applying the method will give the results desired. Applying the method the technologists will get the results desired. 2. Dividing a unit of distance by a unit of time we get a unit of speed. Dividing a unit of distance by a unit of time gives a unit of speed. 3. Producing power is dependent mainly on the fuel and machinery available. Producing electricity by means of generators we get rather low efficiency.

**Задание 19.** Define the *-ing* form in the following sentences.

1. Without shaking hands, they parted warmly. 2. The crying child was comforted by his nurse. 3. I said that I had the pleasure of seeing an old school fellow there. 4. I didn't know how to prevent myself from turning round and screaming to him to stop. 5. Giving advice is not my cup of tea. 6. She went on working for a time. 7. "Forgive me for keeping you waiting," he said, looking a little surprised. 8. In spite of being ill he went out.

**Задание 20.** Define the *-ing* form in the following sentences.

1. Do you mind my writing with your pen? 2. I have no objection to your criticizing me? 3. Running water is always better than standing water. 4. Never jump off a moving train. 5. Returning home after a good holiday is always pleasant. 6. Returning home after a good holiday he looked the picture of health. 7. They went home quickly, protecting themselves from the rain by walking under the trees. 8. In this factory much attention is paid to protecting the health of the workers.

Тема 17. Покупка и продажа. *Buying and selling*.

**Литература:** О-1, Д-3

**Вопросы для самопроверки:**

1. Замена придаточных определительных предложений причастным оборотом.
2. Перевод предложений на английский язык
3. Чтение диалога и правильный перевод предложений.
4. Построение предложения с использованием абсолютной формы притяжательных местоимений.
5. Структура и образец письма-предложения, клише и выражения для оформления предложений, ответы на предложения.

**Задание 1.** Retell the text.

McArthur Glen Designer Outlet, York. This vast site a couple of miles south of the city center was a hospital, PoW camp, and asylum. Today it's a sleek shopping center with 110 stores

on two floors with all the big fashion guns: Armani, Ted Baker, Cerruti, Joseph, Ralph Lauren and Paul Smith.

I found Margaret Howell women's knitwear at \$30 and coats down from \$1,275 to \$575. All Timberland stock was reduced by 40 per cents, Calvin Klein jeans were under \$25, and tops under \$10. My best deal was at Armani, where I found a snakeskin leather purse down from \$175 to \$35!

**Open:** Mon-Wed 10 a.m. – 6 p.m.,  
Thurs: 10 a.m.-8 p.m.,  
Fri-Sat: 10 a.m.-6 p.m.,  
Sun: 11 a.m.-5 p.m.

**Getting there:** By road, it's at the junction of A19/A64. A bus runs every half hour from York station.

**What else to see:** The National Railways Museum, Leeman Road.

**Задание 2.** Characterize the items to sell.

**Задание 3.** Retell the text.

Clarks Village, Farm Road, Street, Somerset. A shopping village of 80 stores, with a stately home, village green and leafy avenues of bargain boutiques. Calvin Klein vests were down from \$20 to \$4.99, and a Lejaby brassiere (red velvet!) was \$14.99 instead of \$37.

M&S had unmatching bikini tops and bottoms for 41, and men's shirts at a fiver. At Clark's shoes you could buy two pairs for \$40 and at Jaeger women's tops were \$20, down from \$160.

**Open:** Mon-Sat 9 a.m.-6 p.m. (Thurs 8 p.m.),  
Sun 10 a.m.-5 p.m.

**Getting there:** West at junction 23 on the M5 south of Bristol and then 12 miles on the A39.

**What else to see:** Wookey Hole Caves, near Wells.

**Задание 4.** Characterize the items to sell.

**Задание 5.** Retell the text.

Royal Quays, Coble Dean, North Shields. Next door to the International Ferry Terminal, a short drive from Newcastle, this spacious mall is the bargain sportswear center of the Northeast. You'll find more than 50 stores, selling Puma, Reebok, Wrangler, Ben Sherman, Nike, and CAT where I found trendy grungy "engineers" boots down to \$55. Also on sale: accessories such as Remington hair dryers for \$10 (two thirds off), make-up from 50p in the Body Shop, and Black & Decker strummers for \$20 instead of \$30.

**Open:** Mon-Sat 10 a.m. – 6 p.m. (Thur 8 p.m.),  
Sun 11 a.m. – 5 p.m.

**Getting there:** By road, Junction 65 from A1, on to A194(M) and A19. Just north of Tyne Tunnel, follow A187 towards Whitley Bay. Otherwise A1058 from Newcastle. By train, from Newcastle Central Station take the Metro (about 20 mins) directly to Royal Quays.

**What else to see:** The Beamish Museum, a snapshot of life in the northeast before the First World War. Winter tickets \$4.

**Задание 6.** Characterize the items to sell.

**Задание 7.** Retell the text.

DWS Designer Warehouse Sales, 45 Balfe Street, London №1. Looking and feeling like a warehouse nightclub, the monthly DWS high fashion outlet sales have been described by a London listings magazine as one of the 10 best reasons for living in the capital.

The staffs are friendly, once they've taken away your bags and stripped you down to one layer of clothing to avoid shoplifting. No food and no parking, just the best in street fashion with 60 per cent reductions.

Bargains included a D&G coat reduced from \$1,600 to \$399, an OrlaKiely jumper down from \$270 to \$90. Entrance \$2. Phone or go online for sale dates – next women's February 6-8, men's February 13-15.

**Getting there:** Turn left outside King's Cross Station (main line/underground) and it's the first left off the Caledonian Road.

**What else to see:** The British Museum, Great Russell St.

**Задание 8.** Characterize the items to sell.

**Задание 9.** Choose the correct word.

1. Grandma Moses (Anna Mary Robertson) \_\_\_\_\_ as one of America's greatest primitive artists.  
a. is thought of    b. is thought
2. The first census \_\_\_\_\_ during Roman times for the purpose of taxation.  
a. was carried out    b. was carried away
3. Most of what the professor said in his lecture \_\_\_\_\_ .  
a. was put down    b. was put
4. Peter \_\_\_\_\_ by his uncle and aunt when he stayed in America.  
a. was looked after    b. was looked at
5. Pamela's proposed changes in the project \_\_\_\_\_ by the Steering Committee.  
a. were approved after    b. were approved of

**Задание 10.** Fill in the gaps with the correct words.

1. The famous composer \_\_\_\_\_ for nearly twelve hours.  
a. was operated on    b. was being operated
2. I \_\_\_\_\_ buying a Harley Davidson by my friend.  
a. was talked into    b. was talked
3. These comfortable loafers are made \_\_\_\_\_ .  
a. by hand    b. with hand
4. It was strange the address on the envelope was written \_\_\_\_\_ .  
a. in pencil    b. by pencil
5. This material can't be cut \_\_\_\_\_ .  
a. with scissors    b. by scissors

**Задание 11.** Open the brackets using the verbs in the correct form of the passive

#### A REPORT

This report (produce) *has been produced* at the request of the Hotel and Catering Association. The survey on which the report \_\_\_\_\_ (1 – base) was carried out between March 25 and March 30, 1999. Twenty hotel managers \_\_\_\_\_ (2 – interview) for the purposes of this report. The majority of the hotels which \_\_\_\_\_ (3 – visit) (all in the Brighton area) \_\_\_\_\_ (4 – build) in the last twenty years and \_\_\_\_\_ (5 – design) to meet the needs of the modern tourists. One hotel which \_\_\_\_\_ (6 – consider) unacceptable by the Association \_\_\_\_\_ (7 – close) at the end of the tourist season

**Задание 12.** Choose the correct variant.

1. The Marconi family \_\_\_\_\_ to the United States thirty years ago.  
a. has come    b. come    c. came
2. I'm sorry. I \_\_\_\_\_ my homework yet.  
a. hadn't finished    b. didn't finish    c. haven't finished

3. The town \_\_\_\_\_ two big snowstorms before Christmas last year.  
 a. has had    b. had had    c. was having
4. My father \_\_\_\_\_ for a long time.  
 a. was smoking    b. is smoking    c. has smoked
5. Oh, no! It \_\_\_\_\_ to rain and my clothes are on this line.  
 a. is starting    b. starts    c. will start

**Задание 13.** Choose the correct variant.

1. Kay and her boyfriend have been dating \_\_\_\_\_ four years.  
 a. through    b. since    c. for
2. I thought I would get to the restaurant first, but Jim \_\_\_\_\_ before me.  
 a. had arrived    b. has arrived    c. arrived
3. We \_\_\_\_\_ the rest of the souvenirs by tomorrow.  
 a. will sell    b. have sold    c. will have sold
4. I \_\_\_\_\_ reading this book.  
 a. had finally finished    b. have finally finished    c. will have finally finished
5. The swimmers haven't completed the race \_\_\_\_\_ .  
 a. still    b. already    c. yet

**Задание 14.** Choose the correct variant.

- How long have you been with the company?  
 – I \_\_\_\_\_ there for two years by January.  
 a. will work    b. was working    c. will have worked
7. – When are you planning to send the memo to the staff?  
 – I \_\_\_\_\_ it already.  
 a. send    b. had sent    c. have sent
8. – Betty told me that you have a cottage on Lake Superior.  
 – Yes, we \_\_\_\_\_ there since we first moved to Michigan.  
 a. have been going    b. are going    c. had been going
9. – Can I come by for my check tomorrow?  
 – Yes, by then I \_\_\_\_\_ time to go to the bank.  
 a. will have had    b. had    c. have
10. – Where are Ken and Margaret?  
 – They were hungry, so they \_\_\_\_\_ to the grocery store.  
 a. had gone    b. went    c. were gone

**Задание 15.** Open the brackets using the verbs in the correct form of the passive.

Some of the older hotels \_\_\_\_\_ (1 – renovate) recently and also meet the highest standards. This \_\_\_\_\_ (2 – show) by the fact that all the hotels \_\_\_\_\_ (3 – equip) with modern facilities, from swimming pools to satellite TV. In addition, the usual services \_\_\_\_\_ (4 – provide) (room service, laundry service) and the restaurant and bar service \_\_\_\_\_ (5 – consider) satisfactory in most cases. Most of the hotel staff who \_\_\_\_\_ (6 – interview) were highly qualified or experienced. Seventy five percent of the hotels in this report \_\_\_\_\_ (7 – award) a three or four star rating by the tourist board.

**Задание 16.** Choose the correct tense form.

1. A fire protection device \_\_\_\_\_ a mechanism that reacts to smoke and heat.  
 a. has    b. is having    c. has had
2. It was after the Civil War ended that an assassin named John Wilkes Booth \_\_\_\_\_ Abraham Lincoln.  
 a. has killed    b. had killed    c. killed
3. Millions of people \_\_\_\_\_ Disney World in Orlando, Florida, since it opened.

- a. had been visiting    b. have visited    c. will have visited
4. Gertrude Stein, a well-known American novelist, was born in 1874 and \_\_\_\_\_ in 1946.  
a. had died    b. died    c. has died
5. Harry S. Truman assumed the presidency of the USA after F.D. Roosevelt \_\_\_\_\_ in office.  
a. dies    b. has died    c. died

**Задание 17.** Choose the correct variant.

1. All I had for lunch was \_\_\_\_\_ of crisps.  
a. a package    b. a packet    c. a packing
2. Neither Simon nor Sally \_\_\_\_\_ Spanish yet.  
a. speak    b. speaks    c. don't speak
3. Both Latvia and Lithuania \_\_\_\_\_ members of the European Union.  
a. is    b. are    c. are not
4. I don't feel \_\_\_\_\_ for a stroll in such rainy weather.  
a. like going    b. as going    c. like to go
5. The main \_\_\_\_\_ on the agenda is the pay-roll dispute.  
a. place    b. piece    c. item

**Задание 18.** Choose the correct variant.

1. We are doing \_\_\_\_\_ on the Queen's visit to China for the evening news.  
a. a point    b. a piece    c. an item
2. \_\_\_\_\_ labour is a job which involves physical work using one's hands.  
a. hand    b. manual    c. arms'
3. Children under 12 must be \_\_\_\_\_ by an adult.  
a. followed    b. seen off    c. accompanied
4. Don't worry, Mrs. Parker, it will all become clear \_\_\_\_\_ of time.  
a. at the course    b. in the course    c. in a course
5. They do \_\_\_\_\_ lunch for £ 5.  
a. two-course    b. a two-course    c. two-course's

**Задание 19.** Choose the correct variant.

1. He spoke with considerable \_\_\_\_\_ about the importance of art and literature.  
a. passionate    b. passion    c. fit of passion
2. You can \_\_\_\_\_ your English by reading and listening to the tapes.  
a. improvise    b. improve    c. excel
3. There has been a big \_\_\_\_\_ in the children's behaviour.  
a. improve    b. improving    c. improvement
4. The chief engineer described the process of producing this new material \_\_\_\_\_.  
a. detail    b. in detail    c. in details
5. The tickets for the performance are \_\_\_\_\_ from the box office.  
a. found    b. acceptable    c. available

**Задание 20.** Choose the correct variant.

1. Helen \_\_\_\_\_ to have a Halloween party at her house this year.  
a. suggested    b. volunteered    c. offered
2. The eruption of this volcano \_\_\_\_\_ states as far away as Montana with a fine layer of ash.  
a. covered    b. put    c. protected
3. Was there anything \_\_\_\_\_ that you wanted to talk about?  
a. particularly    b. in particular    c. of particular
4. The \_\_\_\_\_ rehearsal of the closing ceremony of World Youth Festival in Moscow attracted a lot of spectators.  
a. final    b. general    c. dress

5. The drug is effective against \_\_\_\_\_ of bacteria.  
a. a range    b. a row    c. an amount

## Тема 18. Заключение контракта. Making a contract.

### Литература: О-1, Д-3

#### Вопросы для самопроверки:

1. Чтение диалога с акцентом на вводную беседу (smalltalk).
2. Развитие речевых навыков: обоснование согласия и несогласия по данным утверждениям.
3. Построение диалога. Обсуждение цены и возможной скидки.
4. Пересказ текста.
5. Подготовка сообщения по теме

#### Задание 1. Translate into Russian.

1. The market is in equilibrium when the price regulates the quantity supplied by producers and the quantity demanded by consumers. 2. Economic environment is determined by the economic policies of the government, fiscal and monetary policies being the major factors. 3. It is useful to consider a simplified model, and by making modifications to the model we can approach the more realistic situation. 4. Government regulates demand and supply, imposing ceiling prices and floor prices and adding its own demand to the demand of the private sector. 5. They know that being so expensive will be seen by customers as a mark of quality.

