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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

Приложение 3 к основной профессиональной образовательной программе по направлению подготовки 38.03.06 Торговое дело направленность (профиль) программы Коммерция

УТВЕРЖДЕНО
протоколом заседания Совета
Краснодарского филиала
РЭУ им. Г.В. Плеханова
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Председатель  Г.Л. Авагян



Кафедра бухгалтерского учета и анализа

**РАБОЧАЯ ПРОГРАММА УЧЕБНОЙ ДИСЦИПЛИНЫ
для студентов приема 2020 г.**

Б1.Б.02 ИНОСТРАННЫЙ ЯЗЫК

**Направление подготовки 38.03.06
Торговое дело
Направленность (профиль) программы «Коммерция»**

Уровень высшего образования Бакалавриат

Программа подготовки академический бакалавриат

Краснодар
2019 г.

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Аннотация рабочей программы дисциплины «Иностранный язык»

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

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

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

Составитель:

А.А. Еремеева, к.филол.н, доцент кафедры бухгалтерского учета и анализа

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

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Согласовано

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Образец экзаменационного билета	

І. ОРГАНИЗАЦИОННО-МЕТОДИЧЕСКИЙ РАЗДЕЛ

1.1 Цель дисциплины

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

1.2 Учебные задачи дисциплины

Задачами дисциплины являются:

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

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

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

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

5. умение вести самостоятельный творческий поиск.

1.3 Место дисциплины в структуре ОПОП ВО

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

Для успешного освоения дисциплины «Иностранный язык» студент должен:

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

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

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

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

1.4. Объем дисциплины и виды учебной работы

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

Показатели объема дисциплины	Всего часов по формам обучения		
	Очная	Заочная	Очно-заочная
Объем дисциплины в зачетных единицах	14 ЗЕТ		
Объем дисциплины в часах	504		

1 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	4,25	26,25
1.Аудиторная работа (Ауд), всего:	42,0	4	26
в том числе:			
лекции, в том числе интерактивные ()	-	-	-
лабораторные занятия, в том числе интерактивные ()	-	-	-
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	26(6)
2.Электронное обучение (Элек.)	-	-	-
3.Индивидуальные консультации (ИК)	-	-	-
4.Контактная работа по промежуточной аттестации (Катт)	0,25	0,25	0,25
Самостоятельная работа (СР), всего:	29,75	91,75	45,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	88	45,75
самостоятельная работа в период экз. сессии (Контроль)	-	3,75	-
2 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	4,25	26,25
1.Аудиторная работа (Ауд), всего:	42,0	4	26
в том числе:			
лекции, в том числе интерактивные ()	-	-	-
лабораторные занятия, в том числе интерактивные ()	-	-	-
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	26
2.Электронное обучение (Элек.)	-	-	-
3.Индивидуальные консультации (ИК)	-	-	-
4.Контактная работа по промежуточной аттестации (Катт)	0,25	0,25	0,25
Самостоятельная работа (СР), всего:	29,75	79,75	45,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	73,1	45,75
самостоятельная работа в период экз. сессии (Контроль)	-	6,65	-
3 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	4,25	28,25
1.Аудиторная работа (Ауд), всего:	42,0	4,0	28
в том числе:			
лекции, в том числе интерактивные ()	-	-	-
лабораторные занятия, в том числе интерактивные ()	-	-	-
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	28(4)
2.Электронное обучение (Элек.)	-	-	-
3.Индивидуальные консультации (ИК)	-	-	-
4.Контактная работа по промежуточной аттестации (Катт)	0,25	0,25	0,25
Самостоятельная работа (СР), всего:	29,75	91,75	43,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	88	43,75

самостоятельная работа в период экз. сессии (Контроль)	-	3,75	-
4 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	44,35	6,35	30,35
1.Аудиторная работа (Ауд), всего:	42	4	28
в том числе:			
лекции, в том числе интерактивные ()	-	-	-
лабораторные занятия, в том числе интерактивные ()	-	-	-
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	28(8)
2.Электронное обучение (Элек.)	-	-	-
3.Индивидуальные консультации (ИК)	-	-	-
4.Контактная работа по промежуточной аттестации (Катт)	-	-	-
5.Консультация перед экзаменом (КЭ)	2	2	2
6.Контактная работа по промежуточной аттестации в период экз. сессии (Каттэк)	0,35	0,35	0,35
Самостоятельная работа (СР), всего:	66,65	77,65	77,65
в том числе:			
самостоятельная работа в семестре (СРС)	30	71	44
самостоятельная работа в период экз.сессии (Контроль)	33,65	6,65	33,65
5 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	42,25	6,35	28,25
1.Аудиторная работа (Ауд), всего:	42,0	4	28
в том числе:			
лекции, в том числе интерактивные ()	-	-	-
лабораторные занятия, в том числе интерактивные ()	-	-	-
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	4(2)	28(4)
2.Электронное обучение (Элек.)	-	-	-
3.Индивидуальные консультации (ИК)	-	-	-
4.Контактная работа по промежуточной аттестации (Катт)	0,25	-	0,25
5.Консультация перед экзаменом (КЭ)	-	2	-
6.Контактная работа по промежуточной аттестации в период экз. сессии (Каттэк)	-	0,35	-
Самостоятельная работа (СР), всего:	29,75	137,65	43,75
в том числе:			
самостоятельная работа в семестре (СРС)	29,75	131	43,75
самостоятельная работа в период экз. сессии (Контроль)	-	6,65	-
6 семестр			
Контактная работа обучающихся с преподавателем (контактные часы), всего	44,35	-	30,35
1.Аудиторная работа (Ауд), всего:	42	-	28
в том числе:			
лекции, в том числе интерактивные ()	-	-	-
лабораторные занятия, в том числе интерактивные ()	-	-	-
практические (семинарские) занятия, в том числе интерактивные ()	42(8)	-	28(8)

2.Электронное обучение (Элек.)	-	-	-
3.Индивидуальные консультации (ИК)	-	-	-
4.Контактная работа по промежуточной аттестации (Катт)	-	-	-
5.Консультация перед экзаменом (КЭ)	2	-	2
6.Контактная работа по промежуточной аттестации в период экз. сессии (Каттэк)	0,35	-	0,35
Самостоятельная работа (СР), всего:	66,65	-	77,65
в том числе:			
самостоятельная работа в семестре (СРс)	33	-	44
самостоятельная работа в период экз. сессии (Контроль)	33,65	-	33,65

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

1.5. Требования к результатам освоения содержания дисциплины

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

ОК-3 – способностью к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия. В результате освоения компетенции **ОК-3** студент должен:

1. Знать: профессиональную лексику, основы грамматики, терминологию межличностного и межкультурного взаимодействия на иностранном языке в профессиональной деятельности.

2. Уметь: передавать и обобщать информацию в устной и письменной формах на иностранном языке для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности.

3. Владеть: навыками межличностного и межкультурного взаимодействия в устной и письменной формах на иностранном языке в профессиональной деятельности.

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

1.6. Формы контроля

Текущий и рубежный контроль осуществляется в процессе освоения дисциплины лектором и преподавателем, ведущим семинарские и (или) практические занятия в соответствии с календарно-тематическим планом.

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

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

процессе освоения дисциплины «Иностранный язык» осуществляется в соответствии с разделом VIII.

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

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

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

II. СОДЕРЖАНИЕ ДИСЦИПЛИНЫ

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

Таблица 2.1

Наименование раздела дисциплины (темы)	Содержание	Формируемые компетенции	Образовательные технологии
<i>Семестр 1. Раздел 1. Работа, образование, отдых. Work, education, spare time.</i>			
Тема 1. Изучение иностранных языков. Learning foreign languages.	Формы глагола. Глагол to be. Глагол to have. Повелительное наклонение. Present Simple. Структура предложения. Коммуникативные типы предложений. Обстоятельство цели, выраженное инфинитивом. Именные безличные предложения.	ОК-3	Дискуссия, диагностическое тестирование (Т); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 2. Образование. Education.	Типы вопросов. Притяжательный падеж имен существительных. Артикли. Множественное число имен существительных. Сложносочиненные предложения.	ОК-3	Ролевая игра; самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 3. Планирование дня. Planning activities.	Местоимения (указательные, личные в именительном и объектном падеже, притяжательные). There is/are. Much, many, a lot of, little, few, some, any, no. Дополнительные придаточные предложения.	ОК-3	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<i>Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.</i>			
Тема 4. В офисе. At the office.	Future Simple. Причастие настоящего времени. Present Continuous. Present Continuous в значении будущего. Past Continuous. Конструкции as ... as, not so ... as.	ОК-3	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 5. Карьера. The career ladder.	Модальные глаголы. Past Simple. Уступительные придаточные предложения. Придаточные предложения причины.	ОК-3	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 6. Процедура трудоустройства. Getting a job.	Причастие прошедшего времени. Present Perfect. Степени сравнения прилагательных и наречий.	ОК-3	Дискуссия (Д); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
<i>Семестр 3. Раздел 3. Деловые контакты. Business contacts.</i>			
Тема 7. Установление деловых контактов. Establishing business contacts.	Прилагательные other, another. Past Perfect. Эквиваленты модальных глаголов.	ОК-3	Дискуссия (Д); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 8. Выставки и ярмарки. Exhibitions and fairs.	Косвенная речь. Просьбы и приказания в косвенной речи. Согласование времен.	ОК-3	Презентация (ПР); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 9. Деловые переговоры. Business talks.	Вопросительно-отрицательные предложения. Местоимения each, every. Возвратные местоимения. Особые случаи употребления артиклей.	ОК-3	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.),

			практические занятия (П.з.); устный опрос по теме (УОТ)
Семестр 4. Раздел 4. Деловая поездка. A business trip.			
Тема 10. Организация деловой поездки. Arranging a business trip.	Придаточные предложения времени и условия. Производные от some, any, no, every.	ОК-3	Дискуссия (Д); ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 11. Прибытие. Отъезд. Arrival. Departure.	Абсолютная форма притяжательных местоимений. Союз both ...and... Безличные глаголы to rain, to snow.	ОК-3	Ролевая игра (РИ); кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 12. Поездка на предприятие. Visiting a factory.	Present Perfect Continuous.	ОК-3	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.			
Тема 13. Организация производства товара. Producing goods.	Страдательный залог (простые глагольные формы).	ОК-3	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 14. Управление производством. Controlling business.	Страдательный залог (группы Continuous и Perfect).	ОК-3	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade.	Сложное дополнение. Other в качестве существительного.	ОК-3	Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Семестр 6			
Тема 16. Продвижение товара. Promotion of goods.	Сложное дополнение в действительном и страдательном залоге.	ОК-3	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 17. Покупка и продажа. Buying and selling.	Модальный глагол should.	ОК-3	Кейс-стади (КС); Самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)
Тема 18. Заключение контракта. Making a contract.	Сложные формы инфинитива.	ОК-3	Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ), тестирование (Т.)

III. ОБРАЗОВАТЕЛЬНЫЕ ТЕХНОЛОГИИ

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

1. Стандартные методы обучения:

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

письменные или устные домашние задания;

консультации преподавателей;

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

2. Методы обучения с применением интерактивных форм образовательных технологий:

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

ролевые игры;

групповые дискуссии и др., а также презентации.

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

4.1. Рекомендуемая литература

Основная литература:

1. Английский язык для экономистов : учебник для бакалавров / В. А. Шляхова, О. Н. Герасина, Ю. А. Герасина. — Москва : Издательско-торговая корпорация «Дашков и К°», 2020. - 296 с. - ISBN 978-5-394-02222-7. - Режим доступа: <https://znanium.com/read?id=358371>

2. Английский язык в ситуациях повседневного делового общения : учеб. пособие / З.В. Маньковская. — Москва : ИНФРА-М, 2019. — 223 с. — (Высшее образование: Бакалавриат). - ISBN 978-5-16-105422-2 (online). —Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=995410>

3. Английский язык для экономических специальностей: Учебное пособие / Чикилева Л.С., Матвеева И.В., - 2-е изд., перераб. и доп. - М.:КУРС, НИЦ ИНФРА-М, 2019. - 160 с. - ISBN 978-5-905554-71-1. Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=1012463>

Дополнительная литература:

1. Английский язык: экономика и финансы (Environment): Учебник / Г.А. Дубинина, И.Ф. Драчинская и др.; Финансовая Академия при Правительстве РФ. - Москва : Альфа-М: НИЦ Инфра-М, 2012. - 208 с. ISBN 978-5-98281-225-4. - Режим доступа: <http://znanium.com/bookread2.php?book=371309>

2. Английский язык в менеджменте : учеб. пособие / Н.М. Дюканова. – М.: ИНФРА-М, 2019. — 256 с. — (Высшее образование: Бакалавриат). - Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=982756>

3. Английский язык для современных менеджеров: Учебное пособие / Маньковская З.В., - 2-е изд., испр. и доп. - М.:Форум, НИЦ ИНФРА-М, 2018. - 152 с. (Высшее образование) (Обложка. КБС)ISBN 978-5-91134-975 - Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=929647>

4. Английский язык для технических вузов : учебное пособие / В. А. Радовель. — 2-е изд. — Москва : РИОР : ИНФРА-М, 2020. — 296 с. — (Высшее образование). - ISBN 978-5-369-01792-0. - Текст : электронный. - URL: <http://znanium.com/bookread2.php?book=987363>

4.2 Перечень информационно-справочных систем

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

4.3 Перечень электронно-образовательных ресурсов

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

4.4 Перечень профессиональных баз данных

1. База данных Научной электронной библиотеки eLIBRARY.RU <http://elibrary.ru>
2. Библиографическая и реферативная база данных Scopus <https://www.elsevier.com/solutions/scopus>
3. База данных PATENTSCOPE <https://patentscope.wipo.int/search/ru/search.jsf>
4. On line словарь и тезаурус Cambridge Dictionary - <https://dictionary.cambridge.org/ru/>

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

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

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

1. ОС Windows XP PRO
2. Office Professional Plus 2007 Rus OLP NL AE (Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Publisher)
3. Антивирусная программа Касперского Kaspersky Endpoint Security для бизнеса-Расширенный Rus Edition
4. Программное обеспечение по лицензии GNU GPL: PeaZip, Google Chrome

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

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

Тема 1. Изучение иностранных языков. Learning foreign languages

Литература: О-1, Д-3

Вопросы для самопроверки:

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

5. Презентация лексических единиц по теме.

Задание 1. Fill in the gaps with prepositions.

1. Go... the office and take the telexes. They are ...my table. 2. My wife is ... the kitchen now. 3. Your students are not ...this room. They are ... room three. 4. Is Mr. Orlov ... the lesson now? Yes, he is. 5. Mr. Petrov is ... the office now. 6. The chair is... the table. 7. The letter is not... your table, it is... it. 8. My friends are ... the park now.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. What did you do _____ ?
 - a. at the course's end
 - b. at the end of the course
2. I need to visit _____ .
 - a. the doctor's surgery
 - b. the surgery of the doctor
3. Some debris got caught under _____ .
 - a. the conveyor belt's wheels
 - b. the wheels of the conveyor belt
4. He's taking _____ from his job at the university.
 - a. a year's sabbatical
 - b. a sabbatical of a year
5. Throughout the flight we had to put up with _____ .
 - a. the children sitting in the back row's antics
 - b. the antics of the children sitting in the back row

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

1. There weren't _____ people in the street when the accident happened.
 - a. some
 - b. any
 - c. no
2. Can I have a beer from your fridge? – Yes, of course. Take _____ you like.
 - a. some
 - b. any
 - c. no
3. Mrs. Ripley is going on holiday with _____ friends in August.
 - a. some
 - b. any
 - c. a
4. I'm sure he doesn't have _____ evidence for his accusations.
 - a. any
 - b. an
 - c. some
5. There is seldom _____ world news in the Daily Star.
 - a. some
 - b. any
 - c. no

Задание 9. Insert the most suitable word in the gap.

