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**Приложение 6 к основной профессиональной образовательной программе  
по направлению подготовки 38.03.02 Менеджмент  
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**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**

## **ОЦЕНОЧНЫЕ МАТЕРИАЛЫ**

**по дисциплине Б1.О.03 Иностранный язык**

**Направление подготовки 38.03.02 Менеджмент**

**Направленность (профиль) программы Менеджмент организации**

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## ОЦЕНОЧНЫЕ МАТЕРИАЛЫ

по учебной дисциплине «Иностранный язык»

### ПЕРЕЧЕНЬ КОМПЕТЕНЦИЙ С УКАЗАНИЕМ РЕЗУЛЬТАТОВ ОБУЧЕНИЯ И ЭТАПОВ ИХ ФОРМИРОВАНИЯ ПО ДИСЦИПЛИНЕ

Формируемые компетенции	Индикаторы достижения компетенций	Результаты обучения (знания, умения)	Наименование контролируемых разделов и тем
<p>УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)</p>	<p>УК-4.1. Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами</p>	<p>УК-4.1. 3-1. <b>Знает</b> нормы устной речи, принятые в профессиональной среде УК-4.1. У-1. <b>Умеет</b> выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия УК-4.1. У-2. <b>Умеет</b> применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде</p>	<p>Тема 1. Установление деловых контактов. Establishing business contacts. Тема 2. Этикетные формы профессионального общения. Etiquette forms of professional communication. Тема 3. Планирование дня. Planning activities. Тема 4. В офисе. At the office. Тема 5. Карьера. The career ladder.</p>
	<p>УК-4.2. Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках</p>	<p>УК-4.2. 3-1. <b>Знает</b> нормы письменной речи, принятые в профессиональной среде УК-4.2. У-1. <b>Умеет</b> вести деловую переписку на государственном языке РФ и/или иностранном языке</p>	<p>Тема 6. Процедура трудоустройства. Getting a job. Тема 7. Международные деловые контакты. International business activities.</p>

	<p>УК-4.4. Выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)</p>	<p>УК-4.4. 3-1. <b>Знает</b> особенности и правила перевода официальных и профессиональных текстов с иностранного языка на русский и с русского языка на иностранный          УК-4.4. У-1. <b>Умеет</b> выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов</p>	<p>Тема 8. Выставки и ярмарки. Exhibitions and fairs.          Тема 9. Деловые переговоры. Business talks.          Тема 10. Организация деловой поездки. Arranging a business trip.          Тема 11. Прибытие. Отъезд. Arrival. Departure.          Тема 12. Поездка на предприятие. Visiting a factory.          Тема 13. Controlling business.          Тема 14. Promotion of goods.          Тема 15. Making a contract.</p>
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## МЕТОДИЧЕСКИЕ МАТЕРИАЛЫ, ХАРАКТЕРИЗУЮЩИЕ ЭТАПЫ ФОРМИРОВАНИЯ КОМПЕТЕНЦИЙ

### Перечень учебных заданий на аудиторных занятиях

**Тема 1. Установление деловых контактов. Establishing business contacts.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Greetings.
2. Addressing people.
3. Introducing yourself.
4. Getting to the point.
5. Giving information.

**Тема 2. Этикетные формы профессионального общения. Etiquette forms of professional communication.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Темы для проведения собеседования**

1. Determining the correct medium.
2. Deciding on the level of formality.
3. Adjusting one's tone.
4. Being respectful on the phone.
5. Considering timing.
6. Trying being concise but thorough.
7. Criticizing constructively.
8. Acknowledging others.

**Тема 3. Планирование дня. Planning activities.****Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4**Вопросы для проведения опроса**

1. Write down each day's tasks ahead of time.
2. Organize tasks in their order of priority.
3. Allocate time for your tasks.
4. Include some contingency time on your schedule.
5. Reevaluate the items on your planner.
6. Write a journal.

**Тема 4. В офисе. At the office.****Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4**Вопросы для проведения опроса**

1. Establishing work zones.
2. Keeping workspace clean and tidy.
3. Setting key tasks.
4. Dialogue and teamwork.
5. Taking a few minutes to plan a day/week/month/year.
6. Taking breaks.
7. Stopping multitasking.

**Тема 5. Карьера. The career ladder.****Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4**Вопросы для проведения опроса**

1. Being specific about your goals.
2. Working smarter, not harder.
3. Maintaining modesty and accountability.
4. Mastering teamwork skills.
5. Being honest.
6. Learning the hard skills for the job.
7. Keeping goals in mind.

**Тема 6. Процедура трудоустройства. Getting a job.****Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4**Темы для проведения собеседования**

1. Using social media presence.
2. Highlighting transferable skills.
3. Using proper words.
4. Telling a compelling story in your cover letter.
5. Catching resume mistakes.

6. Preparing for an interview before getting it.

**Тема 7. Международные деловые контакты. International business activities.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. The movement of goods from country to another (exporting, importing, trade)
2. Contractual agreements that allow foreign firms to use products, services, and processes from other nations (licensing, franchising)
3. The formation and operations of sales, manufacturing, research and development
4. Distribution facilities in foreign markets
5. A multi-domestic company with independent subsidiaries that act as domestic firms
6. Global operations with integrated subsidiaries
7. A combination of the multi-domestic company

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

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Get the right people for the show.
2. Get staffing levels right.
3. Know what you're looking for.
4. Book meetings beforehand.
5. Ditch the pointless freebies.
6. Get your tech set-up right.
7. Design your lead capture form.
8. Set targets.
9. Have planning meetings beforehand.

**Тема 9. Деловые переговоры. Business talks.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Темы для проведения собеседования**

1. Remember golden rules of business talks.
2. Articulate the problem.
3. Propose solution to the problem.
4. Determine your goals.
5. Be clear on what you want to accomplish.
6. Distinguish short-term and long-term objectives .
7. Learn the rules of the game.
8. In order to win be ready to play the whole game.
9. Do the legwork to justify your "asks".
10. Make sure you have a Plan B.
11. Your tactics without a Plan B.

**Тема 10. Организация деловой поездки. Arranging a business trip.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Make your travel arrangements well in advance.
2. Select your accommodation based on both price and convenience.
3. Create an itinerary.
4. Research your destination.
5. Remember your electronics, accessories and travel documents.
6. Prepare for your meeting.

**Тема 11. Прибытие. Отъезд. Arrival. Departure.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Plan the trip.
2. Book yourself accommodation.
3. Take pictures of your credit cards, drivers license, and passport.
4. Scan or take photos of your receipts of the items you will be travelling with (luggage, gadgets etc) in case you need to make a claim.
5. Try not to overpack your working day with activities.
6. Pack lightly.
7. Resolving/managing the problems arriving at the airport and leaving it.

**Тема 12. Поездка на предприятие. Visiting a factory.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Темы для проведения собеседования**

1. Factory organization.
2. Factory capacity: production planning board.
3. Factory working conditions and instructions.
4. Production equipment at the factory.
5. Warehouse and material inventory.
6. Production samples.

**Тема 13. Controlling business.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Setting standards and objectives.
2. Measuring performance.
3. Analyzing performance.
4. Taking corrective action.
5. Navigating the management process.

**Тема 14. Promotion of goods.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Advertising.
2. Personal selling or telemarketing.
3. Publicity.
4. Short-term sales promotions.
5. Direct marketing.
6. Developing marketing strategy.

**Тема 15. Making a contract.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Вопросы для проведения опроса**

1. Essential elements of the contract
2. Negotiating the contract
3. Types of contracts
4. Contract templates
5. Contract management

**Критерии оценки (в баллах):**

- 1,2 балла выставляется обучающемуся, если он свободно владеет материалом по существу заданных вопросов, логично излагает мысли, проявляет способность аргументировать ответы, в соответствии с правилами изучаемого языка;
- 0,6 балла выставляется обучающемуся, если он владеет материалом в полном объеме, отвечает последовательно, демонстрирует умение сравнивать и обобщать теоретический материал, допускает лишь мелкие неточности, не влияющие на сущность ответа;
- 0,3 балла выставляется обучающемуся, если он знает материал курса дисциплины недостаточно полно, отвечает не всегда последовательно, сбивчиво и бессистемно при аргументации не ссылается на правила изучаемого языка;
- 0 баллов выставляется обучающемуся, если в ответе допущены значительные ошибки, свидетельствующие о недостаточном уровне его подготовки.

## Задания для текущего контроля

### Комплект практических заданий

#### Тема 1. Установление деловых контактов. Establishing business contacts.

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** Choose the right word.

1. This is a very (good, well) watch.
2. Which of your friends speaks English (good, well)?
3. My son knows German (bad, badly).
4. Mr. Petrov is a (good, well) engineer.
5. This park is very (good, well). I often go there on Sunday.
6. Do you answer your teacher's questions (good, well)?
7. My friend translates from English into Russian (good, well), but he translates from Russian into English (bad, badly).
8. I read English (good, well), but I write English (bad, badly).
9. This book is (bad, badly). Don't read it.
10. How is your daughter? She is quite (good, well), thank you.