#### Задание 2. Translate from English into Russian.

1. Who was Obama's main rival in the presidential elections? 2. IBM and Apple are major rival companies in the computer industry. 3. The computer has made a great impact on modern life. 4. This costs will impact our profit. 5. The First World War was a key catalyst for social changes in Europe. 6. This catalyst quickens the reaction. 7. There is restriction on sales of weapon. 8. Speed restrictions in our country is 90 km per hour.

#### Задание 3. Read the text and answer the questions.

##### ALLANBY CONSULTING INTERNAL REPORT

John O'Neill, a global economist at Goldman Sachs London, recently produced a report on the economic outlook of what he termed the 'BRIC countries' – Brazil, Russia, India and China. Allanby Consulting decided to produce this confidential in-house report on the economic future of these four countries. All four countries are set for dramatic economic growth that will lead to considerable redistribution of the world's wealth. This report considers some of the issues that may threaten this development.

#### Задание 4. After reading the text answer the questions.

What is the subject of the report?

Why are Brazil, Russia India and China joined in one group?

Why is the report urgent?

#### Задание 5. Read the text.

The World Trade Organization officially came into being in 1995, but its roots go back much further – as far back as the Great Depression of 1929. This worldwide disaster for industry and agriculture made tens of millions unemployed. As a desperate attempt to protect their economies, many countries raised tariffs on imports by as much as 60%. This in turn had a devastating effect on world trade and contributed to the political climate that would eventually



lead to the outbreak of the Second World War. After the war, in 1947, the first international trade talks took place in Geneva. Their aim was to ensure the trade crisis of the 1930s would never be repeated. Out of these talks came the General Agreement on Tariffs and Trade (GATT). Fifty years later, in 1995, the WTO was created as the official organization for international trade.

**Задание 6.** Give a headline to the text.

**Задание 7.** Retell the text.

**Задание 8.** Put questions on the text.

**Задание 9.** Make up a dialogue based on the answers to the questions.

**Задание 10.** Read the text.

The WTO's headquarters are in Geneva, and from here the Secretariat provides administrative and technical support, but does not take key decisions. These are taken only at a collective meeting of member countries known as the Ministerial Conference, which takes place every two years. Trade issues are discussed and decisions are taken democratically. Trade disputes between nations can be settled by a process of consultation, with the WTO acting as a neutral go-between and, in some cases, using a panel of experts to come to a conclusion. The organization has dealt with about 300 such cases since 1995.

**Задание 11.** Give a headline to the text.

**Задание 12.** Retell the text.

**Задание 13.** Put questions on the text.

**Задание 14.** Make up a dialogue based on the answers to the questions.

**Задание 15.** Read the text.

International Trade at the turn of this century was about 14 times greater than it was at the time of the first GATT talks over fifty years ago. But it's not only the volume of trade that has changed. The early GATT agreements were mainly about trade in goods, but today's agreements cover a much wider range of trade, including banking, telecommunications and travel services. The WTO also works to ensure agreements on intellectual property such as a copyright, patents and designs.

**Задание 16.** Give a headline to the text.

**Задание 17.** Retell the text.

**Задание 18.** Put questions on the text.

**Задание 19.** Make up a dialogue based on the answers to the questions.

**Задание 20.** Choose the correct variant.

1. Jules Verne's novels are exciting and full of \_\_\_\_\_ .

a. science fiction    b. adventures    c. experience

2. The exact origin of the universe remains \_\_\_\_\_ .

a. a mystery    b. a joke    c. fiction

3. In the USA there are a lot of illegal \_\_\_\_\_ from Mexico entering the country.

a. people    b. aliens    c. alien beings

4. You should take into consideration the potential \_\_\_\_\_ of the deal with Microsoft Computers Inc. for our company.

a. gains    b. proceeds    c. benefits

5. The relationship between the companies was \_\_\_\_\_ .

a. mutually benefited    b. mutually beneficial    c. both beneficial

Учебно-методические материалы для самостоятельной и аудиторной работы обучающихся из числа лиц с ограниченными возможностями здоровья и инвалидов предоставляются в формах, адаптированных к ограничениям их здоровья и восприятия информации.

Для лиц с нарушениями зрения: в форме электронного документа; в печатной форме увеличенным шрифтом.

Для лиц с нарушениями слуха и нарушениями опорно-двигательного аппарата: в форме электронного документа; в печатной форме.

#### **4.8. Материально-техническое обеспечение дисциплины**

Для реализации дисциплины «Иностранный язык» используются учебные аудитории для проведения практических занятий, оборудованные мультимедийным оборудованием и учебно-наглядными пособиями: библиотечным фондом филиала; подготовленным раздаточным материалом; электронно-библиотечной системой «Znanium.com» – режим доступа: <http://znanium.com>; научной электронной библиотекой «e-library.ru» – режим доступа; <http://elibrary.ru>; Wi-Fi; программными продуктами: операционная система Windows XP, пакет программ MicrosoftOffice 2007; мультимедийным оборудованием (проектор, ноутбук); лингафонным кабинетом; компьютерными классами с современным мультимедийным оборудованием и выходом в Интернет (скорость – 30 мегабит в секунду), а также с необходимым программным обеспечением, используемым для ведения дисциплины; для групповых и индивидуальных консультаций, текущего контроля и промежуточной аттестации, а также помещения для самостоятельной работы, оснащенные компьютерной техникой с возможностью подключения к сети Интернет и обеспечением доступа в электронную информационно-образовательную среду филиала.

Освоение дисциплины лицами с ограниченными возможностями здоровья и инвалидами осуществляется с использованием средств обучения общего и специального назначения с учетом рекомендаций медико-социальной экспертизы, программы реабилитации инвалида с учетом индивидуальных психофизических особенностей на основании заявления студента.

## V. ТЕМАТИЧЕСКИЙ ПЛАН ИЗУЧЕНИЯ ДИСЦИПЛИНЫ

Тематический план изучения дисциплины «Иностранный язык» для студентов **очной формы обучения** представляет содержание дисциплины, структурированное по темам (разделам) с указанием часов и видов занятий, контактной и самостоятельной работы, формы контроля, таблица 5.1.

Таблица 5.1

**Тематический план изучения дисциплины «Иностранный язык» для студентов очной формы обучения**

Наименование разделов и тем	Контактная работа, час									Самостоятельная работа*			Формы текущего контроля (КСР)	
	Аудиторные часы					Индивидуальная консультация, ИК	Контактная работа по промежуточной аттестации, Катг	Консультация перед экзаменом, КЭ	Контактная работа по промежуточной аттестации в период экз. сессии, Катгэкз					
	лекции	практические занятия	лабораторные работы	всего	в т.ч. интерактивные формы / часы									
					лекции	практические занятия				формы	в семестре, час	контроль/СР в сессию		
<i><b>Семестр 1. Раздел I. Работа, образование, отдых. Work, education, spare time.</b></i>														
Тема 1. Изучение иностранных языков. Learning foreign languages		14		14		<i>Д, 2</i>					<i>Лит., П.з</i>	10		<i>Т УОТ</i>
Тема 2. Образование. Education		14		14		<i>ПИ, 2</i>					<i>Лит., П.з</i>	10		<i>УОТ</i>
Тема 3. Планирование дня. Planning activities		14		14		<i>КС, 4</i>					<i>Лит., П.з</i>	10		<i>УОТ</i>
<b>Итого за семестр:</b>				<b>42</b>		<b>8</b>		<b>0,25</b>				<b>29,75</b>		
<i><b>Зачет</b></i>														

<i>Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.</i>														
Тема 4 В офисе. At the office		14		14		КС, 2					Лит., П.з	10		УОТ
Тема 5. Карьера. The career ladder		14		14		КС, 2					Лит., П.з	10		УОТ
Тема 6. Процедура трудоустройства. Getting a job		14		14		Д, 4					Лит., П.з	10		УОТ
<b>Итого за семестр:</b>				<b>42</b>		<b>8</b>						<b>29,75</b>		
<b>Зачет с оценкой</b>														
<i>Семестр 3. Раздел 3. Деловые контакты. Business contacts.</i>														
Тема 7. Установление деловых контактов. Establishing business contacts		14		14		Д, 2					Лит., П.з	10		УОТ
Тема 8. Выставки и ярмарки. Exhibitions and fairs		14		14		ПР, 4					Лит., П.з	10		УОТ
Тема 9. Деловые переговоры. Business talks		14		14		КС, 2					Лит., П.з	9,75		УОТ
<b>Итого за семестр:</b>				<b>42</b>		<b>8</b>						<b>29,75</b>		
<b>Зачет</b>														
<i>Семестр 4. Раздел 4. Деловая поездка. A business trip.</i>														
Тема 10. Организация деловой поездки. Arranging a business trip		14		14		Д, РИ, 2					Лит., П.з	10		УОТ
Тема 11. Прибытие. Отъезд. Arrival. Departure		14		14		РИ, КС, 4					Лит., П.з	10		УОТ
Тема 12. Поездка на предприятие.		14		14		КС, 2					Лит., П.з	10		УОТ

Visiting a factory.														
<b>Итого за семестр:</b>			42		8			2	0,35		30			
<b>Экзамен</b>												33,65		
<b>Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.</b>														
Тема 13. Организация производства товара. Producing goods		14		14		<i>ПИ, 2</i>					<i>Лит., П.з.</i>	10	<i>УОТ</i>	
Тема 14. Управление производством. Controlling business		14		14		<i>ПИ, 4</i>					<i>Лит., П.з.</i>	9,75	<i>УОТ</i>	
Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade		14		14		<i>КС, 2</i>					<i>Лит., П.з.</i>	10	<i>УОТ</i>	
<b>Итого за семестр:</b>			42		8			0,25				29,75		
<b>Зачет</b>														
<b>Семестр 6</b>														
Тема 16. Продвижение товара. Promotion of goods		14		14		<i>ПИ, 2</i>					<i>Лит., П.з.</i>	10	<i>УОТ</i>	
Тема 17. Покупка и продажа. Buying and selling		14		14		<i>КС, 4</i>					<i>Лит., П.з.</i>	10	<i>УОТ</i>	
Тема 18. Заключение контракта. Making a contract		14		14		<i>ПИ, 2</i>					<i>Лит.</i>	10	<i>УОТ, Т</i>	
<b>Итого за семестр:</b>			42		8			2	0,35			30		
<b>Экзамен</b>													33,65	
<b>Всего по дисциплине</b>			252		48			1,0	4	0,7		179	67,3	504

Тематический план изучения дисциплины «Иностранный язык» для студентов **заочной формы обучения** представляет содержание учебной дисциплины, структурированное по темам (разделам) с указанием часов и видов занятий, контактной и самостоятельной работы, формы контроля, **таблица 5.2.**

Таблица 5.2. Тематический план изучения дисциплины «Иностранный язык» для студентов заочной формы обучения

Наименование разделов и тем	Контактная работа, час									Самостоятельная работа*			Формы текущего контроля (КСР)	
	Аудиторные часы					Индивидуальная консультация, ИК	Контактная работа по промежуточной аттестации, Катт	Консультация перед экзаменом, КЭ	Контактная работа по промежуточной аттестации в период экз. сессии, Каттэкз					
	лекции	практические занятия	лабораторные работы	всего	в т.ч. интерактивные формы / часы					лекции	практические занятия			
<b>Семестр 1. Раздел 1. Работа, образование, отдых. Work, education, spare time.</b>														
Тема 1. Изучение иностранных языков. Learning foreign languages		1		1		<i>Д, 1</i>					<i>Лит., П.з</i>	30		<i>УОТ</i>
Тема 2. Образование. Education		1		1		<i>РИ, -</i>					<i>Лит., П.з</i>	30		<i>УОТ</i>
Тема 3. Планирование дня. Planning activities		2		2		<i>КС, 1</i>					<i>Лит., П.з</i>	28		<i>УОТ</i>
<b>Итого за семестр:</b>		<b>4</b>		<b>4</b>		<b>2</b>		<b>0,25</b>				<b>88</b>		
<b>Зачет</b>													<b>3,75</b>	
<b>Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.</b>														
Тема 4. В офисе. At the office		1		1		<i>КС, -</i>					<i>Лит., П.з</i>	30		<i>УОТ</i>
Тема 5. Карьера.		1		1		<i>КС, -</i>					<i>Лит.,</i>	30		<i>УОТ</i>