1. _____ of the money collected will go to helping children with heart disease.
 - a. any
 - b. no
 - c. some
2. If you have _____ old books that you don't want you can bring them into school.
 - a. any
 - b. many
 - c. some
3. We have bought a lot of things today. There is hardly _____ money left.
 - a. no
 - b. some
 - c. any
4. If you have _____ questions, I'll be pleased to answer them.
 - a. some
 - b. few
 - c. Any
5. There was never _____ question that Eleanor Rigby will return home.
 - a. some
 - b. no
 - c. any

Задание 10. Fill in the gaps with the most suitable words.

1. 18. People left their homes because of _____ .
 - a. the extension of the airport
 - b. the airport's extension
 - c. the airport extension
2. That isn't much use, it is the _____.
 - a. calendar of last year
 - b. last year's calendar
 - c. last year calendar
3. My sister is _____ girl and she doesn't go to school yet.
 - a. a three years old
 - b. a three year's old
 - c. a three-year-old
4. _____ Library has one of the richest book collections in Russia.
 - a. the Lenin's
 - b. the Lenin
 - c. Lenin
5. Mrs Black is a friend of my _____.
 - a. mother's
 - b. mother
 - c. mothers'

Задание 11. Put in *many, few, much* or *little*.

The capital town of this island is very small and does not have many important buildings. The islanders do not have _____ (1) money, and they have _____ (2) contact with the outside world. There is not _____ (3) chance of the place attracting tourists. The roads aren't very good. There are lots of bicycles but not _____ (4) cars. There are _____ (5) shops, and there is _____ (6) cultural life.

Задание 12. Complete each sentence with the most suitable word.

1. Do you take sugar with your tea? –Yes, just _____ .
a. little b. a few c. a little
2. Would you like some more biscuits? – No, thanks, I have eaten so _____ already.
a. a lot b. many c. much
3. Nancy, would you like some more cake? –Yes, just _____ , please.
a. a few b. a bit c. little
4. We've got _____ work to do by the end of the month.
a. many b. a great deal of c. much
5. The meeting was postponed because _____ people arrived.
a. a large amount of b. a few c. few

Задание 13. Complete each sentence with the most suitable word.

1. How _____ potatoes shall I buy?
a. much b. many c. few
2. We didn't take _____ food with us, we hoped to buy some on the way.
a. much b. many c. few
3. I can't give you _____ advice, I'm quite ignorant of the situation.
a. much b. many c. few
4. This car costs _____ .
a. much b. a lot of c. a lot
5. There were _____ people at the party that I didn't know.
a. much b. little c. a few

Задание 14. Fill in the gaps with the suitable words.

1. There are _____ apples left. We don't need any more.
a. a little b. a lot of c. few
2. We saw _____ people on the beach yesterday.
a. many b. a lot of c. much
3. Mr. Mannings would like _____ brandy with his coffee.
a. a little b. a few c. much
4. We have got too _____ petrol, we must have the car filled at the nearest gas station.
a. a little b. little c. few
5. Is there enough flour for the cake? – No, there is very _____ left, I'm afraid.
a. a little b. little c. few

Задание 15. Fill in the spaces in the following text with one appropriate word, or put “–“ if no word is needed.

THE CHANCE OF A JOB

David had been buying _____ (1) paper every day for months though he wasn't interested in _____ (2) news about the latest disasters around the world. It was _____ (3) work he wanted. David had been out of _____ (4) work for ages and when he got the chance of _____ (5) job in the local youth centre he applied at once.

Задание 16. Fill in the spaces in the following text with one appropriate word if necessary.

- How is she?
- Thank you, she is quite well.
- My best regards to her. Good- bye, Mike.
- Good- bye.

Тема 2. Образование. Education

Литература: О-1, Д-2

Вопросы для самопроверки:

1. Чтение текстов и их перевод.
2. Проверка знания лексических единиц по теме.
3. Беседа по теме с использованием диалогов-моделей.
4. Ответы на вопросы представителя иностранной фирмы о том, где и как Вы изучаете английский язык.

Задание 1. Read the text with proper intonation.

My 'name is ↓Peter. I 'work at a ↓Ministry. My wife does ↓not work at our Ministry. She 'works at a ↓factory. 'Every ↑day we 'get 'up at 'seven o'clock in the ↓morning. I 'go to the ↓bathroom. I ↑shave, ↑wash and ↓dress. My 'wife 'goes to the ↑kitchen and 'cooks ↓breakfast. Our 'children 'get 'up 'early ↓too. 'Jane 'puts ↑plates, ↑cups, ↑knives and ↓forks on the table. We 'sit 'down at the ↓table. At 'breakfast we 'eat ↑ham, ↑cheese, ↑eggs, 'bread and ↑butter and 'drink ↑tea, ↑coffee or ↓milk. After ↑breakfast my 'wife 'goes to her ↓factory. 'Jane 'goes to ↓school. I 'take 'Nick to the ↓nursery school. But on ↑Monday my 'wife does ↓not work. ↓She takes him there.

Задание 2. Make up alternative questions using the words in brackets.

1. We work at a factory (a ministry). 2. She puts knives on the table (forks). 3. They get up at 9 o'clock in the morning (at 7 o'clock). 4. We sit down at the table (at the desk). 5. He shaves in the bathroom (in the room). 6. We drink tea at breakfast (milk).

Задание 3. Fill in the gaps with possessive pronouns.

These are my sons ... names are Nick and Ben. 4. Mike, open ... book, please. 5. My wife is a student... lessons begin at 9 o'clock every day. 6. Pete takes... son to the nursery school. 7. Children, sit down, take ... pens and pencils. 8. Jane, don't put... bag on the table. 9. These men are engineers. These are... desks. 10. At 9 o'clock I sit down at... desk and put... books on it... lesson begins. 11. Where is ... watch, Nick? Look at it, please.

Задание 4. Read the dialogue with proper intonation.

- Good morning. Peter. I'm happy to see you.
- Good morning, Mike. How are you?
- I'm quite well, T thank you. And how are you?
- Very well too, thank you. Where do you work now?
- I work at the 'Ministry of 'Foreign Economic Relations.
- What do you do there?
- I'm an engineer. I also 'learn English.
- Where do you learn English?
- I learn English at the Ministry.
- Who teaches you English?
- Semenova does.

Задание 5. Choose the correct word.

1. The fire is going to go out. Can you go and get _____ wood?
a. a b. some
2. When the play ended, there was _____ lengthy applause.
a. a b. –
3. I can't come out tonight. I have _____ homework to do.
a. some b. a
4. There is _____ very beautiful countryside near here.
a. a b. –
5. David has just bought _____ new furniture.
a. some b. a

Задание 6. Choose the correct variant.

1. I don't feel like cooking tonight. _____ we buy a take-away meal or order a pizza?
a. must b. shall c. need
7. The door _____ open. It has got stuck.
a. needn't b. mustn't c. won't
8. My bag is too heavy. _____ you help me to carry it?
a. must b. may c. will
9. – Alice, why were you so late yesterday?
– Darling, my car _____ start and I had to go home by bus.
a. won't b. wouldn't c. mustn't
10. – _____ we invite the Greggs to the party?
– Why not? They will keep us good company.
a. shall b. will c. must

Задание 7. Choose the correct variant.

1. _____ I borrow your pen, please? –Yes, of course, why not?
a. may b. must c. shall
2. Do you think I _____ leave my bag here? –Yes, certainly, it's safe enough.
a. need to b. will c. could
3. _____ you kindly open the door for me, please.
a. may b. shall c. could
4. _____ we go out for a meal tonight? –Yes, dining out someplace would be great.
a. must b. shall c. are
5. I'm very busy at the moment. _____ you answer the phone for me, please?
a. will b. must c. need

Задание 8. Choose the correct word.

1. We didn't hear the intruder because we _____ on the top floor.
a. slept b. were sleeping
2. During his training Edgar _____ a lot less than his wife.
a. earned b. was earning
3. We _____ the sky and _____ to the birds singing.
a. watched... listened b. were watching... were listening
4. We _____ back to the camp site, _____ out clothes and _____ to dinner.
a. came... changed... sat down b. were coming... were changing... were sitting down
5. An old man _____ on the bench thinking about life.
a. sat b. was sitting

Задание 9. Choose the correct variant.

1. My family _____ in California then.
a. lived b. were living

2. Manoli looked out of the window. The children _____ in the garden.
 a. played b. were playing
3. He wondered if Sandra _____ the next flight to Dublin.
 a. took b. was taking
4. When I was a child I _____ the violin.
 a. played b. was playing
5. When mother came home the children _____ their homework.
 a. did b. were doing

Задание 10. Choose the correct variant.

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

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

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

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

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

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

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

A: Hello. Where are you going?

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

A: Oh, that _____ (5) very nice.

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

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

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

Задание 14. Choose the correct variant.

1. William Herschel _____ Uranus in 1781.
a. discovered b. opened c. found
2. The performance of the actor was _____.
a. a great success b. a big success c. in success
3. The musical “Jesus Christ Superstar” by Lloyd Webber is _____ both young and middle-aged people.
a. successful with b. popular with c. popular among
4. Many popular writers _____ their reputations during the war.
a. built up b. created c. constructed
5. Henry Ford _____ his fortune with the Model T.
a. made b. did c. built

Задание 15. Choose the correct variant.

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

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

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

Задание 17. Choose the correct word.

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

Задание 18. Choose the correct tense form.

1. _____ your car tomorrow? Can I borrow it?
a. will you use b. will you be using
2. _____ me a lift to the station? I would appreciate it very much.
a. will you give b. will you be giving
3. – _____ to a chemist’s this morning? – Yes, why?

- _____ me some aspirin, please?
- a. will you be going, will you get b. will you go, will you be getting
4. When the man leaves the building, the police _____ for him.
- a. wait b. will be waiting
5. I _____ your house at half past seven. I will call in and see you.
- a. am passing b. will be passing

Задание 19. Choose the correct variant.

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

Задание 20. Choose the correct word.

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

Тема 3. Планирование дня. Planning activities.

Литература: О-1, Д-2

Вопросы для самопроверки:

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

Задание 1. Fill in the gaps with prepositions.

1. The engineers... this office work every day. 2. We begin our work... 9 o'clock ... the morning. 3. Our children sit down and put their books... the table. 4. Nick, don't take your books ... the shelf. 5. My son goes ... school... 8 o'clock. 6. Does Mike work... room 40? 7.1 go... the Ministry... 8 o'clock. 8. Take my watch... the table and look... it. Tell me the time. 9. My wife and my children get up... 9 o'clock ... Sunday. 10... breakfast my wife takes our son... the nursery school and goes... the factory. 11. Take the letter my bag and put it... the desk. 12. Don't go ... that room. 13. Jane, take the book... the shelf and come up... me. 14. Where is my spoon?

It's... your cup. 15.... breakfast we eat cheese, bread and butter and drink tea. 16. Tell me ... the engineers ... your office.

Задание 2. Read the text and retell it.

My friend's name is Peter. He is an engineer. He works at a large factory. His wife is an engineer too. But she works at a Ministry. Every morning Peter gets up at 7 o'clock. He dresses, shaves and washes. Then he goes to his son's room. His son is a small boy. His name is Nick. He does not go to school. But he gets up early too. Peter's wife cooks breakfast. Peter, his wife and their son eat cheese, ham, bread and butter and drink coffee or tea at breakfast. After breakfast Nick's parents take their son to the nursery school. Peter goes to his factory. His wife goes to her Ministry.

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

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

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

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

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

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

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

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

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

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

Задание 5. Choose the correct form of the noun.

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

Задание 6. Choose the correct word.

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

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

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

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

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

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

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

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

5. Bartholomew _____ his girlfriend in such a ruthless way. Now she feels hurt and is unlikely to come back to him.
a. needn't have treated b. shouldn't have treated c. didn't have to treat

Задание 7. Choose the correct word.

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

Задание 8. Choose the correct variant.

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

Задание 9. Choose the correct modal verb.

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

Задание 10. Choose the correct word.

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

- a. going aboard b. going abroad c. coming abroad

Задание 11. Choose the correct variant.

1. Some theatres give _____ for children.
a. matinee performances b. morning performances c. matinee plays
2. They could see the airport _____ far below them.
a. burnt b. lit up c. switched on
3. I think you shouldn't take offence. I'm sure your brother did it _____.
a. because of fun b. for fun c. for a fun
4. In this company the employees can have a holiday _____.
a. twice a year b. twice in a year c. twice in year
5. We are _____ a partner in a new business venture.
a. looking for b. looking c. looking into

Задание 12. Choose the correct word.

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

Задание 13. Choose the correct variant.

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

Задание 14. Choose the right variant.

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

Задание 15. Choose the correct variant.

- All _____ from the sales of the CD will go to the Multiple Sclerosis Society.
a. profits b. charges c. expenses
- Is it _____ that Tony has become a student of Oxford University?
a. true b. truth c. the truth
- _____ is used by the government to provide public services and pay for government institutions.
a. profit b. income tax c. revenue
- This region of Catalonia _____ some of the best wines in Spain.
a. produces b. develops c. does
- Harrods is a shop with a reputation for excellent customer _____.
a. aid b. service c. attention

Задание 16. Choose the right variant.

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

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

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

Задание 18. Choose the correct variant.

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

Задание 19. Choose the correct word.

- It is the first time I _____ this season.
a. skated b. have skated
- It's ages since we _____ the Harrissons.

- a. saw b. have seen
3. My friend _____ to Madame Tussaud's.
a. has never been b. was never
4. My grand-grand father _____ to any country. He lived all his life in this town.
a. has never travelled b. never travelled
5. Byron _____ a lot of wonderful poems, which are famous all over the world.
a. has written b. wrote

Задание 20. Choose the correct variant.

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

Раздел 2. "Business circumstances" Тема 4. В офисе. At the office
Литература: О-1, Д-3

Вопросы для самопроверки:

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

Задание 1. Change the sentences into plural.

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

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

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

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

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

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

Задание 5. Translate into English.

1. Эти экономисты сейчас много работают. 2. В Омске было мало заводов в 1945 году. 3. У нас мало сыра сегодня. 4. Мои дети не пьют много кофе. 5. В чайнике немного чая. 6. Многие люди пьют кофе за завтраком. 7. Много было студентов на уроке в прошлую среду? 8. В этом ломе немного трехкомнатных квартир. 9. Мой сын мало читает по-английски. 10. В нашей конторе работает мало экономистов. 11. К сожалению, у меня сейчас очень мало времени. 12. На нашей фирме работает мало менеджеров. 13. Сегодня настоянок много машин.

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

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

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

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

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

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

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

Задание 6. Put special questions on the dialogue.

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

Задание 8. Choose the right variant.

1. 1. Helen _____ to the children while Benjamin _____ .

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

2. Yesterday I _____ the essay for 3 hours!

a. wrote b. was writing

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

a. slept b. was sleeping

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

a. was having b. had

5. The company _____ trouble with that department at the time.

a. had b. was having

Задание 9. Choose the correct variant.

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

a. it b. there

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

a. it is b. there is

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

a. it will be b. there will be

4. _____ hope of getting money for the research.

a. there is no b. it is no

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

a. it is b. there is

Задание 10. Choose the correct variant.

1. Take a taxi. _____ a long way to the station.
a. there is b. it is
2. _____ any truth at all in that newspaper article.
a. there wasn't b. it wasn't
3. _____ several accidents this week.
a. there have been b. it has been
4. _____ raining since Monday.
a. there has been b. it has been
5. _____ any problem with my ticket?
a. will there be b. will be there

Задание 11. Choose the correct variant.

1. _____ no point in doing this work.
a. there is b. it is
2. You do this work at the expense of your health. _____ not worth it!
a. it is b. there is
3. Is _____ the eighteenth today? – No, the seventeenth.
a. it b. there
4. Someone is injured. _____ an accident.
a. there has been b. it has been
5. _____ a picture on the wall. _____ an abstract painting.
a. there is... it is b. it is... there is

Задание 12. Choose the correct variant.