**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.

1. \_\_\_ Sunday my wife and I do not go \_\_\_ our offices. Sunday is our day off. \_\_\_ the morning we get 8 o'clock.
2. \_\_\_ breakfast we often go to see our friends. We are usually \_\_\_ home \_\_\_ the evening. Tell me \_\_\_ your day off, please.
3. Ann, look \_\_\_ the watch. It is already 8 o'clock. Get \_\_\_, wash, dress and eat.
4. Your bag is \_\_\_ the shelf. Take it \_\_\_ the shelf and go \_\_\_ school.
5. My friend and I work \_\_\_ this Ministry. We are engineers. The engineers \_\_\_ our office learn English.
6. We go \_\_\_ our lessons \_\_\_ Tuesday, Thursday and Saturday.
7. Our lessons begin \_\_\_ 8 o'clock. \_\_\_ the lessons we answer the teacher's questions and read English.
8. We do not speak Russian \_\_\_ our teacher \_\_\_ the lessons. \_\_\_ home we translate exercises \_\_\_ Russian \_\_\_ English and learn words.

**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.** 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.

## **Тема 2. Этикетные формы профессионального общения. Etiquette forms of professional communication.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** Choose the correct variant.

1. Quite a number of countries refuse \_\_\_\_\_ Kosovo's independence.

- a. to know    b. to accept    c. to recognize

2. 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. for going

3. 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

4. Travellers to Africa are being \_\_\_\_\_ the danger of various exotic infections.

- a. threatened of    b. warned from    c. warned about

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 2.** 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

**Задание 3.** 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

**Задание 4.** Choose the correct variant.

1. 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

**Задание 5.** 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

**Задание 6.** 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. Black by telephone.  
a. achieve   b. obtain   c. reach

**Задание 7.** 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 8.** 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

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

1. 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 10.** 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 3. Планирование дня. Planning activities.

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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 \_\_\_ \_\_\_ 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.** 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 3.** Choose the correct form of the noun.

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

**Задание 4.** Choose the correct word.

- 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
- 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
- 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
- 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
- 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 5.** Choose the correct word.

- 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
- 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
- You \_\_\_\_\_ your sister before you took her car. Now she is annoyed.  
a. must have asked    b. should have asked    c. had to ask
- Children \_\_\_\_\_ respect their parents and elderly people.  
a. ought to    b. have to    c. can
- Why are you drinking coffee in the lounge? You \_\_\_\_\_ be working now!  
a. ought to    b. need to    c. have to

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

- 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
- 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
- Everything is going to be all right. If I were you I \_\_\_\_\_ stop worrying about it.  
a. must    b. should    c. would have to
- I don't think you \_\_\_\_\_ offer him your help.  
a. will need    b. have to    c. should
- 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 7.** Choose the correct modal verb.

- We \_\_\_\_\_ go home at twelve because my mother wants the car back.  
a. have to    b. should    c. can
- 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. have to    b. need    c. should

**Задание 8.** 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 9.** 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 10.** 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

#### **Тема 4. В офисе. At the office**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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.** 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 3.** 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 на стоянке много машин.

**Задание 4.** 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 \_\_\_\_\_ interest.

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

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

B: Unfortunately I haven't got \_\_\_\_\_ 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 \_\_\_\_\_ seats left, I hear.

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

**Задание 5.** 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. had    b. was having

**Задание 6.** 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 7.** 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 8.** 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 9.** 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 10.** 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

### **Тема 5. Карьера. The career ladder**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** Make up questions to which the underlined words 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 2.** 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 3.** Choose the correct form of the noun.

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

**Задание 4.** Choose the correct variant.

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
- 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
- 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
- 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
- You \_\_\_\_\_ tell Schumacher what happened to his car. He would never forgive us.  
a. needn't to    b. mustn't    c. needn't

**Задание 5.** 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 \_\_\_\_\_ back. When he \_\_\_\_\_ in on Tuesday morning, I \_\_\_\_\_ him about it. I \_\_\_\_\_ sure that he \_\_\_\_\_ you want the money immediately. If I \_\_\_\_\_ the cheque first class, you \_\_\_\_\_ it on Wednesday.

**Задание 6.** Choose the correct words.

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

**Задание 7.** 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 8.** 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 9.** 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 10.** 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.

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

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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.** 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 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.** 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 at page 12.  
a. further    b. farther    c. farthest

**Задание 5.** 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 6.** 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 7.** 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 8.** 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 9.** 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 10.** 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

**Тема 7. Международные деловые контакты. International business activities.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** 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 2.** 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 3.** 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 4.** 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 gob. of going    c. forgoing

**Задание 5.** 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 6.** 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 7.** 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. White by telephone.  
a. achieve    b. obtain    c. reach

**Задание 8.** 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 9.** 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 10.** Choose the correct variant.

11. The assistant said that Mr. Ivanov \_\_\_\_\_ 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

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

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** 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.

**Задание 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?*)

**Задание 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.

- The boat \_\_\_\_\_ (sink) quickly but fortunately everybody \_\_\_\_\_ (rescue).
- Ron's parents \_\_\_\_\_ (die) when he was very young. He and his sister \_\_\_\_\_ (bring) up by their grandparents.

**Задание 4.** Put the verb into the correct form.

- I was born in London but I \_\_\_\_\_ (grow) up in the north of England.
- While I was on holiday, my camera \_\_\_\_\_ (steal) from my hotel room.
- While I was on holiday, my camera \_\_\_\_\_ (disappear) from my hotel room.
- Why \_\_\_\_\_ (Sue/resign) from her job? Didn't she enjoy it?
- Why \_\_\_\_\_ (Bill/sack) from his job? What did he do wrong?
- The company is not independent. It \_\_\_\_\_ (own) by a much larger company.
- I saw an accident last night. Somebody \_\_\_\_\_ (call) an ambulance but nobody \_\_\_\_\_ (injure) so the ambulance \_\_\_\_\_ (not/need).
- Where \_\_\_\_\_ (these photographs/take)? In London? \_\_\_\_\_ (you/take) them?

**Задание 5.** Choose the correct tense form.

- A fire protection device \_\_\_\_\_ a mechanism that reacts to smoke and heat.  
a. has    b. is having    c. has had
- It was after the Civil War ended that an assassin named John Wilkes Booth \_\_\_\_\_ Abraham Lincoln.  
a. has killed    b. had killed    c. killed
- Millions of people \_\_\_\_\_ Disney World in Orlando, Florida, since it opened.  
a. had been visiting    b. have visited    c. will have visited
- Gertrude Stein, a well-known American novelist, was born in 1874 and \_\_\_\_\_ in 1946.  
a. had died    b. died    c. has died
- Harry S. Truman assumed the presidency of the USA after F.D. Roosevelt \_\_\_\_\_ in office.  
a. dies    b. has died    c. died

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

- All I had for lunch was \_\_\_\_\_ of crisps.  
a. a package    b. a packet    c. a packing
- Neither Simon nor Sally \_\_\_\_\_ Spanish yet.  
a. speak    b. speaks    c. don't speak
- Both Latvia and Lithuania \_\_\_\_\_ members of the European Union.  
a. is    b. are    c. are not
- I don't feel \_\_\_\_\_ for a stroll in such rainy weather.  
a. like going    b. as going    c. like to go
- The main \_\_\_\_\_ on the agenda is the pay-roll dispute.  
a. place    b. piece    c. item

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

- We are doing \_\_\_\_\_ on the Queen's visit to China for the evening news.  
a. a point    b. a piece    c. an item
- \_\_\_\_\_ labour is a job which involves physical work using one's hands.  
a. hand    b. manual    c. arms'
- Children under 12 must be \_\_\_\_\_ by an adult.  
a. followed    b. seen off    c. accompanied
- Don't worry, Mrs. Parker, it will all become clear \_\_\_\_\_ of time.  
a. at the course    b. in the course    c. in a course
- They do \_\_\_\_\_ lunch for £ 5.  
a. two-course    b. a two-course    c. two-course's



**Задание 8.** 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 9.** 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

**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

### **Тема 9. Деловые переговоры. Business talks.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** 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 2. 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 3. 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 4. Read the dialogue. Put 10 special questions on 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 5. Make up a text based on the answers to the questions.**

**Задание 6. 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 7. 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 8. 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 9. 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?

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

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

**Тема 10. Организация деловой поездки. Arranging a business trip**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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.**

- 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
- Many of the best cooks in the world came from \_\_\_\_\_.  
a) Asia    b) Europe    c) Africa    d) America
- Many universities now offer courses in restaurant \_\_\_\_\_.  
a) accounting    b) management    c) bookkeeping    d) cleaning
- It was a pleasure \_\_\_\_\_ business with you.  
a) making    b) having    c) running    d) doing
- 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:**

- A calorie is \_\_\_\_\_ unit of heat that is used to indicate the energy value of food.  
a) an    b) a    c) the    d) –
- The daily menu offers \_\_\_\_\_ large number of different dishes.  
a) –    b) a    c) the    d) an
- 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?