The career ladder										<i>П.з</i>			
Тема 6. Процедура трудоустройства. Getting a job		2		2		<i>Д, 2</i>				<i>Лит., П.з</i>	26		<i>УОТ</i>
<b>Итого за семестр:</b>		<b>4</b>		<b>4</b>		<b>2</b>			<b>0,25</b>		<b>76</b>		
<b>Зачет с оценкой</b>												<b>3,75</b>	
<i>Семестр 3. Раздел 3. Деловые контакты. Business contacts.</i>													
Тема 7. Установление деловых контактов. Establishing business contacts		1		1		<i>Д, -</i>				<i>Лит., П.з</i>	29		УОТ
Тема 8. Выставки и ярмарки. Exhibitions and fairs		1		1		<i>П, 2</i>				<i>Лит., П.з</i>	29		УОТ
Тема 9. Деловые переговоры. Business talks		2		2		<i>КС, -</i>				<i>Лит., П.з</i>	30		УОТ
<b>Итого за семестр:</b>		<b>4</b>		<b>4</b>		<b>2</b>			<b>0,25</b>		<b>88</b>		
<b>Зачет</b>												<b>3,75</b>	
<i>Семестр 4. Раздел 4. Деловая поездка. A business trip.</i>													
Тема 10. Организация деловой поездки. Arranging a business trip		1		1		<i>Д,2</i>				<i>Лит., П.з</i>	24		УОТ
Тема 11. Прибытие. Отъезд. Arrival. Departure		1		1		<i>РИ, КС, -</i>				<i>Лит., П.з</i>	24		УОТ
Тема 12. Поездка на предприятие. Visiting a factory.		2		2		<i>КС, -</i>				<i>Лит., П.з</i>	23		УОТ
<b>Итого за семестр:</b>		<b>4</b>		<b>4</b>		<b>2</b>			<b>2</b>	<b>0,35</b>	<b>71</b>		
<b>Экзамен</b>												<b>6,65</b>	
<i>Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.</i>													

Тема 13. Controlling business		1		1		<i>РИ, 2</i>					<i>Лит., П.з.</i>	45		<i>УОТ</i>
Тема 14. Promotion of goods		1		1		<i>РИ</i>					<i>Лит., П.з.</i>	45		<i>УОТ</i>
Тема 15. Making a contract		2		2		<i>РИ, 2</i>					<i>Лит., П.з.</i>	41		<i>УОТ, Т</i>
<b>Итого за семестр:</b>		<b>4</b>		<b>4</b>		<b>2</b>			<b>2</b>	<b>0,35</b>		<b>131</b>		
<i>Экзамен</i>													<b>6,65</b>	
<b>Всего по дисциплине</b>				<b>20</b>		<b>10</b>		<b>0,75</b>	<b>4,0</b>	<b>0,7</b>		<b>454</b>	<b>24,55</b>	<b>504</b>

Тематический план изучения дисциплины «Иностранный язык» для студентов **очно-заочной формы обучения** представляет содержание учебной дисциплины, структурированное по темам (разделам) с указанием часов и видов занятий, контактной и самостоятельной работы, формы контроля, **таблица 5.3.**

Таблица 5.3. Тематический план изучения дисциплины «Иностранный язык» для студентов очно-заочной формы обучения

Наименование разделов и тем	Контактная работа, час										Самостоятельная работа*			Формы текущего контроля (КСР)
	Аудиторные часы					Индивидуальная консультация, ИК	Контактная работа по промежуточной аттестации, Катт	Консультация перед экзаменом, КЭ	Контактная работа по промежуточной аттестации в период экз. сессии, Каттэкз					
	лекции	практические занятия	лабораторные работы	всего	в т.ч. интерактивные формы /часы					лекции	практические занятия			
<i>Семестр 1. Раздел I. Работа, образование, отдых. Work, education, spare time.</i>														
Тема 1. Изучение иностранных языков. Learning foreign languages		8		8		<i>Д, 2</i>					<i>Лит., П.з.</i>	15		<i>Т УОТ</i>
Тема 2.		8		8		<i>РИ, 2</i>					<i>Лит.,</i>	15,75		<i>УОТ</i>



Образование. Education											<i>П.з</i>			
Тема 3. Планирование дня. Planning activities		10		10		<i>КС, 2</i>					<i>Лит., П.з</i>	15		<i>УОТ</i>
<b>Итого за семестр:</b>				<b>26</b>		<b>6</b>						<b>45,75</b>		
<i>Зачет</i>														
<i>Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.</i>														
Тема 4 В офисе. At the office		8		8		<i>КС</i>					<i>Лит., П.з</i>	15,25		<i>УОТ</i>
Тема 5. Карьера. The career ladder		8		8		<i>КС</i>					<i>Лит., П.з</i>	15,25		<i>УОТ</i>
Тема 6. Процедура трудоустройства. Getting a job		10		10		<i>Д</i>					<i>Лит., П.з</i>	15,25		<i>УОТ</i>
<b>Итого за семестр:</b>				<b>26</b>								<b>45,75</b>		
<i>Зачет с оценкой</i>														
<i>Семестр 3. Раздел 3. Деловые контакты. Business contacts.</i>														
Тема 7. Установление деловых контактов. Establishing business contacts		10		10		<i>Д, 2</i>					<i>Лит., П.з</i>	14		<i>УОТ</i>
Тема 8. Выставки и ярмарки. Exhibitions and fairs		8		8		<i>П</i>					<i>Лит., П.з</i>	14		<i>УОТ</i>
Тема 9. Деловые переговоры. Business talks		10		10		<i>КС, 2</i>					<i>Лит., П.з</i>	15,75		<i>УОТ</i>
<b>Итого за семестр:</b>				<b>28</b>		<b>4</b>						<b>43,75</b>		
<i>Зачет</i>														
<i>Семестр 4. Раздел 4. Деловая поездка. A business trip.</i>														
Тема 10. Организация		9		9		<i>Д, РИ, 2</i>					<i>Лит., П.з</i>	14		<i>УОТ</i>

деловой поездки. Arranging a business trip													
Тема 11. Прибытие. Отъезд. Arrival. Departure		9		9		Д, 4					<i>Лит., П.з</i>	15	УОТ
Тема 12. Поездка на предприятие. Visiting a factory.		10		10		КС, 2					<i>Лит., П.з</i>	15	УОТ
<b>Итого за семестр:</b>				<b>28</b>		<b>8</b>			<b>2</b>	<b>0,35</b>		<b>44</b>	
<i>Экзамен</i>													<b>33,65</b>
<b><i>Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.</i></b>													
Тема 13. Организация производства товара. Producing goods		9		9		<i>ПИ, 2</i>					<i>Лит., П.з.</i>	14	<i>УОТ</i>
Тема 14. Управление производством. Controlling business		9		9		<i>ПИ</i>					<i>Лит., П.з.</i>	14	<i>УОТ</i>
Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade		10		10		<i>КС, 2</i>					<i>Лит., П.з.</i>	15,75	<i>УОТ</i>
<b>Итого за семестр:</b>				<b>28</b>		<b>4</b>			<b>0,25</b>			<b>43,75</b>	
<i>Зачет</i>													
<b><i>Семестр 6</i></b>													
Тема 16. Продвижение товара. Promotion of goods		9		9		<i>ПИ, 2</i>					<i>Лит., П.з</i>	14	<i>УОТ</i>
Тема 17. Покупка и продажа. Buying and selling		9		9		<i>КС, 4</i>					<i>Лит., П.з</i>	15	<i>УОТ</i>

Тема 18. Заключение контракта. Making a contract		10		10		<i>РИ, 2</i>					<i>Лит.</i>	15		<i>УОТ, Т</i>
<b>Итого за семестр:</b>				<b>28</b>		<b>8</b>			<b>2</b>	<b>0,35</b>		<b>44</b>		
<i>Экзамен</i>													<b>33,65</b>	
<b>Всего по дисциплине</b>				<b>164</b>				<b>1</b>	<b>4</b>	<b>0,7</b>		<b>267</b>	<b>67,3</b>	<b>504</b>

\*Формы самостоятельной работы студентов по дисциплине «Иностранный язык» определены в Методическом пособии по организации самостоятельной работы студентов и проведению практических занятий с применением инновационных методов обучения по дисциплине «Иностранный язык (английский)», предназначенном для студентов всех направлений и всех профилей очной, заочной и очно-заочной форм обучения.

Сокращения, используемые в Тематическом плане изучения дисциплины в таблицах 5.1, 5.2, 5.3, представлены в таблице 5.4.

Таблица 5.4

<b>Сокращение</b>	<b>Вид работы</b>
1. Лит.	Работа с литературой
2. УОТ	Устный опрос по теме
3. Д	Дискуссия
4. Т	Тестирование (диагностическое, текущее, рубежное, итоговое)
5. КС	Кейс-стади
6. РИ	Ролевая игра
7. ПР	Презентация
8. ПЗ	Выполнение письменной домашней работы

## VI. ФОНД ОЦЕНОЧНЫХ СРЕДСТВ

Фонд оценочных средств по дисциплине «Иностранный язык» разработаны в соответствии с требованиями Положения «О фонде оценочных средств в ФГБОУ ВО «РЭУ им. Г.В. Плеханова». Оценочные средства хранятся на кафедре, обеспечивающей преподавание данной дисциплины.

Планируемые результаты обучения студентов по дисциплине «Иностранный язык» представлены в разделе II «Содержание программы учебной дисциплины».

Типовые контрольные задания по дисциплине «Иностранный язык», необходимые для оценки знаний, умений, навыков и (или) опыта деятельности приведены ниже.

### **6.1. Диагностическое тестирование входного контроля уровня подготовки обучающихся или уровня профессиональной подготовки обучающихся в процессе изучения смежных дисциплин**

#### **Типовые задания для диагностического тестирования**

1. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т.е. служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Simple;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1.1. Many outstanding statesmen, painters, writers and poets are buried in the Abbey.

1.2. Many visitors to the Abbey are attracted to Poets' Corner.

1.3. The street called Whitehall stretches from Parliament Square to Trafalgar Square.

2. Перепишите следующие предложения и переведите их, обращая внимание на особенности перевода на русский язык определений, выраженных именем существительным (см. образец выполнения 2).

2.1. Scotland Yard is situated on the Thames Embankment close to the Houses of Parliament and the familiar clock tower of Big Ben.

2.2. An interesting branch of Scotland Yard is the branch of Police Dogs, first used as an experiment in 1938.

2.3. The popular nickname of the London policeman "bobby" is a tribute to Sir Robert Peel, who introduced the police force in 1829, and whose Christian name attached itself to members of the force.

3. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

3.1. Most museums of London are free and give free guided tours as well as lectures.

3.2. Some cinemas are cheaper on Mondays; others sell half-price tickets before 6 p.m.

3.3. The Cutty Sark<sup>1</sup> at the village of Greenwich on the River Thames is the most famous teaclipper in Britain.

4. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений.

4.1. Some people think that the monarchy should be abolished.

4.2. The monarchy in Britain has no power and it costs the State a lot of money to maintain.

4.3. Can you give any examples borrowed from books and films characterizing the British people?

5. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык (см. образец выполнения 3).

5.1. Everybody knows about the devotion of the English to animals.

5.2. You might think that marriage and the family are not so popular as they once were.

5.3. During the nineteenth century Britain traded all over the world.

6. Прочитайте и устно переведите на русский язык 1,2,3,4,6 абзацы текста.

Перепишите и письменно переведите 1,2,3 абзацы.

### London

1. London is where the invading Romans first crossed the River Thames. They built a city a square mile in size, surrounded it with a wall and called it Londinium. This original site of London is now called the City of London and is Britain's main financial centre.

2. The City is only a very small part of London. In the eleventh century London began to expand beyond the City walls when King Edward the Confessor built a huge abbey at Westminster. Even today, Westminster Abbey and the Houses of Parliament, as well as the shops, cafes, theatres and cinemas of the West End, are in the City of Westminster and not in the City of London.

3. The saying "When a man is tired of London, he is tired of life" (Dr. Johnson) is a cliché, but you can't be bored in London. There are hundreds of historic buildings, galleries and museums. There are parks and street markets, over 80 theatres and even more cinemas.

4. If you want to discover London, it is best to start with a tour on a sightseeing bus. It is also fun to go on a guided walk. The walks last up to three hours.

5. The centre of London has many different areas. Each one has its own special character. Covent Garden in London West End, is crowded with cafes, clubs and clothes shops. Soho<sup>4</sup> is also known for its clubs. Knightsbridge<sup>4</sup> has a lot of exclusive and expensive shops, as well as many of the embassies. Fleet Street is the home of Law Courts. One part of the West End has so many Chinese shops and restaurants that is called Chinatown.

6. When you go outside the centre you find many areas which used to be small villages. The villages became part of the city when they expanded but they still managed to keep their village character. Hampstead, the best known of the villages, is extremely expensive.

7. Прочитайте 5-й абзац текста и письменно ответьте на вопрос:

What is called Chinatown?

### Типовые задания для контрольной работы

Тема 18. Making a contract.

**Задание 1. Insert the gaps.**

- |                                  |                     |
|----------------------------------|---------------------|
| 1. The engineering Co. Can ... ? | a) put you through  |
| 2. Could ... Mr. Smith, please?  | b) there's no reply |
| 3. Trying to ... .               | c) good-bye         |
| 4. Hello, are ... .              | d) I help you?      |
| 5. Yes, I'm sorry, ...           | e) you there?       |
| 6. Thank you. Good-bye.          | f) I speak to       |

**Задание 2. Write a letter, using these words and phrases.**

Dear Sirs

We please to confirm your packing instructions carried out. Our forwarding agents to tell crates lightweight. This to reduce freight. The crates not returnable. We to send an advice of dispatch when arrangements to complete and the order to ship.

**Задание 3. Translate the letter into Russian.**

28<sup>th</sup> November, 200...

Dear Sirs

Order 7361

Thank you for your letter of 20<sup>th</sup> of November.

We shall be pleased to accept your draft for the amount of your invoice, payable at 60d/s. Our bank's agent in London, the Merchant and General Bank, will accept your draft on them on our behalf. The bank informs us that the terms are the documents against acceptance.

We would like to know if you are prepared to offer us 60 d/s terms in the future, as this credit is available to us in the retail trade.

Yours faithfully,

**Задание 4. Translate the letter from Russian into English.**

Госпожа Б. Каасен  
Бредгейт 51  
Копенгаген  
Дания

Благодарим за запрос, который мы сегодня получили.

Высылаем наш каталог и прейскурант оборудования, которое Вас интересует. Хотели бы обратить Ваше внимание на страницы 31-35 каталога, где Вы найдете все подробности оборудования «Омега».