1. _____ time to finish our discussion after classes.
a. there will be b. it will be
2. Why _____ so many police there?
a. are there b. is it
3. _____ going to be a bus strike next week.
a. there is b. it is
4. _____ time to go to bed?
a. is it b. is there
5. Look! The sky is cloudy. _____ going to rain.
a. it is b. there is

Задание 13. Choose the correct variant.

1. _____ everyone here now? We'll start the tour straight away then.
a. is b. are c. does
2. There is hardly _____ to be seen on the streets of the centre after dark.
a. anybody b. nobody c. somebody
3. Peter decided that he needed to do _____ with his life.
a. constructive something b. something constructive c. everything constructive
4. The kidnap victims were blindfolded, driven into the country and thrown from the car miles from _____.
a. somewhere b. anywhere c. nowhere
5. The mayor is caught in the city traffic. We've _____ got to find a way to get her here fast.
a. somehow b. anyhow c. nohow

Задание 14. Choose the correct words.

1. Alex is going to Egypt and he _____ a camera from his friend.
a. lent b. let c. borrowed
2. The narrow land _____ abruptly at the farm yard.

- a. was over b. finished c. ended
3. All the team were there _____ Ben Johnson who was ill.
a. beside b. besides c. except
4. The book was _____ for Judy to read in the original.
a. easy enough b. enough easy c. too easy
5. Mrs. Parker is _____ to talk to anybody right now. You will have to wait.
a. too busy b. busy enough c. busy at all

Задание 15. Choose the correct words.

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

Задание 16. Choose the correct words.

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

Задание 17. Choose the correct variant.

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

Задание 18. Choose the correct words.

1. The workers at Mechel Steel Plant have a good opportunity to have a snack at the plant _____ .
a. café b. canteen c. restaurant
2. After the examinations at the University my _____ and I went to Finland for the winter vacation.
a. fellow-students b. classmates c. fellow-travellers

3. Jane was upset because she _____ the exam in maths, though trigonometry was always her favourite.
 a. had failed b. had passed c. had taken
4. The American Lady _____ the canary's cage with a cloth so that it could sleep.
 a. covered b. put c. laid
5. My mother enjoys _____ to classical music, best of all Verdi.
 a. listening b. to listen c. to be listening

Задание 19. Choose the correct words.

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

Задание 20. Choose the correct words.

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

Тема 5. Карьера. Thecareerladder

Литература: О-1, Д-3

Вопросы для самопроверки:

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

Задание 1. Read the text with proper intonation.

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

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

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

Mr. Bunin's working hours begin at 9 o'clock, but he usually comes to the office at a quarter to nine to get ready for work. He comes by car which he parks behind the Ministry. At 9 o'clock the secretary brings him the mail. He goes through the letters, cables and telexes and sends answers to foreign firms or communicates with them by fax. He sometimes receives foreign businessmen from Great Britain, 83 France, Germany and other countries. They usually discuss prices, terms of payment and delivery.

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

Задание 2. Retell the text.

Задание 3. Put questions on the text.

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

Задание 5. Read the dialogue with proper intonation

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

Задание 6. Put questions on the dialogue.

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

Задание 8. Put questions on the dialogue.

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

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

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

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

Задание 11. Choose the correct form of the noun.

In today's Cookery Corner I'd like to address a request from Mrs. Parkinson for _____ (1 – an information/information) about which of _____ (2 – chocolate/chocolates) to use in cooking. Well, Mrs. Parkinson, my _____ (3 – advice is/advice are) always to use the best possible chocolate you can find. It is the same principle as with _____ (4 – wines/wine): in cooking always use _____ (5 – an equivalent quality/equivalent quality) to what you eat or drink. With

_____ (6 – a chocolate/chocolate), the reason for this is that higher quality chocolate will always give your cakes and sweets _____ (7 – better/a better) taste. To judge the quality of chocolate, look at _____ (8 – the amount of/the number of) cocoa in the chocolate. Good quality chocolate has more cocoa solids and _____ (9 – less sugar/fewer sugars).

Задание 12. Choose the correct variant.

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

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

A: What about my money?

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

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

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

Задание 14. Choose the correct words.

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 15. Choose the correct words.

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

Задание 16. Choose the correct words.

1. Probably, Jessica _____ on Friday morning.
a. comes b. will come
2. Perhaps I _____ recognize Julia Andrews. I haven't seen her for ages.
a. won't b. don't
3. Brenda is not convinced that her friend _____ the exam next Tuesday.
a. passes b. will pass
4. Nancy and David's wedding _____ place at St. Peter's Church of San Diego on Sunday.
a. will take b. takes
5. The more you _____, the better your spelling will be.
a. will read b. read

Задание 17. Choose the correct words.

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

Задание 18. Choose the correct words.

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

Задание 19. Choose the correct words.

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

Задание 20. Choose the correct words.

1. _____ no reason to be pessimistic. Everything ended well.
a. there was b. it was

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

Тема 6. Процедура трудоустройства. Getting a job.

Литература: О-1, Д-3

Вопросы для самопроверки:

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

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

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

Задание 2. Read and retell the text.

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

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

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

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

1. the Ministry, a manager, to do business, different countries, a lot of businessmen, to discuss contracts, to sell (to buy) other goods;

2. to have a lot of work to do, to go through, to send, catalogues, to receive, prices of different goods, the terms of payment and delivery;

3. our office, floor, there is/are, a telephone, to receive, mail, to go through the mail, an answer, to have a lot of work to do;

4. sometimes, to receive engineers, a factory, to discuss business, to go to a factory, to see the new equipment, to telephone, other offices, to discuss the terms of a contract.

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

1. Who is _____ – Jane or Allan?

a. more tall b. taller c. most tall

2. Joe is _____ of the students in the group.

a. the cleverest b. the most clever c. more clever

3. Which of these two dogs is _____ ?

a. friendlier b. friendlier c. most friendly

4. A Lexus is _____ than a Honda.

a. more expensive b. most expensive c. expensiver

5. The _____ instructions will be given on page 12.

a. further b. farther c. farthest

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

1. The children were playing in the _____ corner of the garden.

a. farthest b. farther c. farest

2. Connie walks _____ because she has just had an operation.

a. more slow b. more slowly c. slowlier

3. John's grades are really bad. – Yes, but Tom's are even _____ .

a. worst b. badder c. worse

3. I think we have _____ money than you.

a. least b. fewer c. less

5. Our new house has _____ space than the old one.

a. a lot more b. more of c. most

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

1. The northern part of Canada generally receives _____ snow than the southern part.

a. much more b. much most c. so much

2. You should get off at the _____ stop.

a. next b. nearest c. nearer

3. Mrs. Parkinson has got two sons: George and Ronald. The former already works, the _____ is still a student.

a. latter b. last c. later

4. Have you heard the _____ news? It's awful.

a. last b. latest c. late

5. You can find this place _____ if you have a map.

a. more easily b. easilier c. most easily

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

1. Today you seem _____ than you were yesterday.

a. more happy b. happier c. happiest

2. These tomatoes are _____ than the ones I saw in Sainsbury's.

a. more red b. redder c. little red

3. Now we will have to think of a _____ method.

a. better b. gooder c. best

4. Nowadays people use electric appliances much _____ than thirty years ago.

- a. more oftener b. often c. more often
5. People believe they will live better in the _____ future.
a. nearest b. nearer c. near

Задание 9. Choose the correct words.

1. More _____ 80 percent of the students passed the test.
a. than b. that
2. Are you _____ Burney?
a. the same age as b. so old as
3. The harder we studied _____ we got.
a. the more confused b. more confused
4. _____ all the cities I have visited, I like London best.
a. of b. from
5. The more it snowed, _____ .
a. the colder it got b. it got colder

Задание 10. Choose the correct words.

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

Задание 11. Choose the correct words.

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

Задание 12. Choose the correct words.

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

- a. the least b. less

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

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

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

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

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

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

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

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

Задание 15. Choose the correct word.

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

- a. possible b. possibly

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

- a. clear b. clearly

3. The disappearance of the millionaire seems really _____ .

- a. strange b. strangely

4. I am impressed that you speak English so _____ .

- a. well b. good

5. The Customs agent made a _____ inspection of the suitcase.

- a. thorough b. thoroughly

Задание 16. Choose the correct word.

1. We are discussing a _____ proved fact.

- a. scientific b. scientifically

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

- a. certainly b. certain

3. I will _____ help you. You can trust me.

- a. certainly b. certain

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

- a. carelessly b. careless

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

- a. good b. well

Задание 17. Choose the correct word.

1. After your treatment I feel quite _____ , thank you.
a. good b. well
2. The story Kim told us sounded _____ .
a. strange b. strangely
3. The meat you bought the other day tastes _____ .
a. awful b. awfully
4. I am _____ sorry. I kept you waiting.
a. awful b. awfully
5. The lion moved _____ through the grass.
a. slow b. slowly

Задание 18. Choose the correct word.

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

Задание 19. Choose the correct word.

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

Задание 20. Choosethecorrectword.

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

Литература: О-1, Д-2

Вопросы для самопроверки:

1. Чтение диалога по теме.
2. Определение того, какая информация интересует собеседников.
3. Ответы на вопросы преподавателя по тексту.
4. Выразите свое согласие или несогласие с утверждениями с обоснованием своих ответов.
5. Прослушивание диалогов с ответами на вопросы преподавателя.

Задание 1. Translate into Russian.

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

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

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

Lake: Yes, Lake (to speak).

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

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

Задание 3. Retell the dialogue.

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

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

Задание 5. Choose the correct variant.

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

Задание 6. Choose the correct word.

1. In summer the children usually _____ at their grandmother's.
a. remain b. stay c. leave
2. Japan's low crime rate _____ the envy of the industrialized world.
a. remains b. stays c. keeps

3. The previous government _____ the economy in ruins.
a. remained b. left c. stayed
4. A few cows _____ on the farm to provide milk, cheese and cream.
a. are kept b. are remained c. are held
5. It goes without _____ that London is the best city in the world.
a. speaking b. saying c. telling

Задание 7. Choose the correct variant.

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

Задание 8. Choose the correct variant.

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

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

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

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

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

Basov: Then we must receive it today or tomorrow.

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

Basov: 5 or 6.

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

Basov: In April or in May.

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

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

Задание 10. Retell the dialogue.

Задание 11. Translate into Russian.

1. Наша контора обычно отгружает оборудование вовремя.
2. Наша контора отгрузила оборудование в прошлом месяце.
3. Наша контора еще не отгрузила

оборудование. 4. Наша контора может отгрузить оборудование в следующем месяце. 5. Наша контора собирается отгрузить оборудование через месяц.

Задание 12. Choosethecorrectvariant.

1. Many schools don't _____ the Internet.
a. make advantage of b. take advantage of c. possess advantage in
2. The publicity has _____ Jim Morrison's reputation.
a. raised b. increased c. enhanced
3. A line of US tanks slowly _____ .
a. ran b. moved out c. advanced
4. Bertha eventually _____ her goal of becoming a professor of mathematics.
a. reached b. obtained c. achieved
5. Quite a number of countries refuse _____ Kosovo's independence.
a. to know b. to accept c. to recognize

Задание 13. Choose the correct variant.

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

Задание 14. 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
5. The results of this work were _____ excellent but still better than last year.
a. bynomeansb. byallmeans c. atnomeans

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

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

Задание 16. Choose the correct variant.

1. When the old woman _____ the top of the stairs her heart was pounding.
a. achieved b. reached c. reached to
2. The Rubens Hotel in Amsterdam is _____ of the town centre.
a. within easy reach b. about close reach c. within a short distance
3. Medicine must be kept _____ of children.
a. out of reach b. away from reach c. out of the distance
4. You don't have to go to his office, you can _____ Mr.Niranjan by telephone.
a. achieve b. obtain c. reach

Задание 17. Choose the correct words.

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

Задание 18. Choose the correct variant.

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

Задание 19. Choose the correct variant.

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

Задание 20. Choose the correct variant.

1. The doctor warned the patient _____ again.

- a. didn't smoke b. not to smoke
2. The trade unions urged the workers _____ peacefully.
a. to demonstrate b. demonstrated
3. Valerie encouraged _____ to take _____ job.
a. her brother... that b. to her brother... this
4. They asked us _____ the window.
a. not to open b. to not open
5. The CEO asked the assistant _____ him when the mail _____ .
a. to inform... arrived b. inform... arrives

Тема 8. Выставки и ярмарки. Exhibitions and fairs.

Литература: О-1, Д-3

Вопросы для самопроверки:

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

Задание 1. Read the text.

Trade Fairs and Exhibitions

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

Задание 2. Retell the text.

Задание 3. Put questions on the text.

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

Задание 5. Read the dialogue.

At a Chemical Exhibition

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

Menon: Good morning.

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

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

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

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

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

Задание 6. Put questions on the dialogue.

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

Задание 8. Put questions on the dialogue.

Задание 9. Choose the correct word.

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

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

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

Задание 11. Choose the correct tense form.

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

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

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

Задание 13. Choose the correct tense form.

1. Carina _____ hospital dramas.
a. enjoys b. is enjoying c. has enjoyed.
2. Britney Spears _____ in the Waldorf Astoria on this visit to New York.
a. stays b. is staying c. will stay
3. We _____ a two-week winter holiday in Gstaad every year.
a. take b. have taken c. are taking
4. I _____ the neighbour's cat this week while she's in hospital.
a. feed b. am feeding c. have fed
5. Then you _____ all the ingredients together quickly and _____ the mixture in a hot oven for twenty minutes.
a. mix... put b. is mixing... is putting c. will mix... will put

Задание 14. Read the dialogue.

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

Sokolov: Yes, six months ago.

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

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

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

Sokolov: I'm pleased to hear it.

Menon: When could we discuss the matter in detail?

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

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

Sokolov: Good bye. See you on Monday.

Задание 15. Put questions on the dialogue.

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

Задание 17. Put special questions on the dialogue.

Задание 16. Read the text.

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

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

Задание 17. Give a headline to the text.

Задание 18. Retell the text.

Задание 19. Put questions on the text.

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

Тема 9. Деловые переговоры. *Business talks.*

Литература: О-1, Д-2

Вопросы для самопроверки:

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

Задание 1. Read the text.

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

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

Задание 2. Retell the text.

Задание 3. Put questions on the text.

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

Задание 6. Read the dialogue.

Kozlov: Good afternoon, Mr. Lipman.

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

Kozlov: Thank you.

Lipman: Did you enjoy your trip to Edinburgh?

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

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

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

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

Kozlov: I believe we can buy 15 more compressors.

Lipman: Fine. That will settle the price problem.

Задание 7. Retell the dialogue.

Задание 8. Put special questions on the dialogue.

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

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

1. Our manager (to be) abroad five years ago. 2. Mr. Brown (to be) in the Caucasus last year? 3. Our production manager (not yet to come) back. 4. The director (to go) already? 5. When your partner (to see) you last? 6. Our engineers just (to get) a letter from Bell & Co. 7. You (to take) any photographs while being on a business trip in south?

Задание 11. Translate from English into Russian.

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

Задание 12. Answer the questions.

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

Задание 13. Read the dialogue.

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

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

Kozlov: We can accept them in March.

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

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

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

Kozlov: Thank you.

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

Kozlov: Good. See you tomorrow.

Lipman: Good-bye.

Задание 14. Retell the dialogue.

Задание 15. Put special questions on the dialogue.

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

Задание 17. Choose the correct word.

1. Nick _____ to find a permanent job for a considerable time.

a. have tried b. have been trying

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

a. has already worked b. has already been working

3. Lewis _____ Spanish a few months ago.

a. started learning b. have been learning

4. Susanne _____ for a reply from the company for several weeks, but she _____ any answer yet.
 a. has been waiting... hasn't received b. waited... didn't receive
5. Larry _____ the Encyclopaedia Britannica in the reading room since 10 o'clock.
 a. has been reading b. was reading

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

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

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

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

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

Задание 20. Translate from English into Russian.