- 1 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?
- 2 You are at the hotel reception and you are planning to leave in about 15 minutes. What could you ask the receptionist?
- 3 You want to wake up at 7 a.m. but you don't have an alarm clock. What do you ask at reception?
- 4 You have a drink in the hotel bar. The barman asks how you want to pay. What's your reply?
- 5 When you turn on the shower in your room, the water comes out very slowly. What could you say at reception?
- 6 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, à 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.** 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

б) 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 8.** 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 9.** 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 10.** 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 \_\_\_\_\_

### **Тема 11. Прибытие. Отъезд. Arrival. Departure.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** Read the text. Give a headline to it. Make five special questions on 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 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.** Read the dialogue. Put five special questions on the dialogue. Make up a text based on the contents of 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 3.** 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 4.** 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 product or adverts

To find out about customer satisfaction

To predict how customers might respond to a new product on the market

**Задание 5.** 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 6.** 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 7.** 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 8.** 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 9.** Read adjectives below and use suffix *-ly* to change into adverbs. Translate the words.  
*simple, normal, usual, complete large, near, great, high, hard*

**Задание 10.** 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.

## **Тема 12. Поездка на предприятие. Visiting a factory.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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 пообедили 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 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 living-room 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?

### **Тема 13. Управление производством. Controlling business.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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.

- 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...
- Rameses II \_\_\_\_\_ over ancient Egypt for more than fifty years.  
a. was ruling    b. ruled    c. had ruled
- 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
- By the middle of the nineteen sixties many parts of Europe \_\_\_\_\_ a tremendous economic boom.  
a. experienced    b. were experiencing    c. had experienced
- 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.

- Many of the survivors \_\_\_\_\_ in the fields when the earthquake struck.  
a. were working    b. worked    c. had worked
- 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
- 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
- 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

#### **Тема 14. Продвижение товара. Promotion of goods.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**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 underlined words.

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. Mr. Red said that the Assessments were quite easy. \_\_\_\_\_ 6. Pablo consulted his teacher 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.

### **Тема 15. Заключение контракта. Making a contract.**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

**Задание 1.** 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 \_\_\_\_\_ (base) was carried out between March 25 and March 30, 1999. Twenty hotel managers \_\_\_\_\_ (interview) for the purposes of this report. The majority of the hotels which \_\_\_\_\_ (visit) (all in the Brighton area) \_\_\_\_\_ (build) in the last twenty years and \_\_\_\_\_ (design) to meet the needs of the modern tourists. One hotel which \_\_\_\_\_ (consider) unacceptable by the Association \_\_\_\_\_ (close) at the end of the tourist season

**Задание 2.** 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 3.** 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 4.** 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 5.** Open the brackets using the verbs in the correct form of the passive.

Some of the older hotels \_\_\_\_\_ (renovate) recently and also meet the highest standards. This \_\_\_\_\_ (show) by the fact that all the hotels \_\_\_\_\_ (equip) with modern facilities, from swimming pools to satellite TV. In addition, the usual services \_\_\_\_\_ (provide) (room service, laundry service) and the restaurant and bar service \_\_\_\_\_ (consider) satisfactory in most cases. Most of the hotel staff who \_\_\_\_\_ (interview) were highly qualified or experienced. Seventy five percent of the hotels in this report \_\_\_\_\_ (award) a three or four star rating by the tourist board.

**Задание 6.** 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 7.** 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 8.** 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 9.** 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 10.** 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

### **Задания для тестирования**

#### **Тема 1. Установление деловых контактов. Establishing business contacts.**

##### **Индикаторы достижения: УК-4.1, УК-4.2, УК-4.4**

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.

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 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?

### Задания для контрольной работы

#### Тема 6. Getting a job

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

Задание 1. Read texts and complete the sentences.

This is Brigitte. She's from France. She's a teacher. Her school is in Chartres, near Paris.

This is Jamie. He's from Edinburgh, in Scotland. He's a taxi – driver.

This is Sarah. Sarah's from Liverpool. She's a doctor. Her hospital is in the centre of London.

- a. Brigitte's a \_\_\_\_\_
- b. Jamie is from \_\_\_\_\_
- c. Brigitte's school is in \_\_\_\_\_, near Paris.
- d. Sarah's from \_\_\_\_\_
- e. Jamie's a \_\_\_\_\_
- f. Sarah's hospital is in \_\_\_\_\_

Задание 2. Write questions to the answers.

1. \_\_\_\_\_ ?

He's a shop assistant

2. \_\_\_\_\_ ?

I'm neither a policeman nor a nurse.

3. \_\_\_\_\_ ?

I am a football player.

4. \_\_\_\_\_ ?

They're from Japan.

5. \_\_\_\_\_ ?

New York isn't in Italy.

6. \_\_\_\_\_ ?

I'm fine, thanks.

7. \_\_\_\_\_ ?

She isn't 19.

Задание 3. Open the brackets.

1. When I (to call for) Pete his mother told me that he not (to come back) from abroad yet. 2. We were afraid that the goods (not to arrive) yet. 3. When we (to arrive) at the airport the plane (to take off). 4. When I (to see) that man last night I (to think) that I (to meet) him before. 5. He told me that they (to wait for) us outside the Ministry at 5 o'clock. 6. Mr. S. said that they (to be going) to place an order with a French firm. 7. The firm let us know last week that they not (to ship) the equipment yet. 8. The firm did not accept our offer. They already (to buy) the goods from another firm. 9. The stewardess said that the plane (to take off) in 10 minutes. 10. Yesterday our director (to fly) to London on business. He never (to be) there before.

Задание 4. Complete these sentences using one of these verbs:

*get, become, change, rise, fall, increase*



1. The number of people without jobs \_\_\_\_\_ at the moment.
2. He is still ill but he \_\_\_\_\_ better slowly.
3. These days food \_\_\_\_\_ more and more expensive.
4. The world \_\_\_\_\_. Things never stay the same.
5. The cost of living \_\_\_\_\_.
6. The economic situation is already very bad and it \_\_\_\_\_ worse.

Задание 5. Open the brackets:

1. – Who you (to phone)? – I (to try) to get through to Joan.
2. Here we are in Switzerland again. We (to stay) in a very comfortable hotel.
3. At the moment she (to spend) most of her time in her office.
4. What I (to speak) is that you (to do) well in your job. Really! I (to tell) the truth.
5. She has an important project to finish by next week, so she (to work) in the evenings at present.
6. Jane (to leave) in few minutes.
7. The growing number of visitors (to damage) the footpaths.
8. I think (to rain) soon.
9. What time (to get up) you tomorrow?
10. Oh dear! It's already 9 and I'm not ready. I (to be late).

### Тема 15. Making a contract

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

- |                                  |                     |
|----------------------------------|---------------------|
| 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. Insert the correct phrases in the letter. 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)

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.

### **Критерии оценки по каждой теме (в баллах):**

- 1,5 баллов выставляется обучающемуся, если он свободно владеет материалом по существу заданных вопросов, логично излагает мысли, проявляет способность аргументировать ответы, в соответствии с правилами изучаемого языка;
- 0,8 балла выставляется обучающемуся, если он владеет материалом в полном объеме, отвечает последовательно, демонстрирует умение сравнивать и обобщать теоретический материал, допускает лишь мелкие неточности, не влияющие на сущность ответа;
- 0,3 балла выставляется обучающемуся, если он знает материал курса дисциплины недостаточно полно, отвечает не всегда последовательно, сбивчиво и бессистемно при аргументации не ссылается на правила изучаемого языка;
- 0 баллов выставляется обучающемуся, если в ответе допущены значительные ошибки, свидетельствующие о недостаточном уровне его подготовки.

## **Задания для творческого рейтинга**

### **Перечень тем для докладов, презентаций**

#### **Тема 1. Establishing business contacts**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Простое неопределенное время.
2. Понятие об артикле. Использование артиклей.
3. Общие сведения о простом предложении.
4. Повелительное наклонение.
5. Указательные местоимения.

#### **Тема 2. Etiquette forms of professional communication**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Род и число имен существительных.
2. Личные местоимения: общие сведения.
3. Притяжательный падеж существительных.
4. Предлоги направления и движения.
5. Выражение отношений родительного падежа при помощи предлога of.

#### **Тема 3. Planning activities**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Вопросы к группе подлежащего.
2. Место наречий неопределенного времени и образа действия в предложении.
3. Конструкция there is/are в настоящем и прошедшем времени.
4. Объектный падеж личных местоимений.
5. Коммуникативные типы предложений.

#### **Тема 4. At the office**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Модальные глаголы can, may, must.
2. Прямое, косвенное и предложное дополнение.
3. Порядок слов в зависимости от коммуникативного типа предложения.
4. Порядковые числительные.
5. Обстоятельство цели, выраженное инфинитивом.

#### **Тема 5. The career ladder**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Неопределенные местоимения some, any.
2. Особенности употребления a lot (of).
3. Именные безличные предложения.
4. Члены предложения и порядок слов в предложении.
5. Сложносочиненные предложения.

### **Тема 6. Getting a job**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Сложноподчиненные предложения.
2. Придаточные предложения времени.
3. Понятие о причастии настоящего времени.
4. Настоящее продолженное время.
5. Прошедшее продолженное время.