Будем и в дальнейшем рады Вашим запросам. Пожалуйста, обращайтесь к нам.

С уважением,  
Д. Симпсон,  
менеджер по продажам

**Задание 5. Note the phrases:**

***In good condition*** The goods arrived *in good condition* (undamaged)

***In triplicate*** The application form must be completed *in triplicate* (three copies)

***On board (US: on deck)*** The captain received the goods *on board* the M/V Seine (on the ship)

***On receipt of*** *On receipt of your letter (when we receive your letter)* we shall dispatch the goods

***To order*** Make the bill of Exchange payable *to order (not to one particular person)*

***Insert the correct phrases in the letter***

Dear Sirs

Order 7361

We have sent your consignment to our forwarding agents, and they are arranging shipment. Your goods will arrive \_\_\_\_\_ the S/S Shannon before the end of the week. When the captain is

satisfied that he has received the goods \_\_\_\_ he will sign the Bills of Lading. These are usually completed \_\_\_\_ And one of them will reach you a few days after we receive it. We shall send another copy by separate mail.

\_\_\_\_ the Bill of Lading you or your agent can keep it to prove ownership of the goods \_\_\_\_ when the consignment arrives. We have, according to your instructions, made out the Bill of Lading \_\_\_\_, so that you can transfer ownership of the goods to another buyer, even before the consignment arrives, if you wish, by endorsing it.

Yours faithfully,

### **Задание 6. Translate the text into Russian**

Negotiations are demanding and may become emotional. You may find your Russian negotiator banging his or her fist on the table or leaving the room. Accept such tactics with patience and calmness. They are designed to make it difficult for you to concentrate.

Russian negotiating teams are often made up of experienced managers whose style can be like a game of chess, with moves planned in advance. Wanting to make compromises may be seen as a sign of weakness.

Distinguish between your behavior inside and outside the negotiations. Impatience, toughness and emotion during the negotiations should be met with calmness, patience and consistency. Outside the negotiating process you can show affection and personal sympathy.

Критериями оценки знаний являются: более 50% правильно выполненных заданий – «зачтено», менее 50% правильно выполненных заданий – «не зачтено».

### **6.2. Тематика курсовых работ**

Курсовая работа по дисциплине «Иностранный язык» учебным планом не предусмотрена.

### **6.3. Вопросы к экзамену, зачету, зачету с оценкой**

#### **6.3.1. Вопросы для подготовки к экзамену**

Семестр 4

Номер вопроса	Перечень вопросов к устному экзамену
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Именные безличные предложения.
8	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.

9	Простое настоящее время: образование, вспомогательные глаголы.
10	Наречия much, many, few, little.
11	Конструкция there is/are: особенности перевода предложений на русский язык.
12	Числительные.
13	Настоящее совершенное время: образование, особенности перевода.
14	Простое прошедшее время: особенности образования.
15	Настоящее совершенное время и простое прошедшее время (в сравнении).
16	Прилагательные other, another, the other: особенности употребления.
17	Модальные глаголы can, must, may: особенности употребления.
18	Настоящее длительное для выражения действия в будущем.
19	Простое будущее время: особенности образования и употребления.
20	Абсолютные формы притяжательных местоимений.
21	Степени сравнения прилагательных и наречий.
22	Просьбы и приказания к косвенной речи.
23	Придаточные предложения времени и условия (первый тип).
24	Производные от some, any, no и every.
25	Прошедшее длительное время: особенности образование и употребления.
26	Other и качестве существительного.
27	Эквиваленты модальных глаголов.
28	Настоящее совершенное время.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.

### Семестр 6

Номер вопроса	Перечень вопросов к устному экзамену
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Именные безличные предложения.
8	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
9	Простое настоящее время: образование, вспомогательные глаголы.
10	Наречия much, many, few, little.
11	Конструкция there is/are: особенности перевода предложений на русский язык.
12	Числительные.
13	Настоящее совершенное время: образование, особенности перевода.
14	Простое прошедшее время: особенности образования.



15	Настоящее совершенное время и простое прошедшее время (в сравнении).
16	Прилагательные other, another, theother: особенности употребления.
17	Модальные глаголы can, must, may: особенности употребления.
18	Настоящее длительное для выражения действия в будущем.
19	Простое будущее время: особенности образования и употребления.
20	Абсолютные формы притяжательных местоимений.
21	Степени сравнения прилагательных и наречий.
22	Просьбы и приказания к косвенной речи.
23	Придаточные предложения времени и условия (первый тип).
24	Производные от some, any, no и every.
25	Прошедшее длительное время: особенности образование и употребления.
26	Other и качестве существительного.
27	Эквиваленты модальных глаголов.
28	Настоящее совершенное время.
29	Возвратные местоимения.
30	Прошедшее время.
31	Согласование времен.
32	Страдательный залог.
33	Модальный глагол should.
34	Сложное дополнение (в действительном и страдательном залоге).
35	Причастие I.
36	Причастие II.
37	Условные предложения 2 типа.
38	Составной союз both ... and...
39	Условные предложения 3 типа.
40	Герундий.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.
6	Поездка в командировку.
7	Обсуждение условий контракта.
8	Участие в международных выставках.

### Пример экзаменационного текста

Three months ago Rusimport received an inquiry for compressors from their customers. Ivanov, an engineer of Rusimport went to Great Britain to have talks with Brown & Co who sell compressors of high quality.

When he came to London he made an appointment with MR. Morris from Brown & Co for Wednesday at 11. The Seller offered the goods on CIF terms. Ivanov agreed to the delivery terms and payment for collection.

Brown & Co could deliver the goods only in 8 months as they were heavy with orders. The price was not attractive to Ivanov and he asked the company to give them a discount off the price. Mr. Morris could offer only a 2% discount as their goods were in great demand and sold very well at that price. The discount didn't suit the Russian side. But Mr. Morris explained, "We usually give a discount to the Buyers if we have known them for a long time. There is a heavy demand for the compressors of the new model as they are of very high quality." Mr. Ivanov agreed to it. When the businessmen discussed all the questions they signed the contract.

When Ivanov and Mr. Morris signed the contract Mr. Morris invited Ivanov and his friends to

spend the weekend in Brighton.

It's very convenient to go to Brighton for a weekend as the place is near London and it's easy to get there.

Mr. Morris had a very comfortable car. He wanted to pick them up at 5 on Friday. But it was not convenient to Ivanov as he had an appointment at 4 that day.

Mr. Morris picked up the Russian engineers at 9 o'clock on Saturday morning.

They stayed at a comfortable hotel near the beach.

Ivanov and his friends enjoyed their weekend very much.

1. What company received an enquiry for compressors from their customers?
2. What is Ivanov?
3. Where did Ivanov go?
4. On what terms did the Seller offer the goods?
5. When could Brown & Co offer the goods?
6. Where did Ivanov spend his weekend?

### **Практические задания к устному экзамену**

#### **CULTURAL DIVERSITY: A WORLD VIEW-1**

"Diversity" has become one of the most often used words of our time – and a word almost never defined. Diversity is invoked in discussions of everything from employment policy to curriculum reform and from entertainment to politics. Nor is the word merely a description of the long-known fact that the American population is made up of people from many countries, many races, and many cultural backgrounds. All that was well known long before the word "diversity" became an insistent part of our vocabulary, an invocation, an imperative, or a bludgeon in ideological conflicts.

The very motto of the country recognizes the diversity of the American people. For generations, this diversity has been celebrated, whether in comedies like *Abie's Irish Rose* (the famous play featuring a Jewish boy and an Irish girl) or in patriotic speeches on the Fourth of July. Yet one senses something very different in today's crusades for "diversity"-- certainly not a patriotic celebration of America and often a sweeping criticism of the United States, or even a condemnation of Western civilization as a whole.

At the very least, we need to separate the issue of the general importance of cultural diversity-- not only in the United States but in the world at large-- from the more specific, more parochial, and more ideological agendas which have become associated with that word in recent years. I would like to talk about the worldwide importance of cultural diversity over centuries of human history before returning to the narrower issues of our time.

#### **CULTURAL DIVERSITY: A WORLD VIEW-2**

The entire history of the human race, the rise of man from the caves, has been marked by transfers of cultural advances from one group to another and from one civilization to another. Paper and printing, for example, are today vital parts of Western civilization-- but they originated in China centuries before they made their way to Europe. So did the magnetic compass, which made possible the great ages of exploration that put the Western Hemisphere in touch with the rest of mankind. Mathematical concepts likewise migrated from one culture to another: trigonometry from ancient Egypt, and the whole numbering system now used throughout the world originated among the Hindus of India, though Europeans called this system Arabic numerals because it was the Arabs who were the intermediaries through which these numbers reached medieval Europe. Indeed, much of the philosophy of ancient Greece first reached Western Europe in Arabic translations, which were then retranslated into Latin or into the vernacular languages of the West Europeans.

Much that became part of the culture of Western civilization originated outside that civilization, often in the Middle East or Asia. The game of chess came from India, gunpowder from China, and various mathematical concepts from the Islamic world, for example. The conquest of Spain by

Moslems in the eighth century A.D. made Spain a center for the diffusion into Western Europe of the more advanced knowledge of the Mediterranean world and of the Orient in astronomy, medicine, optics, and geometry. The later rise of Western Europe to world preeminence in science and technology built upon these foundations, and then the science and technology of European civilization began to spread around the world, not only to European offshoot societies such as the United States or Australia but also to non-European cultures, of which Japan is perhaps the most striking example.

The historic sharing of cultural advances, until they became the common inheritance of the human race, implied much more than cultural diversity. It implied that some cultural features were not only different from others but better than others. The very fact that people-- all people, whether Europeans, Africans, Asians, or others-- have repeatedly chosen to abandon some feature of their own culture in order to replace it with something from another culture implies that the replacement served their purposes more effectively: Arabic numerals are not simply different from Roman numerals, they are better than Roman numerals. This is shown by their replacing Roman numerals in many countries whose own cultures derived from Rome, as well as in other countries whose respective numbering systems were likewise superseded by so-called Arabic numbers.

### CULTURAL DIVERSITY: A WORLD VIEW-3

It is virtually inconceivable today that the distances in astronomy or the complexities of higher mathematics should be expressed in Roman numerals. Merely to express the year of American independence requires more than twice as many Roman numerals as Arabic numerals. Moreover, Roman numerals offer more opportunities for errors, as the same digit may be either added or subtracted, depending on its place in the sequence. Roman numerals are good for numbering Kings or Super Bowls, but they cannot match the efficiency of Arabic numerals in most mathematical operations and that is, after all, why we have numbers at all. Cultural features do not exist merely as badges of "identity" to which we have some emotional attachment. They exist to meet the necessities and forward the purposes of human life. When they are surpassed by features of other cultures, they tend to fall by the wayside or to survive only as marginal curiosities, like Roman numerals today.

Not only concepts, information, products, and technologies transfer from one culture to another. The natural produce of the Earth does the same. Malaysia is the world's leading grower of rubber trees-- but those trees are indigenous to Brazil. Most of the rice grown in Africa today originated in Asia, and its tobacco originated in the Western Hemisphere. Even a great wheat-exporting nation like Argentina once imported wheat, which was not an indigenous crop to that country. Cultural diversity, viewed internationally and historically, is not a static picture of differentness but a dynamic picture of competition in which what serves human purposes more effectively survives while what does not tends to decline or disappear.

Manuscript scrolls once preserved the precious records, knowledge, and thought of European or Middle Eastern cultures. But once paper and printing from China became known in these cultures, books were clearly far faster and cheaper to produce and drove scrolls virtually into extinction. Books were not simply different from scrolls; they were better than scrolls.

### CULTURAL DIVERSITY: A WORLD VIEW-4

The point that some cultural features are better than others must be insisted on today because so many among the intelligentsia either evade or deny this plain reality. The intelligentsia often use words like "perceptions" and "values" as they argue in effect that it is all a matter of how you choose to look at it.

They may have a point in such things as music, art, and literature from different cultures, but there are many human purposes common to peoples of all cultures. They want to live rather than die, for example. When Europeans first ventured into the arid interior of Australia, they often died of thirst or hunger in a land where the Australian aborigines had no trouble finding food or water. Within that particular setting, at least, the aboriginal culture enabled people to do what both aborigines and Europeans wanted to do survive. A given culture may not be superior for all things in all settings, much less remain superior over time, but particular cultural features may nevertheless be clearly better for some purposes not just different.

Why is there any such argument in the first place? Perhaps it is because we are still living in the long, grim shadow of the Nazi Holocaust and are understandably reluctant to label anything or anyone "superior" or "inferior." But we don't need to. We need only recognize that particular products, skills, technologies, agricultural crops, or intellectual concepts accomplish particular purposes better than their alternatives. It is not necessary to rank one whole culture over another in all things, much less to claim that they remain in that same ranking throughout history. They do not.

Clearly, cultural leadership in various fields has changed hands many times. China was far in advance of any country in Europe in a large number of fields for at least a thousand years and, as late as the sixteenth century, had the highest standard of living in the world. Equally clearly, China today is one of the poorer nations of the world and is having great difficulty trying to catch up to the technological level of Japan and the West, with no real hope of regaining its former world preeminence in the foreseeable future.

## SPEECH CULTURE

The degree to which speech corresponds to the norms of the literary language; the field of linguistics devoted to the problem of standardization of the literary language and to specific norms and correct usage criteria, which are intended to perfect language as an instrument of culture.

The problems of speech culture are also treated in other countries. In Czechoslovakia, for example, the Prague Linguistics Circle has been concerned with speech culture problems; journals devoted to speech culture are published regularly in a number of European countries, including the German Democratic Republic (*Sprachpflege*, since 1952), Poland (*Poradnikjęzykowy*, since 1901), and Czechoslovakia (*Kulturaslova*, in Slovak).