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

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

Литература: О-1, Д-3

Вопросы для самопроверки:

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

Задание 1. Match the verbs and nouns.

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

Задание 2. Choose the best word for each gap.

- 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
- Word-of-mouth recommendation is the most important means ____ merchandising restaurants.
a) of b) in c) at d) for
- 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.

- I paid my bill.
- I checked in at reception.
- I left the hotel.
- I went up to my room.
- I spent the night in the hotel.
- I had an early morning call at seven o'clock.
- I booked a room at the hotel.
- I went out for dinner in a local restaurant.
- I arrived at the hotel.
- I got up and had a shower.
- I had breakfast.
- I tipped the porter who carried my luggage upstairs.

Задание 5. What would you say in these situations?

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

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

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

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

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

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

Задание 6. Choose the best word for each gap.

- 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’hote, a la carte du jour.
- a) restaurants b) menus c) beverages d) foodservice
3. ____ is usually defined as indirect business costs of the business.
- a) liabilities b) assets c) overhead d) expenses
4. Menus ____ include a variety of foods that appeal to customers in different ways.
- a) must b) may c) can d) need
5. ____ include not only the food itself but also wages paid to employees.

Задание 7. Read the text.

BUSINESS BOOKS

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

Задание 8. Retell the text.

Задание 9. Put questions on the text.

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

Задание 11. Translate into Russian.

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

Задание 12. Read the text.

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

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

Задание 13. Retell the text.

Задание 14. Put questions on the text.

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

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

1) to have

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

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

Задание 17. Complete the sentences.

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

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

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

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

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

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

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

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

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

Тема 11. Прибытие. Отъезд. Arrival. Departure.

Литература: О-1, Д-4

Вопросы для самопроверки:

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

Задание 1. Read the text.

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

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

Задание 2. Give a headline to the text.

Задание 3. Make five special questions on the text.

Задание 4. Make up a plan of the text.

Задание 5. Read the dialogue.

Camp: Good afternoon, Mr. Bunin.

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

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

Bunin: Have you gone sightseeing yet?

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

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

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

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

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

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

Camp: Good, then we accept the terms.

Bunin: When do you require the boilers?

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

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

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

Bunin: Certainly. What time is convenient to you?

Camp: Any time you say.

Bunin: 11.30 then.

Camp: Very good. Good-bye.

Bunin: Good-bye.

Задание 6. Put five special questions on the dialogue.

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

Задание 8. Make five questions on the dialogue.

Задание 9. Set all the possible questions.

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

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

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

Задание 11. Translate phrases into Russian. Mind prefixes.

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

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

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

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

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

Задание 14. Translate word-combinations. Mind prepositions.

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

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

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

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

-ful: help, wonder, use, power;
-less: use, help, power, motion, weight;
-ic: period, metr(e), atmosphere(e), bas(e);

- al: physic(s), natur(e), experiment, mathematic(s);
- able: valu(e), change, measure(e), compare(e), profit;
- ant: import, resist;
- ent: differ, insist;
- ive: effect, act, compete.

Задание 17. Translate into English .

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

Задание 18. Translate into English.

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

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

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

Задание 20. Fill in the prepositions.

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

Тема 12. Поездка на предприятие. Visiting a factory.

Литература: О-1, Д-4

Вопросы для самопроверки:

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

Задание 1. Compose sentences using the models.

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

Задание 2. Translate the sentences into English.

1. Вы хотите, чтобы я заказала билеты заранее?" – спросила меня секретарь. 2. Мне хотелось, чтобы кто-нибудь помог мне уложить вещи. 3. Когда бы вы хотели, чтобы мы встретились и решили вопрос о цене? 4. Я думаю, вы бы не хотели, чтобы мы разместили заказ у другой фирмы. 5. Мы хотим, чтобы вы отгрузили товар в апреле. 6. Я бы хотел, чтобы кто-нибудь еще поехал со мной в командировку. 7. Мы не ожидали, что они пробудут в Ростове неделю. 8. Я хочу, чтобы вы узнали их новый адрес. 9. Где вы были вечером? Нам хотелось, чтобы вы пообедали с нами. 10. Я не хочу, чтобы они работали больше, чем мы.

Задание 3. Fill in the gaps with suitable pronouns.

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

Задание 4. Translate the sentences into English.

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

Задание 5. Complete the sentences.

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

Задание 6. Complete the sentences.

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

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

the size

the product

the staff

the partners

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

Задание 9. Complete the dialogue.

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

Ed. Gr. I think Don will be _____.

Ph. W. And when is your deadline?

Ed. Gr. Everything must be _____.

Ph. W. No problem.

Ed. Gr. Do you mind if _____.

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

Ed. Gr. Barlo House, Canary Wharf.

Ph. W. _____.

Задание 10. Answer the questions.

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

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

Задание 12. Translate the sentences into English.

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

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

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

Задание 14. Translate the sentences into English.

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

Задание 15. Give Russian translation.

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

Задание 16. Make a plan of the text.

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

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

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

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

Задание 18. Choose the correct variant.

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

Задание 19. Choose the correct variant.

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

Задание 20. Choose the correct variant.

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

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

Литература: О-1, Д-2

Вопросы для самопроверки:

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

Задание 1. Translate these sentences into Russian.

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

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

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

Задание 3. Give extensive answers to these questions.

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

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

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

Задание 5. Choose the correct variant.

1. The thieves _____ out of the bank, _____ into their cars and _____ up the high street.
a. ran... jumped... sped
b. had run... jumped... sped
c. were running... were jumping... were speeding...
2. Rameses II _____ over ancient Egypt for more than fifty years.
a. was ruling b. ruled c. had ruled
3. Intervention was urgently required – the starving children _____ weaker by the day and there _____ little sign of an end to the drought.
a. grew... was b. had grown... was being c. were growing... was
4. By the middle of the nineteen sixties many parts of Europe _____ a tremendous economic boom.

- a. experienced b. were experiencing c. had experienced
5. Jim _____ on the early flight the next morning so he made his excuses and left the party before midnight.
a. will be leaving b. left c. was leaving

Задание 6. Choose the correct variant.

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

Задание 7. Translate these sentences into Russian.

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

Задание 8. Choose the correct word.

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

Задание 9. Choose the correct variant.

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

Задание 10. Choose the correct words.

1. I have heard _____ for a week now.
a. him being ill b. that he has been ill

2. _____ her knock at the door?
a. did you hear b. have you heard
3. _____ Mr. Cox has bought a new house?
a. did you hear b. have you heard
4. I noticed _____ to discuss that confusing situation.
a. my friend not to want b. that my friend didn't want
5. She has often seen an old man _____ along the beach with a dog.
a. walking b. walked

Задание 11. Choose the correct variant.

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

Задание 12. Choose the correct words.

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

Задание 13. Choose the correct variant.

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

Задание 14. Choose the correct words.

1. I hear _____ the meeting of Assets and Liabilities Committee till Monday.
a. they have put off b. them put off
2. We watched the children _____ swans in St. James's Park.
a. feeding b. feed
3. As soon as the squadron approached the forest they smelled something _____.
a. was burning b. burning

4. The teacher saw that the students _____ his explanation.
 a. not understand b. didn't understand
5. Mr. Worchester looked at Becky and felt _____ him.
 a. that she believed b. her believe

Задание 15. Translate these sentences into Russian.

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

Задание 16. *Choosethecorrectword.*

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

Задание 17. Choose the correct words.

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

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

KIDNAPPER CAUGHT PAYING RANSOM INTO BANK

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

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

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

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

Задание 19. Make special questions on the text.

Задание 20. Choose the correct words.

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

Тема 14. Управление производством. Controllingbusiness.

Литература: О-1, Д-3

Вопросы для самопроверки:

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

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

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

Задание 2. Fill in prepositions or adverbs.

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

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

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

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

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

Задание 4. Translate these sentences into English.

1. . – Did you go to Hawaii for vacation?
– I _____ to go, but I got sick at the last minute.
a. was planning b. had been planning c. planned
2. I _____ to the same barber since 1950.
a. am going b. have been going c. go
3. Did you say that you _____ here only three days ago?
a. came b. have come c. had come
4. I haven't heard from Maria _____ .
a. since many months before b. for many months c. since a long time
5. This book is so long that I _____ .
a. haven't finished it yet b. haven't finished it already c. still have finished it.

Задание 10. Choose the correct variant.

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

Задание 11. Choose the right words.

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

Задание 12. Choose the correct variant.

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

Задание 13. Translate these sentences into English.

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

Задание 14. Choose the correct variant.

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

Задание 15. Choose the right words.

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

Задание 16. Choose the correct variant.

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

Задание 17. Translate these sentences into English.

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

Задание 18. Choose the correct variant.

1. Katie says that her PC _____ a lot of difference to her.
a. has made b. had made
2. The treasurer told the meeting that the “Club 13” _____ a lot of money _____.
a. had lost... the previous month b. has lost... last month
3. The statement says that the Conference _____ a considerable time discussing the world debt crisis _____.
a. spent... the day before yesterday b. had spent... 2 days before
4. The scientist admitted that when he _____ very young, the Blue Book Project first started.
a. was b. had been
5. She whispered that they _____ have finished their work by 2 o'clock and _____ free till _____ Monday.
a. will... will be... next b. would... would be... the following

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

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

Задание 20. Choose the correct variant.

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

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

Вопросы для самопроверки:

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

Задание 1. Read the text.

Russia's Foreign Trade

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

Задание 2. Retell the text.

Задание 3. Put special questions on the dialogue.

Camp: Hallo, is that Machinoexport?

Secretary: Yes. Who is that speaking, please?

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

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

Camp: Thank you.

Bunin: Bunin speaking.

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

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

Camp: Will the contract be ready by that time?

Bunin: Yes, certainly it will.

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

Bunin: I believe that'll be next Sunday.

Camp: Yes, quite so.

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

Camp: Yes, with pleasure.

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

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

Bunin: Good-bye.

Задание 4. Put questions on the dialogue.

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

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

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

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

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

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

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

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

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

Задание 10. Listen to the interview.

P = Presenter

J = James Phillips

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

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

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

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

Do all budget airline flights cost less than £10?

When is the price the highest?

When is the price lowest?

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

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

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

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

- a) a part or section
- b) a group of interested people
- c) an important new plan with a particular aim
- d) an assignment or task
- e) to find out / to discover
- f) to remove / to take out
- g) to check at regular intervals
- h) expensive and of superior quality
- i) a description of the characteristics of someone or something

Задание 14. What corresponds to the following definitions?

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

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

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

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

Advantage

Long-term contract

To be worth

Promising

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

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

To be in demand

To put a new product on the market

To produce

Top quality goods

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

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

To compete

To be in the same line of business

to produce

To specialize in

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

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

Enterprise

To run business

To meet troubles

To compete

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

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

The terms and conditions

To sign

Promising

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

Тема 16. Продвижение товара. Promotion of goods.

Литература: О-1, Д-3

Вопросы для самопроверки:

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

Задание 1. Answer these questions.

1. Were any letters received from England yesterday?
2. When is the mail usually brought to your office?
3. How many times a day is the mail to be brought?
4. Is the mail brought on Sundays?
5. What countries is your equipment exported to?
6. Were a lot of goods exported by

your company last year? 7. In what case is a discount given? 8. Can any ready-made clothes be bought in this shop?

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

1. The appointment was made **for Friday** (1). 2. **Many hotels** can be recommended for stay in our city (1). 3. **This book** can be bought **in any book-shop**. (2). 4. **Delivery dates** will be discussed **during the preliminary talks**. (3). 5. **The remaining goods** are to be shipped **in May**. (2). 6. The offer was not accepted **because the prices were too high**. (1).

Задание 3. Turn these sentences into the Passive Voice.

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

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

Задание 5. Translate into English.

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

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

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

Задание 7. Translate into English.

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

Задание 8. Mark the sentences as true or false.

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

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

People living in Japan have some customs different from ours. For example, we wipe our washed faces with dry towels (полотенце), they wipe their faces with wet towels. Entering houses our men take off their hats, the Japanese take off their shoes. We give presents when arriving, they leave them when departing. When in mourning (траур) we wear black, they wear white. We frown (хмуриться) when being scolded (бранить), they smile. When we say that Japanese are strange people, they could reply, "The same to you."

Задание 10. Read and translate into Russian.

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

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

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

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

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

chosen choosing was chosen is choosing

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

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

increased increasing having increased increasing

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

Задание 14. Translate the sentences into Russian.

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

Задание 15. Translate the sentences into Russian.

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

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

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

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

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

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

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

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

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

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

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

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

Литература: О-1, Д-3

Вопросы для самопроверки:

1. Замена придаточных определительных предложений причастным оборотом.
2. Перевод предложений на английский язык
3. Чтение диалога и правильный перевод предложений.
4. Построение предложения с использованием абсолютной формы притяжательных местоимений.

5. Структура и образец письма-предложения, клише и выражения для оформления предложений, ответы на предложения.

Задание 1. Retell the text.

McArthur Glen Designer Outlet, York. This vast site a couple of miles south of the city center was a hospital, PoW camp, and asylum. Today it's a sleek shopping center with 110 stores on two floors with all the big fashion guns: Armani, Ted Baker, Cerruti, Joseph, Ralph Lauren and Paul Smith.

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

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

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

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

Задание 2. Characterize the items to sell.

Задание 3. Retell the text.

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

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

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

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

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

Задание 4. Characterize the items to sell.

Задание 5. Retell the text.

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

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

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

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

Задание 6. Characterize the items to sell.

Задание 7. Retell the text.

DWS Designer Warehouse Sales, 45 Balfe Street, London №1. Looking and feeling like a warehouse nightclub, the monthly DWS high fashion outlet sales have been described by a London listings magazine as one of the 10 best reasons for living in the capital.

The staffs are friendly, once they've taken away your bags and stripped you down to one layer of clothing to avoid shoplifting. No food and no parking, just the best in street fashion with 60 per cent reductions.

Bargains included a D&G coat reduced from \$1,600 to \$399, an OrlaKiely jumper down from \$270 to \$90. Entrance \$2. Phone or go online for sale dates – next women's February 6-8, men's February 13-15.

Getting there: Turn left outside King's Cross Station (main line/underground) and it's the first left off the Caledonian Road.

What else to see: The British Museum, Great Russell St.

Задание 8. Characterize the items to sell.

Задание 9. Choose the correct word.

1. Grandma Moses (Anna Mary Robertson) _____ as one of America's greatest primitive artists.
a. is thought of b. is thought
2. The first census _____ during Roman times for the purpose of taxation.
a. was carried out b. was carried away
3. Most of what the professor said in his lecture _____ .
a. was put down b. was put
4. Peter _____ by his uncle and aunt when he stayed in America.
a. was looked after b. was looked at
5. Pamela's proposed changes in the project _____ by the Steering Committee.
a. were approved after b. were approved of

Задание 10. Fill in the gaps with the correct words.

1. The famous composer _____ for nearly twelve hours.
a. was operated on b. was being operated
2. I _____ buying a Harley Davidson by my friend.
a. was talked into b. was talked
3. These comfortable loafers are made _____ .
a. by hand b. with hand
4. It was strange the address on the envelope was written _____ .
a. in pencil b. by pencil
5. This material can't be cut _____ .
a. with scissors b. by scissors

Задание 11. Open the brackets using the verbs in the correct form of the passive

A REPORT

This report (produce) has been produced at the request of the Hotel and Catering Association. The survey on which the report _____ (1 – base) was carried out between March 25 and March 30, 1999. Twenty hotel managers _____ (2 – interview) for the purposes of this report. The majority of the hotels which _____ (3 – visit) (all in the Brighton area) _____ (4 – build) in the last twenty years and _____ (5 – design) to meet the needs of the modern tourists. One hotel which _____ (6 – consider) unacceptable by the Association _____ (7 – close) at the end of the tourist season

Задание 12. Choose the correct variant.