### **Тема 7. International business activities**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Времена Simple и Continuous.
2. Причастие как неличная форма глагола.
3. Понятие о причастии прошедшего времени (Participle II).
4. Настоящее совершенное время.
5. Дополнительные придаточные предложения.

### **Тема 8. Exhibitions and fairs**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Предпрошедшее время (Past Perfect).
2. Прямая речь.
3. Косвенная речь.
4. Согласование времен.
5. Будущее время в прошедшем.

### **Тема 9. Business talks**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Типы придаточных предложений.
2. Уступительные придаточные предложения.
3. Дополнительные придаточные предложения.
4. Придаточные предложения причины.
5. Вопросительные предложения в косвенной речи (общий вопрос).

### **Тема 10. Arranging a business trip**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Вопросительные предложения в косвенной речи (специальный вопрос).
2. Вопросительные предложения в косвенной речи (альтернативный вопрос).
3. Разделительный вопрос в косвенной речи.
4. Альтернативный вопрос в косвенной речи.
5. Эквиваленты модальных глаголов.

### **Тема 11. Arrival. Departure**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Безличные глаголы to rain, to snow.
2. Конструкции as... as, not so... as (not as... as).

- 3.оборот let's.
4. Степени сравнения прилагательных.
5. Степени сравнения наречий.

### **Тема 12. Visiting a factory**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Вопросительно-отрицательные предложения.
2. Употребление настоящего времени в значении будущего в условных и временных придаточных предложениях.
3. Неопределенные местоимения *each, every*.
4. Времена Simple Past и Present Perfect в сравнении.
5. Определительные придаточные предложения.

### **Тема 13. Controlling business**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. оборот *it is difficult for... to do...*
2. Производные местоимения и наречия от *some, any, no, every*.
3. Сложное дополнение с глаголами *to want, I should/would like*.
4. Сложное дополнение с глаголом *to expect*.
5. Возвратные и эмфатические местоимения.

### **Тема 14. Promotion of goods**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Оформление деловой корреспонденции.
2. Система времен.
3. Страдательный залог (простые глагольные времена).
4. Страдательный залог (сложные глагольные времена).
5. Конструкция *both ... and ...*.

### **Тема 15. Making a contract**

**Индикаторы достижения:** УК-4.1, УК-4.2, УК-4.4

1. Существительные, употребляющиеся только в единственном числе.
2. Разделительные вопросы.
3. Сложное дополнение (с инфинитивом страдательного залога).
4. Особые случаи употребления притяжательного падежа имен существительных.
5. Особые случаи употребления артиклей.

### **Критерии оценки по каждой теме (в баллах):**

– 0,7 баллов выставляется обучающемуся, если он свободно владеет материалом по существу заданных вопросов, логично излагает мысли, проявляет способность аргументировать ответы, в соответствии с правилами изучаемого языка;

– 0,3 балла выставляется обучающемуся, если он владеет материалом в полном объеме, отвечает последовательно, демонстрирует умение сравнивать и обобщать теоретический материал, допускает лишь мелкие неточности, не влияющие на сущность ответа;

– 0,1 балла выставляется обучающемуся, если он знает материал курса дисциплины недостаточно полно, отвечает не всегда последовательно, сбивчиво и бессистемно при аргументации не ссылается на правила изучаемого языка;

– 0 баллов выставляется обучающемуся, если в ответе допущены значительные ошибки, свидетельствующие о недостаточном уровне его подготовки.

### Расчет баллов по выполнению учебных заданий на аудиторных занятиях и результатам текущего контроля

Расчет баллов по выполнению учебных заданий на аудиторных занятиях и результатам текущего контроля представлен в таблице.

Форма проведения текущего контроля	Номер темы, выносимой на контроль	Максимальное количество работ, опросов на 1 студента в семестр	Количество баллов, максимально
<b>Выполнение учебных заданий на аудиторных занятиях</b>			
Опрос по теме	1, 3-5, 7, 8, 10, 11, 13-15	11	14
Собеседование	2, 6, 9, 12	4	6
Всего			20
<b>Текущий контроль, в т.ч.:</b>			
Выполнение практических заданий	1-15	15	9,8
Тест	1	1	0,7
Ролевая игра	2, 10, 11, 13, 14	5	3,4
Кейс-стади	3-5, 9, 11, 12, 15	7	4,8
Контрольная работа	6, 15	2	1,3
Всего			20

### Критерии оценки творческого рейтинга

Распределение баллов осуществляется по решению кафедры и результат распределения баллов за соответствующие виды работ представляется в виде приведенной ниже таблицы.

Вид работы по темам дисциплины	Количество баллов, максимально
Разработка в составе команды для последующего использования в учебном процессе: - презентаций - наглядных пособий - сценария дискуссии, в том числе в форме виртуальной дискуссии, мозгового штурма, тематического круглого стола - кроссворда	8
Публикация авторской статьи и (или) написание студенческой научной работы, участие в научной студенческой конференции	8
Работа в научных кружках и (или) участие в конкурсе студенческих научных работ, олимпиаде, создание презентации, написание реферата, доклада	4
<b>Итого</b>	<b>20</b>

# МЕТОДИЧЕСКИЕ МАТЕРИАЛЫ, ХАРАКТЕРИЗУЮЩИЕ ЭТАПЫ ФОРМИРОВАНИЯ КОМПЕТЕНЦИЙ ВО ВРЕМЯ ПРОВЕДЕНИЯ ПРОМЕЖУТОЧНОЙ АТТЕСТАЦИИ

## Типовая структура зачетного задания

### ЗАЧЕТНОЕ ЗАДАНИЕ № \_\_ По дисциплине «Иностранный язык»

1.	Вопрос 1.
2.	Вопрос 2.
3.	Практическое задание № 1.

## Типовая структура экзаменационного билета

1.	Вопрос 1.
2.	Вопрос 2.
3.	Практическое задание № 1.

### Задания, включаемые в экзаменационный билет/зачетное задание Перечень вопросов к зачету/зачету с оценкой/экзамену

#### Вопросы к зачету Семестр 1

1. Установление деловых контактов. Установление деловых контактов. Понятие дифференциации лексики по сферам применения. Понятие об официально-деловом стиле.
2. Встреча с бизнесменом. Деловая лексика: представление, знакомство.
3. Этикетные формы профессионального общения. Обсуждение деловых вопросов.
4. Важность изучения иностранных языков. Культура и традиции страны изучаемого языка.
5. Планирование дня.
6. Семья. Биография как жанр официально-делового стиля.
7. Дом. Квартира. Понятие об устойчивых словосочетаниях.
8. Свободное время. Экскурсия по городу. Осмотр достопримечательностей. Виды транспорта. Понятие свободных словосочетаний.
9. В ресторане. Особенности и традиции английской кухни. Лексические единицы, фразеологические единицы.
10. Объектный падеж личных местоимений
11. Формы глагола. Глагол to be. Глагол to have.
12. Структура простого предложения. Коммуникативные типы предложений. (порядок слов).
13. Повелительное наклонение. Формы повелительного наклонения.

14. Типы вопросов.
15. Простое неопределенное время. Present Simple.
16. Притяжательный падеж имен существительных.
17. Артикли. Неопределенный артикль (особенности употребления, исключения).
18. Артикли. Определенный артикль (особенности употребления, исключения).
19. Множественное число имен существительных (особенности образования, исключения).
20. Местоимения (указательные, личные в именительном и объектном падеже, притяжательные).
21. Неопределенные местоимения some и any.
22. Количественные прилагательные many, much, few, little.
23. Наречия much, little.
24. Числительные: количественные, порядковые.
25. Конструкция there be в настоящем и прошедшем времени.
26. Модальные глаголы can, may, must.
27. Прямое, косвенное и предложное дополнения.
28. Простое прошедшее время.
29. Простое будущее время. Future Simple: особенности образования и употребления.
30. Настоящее длительное время. Present Continuous для выражения действий в будущем.
31. Именные безличные предложения.
32. Безличные глаголы to rain и to snow.
33. Обстоятельство цели, выраженное инфинитивом.
34. Придаточное предложение времени.
35. Придаточные предложения условия. Условные предложения первого типа.
36. Причастие настоящего времени (Present Participle).
37. Настоящее продолженное время (Present Continuous Tense).
38. Причастие прошедшего времени (Past Participle).
39. Настоящее совершенное время (Present Perfect Tense).
40. Настоящее совершенное и прошедшее простое время в сравнении.
41. Дополнительные придаточные предложения: общие сведения.
42. Дополнительные придаточные предложения, вводимые союзом that и союзным местоимением what.
43. Дополнительные придаточные предложения, вводимые союзами if и whether.

Вопросы к зачету с оценкой  
Семестр 2

1. В офисе.
2. В рабочем кабинете бизнесмена.
3. Деловая лексика: персонал фирмы.