The development of speech culture as an independent linguistic discipline is linked with the development of Russian linguistics in the Soviet era. The idea of conscious regulation of linguistic processes that was brought forward by Baudouin de Courtenay was carried further in the works of his pupils L. V. Shcherba, L. P. Iakubinskii, and E. D. Polivanov, as well as by G. O. Vinokur, V. V. Vinogradov, and others. The concept of "linguistic policy"—organized control of the process of linguistic development—was formulated. A department of speech culture was formed in 1952 at the Linguistics Institute of the Academy of Sciences of the USSR (known as the Russian Language Institute of the Academy of Sciences of the USSR since 1958). Dictionaries, special radio broadcasts, television, magazines, and other media help to promote speech culture.

## MELTING POT-1

The melting pot is a metaphor for a heterogeneous society becoming more homogeneous, the different elements "melting together" into a harmonious whole with a common culture. It is particularly used to describe the assimilation of immigrants to the United States. The melting-together metaphor was in use by the 1780s. The exact term "melting pot" came into general usage in the United States after it was used as a metaphor describing a fusion of nationalities, cultures and ethnicities in the 1908 play of the same name.

The desirability of assimilation and the melting pot model has been reconsidered by some proponents of multiculturalism, who have suggested alternative metaphors to describe the current American society, such as a *mosaic*, *salad bowl*, or *kaleidoscope*, in which different cultures mix, but remain distinct in some aspects. Others argue that cultural assimilation is important to the maintenance of national unity, and should be promoted.

In the 18th and 19th centuries, the metaphor of a "crucible" or "(s)melting pot" was used to describe the fusion of different nationalities, ethnicities and cultures. It was used together with concepts of the United States as an ideal republic and a "city upon a hill" or new promised land.<sup>[citation needed]</sup> It was a metaphor for the idealized process of immigration and colonization by which different nationalities, cultures and "races" (a term that could encompass nationality, ethnicity and race) were to blend into a new, virtuous community, and it was connected to utopian visions of the emergence of an American "new man". While "melting" was in common use the exact term "melting pot" came into general usage in 1908, after the premiere of the play *The Melting Pot* by Israel Zangwill.



	a. economic                      b. economy                      c. economics
10.	Задача 10. The _____ of Southeast Asia has been growing rapidly lately. a. economics    b. economy    c. economical development
11.	Задача 11. Who _____ the delegation of the Russian Ministry of Finance to Angola? a. headed                      b. led                      c. attended
12.	Задача 12. From her childhood Nancy has dreamt _____ to John Hopkins University. a. to go                      b. about going                      c. of going
13.	Задача 13. Let me _____ my new friend to you. a. acquaint                      b. introduce                      c. get acquainted
14.	Задача 14. Many shops nowadays are not closed for _____ . a. lunch interruption    b. lunch interval                      c. lunch break
15.	Задача 15. One can find the latest copies of this magazine in the _____ department. a. reference                      b. information                      c. inquiry
16.	Задача 16. Very often the students have to study in the reading _____ after classes. a. hall                      b. room                      c. auditorium
17.	Задача 17. If you don't work regularly you can feel _____ before the exams. a. hurried for time                      b. pressed for time                      c. urgent
18.	Задача 18. The students looked forward _____ part in the contest. a. to taking                      b. to take                      c. taking
19.	Задача 19. Alex is going to Egypt and he _____ a camera from his friend. a. lent                      b. let                      c. borrowed
20.	Задача 20. All the team were there _____ Ben Johnson who was ill. a. beside                      b. besides                      c. except
21.	Задача 21. The book was _____ for Judy to read in the original. a. easy enough                      b. enough easy                      c. too easy
22.	Задача 22. She will visit her parents before she _____ to Montego Bay. a. will go                      b. goes
23.	Задача 23. I _____ you a postcard when I get to Montserrat. a. will send                      b. send
24.	Задача 24. I will call you as soon as we _____ the contract. a. will sign                      b. sign
25.	Задача 25. The moment he _____ I'll tell him the truth. a. comes                      b. will come
26.	Задача 26. I will explain everything to Morgan on condition he _____ to me carefully. a. listens                      b. will listen
27.	Задача 27. – Are Alice and Tom still living in New York? – No, they _____ to Dallas. a. had just moved    b. have just moved    c. will just move
28.	Задача 28. – Where is the new stove that you bought yesterday?

	– The colour didn't match, so I _____ to the store. a. had returned      b. have returned      c. returned
29.	Задача 29. – You and Carl seem to be getting along well. – Yes, I _____ him better than before. a. am liking      b. like      c. liked
30.	Задача 30. My sister is a paperback writer. So far she _____ five novels. a. has written      b. wrote
31.	Задача 31. _____ this programme before? a. have you seen      b. did you see
32.	Задача 32. After the examinations at the University my _____ and I went to Finland for the winter vacation. a. fellow-students      b. classmates      c. fellow- travellers
33.	Задача 33. Jane was upset because she _____ the exam in maths, though trigonometry was always her favourite. a. had failed      b. had passed      c. had taken
34.	Задача 34. My mother enjoys _____ to classical music, best of all Verdi. a. listening      b. to listen      c. to be listening
35.	Задача 35. Successful job _____ will be notified by telephone. a. applicants      b. participants      c. students
36.	Задача 36. When was the University of Bologna _____ ? a. found      b. founded      c. made

### Перечень практических заданий к устному экзамену (семестр 6)

Номер вопроса	Содержание вопросов к устному экзамену
1.	Задача 1. Where is that naughty cat? We can't find him _____. a. somewhere      b. nowhere      c. anywhere
2.	Задача 2. We did not find _____ sour cream in the fridge. a. some      b. any      c. no
3.	Задача 3. Linda has done _____ she could, but all in vain. a. anything      b. something      c. nothing
4.	Задача 4. I couldn't see _____ in the dark. a. nothing      b. something      c. anything
5.	Задача 5. Would you like _____ wine to start with, sir? a. some      b. any      c. a few
6.	Задача 6. Peter decided that he needed to do _____ with his life. a. constructive something      b. something constructive c. everything constructive
7.	Задача 7. Do you remember putting the keys _____ in the room? a. somewhere      b. elsewhere      c. anywhere
8.	Задача 8. You can't have lost the tickets. They've got to be _____. a. anywhere      b. somewhere      c. nowhere
9.	Задача 9. She was too exhausted to go _____.

	a. somewhere      b. everywhere      c. anywhere
10.	Задача 10. I haven't got a clue where I am! Isn't there _____ here who could direct me to the Stakis Hotel? a. anyone      b. no one      c. someone
11.	Задача 11. There was _____ so odd about his behaviour that I was taken aback. a. something      b. everything      c. nothing
12.	Задача 12. _____ who was present at the shareholders' meeting was questioned by the police. a. everybody      b. somebody      c. anybody
13.	Задача 13. The kidnap victims were blindfolded, driven into the country and thrown from the car miles from _____ . a. somewhere      b. anywhere      c. nowhere
14.	Задача 14. The mayor is caught in the city traffic. We've _____ got to find a way to get her here fast. a. somehow      b. anyhow      c. nohow
15.	Задача 15. _____ time to finish our discussion after classes. a. there will be      b. it will be
16.	Задача 16. Look! The sky is cloudy. _____ going to rain. a. it is      b. there is
17.	Задача 17. You look so upset. Has _____ happened? a. anything      b. nothing      c. something
18.	Задача 18. Where can I get the money you ask for? – _____ , I don't care. a. anywhere      b. somewhere      c. nowhere
19.	Задача 19. Can I do _____ to improve the situation? a. everything      b. something      c. anything
20.	Задача 20. Students are not supposed to chat _____ . a. at class      b. in class      c. in the class
21.	Задача 21. The allowance will _____ the children till the end of the month. a. last      b. be enough      c. continue
22.	Задача 22. The Guggenheim Museum in New York has a rich collection of _____ art. a. fashionable      b. new      c. modern
23.	Задача 23. Quite _____ of students of the University of West Indies have part-time jobs. a. the number      b. a number      c. a lot of
24.	Задача 24. _____ of schoolchildren willing to receive a higher education in the UK is growing every year. a. the number      b. a number      c. the amount
25.	Задача 25. The _____ of Southeast Asia has been growing rapidly lately. a. economics      b. economy      c. economical development
26.	Задача 26. The problem of the war in Iraq was discussed at the US State _____ . a. Office      b. Department      c. Ministry
27.	Задача 27. Many people like to try lots of different _____ of food. a. kinds      b. sorts      c. variations



28.	Задача 28. I'm so sorry, Uncle Albert, but I can't help you as I have no _____ to these confidential documents. a. approach                      b. access                      c. way
29.	Задача 29. You are quite right that you have _____ him a lesson. a. given                      b. read                      c. taught
30.	Задача 30. Julia _____ Yale University and is a well-educated girl. a. graduated from      b. left from                      c. finished
31.	Задача 31. The workers at Mechel Steel Plant have a good opportunity to have a snack at the plant _____ . a. café                      b. canteen                      c. restaurant
32.	Задача 32. After the examinations at the University my _____ and I went to Finland for the winter vacation. a. fellow-students      b. classmates                      c. fellow-travellers
33.	Задача 33. Jane was upset because she _____ the exam in maths, though trigonometry was always her favourite. a. had failed                      b. had passed                      c. had taken
34.	Задача 34. My mother enjoys _____ to classical music, best of all Verdi. a. listening                      b. to listen                      c. to be listening
35.	Задача 35. Successful job _____ will be notified by telephone. a. applicants                      b. participants                      c. students
36.	Задача 36. When was the University of Bologna _____ ? a. found                      b. founded                      c. made

Критериями оценки знаний являются: 100-85% правильно выполненных заданий – «отлично», 84-70% правильно выполненных заданий – «хорошо», 69-50% правильно выполненных заданий – «удовлетворительно» менее 50% правильно выполненных заданий – «неудовлетворительно».

Пример экзаменационного билета по дисциплине «Иностранный язык» представлен в Приложении 2 к рабочей программе дисциплины.

### 6.3.2. Вопросы для подготовки к зачету

#### Семестр 1

Номер вопроса	Перечень вопросов к зачету
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и

	перевода на русский язык.
7	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
8	Простое настоящие время: образование, вспомогательные глаголы.
9	Наречия much, many, few, little.
10	Конструкция there is/are: особенности перевода предложений на русский язык.
11	Числительные.
12	Настоящее совершенное время: образование, особенности перевода.
13	Простое прошедшее время: особенности образования.
14	Настоящее совершенное время и простое прошедшее время (в сравнении).
15	Прилагательные other, another, the other: особенности употребления.
16	Модальные глаголы can, must, may: особенности употребления.
17	Настоящее длительное для выражения действия в будущем.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.

### Семестр 3

Номер вопроса	Перечень вопросов к зачету
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
8	Простое настоящие время: образование, вспомогательные глаголы.
9	Наречия much, many, few, little.
10	Конструкция there is/are: особенности перевода предложений на русский язык.
11	Числительные.
12	Настоящее совершенное время: образование, особенности перевода.
13	Простое прошедшее время: особенности образования.
14	Настоящее совершенное время и простое прошедшее время (в сравнении).
15	Прилагательные other, another, the other: особенности употребления.
16	Модальные глаголы can, must, may: особенности употребления.
17	Настоящее длительное для выражения действия в будущем.
18	Простое будущее время: особенности образования и употребления.
19	Абсолютные формы притяжательных местоимений.
20	Степени сравнения прилагательных и наречий.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.

4	Рабочий день.
5	Выходной день.

Семестр 5

Номер вопроса	Перечень вопросов к зачету
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образования, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
8	Простое настоящие время: образование, вспомогательные глаголы.
9	Наречия much, many, few, little.
10	Конструкция there is/are: особенности перевода предложений на русский язык.
11	Числительные.
12	Настоящее совершенное время: образование, особенности перевода.
13	Простое прошедшее время: особенности образования.
14	Настоящее совершенное время и простое прошедшее время (в сравнении).
15	Прилагательные other, another, the other: особенности употребления.
16	Модальные глаголы can, must, may: особенности употребления.
17	Настоящее длительное для выражения действия в будущем.
18	Простое будущее время: особенности образования и употребления.
19	Абсолютные формы притяжательных местоимений.
20	Степени сравнения прилагательных и наречий.
21	Просьбы и приказания к косвенной речи.
22	Придаточные предложения времени и условия (первый тип).
23	Производные от some, any, no и every.
24	Прошедшее длительное время: особенности образование и употребления.
25	Other и качестве существительного.
26	Эквиваленты модальных глаголов.
27	Настоящее совершенное время.
28	Возвратные местоимения.
29	Прошедшее время.
30	Согласование времен.
31	Страдательный залог.
32	Модальный глагол should.
33	Сложное дополнение (в действительном и страдательном залоге).
34	Причастие I.
35	Причастие II.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.

4	Рабочий день.
5	Выходной день.
6	Поездка в командировку.

Критериями оценки знаний являются: более 50% правильных ответов – «зачтено», менее 50% правильных ответов – «не зачтено».

### 6.3.3. Вопросы для подготовки к зачету с оценкой

Семестр 2

Номер вопроса	Перечень вопросов к зачету с оценкой
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4.	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Именные безличные предложения.
8	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
9	Простое настоящее время: образование, вспомогательные глаголы.
10	Наречия much, many, few, little.
11	Конструкция there is/are: особенности перевода предложений на русский язык.
12	Числительные.
13	Настоящее совершенное время: образование, особенности перевода.
14	Простое прошедшее время: особенности образования.
15	Настоящее совершенное время и простое прошедшее время (в сравнении).
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.

Критериями оценки знаний являются: 100-85% правильных ответов – «отлично», 84-70% правильных ответов – «хорошо», 69-50% правильных ответов – «удовлетворительно» менее 50% правильных ответов – «неудовлетительно».

### 6.4. Типовые задания к практическим занятиям

Пример типового задания к практическому занятию по теме “Exhibitions and Fairs” (тема 8 семестр 3) приведен ниже.