1. The Marconi family _____ to the United States thirty years ago.
a. has come b. come c. came
2. I'm sorry. I _____ my homework yet.
a. hadn't finished b. didn't finish c. haven't finished
3. The town _____ two big snowstorms before Christmas last year.
a. has had b. had had c. was having
4. My father _____ for a long time.
a. was smoking b. is smoking c. has smoked
5. Oh, no! It _____ to rain and my clothes are on this line.
a. is starting b. starts c. will start

Задание 13. Choose the correct variant.

1. Kay and her boyfriend have been dating _____ four years.
a. through b. since c. for
2. I thought I would get to the restaurant first, but Jim _____ before me.
a. had arrived b. has arrived c. arrived
3. We _____ the rest of the souvenirs by tomorrow.
a. will sell b. have sold c. will have sold
4. I _____ reading this book.
a. had finally finished b. have finally finished c. will have finally finished
5. The swimmers haven't completed the race _____.
a. still b. already c. yet

Задание 14. Choose the correct variant.

- How long have you been with the company?
– I _____ there for two years by January.
a. will work b. was working c. will have worked
7. – When are you planning to send the memo to the staff?
– I _____ it already.
a. send b. had sent c. have sent
8. – Betty told me that you have a cottage on Lake Superior.
– Yes, we _____ there since we first moved to Michigan.
a. have been going b. are going c. had been going
9. – Can I come by for my check tomorrow?
– Yes, by then I _____ time to go to the bank.
a. will have had b. had c. have
10. – Where are Ken and Margaret?
– They were hungry, so they _____ to the grocery store.
a. had gone b. went c. were gone

Задание 15. Open the brackets using the verbs in the correct form of the passive.

Some of the older hotels _____ (1 – renovate) recently and also meet the highest standards. This _____ (2 – show) by the fact that all the hotels _____ (3 – equip) with modern facilities, from swimming pools to satellite TV. In addition, the usual services _____ (4 – provide) (room service, laundry service) and the restaurant and bar service _____ (5 – consider) satisfactory in most cases. Most of the hotel staff who _____ (6 – interview) were highly qualified or experienced. Seventy five percent of the hotels in this report _____ (7 – award) a three or four star rating by the tourist board.

Задание 16. Choose the correct tense form.

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

Задание 17. Choose the correct variant.

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

Задание 18. Choose the correct variant.

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

Задание 19. Choose the correct variant.

1. He spoke with considerable _____ about the importance of art and literature.
a. passionate b. passion c. fit of passion
2. You can _____ your English by reading and listening to the tapes.
a. improvise b. improve c. excel
3. There has been a big _____ in the children's behaviour.
a. improve b. improving c. improvement
4. The chief engineer described the process of producing this new material _____.
a. detail b. in detail c. in details
5. The tickets for the performance are _____ from the box office.
a. found b. acceptable c. available

Задание 20. Choose the correct variant.

1. Helen _____ to have a Halloween party at her house this year.
a. suggested b. volunteered c. offered
2. The eruption of this volcano _____ states as far away as Montana with a fine layer of ash.

- a. covered b. put c. protected
3. Was there anything _____ that you wanted to talk about?
a. particularly b. in particular c. of particular
4. The _____ rehearsal of the closing ceremony of World Youth Festival in Moscow attracted a lot of spectators.
a. final b. general c. dress
5. The drug is effective against _____ of bacteria.
a. a range b. a row c. an amount

Тема 18. Заключение контракта. Making a contract.

Литература: О-1, Д-3

Вопросы для самопроверки:

1. Чтение диалога с акцентом на вводную беседу (smalltalk).
2. Развитие речевых навыков: обоснование согласия и несогласия по данным утверждениям.
3. Построение диалога. Обсуждение цены и возможной скидки.
4. Пересказ текста.
5. Подготовка сообщения по теме

Задание 1. Translate into Russian.

1. The market is in equilibrium when the price regulates the quantity supplied by producers and the quantity demanded by consumers. 2. Economic environment is determined by the economic policies of the government, fiscal and monetary policies being the major factors. 3. It is useful to consider a simplified model, and by making modifications to the model we can approach the more realistic situation. 4. Government regulates demand and supply, imposing ceiling prices and floor prices and adding its own demand to the demand of the private sector. 5. They know that being so expensive will be seen by customers as a mark of quality.

Задание 2. Translate from English into Russian.

1. Who was Obama's main rival in the presidential elections? 2. IBM and Apple are major rival companies in the computer industry. 3. The computer has made a great impact on modern life. 4. This costs will impact our profit. 5. The First World War was a key catalyst for social changes in Europe. 6. This catalyst quickens the reaction. 7. There is restriction on sales of weapon. 8. Speed restrictions in our country is 90 km per hour.

Задание 3. Read the text and answer the questions.

ALLANBY CONSULTING INTERNAL REPORT

John O'Neill, a global economist at Goldman Sachs London, recently produced a report on the economic outlook of what he termed the 'BRIC countries' – Brazil, Russia, India and China. Allanby Consulting decided to produce this confidential in-house report on the economic future of these four countries. All four countries are set for dramatic economic growth that will lead to considerable redistribution of the world's wealth. This report considers some of the issues that may threaten this development.

Задание 4. After reading the text answer the questions.

What is the subject of the report?

Why are Brazil, Russia India and China joined in one group?

Why is the report urgent?

Задание 5. Read the text.

The World Trade Organization officially came into being in 1995, but its roots go back much further – as far back as the Great Depression of 1929. This worldwide disaster for industry and agriculture made tens of millions unemployed. As a desperate attempt to protect their economies, many countries raised tariffs on imports by as much as 60%. This in turn had a devastating effect on world trade and contributed to the political climate that would eventually lead to the outbreak of the Second World War. After the war, in 1947, the first international trade talks took place in Geneva. Their aim was to ensure the trade crisis of the 1930s would never be repeated. Out of these talks came the General Agreement on Tariffs and Trade (GATT). Fifty years later, in 1995, the WTO was created as the official organization for international trade.

Задание 6. Give a headline to the text.

Задание 7. Retell the text.

Задание 8. Put questions on the text.

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

Задание 10. Read the text.

The WTO's headquarters are in Geneva, and from here the Secretariat provides administrative and technical support, but does not take key decisions. These are taken only at a collective meeting of member countries known as the Ministerial Conference, which takes place every two years. Trade issues are discussed and decisions are taken democratically. Trade disputes between nations can be settled by a process of consultation, with the WTO acting as a neutral go-between and, in some cases, using a panel of experts to come to a conclusion. The organization has dealt with about 300 such cases since 1995.

Задание 11. Give a headline to the text.

Задание 12. Retell the text.

Задание 13. Put questions on the text.

Задание 14. Make up a dialogue based on the answers to the questions.

Задание 15. Read the text.

International Trade at the turn of this century was about 14 times greater than it was at the time of the first GATT talks over fifty years ago. But it's not only the volume of trade that has changed. The early GATT agreements were mainly about trade in goods, but today's agreements cover a much wider range of trade, including banking, telecommunications and travel services. The WTO also works to ensure agreements on intellectual property such as copyright, patents and designs.

Задание 16. Give a headline to the text.

Задание 17. Retell the text.

Задание 18. Put questions on the text.

Задание 19. Make up a dialogue based on the answers to the questions.

Задание 20. Choose the correct variant.

1. Jules Verne's novels are exciting and full of _____ .

a. science fiction b. adventures c. experience

2. The exact origin of the universe remains _____ .

a. a mystery b. a joke c. fiction

3. In the USA there are a lot of illegal _____ from Mexico entering the country.

a. people b. aliens c. alien beings

4. You should take into consideration the potential _____ of the deal with Microsoft Computers Inc. for our company.
a. gains b. proceeds c. benefits
5. The relationship between the companies was _____ .
a. mutually benefited b. mutually beneficial c. both beneficial

Учебно-методические материалы для самостоятельной и аудиторной работы обучающихся из числа лиц с ограниченными возможностями здоровья и инвалидов предоставляются в формах, адаптированных к ограничениям их здоровья и восприятия информации.

Для лиц с нарушениями зрения: в форме электронного документа; в печатной форме увеличенным шрифтом.

Для лиц с нарушениями слуха и нарушениями опорно-двигательного аппарата: в форме электронного документа; в печатной форме.

4.8. Материально-техническое обеспечение дисциплины

Для реализации дисциплины «Иностранный язык» используются учебные аудитории для проведения занятий лекционного типа, занятий семинарского типа, оборудованные мультимедийным оборудованием и учебно-наглядными пособиями, для практических занятий, групповых консультаций, текущего контроля и промежуточной аттестации, а также помещения для самостоятельной работы, оснащенные компьютерной техникой с возможностью подключения к сети Интернет и обеспечением доступа в электронную информационно-образовательную среду филиала.

Освоение дисциплины лицами с ограниченными возможностями здоровья и инвалидами осуществляется с использованием средств обучения общего и специального назначения с учетом рекомендаций медико-социальной экспертизы, программы реабилитации инвалида с учетом индивидуальных психофизических особенностей на основании заявления студента.

V. ТЕМАТИЧЕСКИЙ ПЛАН ИЗУЧЕНИЯ ДИСЦИПЛИНЫ

Тематический план изучения дисциплины «Иностранный язык» для студентов **очной формы обучения** представляет содержание дисциплины, структурированное по темам (разделам) с указанием часов и видов занятий, контактной и самостоятельной работы, формы контроля, таблица 5.1.

Таблица 5.1

Тематический план изучения дисциплины «Иностранный язык» для студентов очной формы обучения

Наименование разделов и тем	Контактная работа, час									Самостоятельная работа*			Формы текущего контроля (КСР)	
	Аудиторные часы					Индивидуальная консультация, ИК	Контактная работа по промежуточной аттестации, Катт	Консультация перед экзаменом, КЭ	Контактная работа по промежуточной аттестации в период экз. сессии, Каттэкз					
	лекции	практические занятия	лабораторные работы	всего	в т.ч. интерактивные формы / часы									
Семестр 1. Раздел 1. Работа, образование, отдых. Work, education, spare time.														
Тема 1. Изучение иностранных языков. Learning foreign languages		14		14		Д, 2					Лит., П.з	10		Т УОТ
Тема 2. Образование. Education		14		14		РИ, 2					Лит., П.з	10		УОТ
Тема 3. Планирование дня. Planning activities		14		14		КС, 4					Лит., П.з	10		УОТ
Итого за семестр:				42		8						30,0		
Зачет														
Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.														
Тема 4 В офисе. At the office		14		14		КС, 2					Лит., П.з	10		УОТ
Тема 5. Карьера. The career ladder		14		14		КС, 2					Лит., П.з	10		УОТ
Тема 6. Процедура трудоустройства. Getting a job		14		14		Д, 4					Лит., П.з	10		УОТ
Итого за семестр:				42		8						30,0		
Зачет с оценкой														
Семестр 3. Раздел 3. Деловые контакты. Business contacts.														
Тема 7. Установление деловых		14		14		Д, 2					Лит.,	10		УОТ

контактов. Establishing business contacts										<i>П.з</i>			
Тема 8. Выставки и ярмарки. Exhibitions and fairs		14		14		<i>ПР, 4</i>				<i>Лит., П.з</i>	10		<i>УОТ</i>
Тема 9. Деловые переговоры. Business talks		14		14		<i>КС, 2</i>				<i>Лит., П.з</i>	9,75		<i>УОТ</i>
Итого за семестр:				42		8			0,25		29,75		
<i>Зачет</i>													
<i>Семестр 4. Раздел 4. Деловая поездка. A business trip.</i>													
Тема 10. Организация деловой поездки. Arranging a business trip		14		14		<i>Д, РИ, 2</i>				<i>Лит., П.з</i>	10		<i>УОТ</i>
Тема 11. Прибытие. Отъезд. Arrival. Departure		14		14		<i>РИ, КС, 4</i>				<i>Лит., П.з</i>	10		<i>УОТ</i>
Тема 12. Поездка на предприятие. Visiting a factory.		14		14		<i>КС, 2</i>				<i>Лит., П.з</i>	10		<i>УОТ</i>
Итого за семестр:				42		8			2	0,35	30		
<i>Экзамен</i>													33,65
<i>Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.</i>													
Тема 13. Организация производства товара. Producing goods		14		14		<i>РИ, 2</i>				<i>Лит., П.з.</i>	10		<i>УОТ</i>
Тема 14. Управление производством. Controlling business		14		14		<i>РИ, 4</i>				<i>Лит., П.з.</i>	9,75		<i>УОТ</i>
Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade		14		14		<i>КС, 2</i>				<i>Лит., П.з.</i>	10		<i>УОТ</i>
Итого за семестр:				42		8			0,25		29,75		
<i>Зачет</i>													
<i>Семестр 6</i>													
Тема 16. Продвижение товара. Promotion of goods		14		14		<i>РИ, 2</i>				<i>Лит., П.з</i>	10		<i>УОТ</i>
Тема 17. Покупка и продажа. Buying and selling		14		14		<i>КС, 4</i>				<i>Лит., П.з</i>	10		<i>УОТ</i>
Тема 18. Заключение контракта. Making a contract		14		14		<i>РИ, 2</i>				<i>Лит.</i>	10		<i>УОТ, Т</i>
Итого за семестр:				42		8			2	0,35	30		
<i>Экзамен</i>													33,65
Всего по дисциплине				252		48			0,5	4	0,7		179,5 67,3 504

Тематический план изучения дисциплины «Иностранный язык» для студентов **заочной формы обучения** представляет содержание учебной дисциплины, структурированное по темам (разделам) с указанием часов и видов занятий, контактной и самостоятельной работы, формы контроля, **таблица 5.2.**

Таблица 5.2. Тематический план изучения дисциплины «Иностранный язык» для студентов заочной формы обучения

Наименование разделов и тем	Контактная работа, час									Самостоятельная работа*			Формы текущего контроля (КСР)	
	Аудиторные часы					Индивидуальная консультация, ИК	Контактная работа по промежуточной аттестации, Катт	Консультация перед экзаменом, КЭ	Контактная работа по промежуточной аттестации в период экз. сессии, Каттэкз					
	лекции	практические занятия	лабораторные работы	всего	в т.ч. интерактивные формы / часы									
Семестр 1. Раздел 1. Работа, образование, отдых. Work, education, spare time.														
Тема 1. Изучение иностранных языков. Learning foreign languages		1		1		Д, 1					Лит., П.з	30		УОТ
Тема 2. Образование. Education		1		1		РИ, -					Лит., П.з	30		УОТ
Тема 3. Планирование дня. Planning activities		2		2		КС, 1					Лит., П.з	28		УОТ
Итого за семестр:		4		4		2						88		
Зачет													4,0	
Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.														
Тема 4. В офисе. At the office		1		1		КС, -					Лит., П.з	30		УОТ
Тема 5. Карьера. The career ladder		1		1		КС, -					Лит., П.з	30		УОТ
Тема 6. Процедура трудоустройства. Getting a job		2		2		Д, 2					Лит., П.з	26		УОТ
Итого за семестр:		4		4		2						76		
Зачет с оценкой													4,0	
Семестр 3. Раздел 3. Деловые контакты. Business contacts.														
Тема 7. Установление деловых контактов. Establishing business contacts		1		1		Д, -					Лит., П.з	29		УОТ
Тема 8. Выставки и ярмарки. Exhibitions and fairs		1		1		П, 2					Лит., П.з	29		УОТ