4. Типы организации бизнеса. Виды организационных структур.
5. Карьера. Введение терминологической и общенаучной лексики. Основы публичной речи, правила речевого этикета..
6. Профессии. Различные формы занятости.
7. Процедура трудоустройства.
8. Документы для приема на работу.
9. Написание резюме.
10. Написание сопроводительного письма.
11. Прилагательные other, another.
12. Эквиваленты модальных глаголов.
13. Производные от some, any, no, every.
14. Прошедшее совершенное время.
15. Будущее время в прошедшем.
16. Прямая и косвенная речь.
17. Просьбы и приказания в косвенной речи.
18. Согласование времен.
19. Особенности применения правил согласования времен.
20. Местоимения each, every.
- 21.оборот it is difficult... to do... .
22. Конструкция as ... as, not so ... as (not as ... as).
23. Степени сравнения прилагательных. Особенности образования, исключения.
24. Степени сравнения наречий.
25. Вопросительно-отрицательные предложения.
26. Модальная конструкция to be to.
27. Other и качестве существительного. Особенности употребления.

#### Вопросы к зачету

#### Семестр 3

1. Международные деловые контакты.
2. Деловая лексика: телефонный разговор с фирмой.
3. Конфликты. Разрешение конфликтных ситуаций.
4. Виды деловой корреспонденции. Лексические особенности профессиональной речи.
5. Реквизиты делового письма.
6. Запрос. Ответ на запрос.
7. Предложение. Ответ на предложение.
8. Претензия. Ответ на претензию.
9. Приглашение. Ответ на приглашение.
10. Выставки и ярмарки.
11. Организация и создание эффективных презентаций.
12. Покупки: продовольственные и непродовольственные товары.

13. Деловые переговоры.
14. Этапы деловых переговоров. Речевые клише, используемые во время деловых переговоров.
15. Обсуждение результатов испытаний и упаковки. Виды упаковки.
16. Деловое общение: совещание. Тактика ведения совещаний. Инструктаж.
17. Определительные придаточные предложения.
18. Уступительные придаточные предложения.
19. Придаточные предложения причины.
20. Причастие прошедшего времени.
21. Причастие настоящего времени.
22. Сложное дополнение.
23. Производные местоимения и наречия от some, any, no, every.
24. Сложное дополнение с глаголами to want, should/would like, to expect.
25. Страдательный залог (простые времена).
26. Инфинитив в форме страдательного залога.
27. Составной союз both ... and.
28. Расчлененные вопросы.
29. Имена существительные, употребляющиеся только в единственном числе.
30. Страдательный залог (настоящее совершенное время).
31. Страдательный залог (предпрошедшее время).

Вопросы к экзамену  
Семестр 4

1. Организация деловой поездки.
2. Деловая поездка. Покупка билетов. Таможенный и паспортный контроль. Речевые клише по теме.
3. Прибытие. Отъезд.
4. Командировка. В аэропорту.
5. Командировка. Поездка по железной дороге.
6. Деловая поездка. В отеле.
7. Поездка на предприятие.
8. Осмотр фирмы, виды фирм и частных предприятий.
9. Типы организации бизнеса. Виды организационных структур.
10. Управление бизнесом.
11. На заводе. В испытательном цехе завода.
12. Конкуренция. Слияния и поглощения.
13. Продвижение товаров.
14. Маркетинговый комплекс (the four Ps of marketing).
15. Средства распространения рекламы и методы рекламы.
16. Рекламная компания.
17. Электронная коммерция.

18. Заключение контракта. Обсуждение условий контракта.
19. Обсуждение гарантийного срока и сроков поставки.
20. Обсуждение скидки.
21. Возвратные и эмфатические местоимения.
22. Абсолютная форма притяжательных местоимений.
23. Условные предложения второго типа.
24. Условные предложения третьего типа.
25. Употребление определенного артикля перед именами собственными.
26. Модальные глаголы should и ought to.
27. Герундий.

### Практические задания к зачету (1 семестр)

1. Take a taxi. \_\_\_\_\_ a long way to the station.  
a. There is                            b. It is                            c. It was
2. \_\_\_\_\_ any truth at all in that newspaper article.  
a. There wasn't                    b. It wasn't                    c. They weren't
3. \_\_\_\_\_ any problem with my ticket?  
a. Will there be                    b. Will be there                    c. There weren't
4. \_\_\_\_\_ seems to be a traffic jam downtown on Old Hope Road.  
a. It                                    b. There                                    c. The
5. What is the government's \_\_\_\_\_ on immigration?  
a. politic                            b. politics                            c. policy
6. The students of the Faculty of International Economic Relations have quite a number of \_\_\_\_\_ classes a week.  
a. Economic                        b. Economy                        c. Economics
7. The \_\_\_\_\_ of Southeast Asia has been growing rapidly lately.  
a. economics    b. economy    c. economical development
8. Who \_\_\_\_\_ the delegation of the Russian Ministry of Finance to Angola?  
a. headed                            b. led                                    c. attended
9. From her childhood Nancy has dreamt \_\_\_\_\_ to John Hopkins University.  
a. to go                                b. about going                        c. of going
10. Let me \_\_\_\_\_ my new friend to you.  
a. acquaint                            b. introduce                            c. get acquainted
11. Many shops nowadays are not closed for \_\_\_\_\_ .  
a. lunch interruption    b. lunch interval                    c. lunch break
12. One can find the latest copies of this magazine in the \_\_\_\_\_ department.  
a. reference                        b. information                        c. inquiry
13. Very often the students have to study in the reading \_\_\_\_\_ after classes.  
a. hall                                    b. room                                    c. auditorium
14. If you don't work regularly you can feel \_\_\_\_\_ before the exams.  
a. hurried for time                    b. pressed for time                    c. urgent
15. The students looked forward \_\_\_\_\_ part in the contest.  
a. to taking                            b. to take                                    c. taking
16. Alex is going to Egypt and he \_\_\_\_\_ a camera from his friend.  
a. lent                                    b. let                                    c. borrowed
17. All the team were there \_\_\_\_\_ Ben Johnson who was ill.  
a. beside                                b. besides                                c. except
18. The book was \_\_\_\_\_ for Judy to read in the original.  
a. easy enough                        b. enough easy                        c. too easy

19. She will visit her parents before she \_\_\_\_\_ to Montego Bay.  
a. will go b. goes
20. I \_\_\_\_\_ you a postcard when I get to Montserrat.  
a. will send b. send
21. I will call you as soon as we \_\_\_\_\_ the contract.  
a. will sign b. sign
22. The moment he \_\_\_\_\_ I'll tell him the truth.  
a. comes b. will come
23. I will explain everything to Morgan on condition he \_\_\_\_\_ to me carefully.  
a. listens b. will listen
24. – 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
25. – 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
26. – You and Carl seem to be getting along well.  
– Yes, I \_\_\_\_\_ him better than before.  
a. am liking b. like c. liked
27. My sister is a paperback writer. So far she \_\_\_\_\_ five novels.  
a. has written b. wrote
28. \_\_\_\_\_ this programme before?  
a. have you seen b. did you see
29. After the examinations at the University my \_\_\_\_\_ and I went to Finland for the winter vacation.  
a. fellow-students b. classmates c. fellow-travellers
30. Jane was upset because she \_\_\_\_\_ the exam in maths, though trigonometry was always her favourite.  
a. had failed b. had passed c. had taken
31. My mother enjoys \_\_\_\_\_ to classical music, best of all Verdi.  
a. listening b. to listen c. to be listening
32. Successful job \_\_\_\_\_ will be notified by telephone.  
a. applicants b. participants c. students
33. When was the University of Bologna \_\_\_\_\_ ?  
a. found b. founded c. made
34. Linda has done \_\_\_\_\_ she could, but all in vain.  
a. anything b. something c. nothing
35. She was too exhausted to go \_\_\_\_\_.  
a. somewhere b. everywhere c. anywhere

**Перечень практических заданий к зачету с оценкой (2 семестр)**

1. Many shops nowadays are not closed for \_\_\_\_\_.  
a. lunch interruption b. lunch interval c. lunch break
2. One can find the latest copies of this magazine in the \_\_\_\_\_ department.  
a. reference b. information c. inquiry
3. Very often the students have to study in the reading \_\_\_\_\_ after classes.  
a. hall b. room c. auditorium
4. \_\_\_\_\_ seems to be a traffic jam downtown on Old Hope Road.  
a. It b. There c. The
5. What is the government's \_\_\_\_\_ on immigration?  
a. politic b. politics c. policy