1. Complete the sentences using one of these verbs in the correct form:

cause damage hold include invite make overtake show translate write

1. Many accidents are caused by dangerous driving.
2. Cheese \_\_\_\_\_ from milk.
3. The roof of the building \_\_\_\_\_ in a storm a few days ago.
4. There's no need to leave a tip. Service \_\_\_\_\_ in the bill.
5. You \_\_\_\_\_ to the wedding. Why didn't you go?
6. A cinema is a place where films \_\_\_\_\_.
7. In the United States, elections for President \_\_\_\_\_ every four years.
8. Originally the book \_\_\_\_\_ in Spanish and a few years ago it
9. We were driving along quite fast but we \_\_\_\_\_ by lots of other cars.

2. Write questions using the passive. Some are present and some are past.

1. Ask about the telephone. (when/invent?) – *When was the telephone invented?*
2. Ask about glass. (how/make?) – *How...*
3. Ask about Australia. (when/discover?)
4. Ask about silver. (what/use for?)
5. Ask about television. (when/invent?)

3. Put the verb into the correct form, present simple or past simple, active or passive.

1. It's a big factory. Five hundred people are employed (employ) there.
2. Water \_\_\_\_\_ (cover) most of the Earth's surface.
3. Most of the Earth's surface \_\_\_\_\_ (cover) by water.
4. The park gates \_\_\_\_\_ (lock) at 6.30 p.m. every evening.
5. The letter \_\_\_\_\_ (post) a week ago and it \_\_\_\_\_ (arrive) yesterday.
6. The boat \_\_\_\_\_ (sink) quickly but fortunately everybody \_\_\_\_\_ (rescue).
7. Ron's parents \_\_\_\_\_ (die) when he was very young. He and his sister \_\_\_\_\_ (bring) up by their grandparents.
8. I was born in London but I \_\_\_\_\_ (grow) up in the north of England.
9. While I was on holiday, my camera \_\_\_\_\_ (steal) from my hotel room.
10. While I was on holiday, my camera \_\_\_\_\_ (disappear) from my hotel room.
11. Why \_\_\_\_\_ (Sue/resign) from her job? Didn't she enjoy it?
12. Why \_\_\_\_\_ (Bill/sack) from his job? What did he do wrong?
13. The company is not independent. It \_\_\_\_\_ (own) by a much larger company.
14. I saw an accident last night. Somebody \_\_\_\_\_ (call) an ambulance but nobody \_\_\_\_\_ (injure) so the ambulance \_\_\_\_\_ (not/need).
15. Where \_\_\_\_\_ (these photographs/take)? In London? \_\_\_\_\_ (you/take) them?

Критериями оценки знаний являются: более 50% правильных ответов – «зачтено», менее 50% правильных ответов – «не зачтено».

## 6.5. Типовые задания к интерактивным занятиям

### Типовое задание к кейс-стади

Студентам предлагается готовая ситуация, которая в той или иной степени имитирует реальную, жизненную. Она излагается письменно в виде готовой «истории», причем финал остается «открытым». В качестве учебной задачи участникам предлагается проанализировать ее и предложить свое решение.

Тема 11 “Arrival. Departure”, семестр 4.

Situation. You decided to go on business to another country with your colleagues. However you face some problems during your trip. One of your fellow-travellers has got a head injury during the trip. One more of them is going to be late. What is to be done in such situation?

Students should use some sources on the topic ‘First Aid’:  
[http://bestfriend.co.in/junior\\_issue/zoom/Big-Chart---Keeping-Safe-andFirst-](http://bestfriend.co.in/junior_issue/zoom/Big-Chart---Keeping-Safe-andFirst-)

Aid.jpg\$https://www.youtube.com/watch?v=XjMvBW9KDLA. Students are to give some variants/a variant of solving the given problem.

### **Примеры тем для собеседования**

1. The stuff of the firm.
2. Planning a working day.
3. Basics of business communication.
4. Description of the office.
5. Structure of a firm.

### **Примеры тем для дискуссии**

1. Learning foreign languages.
2. Getting a job.
3. Arranging a meeting.
4. Arranging presentations at exhibitions and fairs.
5. Arranging a business trip.
6. Visiting a factory.
7. Information about goods and services.
8. Producing goods.

### **Примеры тем для презентации**

Тема 8 ‘Exhibitions and fairs’, семестр 3.

1. Arranging an exhibition.
2. Establishing business contacts at the exhibition.
3. Presentation goods and services at an exhibition.

### **Типовые задания для ролевой игры**

Действующими лицами являются участники, организуемые в команды, и выполняющие индивидуальные или командные роли. При этом и модель, и действующие лица находятся в игровой среде. Сама игровая деятельность предстает в виде вариативного воздействия на имитационную модель, зависящего от ее состояния и осуществляемого в процессе взаимодействия участников, регламентируемого правилами.

Пример типового задания к интерактивному занятию по теме 11 “Arrival. Departure” раздела 4 “A business trip” (семестр 4) приведен ниже.

1. Warm-up discussion. (Topic: “Arrival”).

T.: Today we have a discussion-lesson. Our subject is “Travelling on business. Arrival”. We’ll cover 4 main problems: going on business to another place/country; making preparations for going on business; doing sightseeing in another place; business appointment in another place.

If you have a job that requires traveling or business trips, there are many things you need to know how to say. For this lesson, It’s necessary to cover the things you need to say to the people you are traveling with and questions you need to ask about the business trip. Most of this lesson is primarily showing you a variety of questions you might need.

T.: When you go on a business trip, you will need to find out a lot of information. You should find answers to some questions such as:

- What is the purpose of the passenger’s visit?
  - How long will the passenger be in the country?
  - Where is the person staying?
  - Does the person have anything to declare?
  - What line is the person instructed to pass through?
2. Main part.

T.: So, people who go on business trips get a daily allowance for food and other small necessities. This is called a per diem. The amount depends on the company, but you should ask how much you get a day. Let's think what for we need the money. Can you give some examples?

(Группы обдумывают ответ в течение нескольких минут, затем высказывают своё мнение).

Opinion Talk (Topic: "Preparation for a business trip").

T.: If you go to another country perhaps the most anxious portion of a trip for passengers traveling abroad is going through immigration and customs. This process is a necessary part of traveling internationally and is not nearly as scary as many people imagine.

Often, immigration sections are in the basements of major airports and are quite a distance from the plane. In order to keep the area secure, passengers have to walk through a maze of hallways and concourses to reach immigration, the baggage area, and finally, customs.

Always follow the verbal directions of the uniformed personnel in the vicinity of the immigration area. Be sure to read all of the signs very carefully and go to the proper line (it is usually clearly marked as "non-US citizens" or "non-residents"). It is important that you have your paperwork completely filled out and in your hand ready to give to the agent. Also, have your passport out and ready. With so many thousands of people coming and going into major airports every day, agents get very frustrated with passengers who reach the head of the line and are not prepared, can't find their passports, or have mislaid the necessary forms. Organize yourself and your things before getting into the line.

After completing the immigration process, you will immediately proceed to the baggage area to retrieve your suitcases. Once you have all of your bags, you must then proceed to "customs". Each airport is arranged differently, so it is important to follow the signs and the directions of the agents in the area.

T.: Look at the table, then listen to an announcement and say which solutions are mentioned (work with the table, then the students role play the situation).

Debate on a simulated situation (Topic: "At the Customs Office").

T.: An agent will most likely interview you. At this time it will be decided whether you need to have your bags checked further, or will be allowed to go directly to the exit. The customs' form you filled out on the plane will be collected at this point. In addition, there may also be custom agents walking around with trained dogs sniffing for prohibited items (i.e. food, drugs, fruits, meats, fish, etc.) among the passengers. Do not try to pet these dogs; they are hard at work and do not need any unnecessary distractions. Always conduct yourself in a courteous manner. Answer questions in a concise but polite way. Never make jokes with immigration or custom agents.

3. Conclusion. Homework.

Prepare a topic "Arrangements going on business to another country".

Критериями оценки знаний являются: активное участие в обсуждении темы, более 50% правильных ответов на вопросы заданий – «зачтено», менее 50% правильных ответов – «не зачтено».

## 6.6. Примеры тестов для контроля знаний

Тема 12. Visiting a factory.

1. *The text below is about a company in difficulty. First read the short text, then choose the best explanation for each term given below:*

Financial problems.

Sam Air Grounded

Sam Air is going to call in the receivers. The aircraft company does not have a serious bidder, after inviting partners to join a restructuring plan.

Sam Air's major creditor, Credit Bank International, refused to reschedule payments and has called in the debt. The company will

probably go into liquidation soon. A rights issue failed three years ago when shareholders refused to put in more capital.

1. receivers

- a) directors of a company
- b) accountants who close down a company and give its assets to creditors and shareholders
- c) shareholders who receive the assets of a company that stops trading

2. restructuring

- a) reorganization of how the company is run
- b) reducing company costs by cutting the work-force
- c) reorganizing the ownership of equity capital and the way debts are financed

3. to reschedule payments

- a) to increase the amount of interest
- b) to change the terms for paying back a loan
- c) to ask for a loan to be taken over by another lender

4. to call in a debt

- a) to ask a creditor to pay what is owed
- b) to increase interest payments on a debt
- c) to agree to late payment of a debt

5. go into liquidation

- a) stop trading and have all assets given to creditors and shareholders
- b) be declared bankrupt
- c) change the type of activity of the business

6. rights issue

- a) an attempt to enter new markets
- b) an attempt to change the company into a workers' cooperative
- c) a way of getting extra money into a company by selling shares to existing shareholders at a low price.

*2. Choose the correct answer in each of the following:*

Funds.

1. Funds coming into a firm are known as sources of funds.

- a) springs
- b) sources
- c) origination
- d) income

2. The ways these funds are used are known as the \_\_\_\_\_ of funds.

- a) application
- b) delegation
- c) disposal
- d) consumption

3. \_\_\_\_\_ funds include money in our hands and in the bank.

- a) working
- b) current
- c) profit
- d) cash

4. When you take away current liabilities from current assets you have the amount of \_\_\_\_\_ funds.

- a) liability
- b) working capital
- c) asset
- d) flow

5. Financial statements about cash funds are usually known as \_\_\_\_\_ statements.

- a) cash flow
- b) cash resource
- c) cash outflow



- d) cash loss
6. An item which doesn't involve flow of funds is \_\_\_\_\_
- a) sale of fixed asset
- b) drawings
- c) depreciation
- d) loan repayment.

3. Choose the correct answer in each of the following:

Cashflow problems and other difficulties.

1. cashflow

- a) money from sales and money going out to meet costs, both fixed and variable
- b) cash available to pay debts
- c) payment of fixed costs, including salaries

2. to reschedule overdraft payments

- a) stop paying overdraft credits to the bank
- b) set a new level of payments and/or change the frequency of payments to the bank
- c) ask the bank for a bigger loan

3. liquidity problem

- a) not paying debts
- b) customers who are late in making payments
- c) not enough cash available to pay for costs

4. liquid assets

- a) wealth that can easily be changed into cash
- b) property that cannot be easily changed into cash
- c) stocks and shares in drinks companies

5. bad debts

- a) large bill to pay
- b) old invoices that the customer has not paid
- c) customers who always pay late

6. to go into liquidation

- a) to have a lot of money, especially cash
- b) to go bankrupt and to stop trading
- c) to be taken over by another company

7. to record a credit deficit

- a) to have no profits
- b) to be refused credit by a supplier
- c) to make a loss

8. debit balance

- a) the same as a credit deficit
- b) debits and credits are equal
- c) the number of debits is the same as the company forecast

9. capacity problem

- a) workers are not able to meet production needs
- b) the company is already producing the maximum quantity possible, but there is demand for more
- c) costs are at the maximum level the company can afford and the bank will not lend any more money

opportunity cost

- a) 10. the costs associated with doing new business
- b) the cost of not doing something
- c) the cost of research and development

4. Choose the best explanation for each of the terms in italics from a), b) or c):

Bank charges.

1. *unauthorized overdraft fee*

- a) a special low rate of interest charged to customers who are in difficulty
- b) a higher rate of interest charged if an account is overdrawn above an agreed maximum
- c) a single penalty fee charged to an account if it is overdrawn above an agreed maximum

2. *setting-up fee*

- a) a charge made for a new account
- b) a charge when money is paid in or taken out from an account
- c) a fixed charge when an overdraft agreement is made

3. *base rates*

- a) the rate of interest charged to customers who borrow from the bank
- b) a rate used to help decide the level of interest on loans from the bank (The bank usually sets the actual interest rate several points above the base rate.)
- c) all charges made to an account in a year

4. *margin*

- a) the percentage above the base rate that a borrower is asked to pay
- b) the profit that a customer makes from having an account in credit and so earning interest
- c) the cost of borrowing

5. *fixed rate lending*

- a) an agreement to lend money at a current rate of interest that could change if base rates go up or down
- b) lending money at an agreed interest rate for a fixed time
- c) any agreement to lend money for a fixed period of time

6. *commission*

- a) a percentage of a credit or debit which may be deducted by the bank
- b) a request by a bank that more money should be paid into an account
- c) a bonus paid by the bank to a customer if charges have been too high

7. *handling charge*

- a) a special fee charged after a meeting with a customer
- b) a fee charged by the bank in relation to a particular payment
- c) a fee charged to an account for changing money from one currency to another

8. *interest*

- a) a percentage fee added to the debt you have with the bank if you are borrowing money
- b) a charge made by the bank on any account they provide
- c) a payment made to your account as a percentage of the amount you have deposited in the bank

9. *annual fee*

- a) typical charge for being a bank customer
- b) charge for using cash points from other banks
- c) charge for some types of credit card

10. *withdrawal fee*

- a) charge for closing your bank account
- b) charge for using a cash point to get money from your account
- c) charge for using internet banking

Критериями оценки знаний являются: активное участие в работе, более 50% правильных ответов на вопросы заданий – «зачтено», менее 50% правильных ответов – «не зачтено».