Тема 9. Деловые переговоры. Business talks		2		2		КС, -					<i>Лит., П.з</i>	30		УОТ
Итого за семестр:		4		4		2		0,25				88		
<i>Зачет</i>													3,75	
<i>Семестр 4. Раздел 4. Деловая поездка. A business trip.</i>														
Тема 10. Организация деловой поездки. Arranging a business trip		1		1		<i>Д,2</i>					<i>Лит., П.з</i>	24		УОТ
Тема 11. Прибытие. Отъезд. Arrival. Departure		1		1		<i>РИ, КС, -</i>					<i>Лит., П.з</i>	24		УОТ
Тема 12. Поездка на предприятие. Visiting a factory.		2		2		<i>КС, -</i>					<i>Лит., П.з</i>	23		УОТ
Итого за семестр:		4		4		2		2	0,35			71		
<i>Экзамен</i>													6,65	
<i>Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.</i>														
Тема 13. Controlling business		1		1		<i>РИ, 2</i>					<i>Лит., П.з.</i>	45		<i>УОТ</i>
Тема 14. Promotion of goods		1		1		<i>РИ</i>					<i>Лит., П.з.</i>	45		<i>УОТ</i>
Тема 15. Making a contract		2		2		<i>РИ, 2</i>					<i>Лит., П.з.</i>	41		<i>УОТ, Т</i>
Итого за семестр:		4		4		2		2	0,35			131		
<i>Экзамен</i>													6,65	
Всего по дисциплине				20		10		0,25	4,0	0,7		454	25,05	504

Тематический план изучения дисциплины «Иностранный язык» для студентов **очно-заочной формы обучения** представляет содержание учебной дисциплины, структурированное по темам (разделам) с указанием часов и видов занятий, контактной и самостоятельной работы, формы контроля, **таблица 5.3.**

Таблица 5.3. Тематический план изучения дисциплины «Иностранный язык» для студентов очно-заочной формы обучения

Наименование разделов и тем	Контактная работа, час									Самостоятельная работа*			Формы текущего контроля (КСР)	
	Аудиторные часы					Индивидуальная консультация, ИК	Контактная работа по промежуточной аттестации, Катт	Консультация перед экзаменом, КЭ	Контактная работа по промежуточной аттестации в период экз. сессии, Катгэкз					
	лекции	практические занятия	лабораторные работы	всего	в т.ч. интерактивные формы / часы									
Семестр 1. Раздел 1. Работа, образование, отдых. Work, education, spare time.														
Тема 1. Изучение иностранных языков. Learning foreign languages		8		8		Д, 2					Лит., П.з	15		Т УОТ
Тема 2. Образование. Education		8		8		РИ, 2					Лит., П.з	15,75		УОТ
Тема 3. Планирование дня. Planning activities		10		10		КС, 2					Лит., П.з	15		УОТ
Итого за семестр:				26		6		0,25				45,75		
Зачет														
Семестр 2. Раздел 2. Условия коммерческой деятельности. Business circumstances.														
Тема 4 В офисе. At the office		8		8		КС					Лит., П.з	15,25		УОТ
Тема 5. Карьера. The career ladder		8		8		КС					Лит., П.з	15,25		УОТ
Тема 6. Процедура трудоустройства.		10		10		Д					Лит., П.з	15,25		УОТ

Getting a job														
Итого за семестр:			26					0,25				45,75		
<i>Зачет с оценкой</i>														
Семестр 3. Раздел 3. Деловые контакты. Business contacts.														
Тема 7. Установление деловых контактов. Establishing business contacts		10		10		Д, 2						<i>Лит., П.з</i>	14	УОТ
Тема 8. Выставки и ярмарки. Exhibitions and fairs		8		8		П						<i>Лит., П.з</i>	14	УОТ
Тема 9. Деловые переговоры. Business talks		10		10		КС, 2						<i>Лит., П.з</i>	15,75	УОТ
Итого за семестр:				28		4							43,75	
<i>Зачет</i>														
Семестр 4. Раздел 4. Деловая поездка. A business trip.														
Тема 10. Организация деловой поездки. Arranging a business trip		9		9		Д, РИ, 2						<i>Лит., П.з</i>	14	УОТ
Тема 11. Прибытие. Отъезд. Arrival. Departure		9		9		Д, 4						<i>Лит., П.з</i>	15	УОТ
Тема 12. Поездка на предприятие. Visiting a factory.		10		10		КС, 2						<i>Лит., П.з</i>	15	УОТ
Итого за семестр:				28		8			2	0,35			44	
<i>Экзамен</i>													33,65	
Семестр 5. Раздел 5. Производство, продвижение и продажа товара. Producing, promotion and selling goods.														
Тема 13. Организация производства товара. Producing goods		9		9		РИ, 2						<i>Лит., П.з.</i>	14	УОТ
Тема 14. Управление производством.		9		9		РИ						<i>Лит., П.з.</i>	14	УОТ

Controlling business														
Тема 15. Торговля. Внешняя торговля России. Trade. Russia's Foreign Trade		10		10		<i>КС, 2</i>					<i>Лит., П.з.</i>	15,75	<i>УОТ</i>	
Итого за семестр:				28		4			0,25			43,75		
<i>Зачет</i>														
<i>Семестр 6</i>														
Тема 16. Продвижение товара. Promotion of goods		9		9		<i>РИ, 2</i>					<i>Лит., П.з.</i>	14	<i>УОТ</i>	
Тема 17. Покупка и продажа. Buying and selling		9		9		<i>КС, 4</i>					<i>Лит., П.з.</i>	15	<i>УОТ</i>	
Тема 18. Заключение контракта. Making a contract		10		10		<i>РИ, 2</i>					<i>Лит.</i>	15	<i>УОТ, Т</i>	
Итого за семестр:				28		8			2	0,35		44		
<i>Экзамен</i>													33,65	
Всего по дисциплине				164				1	4	0,7		267	67,3	504

*Формы самостоятельной работы студентов по дисциплине «Иностранный язык» определены в Методическом пособии по организации самостоятельной работы студентов и проведению практических занятий с применением инновационных методов обучения по дисциплине «Иностранный язык (английский)», предназначенном для студентов всех направлений и всех профилей очной, заочной и очно-заочной форм обучения.

Сокращения, используемые в Тематическом плане изучения дисциплины в таблицах 5.1, 5.2, 5.3, представлены в таблице 5.4.

Таблица 5.4

Сокращение	Вид работы
1. Лит.	Работа с литературой
2. УОТ	Устный опрос по теме
3. Д	Дискуссия
4. Т	Тестирование (диагностическое, текущее, рубежное, итоговое)
5. КС	Кейс-стади
6. РИ	Ролевая игра
7. ПР	Презентация
8. ПЗ	Выполнение письменной домашней работы

VI. ФОНД ОЦЕНОЧНЫХ СРЕДСТВ

Фонд оценочных средств по дисциплине «Иностранный язык» разработаны в соответствии с требованиями Положения «О фонде оценочных средств в ФГБОУ ВО «РЭУ им. Г.В. Плеханова». Фонд оценочных средств хранится на кафедре, обеспечивающей преподавание данной дисциплины.

Планируемые результаты обучения студентов по дисциплине «Иностранный язык» представлены в разделе II «Содержание программы учебной дисциплины».

Типовые контрольные задания по дисциплине «Иностранный язык», необходимые для оценки знаний, умений, навыков и (или) опыта деятельности приведены ниже.

6.1. Диагностическое тестирование входного контроля уровня подготовки обучающихся или уровня профессиональной подготовки обучающихся в процессе изучения смежных дисциплин

Типовые задания для диагностического тестирования

1. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т.е. служит ли оно:
- а) показателем 3-го лица единственного числа глагола в Present Simple;
 - б) признаком множественного числа имени существительного;
 - в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

- 1.1. Many outstanding statesmen, painters, writers and poets are buried in the Abbey.
- 1.2. Many visitors to the Abbey are attracted to Poets' Corner.
- 1.3. The street called Whitehall stretches from Parliament Square to Trafalgar Square.

2. Перепишите следующие предложения и переведите их, обращая внимание на особенности перевода на русский язык определений, выраженных именем существительным (см. образец выполнения 2).

2.1. Scotland Yard is situated on the Thames Embankment close to the Houses of Parliament and the familiar clock tower of Big Ben.

2.2. An interesting branch of Scotland Yard is the branch of Police Dogs, first used as an experiment in 1938.

2.3. The popular nickname of the London policeman "bobby" is a tribute to Sir Robert Peel, who introduced the police force in 1829, and whose Christian name attached itself to members of the force.

3. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

3.1. Most museums of London are free and give free guided tours as well as lectures.

3.2. Some cinemas are cheaper on Mondays; others sell half-price tickets before 6 p.m.

3.3. The Cutty Sark¹ 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. Soho⁴ is also known for its clubs. Knightsbridge⁴ has a lot of exclusive and expensive shops, as well as many of the embassies. Fleet Street is the home of Law Courts. One part of the West End has so many Chinese shops and restaurants that is called Chinatown.

6. When you go outside the centre you find many areas which used to be small villages. The villages became part of the city when they expanded but they still managed to keep their village character. Hampstead, the best known of the villages, is extremely expensive.

7. Прочитайте 5-й абзац текста и письменно ответьте на вопрос:

What is called Chinatown?

Типовые задания для контрольной работы

Тема 18. Making a contract.

Задание 1. *Insert the gaps.*

- | | |
|----------------------------------|---------------------|
| 1. The engineering Co. Can ... ? | a) put you through |
| 2. Could ... Mr. Smith, please? | b) there's no reply |
| 3. Trying to | c) good-bye |
| 4. Hello, are | d) I help you? |
| 5. Yes, I'm sorry, ... | e) you there? |
| 6. Thank you. Good-bye. | f) I speak to |

Задание 2. Write a letter, using these words and phrases.

Dear Sirs

We please to confirm your packing instructions carried out. Our forwarding agents to tell crates lightweight. This to reduce freight. The crates not returnable. We to send an advice of dispatch when arrangements to complete and the order to ship.

Задание 3. Translate the letter into Russian.

28th November, 200...

Dear Sirs

Order 7361

Thank you for your letter of 20th of November.

We shall be pleased to accept your draft for the amount of your invoice, payable at 60d/s. Our bank's agent in London, the Merchant and General Bank, will accept your draft on them on our behalf. The bank informs us that the terms are the documents against acceptance.

We would like to know if you are prepared to offer us 60 d/s terms in the future, as this credit is available to us in the retail trade.

Yours faithfully,

Задание 4. Translate the letter from Russian into English.

Госпожа Б. Каасен
Бредгейт 51
Копенгаген
Дания

Благодарим за запрос, который мы сегодня получили.

Высылаем наш каталог и прейскурант оборудования, которое Вас интересует. Хотели бы обратить Ваше внимание на страницы 31-35 каталога, где Вы найдете все подробности оборудования «Омега».

Будем и в дальнейшем рады Вашим запросам. Пожалуйста, обращайтесь к нам.

С уважением,
Д. Симпсон,
менеджер по продажам

Задание 5. Note the phrases:

In good condition The goods arrived *in good condition* (undamaged)

In triplicate The application form must be completed *in triplicate* (three copies)

On board (US: on deck) The captain received the goods *on board* the M/V Seine (on the ship)

On receipt of *On receipt of your letter (when we receive your letter)* we shall dispatch the goods

To order Make the bill of Exchange payable *to order (not to one particular person)*

Insert the correct phrases in the letter

Dear Sirs

Order 7361

We have sent your consignment to our forwarding agents, and they are arranging shipment. Your goods will arrive ____ the S/S Shannon before the end of the week. When the captain is satisfied that he has received the goods ____ he will sign the Bills of Lading. These are usually completed ____ And one of them will reach you a few days after we receive it. We shall send another copy by separate mail.

____ the Bill of Lading you or your agent can keep it to prove ownership of the goods ____ when the consignment arrives. We have, according to your instructions, made out the Bill of Lading ____, so that you can transfer ownership of the goods to another buyer, even before the consignment arrives, if you wish, by endorsing it.

Yours faithfully,

Задание 6. Translate the text into Russian

Negotiations are demanding and may become emotional. You may find your Russian negotiator banging his or her fist on the table or leaving the room. Accept such tactics with patience and calmness. They are designed to make it difficult for you to concentrate.

Russian negotiating teams are often made up of experienced managers whose style can be like a game of chess, with moves planned in advance. Wanting to make compromises may be seen as a sign of weakness.

Distinguish between your behavior inside and outside the negotiations. Impatience, toughness and emotion during the negotiations should be met with calmness, patience and consistency. Outside the negotiating process you can show affection and personal sympathy.

Критериями оценки знаний являются: более 50% правильно выполненных заданий – «зачтено», менее 50% правильно выполненных заданий – «не зачтено».

6.2. Тематика курсовых работ

Курсовая работа по дисциплине «Иностранный язык» учебным планом не предусмотрена.

6.3. Вопросы к экзамену, зачету, зачету с оценкой

6.3.1. Вопросы для подготовки к экзамену

Семестр 4

Номер вопроса	Перечень вопросов к экзамену
	Грамматика
1	Структура простого предложения. Глагол to be.

2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Именные безличные предложения.
8	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
9	Простое настоящее время: образование, вспомогательные глаголы.
10	Наречия much, many, few, little.
11	Конструкция there is/are: особенности перевода предложений на русский язык.
12	Числительные.
13	Настоящее совершенное время: образование, особенности перевода.
14	Простое прошедшее время: особенности образования.
15	Настоящее совершенное время и простое прошедшее время (в сравнении).
16	Прилагательные other, another, the other: особенности употребления.
17	Модальные глаголы can, must, may: особенности употребления.
18	Настоящее длительное для выражения действия в будущем.
19	Простое будущее время: особенности образования и употребления.
20	Абсолютные формы притяжательных местоимений.
21	Степени сравнения прилагательных и наречий.
22	Просьбы и приказания к косвенной речи.
23	Придаточные предложения времени и условия (первый тип).
24	Производные от some, any, no и every.
25	Прошедшее длительное время: особенности образование и употребления.
26	Other и качестве существительного.
27	Эквиваленты модальных глаголов.
28	Настоящее совершенное время.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.

Семестр 6

Номер вопроса	Перечень вопросов к экзамену
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.

6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Именные безличные предложения.
8	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
9	Простое настоящее время: образование, вспомогательные глаголы.
10	Наречия much, many, few, little.
11	Конструкция there is/are: особенности перевода предложений на русский язык.
12	Числительные.
13	Настоящее совершенное время: образование, особенности перевода.
14	Простое прошедшее время: особенности образования.
15	Настоящее совершенное время и простое прошедшее время (в сравнении).
16	Прилагательные other, another, the other: особенности употребления.
17	Модальные глаголы can, must, may: особенности употребления.
18	Настоящее длительное для выражения действия в будущем.
19	Простое будущее время: особенности образования и употребления.
20	Абсолютные формы притяжательных местоимений.
21	Степени сравнения прилагательных и наречий.
22	Просьбы и приказания к косвенной речи.
23	Придаточные предложения времени и условия (первый тип).
24	Производные от some, any, no и every.
25	Прошедшее длительное время: особенности образования и употребления.
26	Other и качестве существительного.
27	Эквиваленты модальных глаголов.
28	Настоящее совершенное время.
29	Возвратные местоимения.
30	Прошедшее время.
31	Согласование времен.
32	Страдательный залог.
33	Модальный глагол should.
34	Сложное дополнение (в действительном и страдательном залоге).
35	Причастие I.
36	Причастие II.
37	Условные предложения 2 типа.
38	Составной союз both ... and...
39	Условные предложения 3 типа.
40	Герундий.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.
6	Поездка в командировку.
7	Обсуждение условий контракта.
8	Участие в международных выставках.

Пример экзаменационного текста

Three months ago Rusimport received an inquiry for compressors from their customers. Ivanov, an engineer of Rusimport went to Great Britain to have talks with Brown & Co who sell compressors of high quality.

When he came to London he made an appointment with MR. Morris from Brown & Co for Wednesday at 11. The Seller offered the goods on CIF terms. Ivanov agreed to the delivery terms and payment for collection.

Brown & Co could deliver the goods only in 8 months as they were heavy with orders. The price was not attractive to Ivanov and he asked the company to give them a discount off the price. Mr. Morris could offer only a 2% discount as their goods were in great demand and sold very well at that price. The discount didn't suit the Russian side. But Mr. Morris explained, "We usually give a discount to the Buyers if we have known them for a long time. There is a heavy demand for the compressors of the new model as they are of very high quality." Mr. Ivanov agreed to it. When the businessmen discussed all the questions they signed the contract.