6. The students of the Faculty of International Economic Relations have quite a number of \_\_\_\_\_ classes a week.  
a. Economic                      b. Economy                      c. Economics
7. The \_\_\_\_\_ of Southeast Asia has been growing rapidly lately.  
a. economics    b. economy    c. economical development
8. Who \_\_\_\_\_ the delegation of the Russian Ministry of Finance to Angola?  
a. headed                      b. led                      c. attended
9. From her childhood Nancy has dreamt \_\_\_\_\_ to John Hopkins University.  
a. to go                      b. about going                      c. of going
10. Let me \_\_\_\_\_ my new friend to you.  
a. acquaint                      b. introduce                      c. get acquainted
11. Many shops nowadays are not closed for \_\_\_\_\_ .  
a. lunch interruption    b. lunch interval                      c. lunch break
12. One can find the latest copies of this magazine in the \_\_\_\_\_ department.  
a. reference                      b. information                      c. inquiry
13. Very often the students have to study in the reading \_\_\_\_\_ after classes.  
a. hall                      b. room                      c. auditorium
14. If you don't work regularly you can feel \_\_\_\_\_ before the exams.  
a. hurried for time                      b. pressed for time                      c. urgent
15. The students looked forward \_\_\_\_\_ part in the contest.  
a. to taking                      b. to take                      c. taking
16. Alex is going to Egypt and he \_\_\_\_\_ a camera from his friend.  
a. lent                      b. let                      c. borrowed
17. All the team were there \_\_\_\_\_ Ben Johnson who was ill.  
a. beside                      b. besides                      c. except
18. The book was \_\_\_\_\_ for Judy to read in the original.  
a. easy enough                      b. enough easy                      c. too easy
19. She will visit her parents before she \_\_\_\_\_ to Montego Bay.  
a. will go                      b. goes
20. I \_\_\_\_\_ you a postcard when I get to Montserrat.  
a. will send                      b. send
21. I will call you as soon as we \_\_\_\_\_ the contract.  
a. will sign                      b. sign
22. The moment he \_\_\_\_\_ I'll tell him the truth.  
a. comes                      b. will come
23. . I will explain everything to Morgan on condition he \_\_\_\_\_ to me carefully.  
a. listens                      b. will listen
24. – 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
25. – 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
26. – You and Carl seem to be getting along well.  
– Yes, I \_\_\_\_\_ him better than before.  
a. am liking                      b. like                      c. liked
27. My sister is a paperback writer. So far she \_\_\_\_\_ five novels.  
a. has written                      b. wrote
28. \_\_\_\_\_ this programme before?  
a. have you seen                      b. did you see
29. After the examinations at the University my \_\_\_\_\_ and I went to Finland for the winter vacation.

- a. fellow-students    b. classmates    c. fellow-travellers
30. Jane was upset because she \_\_\_\_\_ the exam in maths, though trigonometry was always her favourite.
- a. had failed    b. had passed    c. had taken
31. My mother enjoys \_\_\_\_\_ to classical music, best of all Verdi.
- a. listening    b. to listen    c. to be listening
32. Successful job \_\_\_\_\_ will be notified by telephone.
- a. applicants    b. participants    c. students
33. When was the University of Bologna \_\_\_\_\_ ?
- a. found    b. founded    c. made
34. Linda has done \_\_\_\_\_ she could, but all in vain.
- a. anything    b. something    c. nothing
35. She was too exhausted to go \_\_\_\_\_ .
- a. somewhere    b. everywhere    c. anywhere

### Перечень практических заданий к зачету (3 семестр)

1. Many shops nowadays are not closed for \_\_\_\_\_ .
- a. lunch interruption    b. lunch interval    c. lunch break
2. One can find the latest copies of this magazine in the \_\_\_\_\_ department.
- a. reference    b. information    c. inquiry
3. Very often the students have to study in the reading \_\_\_\_\_ after classes.
- a. hall    b. room    c. auditorium
4. \_\_\_\_\_ seems to be a traffic jam downtown on Old Hope Road.
- a. It    b. There    c. The
5. What is the government's \_\_\_\_\_ on immigration?
- a. politic    b. politics    c. policy
6. The students of the Faculty of International Economic Relations have quite a number of \_\_\_\_\_ classes a week.
- a. Economic    b. Economy    c. Economics
7. The \_\_\_\_\_ of Southeast Asia has been growing rapidly lately.
- a. economics    b. economy    c. economical development
8. Who \_\_\_\_\_ the delegation of the Russian Ministry of Finance to Angola?
- a. headed    b. led    c. attended
9. From her childhood Nancy has dreamt \_\_\_\_\_ to John Hopkins University.
- a. to go    b. about going    c. of going
10. Let me \_\_\_\_\_ my new friend to you.
- a. acquaint    b. introduce    c. get acquainted
11. Many shops nowadays are not closed for \_\_\_\_\_ .
- a. lunch interruption    b. lunch interval    c. lunch break
12. One can find the latest copies of this magazine in the \_\_\_\_\_ department.
- a. reference    b. information    c. inquiry
13. Very often the students have to study in the reading \_\_\_\_\_ after classes.
- a. hall    b. room    c. auditorium
14. If you don't work regularly you can feel \_\_\_\_\_ before the exams.
- a. hurried for time    b. pressed for time    c. urgent
15. The students looked forward \_\_\_\_\_ part in the contest.
- a. to taking    b. to take    c. taking
16. Alex is going to Egypt and he \_\_\_\_\_ a camera from his friend.
- a. lent    b. let    c. borrowed
17. All the team were there \_\_\_\_\_ Ben Johnson who was ill.
- a. beside    b. besides    c. except

18. The book was \_\_\_\_\_ for Judy to read in the original.  
a. easy enough                      b. enough easy                      c. too easy
19. She will visit her parents before she \_\_\_\_\_ to Montego Bay.  
a. will go                                      b. goes
20. I \_\_\_\_\_ you a postcard when I get to Montserrat.  
a. will send                                      b. send
21. I will call you as soon as we \_\_\_\_\_ the contract.  
a. will sign                                      b. sign
22. The moment he \_\_\_\_\_ I'll tell him the truth.  
a. comes                                      b. will come
23. I will explain everything to Morgan on condition he \_\_\_\_\_ to me carefully.  
a. listens                                      b. will listen
24. – 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
25. – 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
26. – You and Carl seem to be getting along well.  
– Yes, I \_\_\_\_\_ him better than before.  
a. am liking              b. like              c. liked
27. My sister is a paperback writer. So far she \_\_\_\_\_ five novels.  
a. has written                      b. wrote
28. \_\_\_\_\_ this programme before?  
a. have you seen                      b. did you see
29. After the examinations at the University my \_\_\_\_\_ and I went to Finland for the winter vacation.  
a. fellow-students      b. classmates                      c. fellow-travellers
30. Jane was upset because she \_\_\_\_\_ the exam in maths, though trigonometry was always her favourite.  
a. had failed                      b. had passed                      c. had taken

### Практические задания к экзамену

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?

#### 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. Nowadays it makes sense 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.

#### 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. 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.

#### MELTING POT-2

The first use in American literature of the concept of immigrants “melting” into the receiving culture are found in the writings of J. Hector St. John de Crevecoeur. In his *Letters from an American Farmer* (1782) Crevecoeur writes, in response to his own question, “What then is the American, this new man?” that the American is one who “leaving behind him all his ancient prejudices and manners, receives new ones from the new mode of life he has embraced, the government he obeys, and the new rank he holds. He becomes an American by being received in the broad lap of our great Alma Mater. Here individuals of all nations are *melted* into a new race of men, whose labors and posterity will one day cause great changes in the world.”

In 1845, Ralph Waldo Emerson, alluding to the development of European civilization out of the medieval Dark Ages, wrote in his private journal of America as the Utopian product of a culturally and racially mixed “smelting pot”, but only in 1912 were his remarks first published. In his writing, Emerson explicitly welcomed the racial intermixing of whites and non-whites, a highly controversial view during his lifetime.

In 1893, historian Frederick Jackson Turner also used the metaphor of immigrants melting into one American culture. In his essay *The Significance of the Frontier in American History*, he

referred to the “composite nationality” of the American people, arguing that the frontier had functioned as a “crucible” where “the immigrants were Americanized, liberated and fused into a mixed race, English in neither nationality nor characteristics”.

In his 1905 travel narrative *The American Scene*, Henry James discusses cultural intermixing in New York City as a “fusion, as of elements in solution in a vast hot pot”.

**Показатели и критерии оценивания планируемых результатов освоения компетенций и результатов обучения,  
шкала оценивания**

Шкала оценивания		Формируемые компетенции	Индикатор достижения компетенции	Критерии оценивания	Уровень освоения компетенций
85 – 100 баллов	«зачтено»/ «зачтено/отлично»/ «отлично»	УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	УК-4.1. Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами	<b>Знает верно и в полном объеме:</b> нормы устной речи, принятые в профессиональной среде. Умеет мыслить структурно, верно и в полном объеме: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.	<b>Продвинутый</b>
			УК-4.2. Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках	<b>Знает верно и в полном объеме:</b> нормы письменной речи, принятые в профессиональной среде. Умеет мыслить структурно, верно и в полном объеме: вести деловую переписку на государственном языке РФ и/или иностранном языке.	
			УК-4.4. Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)	<b>Знает верно и в полном объеме:</b> особенности и правила перевода официальных и профессиональных текстов с иностранного языка на русский и с русского на иностранный. Умеет мыслить структурно, верно и в полном объеме: выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.	
70 – 84 баллов	«зачтено»/ «зачтено/хорошо»/ «хорошо»	УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и	УК-4.1. Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами	<b>Знает с незначительными замечаниями:</b> нормы устной речи, принятые в профессиональной среде. Умеет с незначительными замечаниями: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.	<b>Повышенный</b>