## VII. МЕТОДИЧЕСКИЕ УКАЗАНИЯ ДЛЯ ОБУЧАЮЩИХСЯ ПО ОСВОЕНИЮ ДИСЦИПЛИНЫ

Методические указания для обучающихся по освоению дисциплины «Иностранный язык» представлены в нормативно-методических документах:

Положение об интерактивных формах обучения (<http://www.rea.ru>)

Положение об организации самостоятельной работы студентов (<http://www.rea.ru>)

Положение о рейтинговой системе оценки успеваемости и качества знаний студентов (<http://www.rea.ru>)

Положение об учебно-исследовательской работе студентов (<http://www.rea.ru>)

Организация деятельности студента по видам учебных занятий по дисциплине «Иностранный язык» представлена в таблице 7.1:

Таблица 7.1

Вид учебных занятий, работ	Организация деятельности студента
Практические занятия (ПР)	<i>Проработка рабочей программы с акцентом на цели и задачи, структуру и содержание дисциплины; включает в себя: устный опрос по теме (УОТ); прослушивание аудио- и видеозаписей по заданной теме и др. Самостоятельная подготовка к практическим занятиям (П.з.) предполагает конспектирование источников, работу с текстами, с рекомендуемой литературой по теме (Лит.), подготовку ответов к контрольным вопросам.</i>
Кейс-стади (КС)	<i>Проблемное задание, в котором обучающемуся предлагают осмыслить реальную профессионально-ориентированную ситуацию, необходимую для решения данной проблемы</i>
Дискуссия (Д)	<i>Оценочные средства, позволяющие включить обучающегося в процесс обсуждения спорного вопроса, проблемы и оценить их умение аргументировать собственную точку зрения.</i>
Презентация (П)	<i>Представляет собой совмещение видеоряда как последовательности кадров со звукорядом с последовательностью звукового сопровождения. В качестве способа представления информации позволяет сообщить нужные сведения об объекте в удобной для восприятия форме.</i>
Тестирование (Т)	<i>Средство, позволяющее оценить уровень знаний обучающегося путем выбора им одного из нескольких вариантов ответов на поставленный вопрос. Возможно использование тестовых вопросов, предусматривающих ввод обучающимися короткого и однозначного ответа на поставленный вопрос.</i>
Ролевая игра (РИ)	<i>Совместная деятельность группы обучающихся и преподавателя под управлением преподавателя с целью решения учебных и профессионально-ориентированных задач путем игрового моделирования реальной проблемной ситуации. Позволяет оценивать умение анализировать и решать типичные профессиональные задачи.</i>
Контрольная работа (индивидуальные задания) (КР)	<i>Знакомство с основной и дополнительной литературой, включая справочные издания, зарубежные источники, конспект основных положений, терминов, сведений, требующихся для запоминания и являющихся основополагающими в этой теме. Составление аннотаций к прочитанным литературным источникам и др.</i>

## **VIII. МЕТОДИЧЕСКИЕ МАТЕРИАЛЫ, ОПРЕДЕЛЯЮЩИЕ ПРОЦЕДУРЫ ОЦЕНИВАНИЯ ЗНАНИЙ, УМЕНИЙ, НАВЫКОВ И (ИЛИ) ОПЫТА ДЕЯТЕЛЬНОСТИ, ХАРАКТЕРИЗУЮЩИХ ЭТАПЫ ФОРМИРОВАНИЯ КОМПЕТЕНЦИЙ**

Описание показателей и критериев оценивания компетенций на различных этапах их формирования, описание шкал оценивания представлено в разделе II «Содержание программы учебной дисциплины» и разделе VIII настоящей рабочей программы.

### **8.1. Формирование балльной оценки по дисциплине «Иностранный язык» для студентов очной формы обучения программы бакалавриата**

В соответствии с Положением о рейтинговой системе оценки успеваемости и качества знаний студентов в ФГБОУ ВО «РЭУ им. Г.В. Плеханова» распределение баллов, формирующих рейтинговую оценку работы студента, осуществляется следующим образом, таблица 8.1:

Таблица 8.1

Виды работ	Максимальное количество баллов
Посещаемость	20
Текущий и рубежный контроль	20
Творческий рейтинг	20
Промежуточная аттестация (экзамен, зачет)	40
Итого	100

Результаты входного контроля уровня подготовки обучающихся в начале изучения дисциплины, уровня профессиональной подготовки обучающихся в процессе изучения смежных дисциплин не формируют рейтинговую оценку работы обучающегося по дисциплине, критерии оценки входного контроля представлены в оценочных и методических материалах к дисциплине.

#### **8.1.1. Критерии оценки посещаемости занятий**

В соответствии с утвержденным учебным планом по направлению подготовки 38.03.01 Экономика направленности (профиля) «Бухгалтерский учет, анализ и аудит» по дисциплине «Иностранный язык» предусмотрено:

– семестры 1-6 – по 42 часа практических занятий в каждом. Таким образом, за посещение одного занятия студент набирает 1 балл.

Пропуски занятий студентом по уважительной причине учитываются преподавателем и могут быть оценены в баллах при предъявлении студентом конспекта лекций и отработки практических занятий.

#### **8.1.2. Критерии оценки заданий текущего контроля успеваемости обучающегося в семестре**

##### **8.1.2.1. Расчет баллов по результатам текущего контроля**

Расчет баллов по результатам текущего контроля в 1 семестре представлен в таблице 8.2:

Таблица 8.2.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел I. Work, education, spare time Тема 1. Learning	T	4

	foreign languages		
	Тема 2. Education	УОТ	6
	Тема 3. Planning activities	УОТ	4
	Грамматика	УОТ	6
Всего			20

Расчет баллов по результатам текущего контроля во 2 семестре представлен в таблице 8.3:  
Таблица 8.3

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел 2. Business circumstances. Тема 4. At the office	УОТ	6
	Тема 5. The career ladder	УОТ	4
	Тема 6. Getting a job	УОТ	6
	Грамматика	УОТ	4
Всего			<b>20</b>

Расчет баллов по результатам текущего контроля в 3 семестре представлен в таблице 8.4:  
Таблица 8.4.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел 3. Business contacts. Тема 7. Establishing business contacts	Т ПР	6
	Тема 8. Exhibitions and fairs	УОТ	4
	Тема 9. Business talks	УОТ	6
	Грамматика	УОТ	4
Всего			20

Расчет баллов по результатам текущего контроля в 4 семестре представлен в таблице 8.5:  
Таблица 8.5.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Тема 10. Arranging a business trip	УОТ	4
	Тема 11. Arrival. Departure	УОТ	6
	Тема 12. Visiting a factory	УОТ	4

	Грамматика	УОТ	6
Всего			20

Расчет баллов по результатам текущего контроля в 5 семестре представлен в таблице 8.6:  
Таблица 8.6.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел 5. Producing, promotion and selling goods. Тема 13. Producinggoods	Т	6
	Тема 14. Controllingbusiness	УОТ	4
	Тема 15. Trade. Russia's Foreign Trade	УОТ	4
	Грамматика	УОТ	6
Всего			20

Расчет баллов по результатам текущего контроля в 6 семестре представлен в таблице 8.7:  
Таблица 8.7.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Тема 16. Promotionofgoods	УОТ	4
	Тема 17. Buying and selling	УОТ	4
	Тема 18. Making a contract		6
	Грамматика	УОТ	6
Всего			20

#### 8.1.2.2 Критерии оценки курсовой работы

Курсовая работа по дисциплине «Иностранный язык» учебным планом не предусмотрена.

#### 8.1.2.3. Критерии оценки заданий к практическим (семинарским) занятиям

Индивидуальные задания (10 баллов):

**10-6 баллов** выставляется студенту, если он активно участвовал в работе, дал 76-100% правильных ответов;

**5-3 баллов** выставляется студенту, если он принимал не слишком активное участие в работе, допускал неточности при ответе на вопросы, дал 50-75% правильных ответов;

**3-0 баллов** выставляется студенту, если он дал менее 50% правильных ответов.

#### 8.1.2.4. Критерии оценки заданий к интерактивным занятиям

Дискуссия (10 баллов):

**10-6 баллов** выставляется студенту, если он принимал активное участие в обсуждении темы, дал 76-100% правильных ответов;

**5-3 баллов** выставляется студенту, если он принимал не слишком активное участие в обсуждении темы, допускал неточности при ответе на вопросы, дал 50-75% правильных ответов;

**3-0 баллов** выставляется студенту, если он дал менее 50% правильных ответов.

### 8.1.3. Критерии оценки творческого рейтинга

Распределение баллов осуществляется по решению кафедры. Результат распределения баллов за соответствующие виды работ представляется в виде следующих таблиц 8.8-8.13.

Таблица 8.8

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 1	
Подготовка дискуссии по теме 1 Learning foreign languages дисциплины.	6
Подготовка ролевой игры по теме 2 Education дисциплины.	6
Подготовка кейс-стади по теме 3 Planning activities дисциплины.	8
Итого	<b>20</b>

Таблица 8.9

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 2	
Подготовка кейс-стади по теме 4 At the office дисциплины.	6
Подготовка кейс-стади по теме 5 The career ladder дисциплины.	6
Подготовка дискуссии по теме 6 Getting a job дисциплины.	8
Итого	<b>20</b>

Таблица 8.10

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 3	
Подготовка дискуссии по теме 7 Establishing business contacts дисциплины.	6
Подготовка презентации по теме 8 Exhibitions and fairs дисциплины.	6
Подготовка кейс-стади по теме 9 Business stalks дисциплины.	8
Итого	<b>20</b>

Таблица 8.11

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 4	
Подготовка дискуссии и ролевой игры по теме 10	6

Arranging a business trip дисциплины.	
Подготовка дискуссии по теме 11 Arrival. Departure дисциплины.	6
Подготовка кейс-стади по теме 12 Visiting a factory дисциплины.	8
<b>Итого</b>	<b>20</b>

Таблица 8.12

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
<b>Семестр 5</b>	
Подготовка ролевой игры по теме 13 Producing goods дисциплины.	6
Подготовка ролевой игры по теме 14 Controlling business дисциплины.	6
Подготовка кейс-стади по теме 15 Trade дисциплины.	8
<b>Итого</b>	<b>20</b>

Таблица 8.13

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
<b>Семестр 6</b>	
Подготовка ролевой игры по теме 16 Promotion of goods дисциплины.	6
Подготовка ролевой игры по теме 17 Buying and selling дисциплины.	6
Подготовка кейс-стади по теме 18 Making a contract дисциплины.	8
<b>Итого</b>	<b>20</b>

#### 8.1.4. Критерии оценки промежуточной аттестации

**Зачет** по результатам изучения дисциплины «Иностранный язык» (1,3,5 семестры) проводится в устной форме также оцениваются по балльной системе (по 40 баллов). Корректное выполнение всех заданий соответствует **40 баллам**. Зачет состоит из трех теоретических вопросов и практического задания. Оценка по результатам зачета выставляется по следующим критериям:

- правильный ответ на **первый вопрос** зачета – **10 баллов**;
- правильный ответ на **второй вопрос** зачета – **10 баллов**;
- правильный ответ на **третий вопрос** зачета – **10 баллов**;
- правильное выполнение **практического задания** зачета – **10 баллов**.

**Зачет с оценкой** по результатам изучения дисциплины «Иностранный язык» (семестр 2) также оцениваются по балльной системе (по 40 баллов). Зачет с оценкой состоит из трех теоретических вопросов и практического задания. Оценка по результатам экзамена выставляется по следующим критериям:

- правильный ответ на **первый вопрос** зачета – **10 баллов**;
- правильный ответ на **второй вопрос** зачета – **10 баллов**;
- правильный ответ на **третий вопрос** зачета – **10 баллов**;
- правильное выполнение **практического задания** зачета – **10 баллов**.

**Экзамен** по результатам изучения дисциплины «Иностранный язык» (4, 6 семестры) проводится по экзаменационным билетам, включающим три практических задания и одно теоретическое, что в итоге соответствует **40 баллам**. Зачет состоит из трех теоретических и



практических (лексических и грамматических) заданий, содержащих теоретические вопросы. Оценка по результатам экзамена выставляется по следующим критериям:

- правильное выполнение **первого задания** билета – **10 баллов**;
- правильное выполнение **второго задания** билета – **10 баллов**;
- лексически, грамматически, фонетически правильное выполнение **третьего задания** билета – **10 баллов**
- правильный ответ на **теоретические вопросы** – **10 баллов**.

Общая оценка результатов **текущего контроля** (опрос по теме, тест) по балльной шкале оценок определяется соответствием ответов приведенным ниже критериям:

**письменное задание** – 4-5 балла: студент допускает 1-2 лексические ошибки, 1-2 грамматические ошибки; 3-4 балла: студент допускает 3-4 лексические ошибки, 3-4 грамматические ошибки; 1-2 балла: студент допускает 5-6 лексических ошибок, 5-6 грамматических ошибок; 0-1 балл: студент допускает 7 и более лексических ошибок, 7 и более грамматических ошибок;

**говорение** – 4-5 балла: студент свободно отвечает на вопросы, показывает глубокое знание темы, отвечает на достаточно высоком уровне, допущено до 4-5 фактических ошибок; 3-4 балла допускаются отдельные ошибки, но ответ недостаточно полный, допущено до 8 фактических ошибок, уровень недостаточно высок; 1-2 балла: может ответить лишь на некоторые вопросы темы, допущено более 8 фактических ошибок, непонимание предмета; 0-1 балл: студент не усвоил тему, отсутствует ориентация в материале;

**тестовое задание** – 4-5 балла: студент допускает 1-2 лексические ошибки, 1-2 грамматические ошибки; 3-4 балла: студент допускает 3-4 лексические ошибки, 3-4 грамматические ошибки; 1-2 балла: студент допускает 5-6 лексических ошибок, 5-6 грамматических ошибок; 0-1 балл: студент допускает 7 и более лексических ошибок, 7 и более грамматических ошибок;

**сформированность компетенций** – 4-5 баллов: отсутствие ошибок и недочетов при воспроизведении изученного материала, соблюдение культуры устной речи; 3-4 балла: незначительно и кратко ошибки и недочеты при воспроизведении изученного материала, соблюдение основных правил культуры устной речи.; 1-2 балла: наличие грубой ошибки, нескольких негрубых при воспроизведении изученного материала, незначительное несоблюдение основных правил культуры устной речи.; 0-1 балл: наличие нескольких грубых ошибок, большого числа негрубых при воспроизведении изученного материала, значительное несоблюдение основных правил культуры устной речи.