When Ivanov and Mr. Morris signed the contract Mr. Morris invited Ivanov and his friends to spend the weekend in Brighton.

It's very convenient to go to Brighton for a weekend as the place is near London and it's easy to get there.

Mr. Morris had a very comfortable car. He wanted to pick them up at 5 on Friday. But it was not convenient to Ivanov as he had an appointment at 4 that day.

Mr. Morris picked up the Russian engineers at 9 o'clock on Saturday morning.

They stayed at a comfortable hotel near the beach.

Ivanov and his friends enjoyed their weekend very much.

1. What company received an enquiry for compressors from their customers?
2. What is Ivanov?
3. Where did Ivanov go?
4. On what terms did the Seller offer the goods?
5. When could Brown & Co offer the goods?
6. Where did Ivanov spend his weekend?

Критериями оценки знаний являются: 100-85% правильно выполненных заданий – «отлично», 84-70% правильно выполненных заданий – «хорошо», 69-50% правильно выполненных заданий – «удовлетворительно» менее 50% правильно выполненных заданий – «неудовлетворительно».

Пример экзаменационного билета по дисциплине «Иностранный язык» представлен в Приложении 2 к рабочей программе дисциплины.

6.3.2. Вопросы для подготовки к зачету

Семестр 1

Номер вопроса	Перечень вопросов к зачету
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образования, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
8	Простое настоящее время: образование, вспомогательные глаголы.

9	Наречия much, many, few, little.
10	Конструкция there is/are: особенности перевода предложений на русский язык.
11	Числительные.
12	Настоящее совершенное время: образование, особенности перевода.
13	Простое прошедшее время: особенности образования.
14	Настоящее совершенное время и простое прошедшее время (в сравнении).
15	Прилагательные other, another, the other: особенности употребления.
16	Модальные глаголы can, must, may: особенности употребления.
17	Настоящее длительное для выражения действия в будущем.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.

Семестр 3

Номер вопроса	Перечень вопросов к зачету
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образования, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
8	Простое настоящее время: образование, вспомогательные глаголы.
9	Наречия much, many, few, little.
10	Конструкция there is/are: особенности перевода предложений на русский язык.
11	Числительные.
12	Настоящее совершенное время: образование, особенности перевода.
13	Простое прошедшее время: особенности образования.
14	Настоящее совершенное время и простое прошедшее время (в сравнении).
15	Прилагательные other, another, the other: особенности употребления.
16	Модальные глаголы can, must, may: особенности употребления.
17	Настоящее длительное для выражения действия в будущем.
18	Простое будущее время: особенности образования и употребления.
19	Абсолютные формы притяжательных местоимений.
20	Степени сравнения прилагательных и наречий.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.

Семестр 5

Номер	Перечень вопросов к зачету
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вопроса	
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4	Множественное число имен существительных: особенности образования, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
8	Простое настоящие время: образование, вспомогательные глаголы.
9	Наречия much, many, few, little.
10	Конструкция there is/are: особенности перевода предложений на русский язык.
11	Числительные.
12	Настоящее совершенное время: образование, особенности перевода.
13	Простое прошедшее время: особенности образования.
14	Настоящее совершенное время и простое прошедшее время (в сравнении).
15	Прилагательные other, another, the other: особенности употребления.
16	Модальные глаголы can, must, may: особенности употребления.
17	Настоящее длительное для выражения действия в будущем.
18	Простое будущее время: особенности образования и употребления.
19	Абсолютные формы притяжательных местоимений.
20	Степени сравнения прилагательных и наречий.
21	Просьбы и приказания к косвенной речи.
22	Придаточные предложения времени и условия (первый тип).
23	Производные от some, any, no и every.
24	Прошедшее длительное время: особенности образование и употребления.
25	Other и качестве существительного.
26	Эквиваленты модальных глаголов.
27	Настоящее совершенное время.
28	Возвратные местоимения.
29	Прошедшее время.
30	Согласование времен.
31	Страдательный залог.
32	Модальный глагол should.
33	Сложное дополнение (в действительном и страдательном залоге).
34	Причастие I.
35	Причастие II.
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.
6	Поездка в командировку.

Критериями оценки знаний являются: более 50% правильных ответов – «зачтено», менее 50% правильных ответов – «не зачтено».

6.3.3. Вопросы для подготовки к зачету с оценкой

Семестр 2

Номер вопроса	Перечень вопросов к зачету с оценкой
	Грамматика
1	Структура простого предложения. Глагол to be.
2	Формы английского глагола. Глагол to have.
3	Определенный и неопределенный артикль: особенности употребления, исключения, устойчивые выражения.
4.	Множественное число имен существительных: особенности образование, исключения.
5	Повелительное наклонение: структура построения побудительного и отрицательного предложения.
6	Притяжательный падеж имен существительных: особенности образования и перевода на русский язык.
7	Именные безличные предложения.
8	Местоимения: указательные, личные, притяжательные, неопределенные, личные местоимения в именительном и объектном падеже.
9	Простое настоящее время: образование, вспомогательные глаголы.
10	Наречия much, many, few, little.
11	Конструкция there is/are: особенности перевода предложений на русский язык.
12	Числительные.
13	Настоящее совершенное время: образование, особенности перевода.
14	Простое прошедшее время: особенности образования.
15	Настоящее совершенное время и простое прошедшее время (в сравнении).
	Лексика
1	Изучение иностранных языков.
2	Рабочий день бизнесмена.
3	В офисе.
4	Рабочий день.
5	Выходной день.

Критериями оценки знаний являются: 100-85% правильных ответов – «отлично», 84-70% правильных ответов – «хорошо», 69-50% правильных ответов – «удовлетворительно» менее 50% правильных ответов – «неудовлетительно».

6.4. Типовые задания к практическим занятиям

Пример типового задания к практическому занятию по теме “Exhibitions and Fairs” (тема 8 семестр 3) приведен ниже.

1. Complete the sentences using one of these verbs in the correct form:
cause damage hold include invite make overtake show translate write
1. Many accidents are caused by dangerous driving.
2. Cheese _____ from milk.
3. The roof of the building _____ in a storm a few days ago.
4. There's no need to leave a tip. Service _____ in the bill.
5. You _____ to the wedding. Why didn't you go?
6. A cinema is a place where films _____ .
7. In the United States, elections for President _____ every four years.
8. Originally the book _____ in Spanish and a few years ago it

9. We were driving along quite fast but we _____ by lots of other cars.

2. Write questions using the passive. Some are present and some are past.

1. Ask about the telephone. (when/invent?) – *When was the telephone invented?*

2. Ask about glass. (how/make?) – *How...*

3. Ask about Australia. (when/discover?)

4. Ask about silver. (what/use for?)

5. Ask about television. (when/invent?)

3. Put the verb into the correct form, present simple or past simple, active or passive.

1. It's a big factory. Five hundred people are employed (employ) there.

2. Water _____ (cover) most of the Earth's surface.

3. Most of the Earth's surface _____ (cover) by water.

4. The park gates _____ (lock) at 6.30 p.m. every evening.

5. The letter _____ (post) a week ago and it _____ (arrive) yesterday.

6. The boat _____ (sink) quickly but fortunately everybody _____ (rescue).

7. Ron's parents _____ (die) when he was very young. He and his sister _____ (bring) up by their grandparents.

8. I was born in London but I _____ (grow) up in the north of England.

9. While I was on holiday, my camera _____ (steal) from my hotel room.

10. While I was on holiday, my camera _____ (disappear) from my hotel room.

11. Why _____ (Sue/resign) from her job? Didn't she enjoy it?

12. Why _____ (Bill/sack) from his job? What did he do wrong?

13. The company is not independent. It _____ (own) by a much larger company.

14. I saw an accident last night. Somebody _____ (call) an ambulance but nobody _____ (injure) so the ambulance _____ (not/need).

15. Where _____ (these photographs/take)? In London? _____ (you/take) them?

Критериями оценки знаний являются: более 50% правильных ответов – «зачтено», менее 50% правильных ответов – «не зачтено».

6.5. Типовые задания к интерактивным занятиям

Типовое задание к кейс-стади

Студентам предлагается готовая ситуация, которая в той или иной степени имитирует реальную, жизненную. Она излагается письменно в виде готовой «истории», причем финал остается «открытым». В качестве учебной задачи участникам предлагается проанализировать ее и предложить свое решение.

Тема 11 “Arrival. Departure”, семестр 4.

Situation. You decided to go on business to another country with your colleagues. However you face some problems during your trip. One of your fellow-travellers has got a head injury during the trip. One more of them is going to be late. What is to be done in such situation?

Students should use some sources on the topic ‘First Aid’: http://bestfriend.co.in/junior_issue/zoom/Big-Chart---Keeping-Safe-andFirst-Aid.jpg <https://www.youtube.com/watch?v=XjMvBW9KDLA>. Students are to give some variants/a variant of solving the given problem.

Примеры тем для собеседования

1. The stuff of the firm.
2. Planning a working day.
3. Basics of business communication.

4. Description of the office.
5. Structure of a firm.

Примеры тем для дискуссии

1. Learning foreign languages.
2. Getting a job.
3. Arranging a meeting.
4. Arranging presentations at exhibitions and fairs.
5. Arranging a business trip.
6. Visiting a factory.
7. Information about goods and services.
8. Producing goods.

Примеры тем для презентации

Тема 8 'Exhibitions and fairs', семестр 3.

1. Arranging an exhibition.
2. Establishing business contacts at the exhibition.
3. Presentation goods and services at an exhibition.

Типовые задания для ролевой игры

Действующими лицами являются участники, организуемые в команды, и выполняющие индивидуальные или командные роли. При этом и модель, и действующие лица находятся в игровой среде. Сама игровая деятельность предстает в виде вариативного воздействия на имитационную модель, зависящего от ее состояния и осуществляемого в процессе взаимодействия участников, регламентируемого правилами.

Пример типового задания к интерактивному занятию по теме 11 "Arrival. Departure" раздела 4 "A business trip" (семестр 4) приведен ниже.

1. Warm-up discussion. (Topic: "Arrival").

T.: Today we have a discussion-lesson. Our subject is "Travelling on business. Arrival". We'll cover 4 main problems: going on business to another place/country; making preparations for going on business; doing sightseeing in another place; business appointment in another place.

If you have a job that requires traveling or business trips, there are many things you need to know how to say. For this lesson, It's necessary to cover the things you need to say to the people you are traveling with and questions you need to ask about the business trip. Most of this lesson is primarily showing you a variety of questions you might need.

T.: When you go on a business trip, you will need to find out a lot of information. You should find answers to some questions such as:

- What is the purpose of the passenger's visit?
- How long will the passenger be in the country?
- Where is the person staying?
- Does the person have anything to declare?
- What line is the person instructed to pass through?

2. Main part.

T.: So, people who go on business trips get a daily allowance for food and other small necessities. This is called a per diem. The amount depends on the company, but you should ask how much you get a day. Let's think what for we need the money. Can you give some examples?

(Группы обдумывают ответ в течение нескольких минут, затем высказывают своё мнение).

Opinion Talk (Topic: "Preparation for a business trip").

T.: If you go to another country perhaps the most anxious portion of a trip for passengers traveling abroad is going through immigration and customs. This process is a necessary part of traveling internationally and is not nearly as scary as many people imagine.

Often, immigration sections are in the basements of major airports and are quite a distance from the plane. In order to keep the area secure, passengers have to walk through a maze of hallways and concourses to reach immigration, the baggage area, and finally, customs.

Always follow the verbal directions of the uniformed personnel in the vicinity of the immigration area. Be sure to read all of the signs very carefully and go to the proper line (it is usually clearly marked as "non-US citizens" or "non-residents"). It is important that you have your paperwork completely filled out and in your hand ready to give to the agent. Also, have your passport out and ready. With so many thousands of people coming and going into major airports every day, agents get very frustrated with passengers who reach the head of the line and are not prepared, can't find their passports, or have mislaid the necessary forms. Organize yourself and your things before getting into the line.

After completing the immigration process, you will immediately proceed to the baggage area to retrieve your suitcases. Once you have all of your bags, you must then proceed to "customs". Each airport is arranged differently, so it is important to follow the signs and the directions of the agents in the area.

T.: Look at the table, then listen to an announcement and say which solutions are mentioned (work with the table, then the students role play the situation).

Debate on a simulated situation (Topic: "At the Customs Office").

T.: An agent will most likely interview you. At this time it will be decided whether you need to have your bags checked further, or will be allowed to go directly to the exit. The customs' form you filled out on the plane will be collected at this point. In addition, there may also be custom agents walking around with trained dogs sniffing for prohibited items (i.e. food, drugs, fruits, meats, fish, etc.) among the passengers. Do not try to pet these dogs; they are hard at work and do not need any unnecessary distractions. Always conduct yourself in a courteous manner. Answer questions in a concise but polite way. Never make jokes with immigration or custom agents.

3. Conclusion. Homework.

Prepare a topic "Arrangements going on business to another country".

Критериями оценки знаний являются: активное участие в обсуждении темы, более 50% правильных ответов на вопросы заданий – «зачтено», менее 50% правильных ответов – «не зачтено».

6.6. Примеры тестов для контроля знаний

Тема 12. Visiting a factory.

1. The text below is about a company in difficulty. First read the short text, then choose the best explanation for each term given below:

Financial problems.

Sam Air Grounded

Sam Air is going to call in the receivers. The aircraft company does not have a serious bidder, after inviting partners to join a restructuring plan.

Sam Air's major creditor, Credit Bank International, refused to reschedule payments and has called in the debt. The company will probably go into liquidation soon. A rights issue failed three years ago when shareholders refused to put in more capital.

1. receivers

- a) directors of a company
- b) accountants who close down a company and give its assets to creditors and shareholders
- c) shareholders who receive the assets of a company that stops trading

2. restructuring

- a) reorganization of how the company is run
- b) reducing company costs by cutting the work-force

c) reorganizing the ownership of equity capital and the way debts are financed

3. to reschedule payments

a) to increase the amount of interest

b) to change the terms for paying back a loan

c) to ask for a loan to be taken over by another lender

4. to call in a debt

a) to ask a creditor to pay what is owed

b) to increase interest payments on a debt

c) to agree to late payment of a debt

5. go into liquidation

a) stop trading and have all assets given to creditors and shareholders

b) be declared bankrupt

c) change the type of activity of the business

6. rights issue

a) an attempt to enter new markets

b) an attempt to change the company into a workers' cooperative

c) a way of getting extra money into a company by selling shares to existing shareholders at a low price.

2. Choose the correct answer in each of the following:

Funds.

1. Funds coming into a firm are known as sources of funds.

a) springs

b) sources

c) origination

d) income

2. The ways these funds are used are known as the _____ of funds.

a) application

b) delegation

c) disposal

d) consumption

3. _____ funds include money in our hands and in the bank.

a) working

b) current

c) profit

d) cash

4. When you take away current liabilities from current assets you have the amount of _____ funds.

a) liability

b) working capital

c) asset

d) flow

5. Financial statements about cash funds are usually known as _____ statements.

a) cash flow

b) cash resource

c) cash outflow

d) cash loss

6. An item which doesn't involve flow of funds is _____

a) sale of fixed asset

b) drawings

c) depreciation

d) loan repayment.

3. Choose the correct answer in each of the following:

Cashflow problems and other difficulties.