		иностранном(ых) языке(ах)	УК-4.2. Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках	<b>Знает с незначительными замечаниями:</b> нормы письменной речи, принятые в профессиональной среде. Умеет с незначительными замечаниями: вести деловую переписку на государственном языке РФ и/или иностранном языке.	
			УК-4.4. Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)	<b>Знает с незначительными замечаниями:</b> особенности и правила перевода официальных и профессиональных текстов с иностранного языка на русский и с русского на иностранный. Умеет с незначительными замечаниями: выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.	
50 – 69 баллов	«зачтено»/ «зачтено/удовлетворительно»/ «удовлетворительно»	УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	УК-4.1. Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами	<b>Знает на базовом уровне, с ошибками:</b> нормы устной речи, принятые в профессиональной среде. Умеет на базовом уровне с ошибками: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.	<b>Базовый</b>
			УК-4.2. Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках	<b>Знает на базовом уровне, с ошибками:</b> нормы письменной речи, принятые в профессиональной среде. Умеет на базовом уровне с ошибками: вести деловую переписку на государственном языке РФ и/или иностранном языке.	
			УК-4.4. Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)	<b>Знает на базовом уровне, с ошибками:</b> особенности и правила перевода официальных и профессиональных текстов с иностранного языка на русский и с русского на иностранный. Умеет на базовом уровне с ошибками: выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.	
менее 50 баллов	«не зачтено»/	УК-4. Способен осуществлять деловую коммуникацию в устной	УК-4.1. Выбирает на государственном языке РФ и иностранном(-ых) языках	<b>Не знает на базовом уровне:</b> нормы устной речи, принятые в профессиональной среде.	<b>Компетенции не сформированы</b>

	«неудовлетворительно»	и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами	Не умеет на базовом уровне: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.
			УК-4.2. Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках	<b>Не знает на базовом уровне:</b> нормы письменной речи, принятые в профессиональной среде. Не умеет на базовом уровне: вести деловую переписку на государственном языке РФ и/или иностранном языке.
			УК-4.4. Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)	<b>Не знает на базовом уровне:</b> особенности и правила перевода официальных и профессиональных текстов с иностранного языка на русский и с русского на иностранный. Не умеет на базовом уровне: выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; применять иностранный язык на уровне, необходимом и достаточном для общения в профессиональной среде.

## Индикаторы компетенции УК-4.1; УК-4.2; УК-4.4

### Индикаторы компетенции УК-4.1

1. Her lessons (to begin) at half past eight.
2. At 3 o'clock Nelly (to finish) her work at school, but she always (to have) a lot of work to do at home.
3. Nelly's husband (to be) director of a large factory.
4. These factories (to make) different equipment for export.
5. In the morning his secretary (to bring) him the mail.
6. He (to receive) a lot of mail every morning.
7. He usually (to go through) it and (to answer) it.
8. They often (to receive) engineers and workers from this factory and from other factories.
9. It (to take) me an hour to get there by bus.
10. He often (to communicate) with different companies by fax.

11. We \_\_\_\_\_ TV at 5 p.m. yesterday evening.  
a) watch      b) watched      c) was watching      d) are watching      e) were watching
12. We \_\_\_\_\_ these machines at a good price last year.  
a) have bought      b) buy      c) bought      d) buys      e) has bought
13. We \_\_\_\_\_ you our catalogues and price lists. We expect you to send us a letter.  
a) send      b) sent      c) have sent      d) was sending      e) has sent
14. When he was young he \_\_\_\_\_ a lot.  
a) has travelled      b) have travelled      c) was travelling      d) travelled      e) were travelling
15. We \_\_\_\_\_ this job since morning.  
a) are doing      b) have been doing      c) have done      d) do      e) did
16. He \_\_\_\_\_ at the plant since 2001.  
a) has been working      b) is working      c) are working      d) has worked      e) worked
17. \_\_\_\_\_ play a guitar?  
a) may      b) must      c) can      d) could      e) might
18. I \_\_\_\_\_ smoke in this room.  
a) must      b) can      c) may      d) could      e) might
19. You \_\_\_\_\_ do it by all means. It's obligatory.  
a) can      b) must      c) could      d) may      e) might
20. This bag is \_\_\_\_\_ than that.  
a) big      b) bigger      c) more big      d) more bigger      e) the biggest

#### Use the proper form of the verb.

21. They often (to have talks).
22. They (to have talks) now.
23. They (to have talks) last week.
24. They (to have talks) this week.
25. When we came back to the office they still (to have talks).
26. We (to have talks) with the firm one of these days.
27. Our office (to ship) the equipment last month.
28. They (to ship) the equipment the next month.
29. They (to ship) the equipment lately.
30. They (to ship) the equipment by last December.
  
31. This book is \_\_\_ of all. I like it.  
a) better      b) good      c) the best      d) much better      e) more good
32. They \_\_\_ the report by 7 o'clock p.m. yesterday.

- a) had prepared      b) have prepared      c) prepared      d) prepare      e) prepares
33. We came to the station after the train \_\_\_\_.
- a) left      b) had left      c) has left      d) have left      e) leaves
34. They \_\_ to Moscow soon.
- a) go      b) will go      c) would go      d) are going      e) is going
35. We \_\_ talks at 10 a.m. today.
- a) have      b) are having      c) has      d) will have      e) is having
36. He started \_\_ a letter immediately.
- a) writing, b) to write, c) write, d) writes, e) wrote
37. Stop \_\_, please!
- a) to talk      b) talking      c) talk      d) talks      e) will talk
38. The boy \_\_ at the table is my son.
- a) sits      b) sitting      c) sat      d) will sit      e) sit
39. I expect you \_\_ in the office earlier tomorrow.
- a) to be      b) be      c) are      d) is      e) be
40. If I \_\_ you I would refuse him.
- a) am      b) was      c) were      d) is      e) are.

**Fill in the gaps with *must, can, may, needn't*.**

- 41) Ann's brother \_\_\_\_ read, but he \_\_\_\_ speak German.
- 42) \_\_\_\_ I speak to Mr. Sonin? I'm sorry he is out now. \_\_\_\_ you telephone him at 12?
- 43) \_\_\_\_ I ask you a question? Yes, you \_\_\_\_ .
- 44) \_\_\_\_ we learn thirty-five words? No, you \_\_\_\_ . You \_\_\_\_ know only the first twenty words.
- 45) My daughter is fourteen, but she \_\_\_\_ already cook very well.
- 46) Pete \_\_\_\_ go to school today. He is not well.
- 47) \_\_\_\_ we write these exercises now? No, you \_\_\_\_ . Just read them.
- 48) \_\_\_\_ I open the window? No, you \_\_\_\_ . I am not well.
- 49) Bob, you \_\_\_\_ take Kate's spoon. Take your spoon. It is on the table.
- 50) \_\_\_\_ I come to the meeting today? Yes, you \_\_\_\_ .



## Индикаторы компетенции УК-4.2

### Fill in the gaps with *some, any*.

1. There are \_\_\_\_\_ new words in this lesson.
2. There are not \_\_\_\_\_ letters on your desk.
3. I have \_\_\_\_\_ other questions to ask you.
4. Have you \_\_\_\_\_ questions?
5. \_\_\_\_\_ of us learned English at school.
6. I haven't \_\_\_\_\_ pencils and she has \_\_\_\_\_.
7. Are there \_\_\_\_\_ price-lists on your desk? Yes, there are \_\_\_\_\_.
8. Can you give me \_\_\_\_\_ magazines to read?
9. I didn't see \_\_\_\_\_ of them yesterday.
10. The other day we sent \_\_\_\_\_ enquiries for furniture.
  
11. I haven't seen him since he \_\_\_\_\_ for Moscow.  
a) left            b) leaves            c) has left            d) to leave            e) leave
12. When did you \_\_\_\_\_ this film?  
a) saw            b) see            c) to see            d) sees            e) seen
13. She \_\_\_\_\_ at the office since 1992.  
a) has been working    b) has worked            c) worked            d) works            e) work
14. \_\_\_\_\_ you speak English?  
a) may            b) can            c) must            d) should            e) could
15. We \_\_\_\_\_ work hard.  
a) may            b) can            c) must            d) could            e) should
16. You \_\_\_\_\_ go to the doctor's. You are ill.  
a) must            b) may            c) can            d) could            e) should
17. \_\_\_\_\_ I smoke here?  
a) may            b) can            c) could            d) should            e) must
18. He \_\_\_\_\_ speak French even two years ago.  
a) may            b) could            c) can            d) must            e) should
19. She is \_\_\_\_\_ girl in the world!  
a) good            b) better            c) the best            d) more good            e) the most good
20. When they got to the theater the play already \_\_\_\_\_.  
a) started            b) starts            c) has started            d) had started            e) to start

### Use the proper form of the verb.

21. We (to go sightseeing) today.
22. We (to go sightseeing) three days ago.
23. We (to go sightseeing) last week.
24. Mr. Johnson (to go sightseeing) one of these days.
25. Ann said we (to go sightseeing) a fortnight before.
26. They (to be) in (to) Omsk (never).
27. They (to be) in Omsk last year.
28. They (to be) in Omsk lately.
29. They (to be) in Omsk in 2 years.
30. They (to be) in Omsk 2 years ago.
  