**Итоговый балл** формируется суммированием баллов за промежуточную аттестацию и баллов, набранных перед аттестацией в течение семестра.

Таблица 8.14

**Показатели и критерии оценивания планируемых результатов освоения компетенций и результатов обучения, шкала оценивания (экзамен, зачет с оценкой, зачет)**

100-балльная система оценки	Традиционная четырехбалльная система оценки	Формируемые компетенции (индикаторы компетенций)	Критерии оценивания
85 – 100 баллов	«отлично»	ОК-4	<b>Знает верно и в полном объеме:</b> лексическую базу и терминологию межличностного и межкультурного взаимодействия на русском и иностранном языках в профессиональной деятельности.

			<p><b>Умеет верно и в полном объеме:</b> воспринимать, анализировать, передавать и обобщать информацию в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности.</p> <p><b>Владеет навыками верно и в полном объеме:</b> навыками решения межличностного и межкультурного взаимодействия в устной и письменной формах на русском и иностранном языках в профессиональной деятельности.</p>
70 – 84 баллов	«хорошо»	ОК-4	<p><b>Знает с незначительными замечаниями:</b> лексическую базу и терминологию межличностного и межкультурного взаимодействия на русском и иностранном языках в профессиональной деятельности</p> <p><b>Умеет с незначительными замечаниями:</b> воспринимать, анализировать, передавать и обобщать информацию в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности.</p> <p><b>Владеет навыками с незначительными замечаниями:</b> навыками решения межличностного и межкультурного взаимодействия в устной и письменной формах на русском и иностранном языках в профессиональной деятельности.</p>
50 – 69 баллов	«удовлетворительно»	ОК-4	<p><b>Знает на базовом уровне, с ошибками:</b> лексическую базу и терминологию межличностного и межкультурного взаимодействия на русском и иностранном языках в профессиональной деятельности.</p> <p><b>Умеет на базовом уровне, с ошибками:</b> воспринимать, анализировать, передавать и обобщать информацию в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности.</p> <p><b>Владеет на базовом уровне, с ошибками:</b> навыками решения межличностного и межкультурного взаимодействия в устной и письменной формах на русском и иностранном языках в профессиональной деятельности.</p>

менее 50 баллов	«неудовлетворительно»	ОК-4	<p><b>Не знает на базовом уровне:</b> лексическую базу и терминологию межличностного и межкультурного взаимодействия на русском и иностранном языках в профессиональной деятельности.</p> <p><b>Не умеет на базовом уровне:</b> воспринимать, анализировать, передавать и обобщать информацию в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности.</p> <p><b>Не владеет на базовом уровне:</b> навыками решения межличностного и межкультурного взаимодействия в устной и письменной формах на русском и иностранном языках в профессиональной деятельности.</p>
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## 8.2.Оценивание результатов обучения по дисциплинам для студентов заочной формы обучения программы бакалавриата

Оценивание результатов обучения по дисциплине «Иностранный язык» для студентов заочной формы обучения по направлению подготовки 38.03.01 Экономика направленность (профиль) Бухгалтерский учет, анализ и аудит проводится с помощью шкал оценки по видам оценочных средств, указанным в разделе VI, формам текущего контроля и промежуточной аттестации раздела V настоящей РПД.

Таблица 8.2.1.

### Оценивание результатов обучения с помощью шкал оценки по видам оценочных средств

Вид оценочного средства	Форма текущего контроля успеваемости, промежуточной аттестации	Шкала оценки
<b>Текущий контроль успеваемости</b>		
1.Тесты по разделу дисциплины	Тестирование письменное или с использованием программных средств на практическом занятии	100-процентная
2.Индивидуальные темы рефератов (эссе, докладов) по заданной тематике	Устный доклад на практическом занятии и его обсуждение	Двухбалльная или четырехбалльная
3.Дискуссионные темы для проведения круглого стола (дебатов, полемики)	Обсуждение заданной проблемы и спорных вопросов по разделу дисциплины на практическом занятии	Двухбалльная или четырехбалльная
4.Описание различных производственных ситуаций (кейсы)	Решение ситуационных задач на практическом занятии	Двухбалльная или четырехбалльная
5.Индивидуальные разноуровневые задания (включая типовые с вариантами решений)	Решение разноуровневых задач на практическом занятии	Двухбалльная или четырехбалльная

6.Сценарий и задания к деловой (ролевой) игре	Деловая (ролевая) игра на практическом занятии	Двухбалльная или четырехбалльная
Промежуточная аттестация		
7.Вопросы к экзамену	Экзамен	Четырехбалльная
8.Вопросы к зачету	Зачет	Двухбалльная

Таблица 8.2.2.

**Критерии оценки при проведении текущего контроля и промежуточной аттестации**

Шкала оценки	Оценка	Критерий выставления оценки
100-процентная	отлично	85-100 % правильных ответов
	хорошо	65-84 % правильных ответов
	удовлетворительно	40-64 % правильных ответов
	неудовлетворительно	менее 40 % правильных ответов
двухбалльная	зачтено	выполнено
	не зачтено	не выполнено
четырехбалльная	отлично	Студент глубоко и прочно усвоил весь программный материал, исчерпывающе, последовательно, грамотно и логически стройно его излагает, тесно увязывает теорию с практикой. Студент не затрудняется с ответом при видоизменении задания, свободно справляется с задачами, заданиями и другими видами применения знаний, показывает знания законодательного и нормативного материала, правильно обосновывает принятые решения, владеет разносторонними навыками и приемами выполнения практических работ, обнаруживает умение самостоятельно обобщать и излагать материал, не допуская ошибок
	хорошо	Студент твердо знает программный материал, грамотно и по существу излагает его, не допускает существенных неточностей в ответе на вопрос, может правильно применять теоретические положения и владеет необходимыми навыками при выполнении практических заданий
	удовлетворительно	Студент усвоил только основной материал, но не знает отдельных деталей, допускает неточности, недостаточно правильные формулировки, нарушает последовательность в изложении программного материала и испытывает затруднения в выполнении практических заданий
	неудовлетворительно	Студент не знает значительной части программного материала, допускает существенные ошибки, с большими затруднениями выполняет практические работы.

Оценки «Не зачтено», «Неудовлетворительно» ставятся также в случаях, если студент не приступал к выполнению задания, списывал, фальсифицировал данные и результаты работы. Результирующая оценка по итогам текущего контроля рассчитывается как сумма взвешенных оценок, полученных по итогам выполнения всех заданий.

## ЛИСТ РЕГИСТРАЦИИ ИЗМЕНЕНИЙ (АКТУАЛИЗАЦИИ)

1. Рабочая программа по учебной дисциплине с внесенными дополнениями и изменениями одобрена на заседании кафедры бухгалтерского учета и анализа, протокол от 18.03.2020 № 8

Заведующий кафедрой  Н.В. Лактионова

Согласовано на заседании УМС Краснодарского филиала РЭУ им. Г.В. Плеханова, протокол от 19.03.2020 № 7

Председатель  Г.Л. Авагян

Утверждено советом Краснодарского филиала РЭУ им. Г.В. Плеханова, протокол 26.03.2020 № 11

Председатель  А.В. Петровская

2. Рабочая программа по учебной дисциплине с внесенными дополнениями и изменениями одобрена на заседании кафедры бухгалтерского учета и анализа, протокол от 25.02.2021 № 7

Заведующий кафедрой  Н.В. Лактионова

Согласовано на заседании УМС Краснодарского филиала РЭУ им. Г.В. Плеханова, протокол от 11.03.2021 № 7

Председатель  Г.Л. Авагян

Утверждено советом Краснодарского филиала РЭУ им. Г.В. Плеханова, протокол 30.03.2021 № 14

Председатель  А.В. Петровская

**Краснодарский филиал РЭУ им. Г.В. Плеханова**  
**Карта обеспеченности дисциплины «Иностранный язык»**  
**учебными изданиями и иными информационно-библиотечными ресурсами»**

Кафедра бухгалтерского учета и анализа

ОПОП ВО по направлению подготовки 38.03.01 Экономика

Направленность (профиль) программы Бухгалтерский учет, анализ и аудит

Уровень подготовки **бакалавриат**

№ п/п	Наименование, автор	Выходные данные	Информация по НИБЦ им. акад. Л.И.Абалкина		Количество экземпляров на кафедре (в лаборатории) (шт)	Численность студентов (чел)	Показатель обеспеченности студентов литературой: = 1(при наличии в ЭБС); или =(столбец4/столбец7) (при отсутствии в ЭБС)
			Количество печатных экземпляров (шт)	Наличие в ЭБС (да/нет), название ЭБС			
1	2	3	4	5	6	7	8
<b>Основная литература</b>							
1.	Английский язык для экономистов : учебник для бакалавров / В. А. Шляхова, О. Н. Герасина, Ю. А. Герасина.	Москва : Издательско-торговая корпорация «Дашков и К <sup>о</sup> », 2020. - 296 с. - ISBN 978-5-394-02222-7.– Режим доступа: <a href="https://znanium.com/read?id=358371">https://znanium.com/read?id=358371</a>	X	Да, ЭБС «Znanium»	X	X	1
2.	Английский язык в ситуациях повседневного делового общения: учеб. пособие / З.В. Маньковская	Москва : ИНФРА-М, 2019. — 223 с. — (Высшее образование: Бакалавриат). - ISBN 978-5-16-105422-2 (online).– Текст : электронный. – URL: <a href="http://znanium.com/bookread2.php?book=995410">http://znanium.com/bookread2.php?book=995410</a>	X	Да, ЭБС «Znanium»	X	X	1
3.	Английский язык для экономических специальностей: Учебное пособие /Чикилева Л.С., Матвеева И.В., – 2-е изд., перераб. и доп.	М.:КУРС, НИЦ ИНФРА-М, 2019. - 160 с. - ISBN 978-5-905554-71-1. Текст : электронный. – URL: <a href="http://znanium.com/bookread2.php?book=1012463">http://znanium.com/bookread2.php?book=1012463</a>	X	Да, ЭБС «Znanium»	X	X	1
<b>Всего</b>				3			1
<b>Дополнительная литература</b>							
1.	Английский язык: экономика и финансы	Москва : Альфа-М: НИЦ Инфра-М, 2012. - 208 с. ISBN 978-5-98281-225-4. – Режим доступа:	X	Да, ЭБС «Znanium»	X	X	1

	(Environment): Учебник / Г.А. Дубинина, И.Ф. Драчинская и др.; Финансовая Академия при Правительстве РФ	<a href="http://znanium.com/bookread2.php?book=371309">http://znanium.com/bookread2.php?book=371309</a>					
2.	Английский язык в менеджменте : учеб. пособие / Н.М. Дюканова	М.: ИНФРА-М, 2019. — 256 с. — (Высшее образование: Бакалавриат). - ISBN 978-5-16-009576-9. – Текст: электронный. – URL: <a href="http://znanium.com/bookread2.php?book=982756">http://znanium.com/bookread2.php?book=982756</a>	X	Да, ЭБС «Znanium»	X	X	1
3.	Английский язык для современных менеджеров: Учебное пособие / Маньковская З.В., – 2-е изд., испр. и доп.	М.: Форум, НИЦ ИНФРА-М, 2018. – 152 с.: 70x100 1/16. – (Высшее образование) (Обложка. КБС) ISBN 978-5-91134-975-2 – Текст: электронный. – URL: <a href="http://znanium.com/bookread2.php?book=929647">http://znanium.com/bookread2.php?book=929647</a>	X	Да, ЭБС «Znanium»	X	X	1
4.	Английский язык для технических вузов : учебное пособие / В.А. Радовель. – 2-е изд.	Москва : РИОР : ИНФРА-М, 2020. — 296 с. — (Высшее образование). - ISBN 978-5-369-01792-0. – Текст: электронный. - URL: <a href="http://znanium.com/bookread2.php?book=987363">http://znanium.com/bookread2.php?book=987363</a>	X	Да, ЭБС «Znanium»	X	X	1
<b>Всего</b>				4			1

Преподаватель



А.А. Еремеева

Зав. кафедрой



Н. В. Лактионова

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Библиотекарь



Н.И. Криво

**Образец оформления экзаменационного билета**

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ  
федеральное государственное бюджетное образовательное учреждение высшего образования  
«Российский экономический университет имени Г. В. Плеханова»  
Краснодарский филиал РЭУ им. Г.В.Плеханова  
Факультет экономики, менеджмента и торговли  
**Кафедра бухгалтерского учета и анализа**

Направление подготовки: 38.03.01 «Экономика»  
Направленность (профиль) «Бухгалтерский учет,  
анализ и аудит»

**ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № \_\_\_\_\_**  
**по дисциплине «Иностранный язык»**

- 1 Read the text.
- 2 Translate the text from English into Russian. Fulfill the tasks.
- 3 Make a plan of the text.

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Зав.кафедрой, к.э.н., доцент		_____	Н. В. Лактионова
		(подпись)	

Утверждено на заседании кафедры Протокол от «\_\_»\_\_\_\_\_.20\_\_ № \_\_\_\_\_