31. It began snowing after I \_\_\_\_\_ home.  
a) came            b) come            c) to come            d) had come
32. I \_\_\_\_\_ it tomorrow.

- a) will do                      b) do                              c) to do                              d) does
33. At 11 o'clock I \_\_\_\_\_ talks with the French businessmen.
- a) have                      b) am having                              c) to have                              d) has
34. Mr. Bell said they usually \_\_\_\_\_ goods on CIF terms.
- a) buy                      b) to buy                              c) has bought                              d) bought
35. Mr. Smith said their plane \_\_\_\_\_ on time.
- a) take off                      b) takes off                              c) to take off                              d) would take off
36. He is said \_\_\_\_\_ six languages.
- a) know                      b) knows                              c) to know                              d) has known                              e) knew
37. She was said \_\_\_\_\_ a lot.
- a) work                      b) works                              c) working                              d) worked                              e) to work
38. I wish I \_\_\_\_\_ the article yesterday.
- a) translated                      b) had translated                              c) to translate                              d) translate                              e) translates
39. If I \_\_\_\_\_ about it yesterday, I should have been pleased.
- a) had heard                      b) heard                              c) has heard                              d) hear                              e) hears
40. If you \_\_\_\_\_ free I should come to see you.
- a) are                      b) were                              c) is                              d) am                              e) to be

- 41) Their working hours (to begin) at half past eight.
- 42) Nelly (to like) her work very much. All her pupils (to do) well at school.
- 43) There (to be) a telephone on every of the desks in our office.
- 44) Our engineers (to discuss) prices, terms of payment and delivery.
- 45) All our engineers (to know) one or two foreign languages.
- 46) They can (to have talks) with foreign businessmen in different languages.
- 47) He (to make) contracts for different equipment for our factories.
- 48) You can also (to see) four book-cases in our room.
- 49) Mr. Black (not to receive) many foreign businessmen in this room.
- 50) The economists (to come) to the meeting today, didn't they?

## Индикаторы компетенции УК-4.4

**Fill in the gaps with *to hear, to listen to*.**

1. Can you \_\_\_\_\_ me well from there?
2. You must always \_\_\_\_\_ your teacher at the lessons.
3. I usually \_\_\_\_\_ the news on the radio in the morning before work.
4. Did you \_\_\_\_\_ the 6 o'clock news?
5. I'm very sorry but I can't \_\_\_\_\_ you now.
6. Yesterday I \_\_\_\_\_ a lot about this new performance. I'd like to see it very much.
7. Can you \_\_\_\_\_ us now? We'd like to ask you some questions about London.
8. I'm sorry I didn't \_\_\_\_\_ the last word.
9. This is a surprise \_\_\_\_\_ it from you.
10. The other day I \_\_\_\_\_ some good music on the radio.

11. We \_\_\_\_\_ accommodation at the hotel the day before yesterday.

- a) have reserved, b) reserve, c) reserved, d) reserves, e) to reserve

12. I \_\_\_\_\_ to Paris three times.

- a) was, b) were, c) have been, d) has been, e) am

13. He \_\_\_\_\_ this book since Tuesday.

- a) reads, b) is reading, c) has read, d) has been reading, e) read

14. She \_\_\_\_\_ at the hospital since 1997.

- a) has been working, b) works, c) has worked, d) to work, e) worked

15. They \_\_\_\_\_ swim very well.

- a) may, b) can, c) could, d) must, e) should

16. You \_\_\_\_\_ do it just now. It's an order.

- a) could, b) can, c) must, d) may, e) should

17. \_\_\_\_\_ I come in ?

- a) may, b) can, c) could, d) must, e) should

18. You \_\_\_\_\_ take care of your health.

- a) may, b) can, c) must, d) could, e) should

19. High prices \_\_\_\_\_ in this price-list.

- a) quote, b) are quoted, c) to quote, d) quotes, e) is quoted

20. The price problem \_\_\_\_\_.

- a) settles, b) settle, c) has been settled, d) has settled, e) to settle

**Use the proper form of the verb.**

21. I (to send) them the offer this week.

22. I (to send) them the offer yesterday.

23. I just (to send) them the offer.

24. I (to send) them the offer a fortnight ago.

25. I (to send) them the offer this morning.

26. I (to send) them the offer last week.

27. I (to send) them the offer next week.

28. Mr. Brown (to send) them the offer by last October.

29. I said they (to send) us the offer the following week.

30. I say they (to be going; to send) us the offer the next week.

31. Our managers \_\_\_\_\_ talks at 11 a.m. today.

- a) have                      b) will have      c) are having                      d) to have                      e) has

32. Mrs. Bell asked Voronin if he \_\_\_\_\_ active holidays.

- a) like                      b) likes                      c) liked                      d) will like                      e) to like

33. I wondered how long he \_\_\_\_\_ Mr. Bond.  
 a) had known      b) knew      c) knows      d) to know      e) has known
34. They \_\_\_\_\_ usually at 8 o'clock.  
 a) are delivered      b) delivers      c) am delivered      d) to deliver      e) deliver
35. The contract \_\_\_\_\_ two years ago.  
 a) was signed      b) sign      c) to sign      d) signed      e) is signed
36. At the Customs House I \_\_\_\_\_ to open my suit-cases.  
 a) asked      b) asks      c) to ask      d) was asked      e) ask
37. He is said \_\_\_\_\_ a good translator  
 a) be      b) to be      c) to have been      d) has been      e) had been
38. I wish I \_\_\_\_\_ the article yesterday.  
 a) had translated      b) translated      c) translate      d) translates      e) to translate
39. If he \_\_\_\_\_ hard, he would have achieved great progress.  
 a) had worked      b) worked      c) to work      d) work      e) works
40. Long live our country!  
 a) to live      b) lives      c) live      d) lived      e) will live.

**Use the proper form of the pronoun.**

- 41) Don't let (he) sunbathe today. It's very hot.  
 42) Don't let (she) see this film.  
 43) Let (they) spend their holiday in the Crimea.  
 44) Let (she) come here in a fortnight.  
 45) Let (we) go to the Baltic Sea this summer.  
 46) Let (I) buy tickets to the cinema tonight.  
 47) Let (they) go to the holiday-home in June.  
 48) Don't let (we) ski today.  
 49) Let (she) go to the cinema to-night.  
 50) Let (I) go to the beach together with you.

**Ответы (ключи) на тестовые задания**

<b>Индикаторы компетенции УК-4.1</b>									
1.	begin	11.	e	21.	have talks	31.	c	41.	can/can't (can't/can)
2.	finishes; has	12.	c	22.	are having talks	32.	a	42.	May/can
3.	is	13.	c	23.	had talks	33.	b	43.	May/may
4.	make	14.	d	24.	have had talks	34.	b	44.	Must/needn't/must
5.	brings	15.	b	25.	were still having talks	35.	b	45.	can
6.	receives	16.	a	26.	are having ('ll have talks)	36.	a	46.	can't (mustn't)
7.	goes through; answers	17.	c	27.	shipped	37.	b	47.	Must/needn't
8.	receive	18.	c	28.	are shiping ('ll ship)	38.	b	48.	May; mustn't
9.	takes	19.	b	29.	have shipped	39.	a	49.	mustn't
10.	communicates	20.	b	30.	had shipped	40.	c	50.	Must/needn't
<b>Индикаторы компетенции УК-4.2</b>									
1.	some	11.	a	21.	have gone	31.	d	41.	begin
2.	any	12.	b	22.	went	32.	a	42.	likes; do
3.	some	13.	a	23.	went	33.	b	43.	is
4.	any	14.	b	24.	will go (is going)	34.	d	44.	discuss
5.	some	15.	c	25.	had gone	35.	e	45.	know
6.	any; some	16.	e	26.	have never been	36.	c	46.	have talks
7.	any; some	17.	a	27.	were	37.	e	47.	make
8.	any	18.	b	28.	have been	38.	b	48.	see
9.	any	19.	c	29.	will be	39.	a	49.	doesn't receive
10.	some	20.	d	30.	were	40.	b	50.	came
<b>Индикаторы компетенции УК-4.4</b>									
1.	hear	11.	c	21.	have sent	31.	c	41.	him
2.	listen to	12.	c	22.	sent	32.	c	42.	her
3.	listen to	13.	d	23.	have just sent	33.	a	43.	them
4.	listen to	14.	a	24.	sent	34.	a	44.	her
5.	hear	15.	b	25.	have sent	35.	a	45.	us
6.	heard	16.	c	26.	sent	36.	d	46.	me
7.	listen to	17.	a	27.	will send	37.	b	47.	them
8.	hear	18.	e	28.	had sent	38.	a	48.	us
9.	to hear	19.	b	29.	would send	39.	a	49.	her
10.	heard	20.	c	30.	are going to send	40.	c	50.	me

Критерии оценки освоения компетенций:

Уровень освоения компетенции	Процент баллов максимального количества
Компетенция сформирована	50% и выше
Компетенция не сформирована	менее 50%