1. cashflow

- a) money from sales and money going out to meet costs, both fixed and variable
- b) cash available to pay debts
- c) payment of fixed costs, including salaries

2. to reschedule overdraft payments

- a) stop paying overdraft credits to the bank
- b) set a new level of payments and/or change the frequency of payments to the bank
- c) ask the bank for a bigger loan

3. liquidity problem

- a) not paying debts
- b) customers who are late in making payments
- c) not enough cash available to pay for costs

4. liquid assets

- a) wealth that can easily be changed into cash
- b) property that cannot be easily changed into cash
- c) stocks and shares in drinks companies

5. bad debts

- a) large bill stop pay
- b) old invoices that the customer has not paid
- c) customers who always pay late

6. to go into liquidation

- a) to have a lot of money, especially cash
- b) to go bankrupt and to stop trading
- c) to be taken over by another company

7. to record a credit deficit

- a) to have no profits
- b) to be refused credit by a supplier
- c) to make a loss

8. debit balance

- a) the same as a credit deficit
- b) debits and credits are equal
- c) the number of debits is the same as the company forecast

9. capacity problem

- a) workers are not able to meet production needs
- b) the company is already producing the maximum quantity possible, but there is demand for more
- c) costs are at the maximum level the company can afford and the bank will not lend any more money

opportunity cost

- a) 10. the costs associated with doing new business
- b) the cost of not doing something
- c) the cost of research and development

4. Choose the best explanation for each of the terms in italics from a), b) or c):

Bank charges.

1. unauthorized overdraft fee

- a) a special low rate of interest charged to customers who are in difficulty
- b) a higher rate of interest charged if an account is overdrawn above an agreed maximum
- c) a single penalty fee charged to an account if it is overdrawn above an agreed maximum

2. setting-up fee

- a) a charge made for a new account
- b) a charge when money is paid in or taken out from an account
- c) a fixed charge when an overdraft agreement is made

3. base rates

- a) the rate of interest charged to customers who borrow from the bank

b) a rate used to help decide the level of interest on loans from the bank (The bank usually sets the actual interest rate several points above the base rate.)

c) all charges made to an account in a year

4. *margin*

a) the percentage above the base rate that a borrower is asked to pay

b) the profit that a customer makes from having an account in credit and so earning interest

c) the cost of borrowing

5. *fixed rate lending*

a) an agreement to lend money at a current rate of interest that could change if base rates go up or down

b) lending money at an agreed interest rate for a fixed time

c) any agreement to lend money for a fixed period of time

6. *commission*

a) a percentage of a credit or debit which may be deducted by the bank

b) a request by a bank that more money should be paid into an account

c) a bonus paid by the bank to a customer if charges have been too high

7. *handling charge*

a) a special fee charged after a meeting with a customer

b) a fee charged by the bank in relation to a particular payment

c) a fee charged to an account for changing money from one currency to another

8. *interest*

a) a percentage fee added to the debt you have with the bank if you are borrowing money

b) a charge made by the bank on any account they provide

c) a payment made to your account as a percentage of the amount you have deposited in the bank

9. *annual fee*

a) typical charge for being a bank customer

b) charge for using cash points from other banks

c) charge for some types of credit card

10. *withdrawal fee*

a) charge for closing your bank account

b) charge for using a cash point to get money from your account

c) charge for using internet banking

Критериями оценки знаний являются: активное участие в работе, более 50% правильных ответов на вопросы заданий – «зачтено», менее 50% правильных ответов – «не зачтено».

VII. МЕТОДИЧЕСКИЕ УКАЗАНИЯ ДЛЯ ОБУЧАЮЩИХСЯ ПО ОСВОЕНИЮ ДИСЦИПЛИНЫ

Методические указания для обучающихся по освоению дисциплины «Иностранный язык» представлены в нормативно-методических документах:

Положение об интерактивных формах обучения (<http://www.rea.ru>)

Положение об организации самостоятельной работы студентов (<http://www.rea.ru>)

Положение о рейтинговой системе оценки успеваемости и качества знаний студентов (<http://www.rea.ru>)

Положение об учебно-исследовательской работе студентов (<http://www.rea.ru>)

Организация деятельности студента по видам учебных занятий по дисциплине «Иностранный язык» представлена в таблице 7.1:

Таблица 7.1

Вид учебных занятий, работ	Организация деятельности студента
Практические занятия (ПР)	<i>Проработка рабочей программы с акцентом на цели и задачи, структуру и содержание дисциплины; включает в себя: устный опрос по теме (УОТ); прослушивание аудио- и видеозаписей по заданной теме и др. Самостоятельная подготовка к практическим занятиям (П.з.) предполагает конспектирование источников, работу с текстами, с рекомендуемой литературой по теме (Лит.), подготовку ответов к контрольным вопросам.</i>
Кейс-стади (КС)	<i>Проблемное задание, в котором обучающемуся предлагают осмыслить реальную профессионально-ориентированную ситуацию, необходимую для решения данной проблемы</i>
Дискуссия (Д)	<i>Оценочные средства, позволяющие включить обучающегося в процесс обсуждения спорного вопроса, проблемы и оценить их умение аргументировать собственную точку зрения.</i>
Презентация (П)	<i>Представляет собой совмещение видеоряда как последовательности кадров со звукорядом с последовательностью звукового сопровождения. В качестве способа представления информации позволяет сообщить нужные сведения об объекте в удобной для восприятия форме.</i>
Тестирование (Т)	<i>Средство, позволяющее оценить уровень знаний обучающегося путем выбора им одного из нескольких вариантов ответов на поставленный вопрос. Возможно использование тестовых вопросов, предусматривающих ввод обучающимся короткого и однозначного ответа на поставленный вопрос.</i>
Ролевая игра (РИ)	<i>Совместная деятельность группы обучающихся и преподавателя под управлением преподавателя с целью решения учебных и профессионально-ориентированных задач путем игрового моделирования реальной проблемной ситуации. Позволяет оценивать умение анализировать и решать типичные профессиональные задачи.</i>
Контрольная работа (индивидуальные задания) (КР)	<i>Знакомство с основной и дополнительной литературой, включая справочные издания, зарубежные источники, конспект основных положений, терминов, сведений, требующихся для запоминания и являющихся основополагающими в этой теме. Составление аннотаций к прочитанным литературным источникам и др.</i>

VIII. МЕТОДИЧЕСКИЕ МАТЕРИАЛЫ, ОПРЕДЕЛЯЮЩИЕ ПРОЦЕДУРЫ ОЦЕНИВАНИЯ ЗНАНИЙ, УМЕНИЙ, НАВЫКОВ И (ИЛИ) ОПЫТА ДЕЯТЕЛЬНОСТИ, ХАРАКТЕРИЗУЮЩИХ ЭТАПЫ ФОРМИРОВАНИЯ КОМПЕТЕНЦИЙ

Описание показателей и критериев оценивания компетенций на различных этапах их формирования, описание шкал оценивания представлено в разделе II «Содержание программы учебной дисциплины» и разделе VIII настоящей рабочей программы.

В соответствии с Положением о рейтинговой системе оценки успеваемости и качества знаний студентов в ФГБОУ ВО «РЭУ им. Г.В. Плеханова» распределение баллов, формирующих рейтинговую оценку работы студента, осуществляется следующим образом, таблица 8.1:

Таблица 8.1

Виды работ	Максимальное количество баллов
Выполнение учебных заданий на аудиторных занятиях	20
Текущий и рубежный контроль	20
Творческий рейтинг	20
Промежуточная аттестация (экзамен, зачет, зачет с оценкой)	40
Итого	100

Критерии оценки заданий текущего контроля успеваемости обучающегося в семестре Расчет баллов по результатам текущего контроля

Расчет баллов по результатам текущего контроля в 1 семестре представлен в таблице 8.2:

Таблица 8.2.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел I. Work, education, spare time Тема 1. Learning foreign languages	T	4
	Тема 2. Education	УОТ	6
	Тема 3. Planning activities	УОТ	4
	Грамматика	УОТ	6
Всего			20

Расчет баллов по результатам текущего контроля во 2 семестре представлен в таблице 8.3:

Таблица 8.3

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел 2. Business circumstances. Тема 4. At the office	УОТ	6
	Тема 5. The career ladder	УОТ	4
	Тема 6. Getting a job	УОТ	6
	Грамматика	УОТ	4
Всего			20

Расчет баллов по результатам текущего контроля в 3 семестре представлен в таблице 8.4:

Таблица 8.4.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел 3. Business contacts. Тема 7. Establishing business contacts	T ПР	6
	Тема 8. Exhibitions and fairs	УОТ	4
	Тема 9. Business talks	УОТ	6
	Грамматика	УОТ	4
Всего			20

Расчет баллов по результатам текущего контроля в 4 семестре представлен в таблице 8.5:

Таблица 8.5.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Тема 10. Arranging a	УОТ	4

	business trip		
	Тема 11. Arrival. Departure	УОТ	6
	Тема 12. Visiting a factory	УОТ	4
	Грамматика	УОТ	6
Всего			20

Расчет баллов по результатам текущего контроля в 5 семестре представлен в таблице 8.6:

Таблица 8.6.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Раздел 5. Producing, promotion and selling goods. Тема 13. Producing goods	Т	6
	Тема 14. Controlling business	УОТ	4
	Тема 15. Trade. Russia's Foreign Trade	УОТ	4
	Грамматика	УОТ	6
Всего			20

Расчет баллов по результатам текущего контроля в 6 семестре представлен в таблице 8.7:

Таблица 8.7.

Форма контроля	Наименование раздела (темы), выносимых на контроль	Форма проведения контроля	Количество баллов, максимально
Текущий контроль	Тема 16. Promotion of goods	УОТ	4
	Тема 17. Buying and selling	УОТ	4
	Тема 18. Making a contract		6
	Грамматика	УОТ	6
Всего			20

Критерии оценки курсовой работы

Курсовая работа по дисциплине «Иностранный язык» учебным планом не предусмотрена.

Критерии оценки заданий к практическим (семинарским) занятиям

Индивидуальные задания (10 баллов):

10-6 баллов выставляется студенту, если он активно участвовал в работе, дал 76-100% правильных ответов;

5-3 баллов выставляется студенту, если он принимал не слишком активное участие в работе, допускал неточности при ответе на вопросы, дал 50-75% правильных ответов;

3-0 баллов выставляется студенту, если он дал менее 50% правильных ответов.

Критерии оценки заданий к интерактивным занятиям

Дискуссия (10 баллов):

10-6 баллов выставляется студенту, если он принимал активное участие в обсуждении темы, дал 76-100% правильных ответов;

5-3 баллов выставляется студенту, если он принимал не слишком активное участие в обсуждении темы, допускал неточности при ответе на вопросы, дал 50-75% правильных ответов;

3-0 баллов выставляется студенту, если он дал менее 50% правильных ответов.

Критерии оценки творческого рейтинга

Распределение баллов осуществляется по решению кафедры. Результат распределения баллов за соответствующие виды работ представляется в виде следующих таблиц 8.8-8.13.

Таблица 8.8

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 1	
Подготовка дискуссии по теме 1 Learningforeignlanguages дисциплины.	6
Подготовка ролевой игры по теме 2 Education дисциплины.	6
Подготовка кейс-стади по теме 3 Planning activities дисциплины.	8
Итого	20

Таблица 8.9

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 2	
Подготовка кейс-стади по теме 4 At the office дисциплины.	6
Подготовка кейс-стади по теме 5 The career ladder дисциплины.	6
Подготовка дискуссии по теме 6 Getting a job дисциплины.	8
Итого	20

Таблица 8.10

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 3	
Подготовка дискуссии по теме 7 Establishing business contacts дисциплины.	6
Подготовка презентации по теме 8 Exhibitions and fairs дисциплины.	6
Подготовка кейс-стади по теме 9 Busines stalks дисциплины.	8
Итого	20

Таблица 8.11

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 4	
Подготовка дискуссии и ролевой игры по теме 10 Arrangingabusinesstrip дисциплины.	6
Подготовка дискуссии по теме 11 Arrival. Departure дисциплины.	6

Подготовка кейс-стади по теме 12 Visiting a factory дисциплины.	8
Итого	20

Таблица 8.12

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 5	
Подготовка ролевой игры по теме 13 Producing goods дисциплины.	6
Подготовка ролевой игры по теме 14 Controlling business дисциплины.	6
Подготовка кейс-стади по теме 15 Trade дисциплины.	8
Итого	20

Таблица 8.13

Вид работы по разделу (теме) дисциплины	Количество баллов, максимально
Семестр 6	
Подготовка ролевой игры по теме 16 Promotion of goods дисциплины.	6
Подготовка ролевой игры по теме 17 Buying and selling дисциплины.	6
Подготовка кейс-стади по теме 18 Making a contract дисциплины.	8
Итого	20

Критерии оценки промежуточной аттестации

Зачет по результатам изучения дисциплины «Иностранный язык» (1,3,5 семестры) проводится в устной форме также оцениваются по балльной системе (по 40 баллов). Корректное выполнение всех заданий соответствует **40 баллам**. Зачет состоит из трех теоретических вопросов и практического задания. Оценка по результатам зачета выставляется по следующим критериям:

- правильный ответ на **первый вопрос** зачета – **10 баллов**;
- правильный ответ на **второй вопрос** зачета – **10 баллов**;
- правильный ответ на **третий вопрос** зачета – **10 баллов**;
- правильное выполнение **практического задания** зачета – **10 баллов**.

Зачет с оценкой по результатам изучения дисциплины «Иностранный язык» (семестр 2) также оцениваются по балльной системе (по 40 баллов). Зачет с оценкой состоит из трех теоретических вопросов и практического задания. Оценка по результатам экзамена выставляется по следующим критериям:

- правильный ответ на **первый вопрос** зачета – **10 баллов**;
- правильный ответ на **второй вопрос** зачета – **10 баллов**;
- правильный ответ на **третий вопрос** зачета – **10 баллов**;
- правильное выполнение **практического задания** зачета – **10 баллов**.

Экзамен по результатам изучения дисциплины «Иностранный язык» (4, 6 семестры) проводится по экзаменационным билетам, включающим три практических задания и одно теоретическое, что в итоге соответствует **40 баллам**. Зачет состоит из трех теоретических и практических (лексических и грамматических) заданий, содержащих теоретические вопросы. Оценка по результатам экзамена выставляется по следующим критериям:

- правильное выполнение **первого задания** билета – **10 баллов**;
- правильное выполнение **второго задания** билета – **10 баллов**;

- лексически, грамматически, фонетически правильное выполнение **третьего задания** билета – **10 баллов**

- правильный ответ на **теоретические вопросы**– **10 баллов**.

Общая оценка результатов **текущего контроля** (опрос по теме, тест) по балльной шкале оценок определяется соответствием ответов приведенным ниже критериям:

письменное задание – 4-5 балла: студент допускает 1-2 лексические ошибки, 1-2 грамматические ошибки; 3-4 балла: студент допускает 3-4 лексические ошибки, 3-4 грамматические ошибки; 1-2 балла: студент допускает 5-6 лексических ошибок, 5-6 грамматических ошибок; 0-1 балл: студент допускает 7 и более лексических ошибок, 7 и более грамматических ошибок;

говoreние – 4-5 балла: студент свободно отвечает на вопросы, показывает глубокое знание темы, отвечает на достаточно высоком уровне, допущено до 4-5 фактических ошибок; 3-4 балла допускаются отдельные ошибки, но ответ недостаточно полный, допущено до 8 фактических ошибок, уровень недостаточно высок; 1-2 балла: может ответить лишь на некоторые вопросы темы, допущено более 8 фактических ошибок, непонимание предмета; 0-1 балл: студент не усвоил тему, отсутствует ориентация в материале;

тестовое задание – 4-5 балла: студент допускает 1-2 лексические ошибки, 1-2 грамматические ошибки; 3-4 балла: студент допускает 3-4 лексические ошибки, 3-4 грамматические ошибки; 1-2 балла: студент допускает 5-6 лексических ошибок, 5-6 грамматических ошибок; 0-1 балл: студент допускает 7 и более лексических ошибок, 7 и более грамматических ошибок;

сформированность компетенций – 4-5 баллов: отсутствие ошибок и недочетов при воспроизведении изученного материала, соблюдение культуры устной речи; 3-4 балла: незначительно и кратко ошибки и недочеты при воспроизведении изученного материала, соблюдение основных правил культуры устной речи.; 1-2 балла: наличие грубой ошибки, нескольких негрубых при воспроизведении изученного материала, незначительное несоблюдение основных правил культуры устной речи.; 0-1 балл: наличие нескольких грубых ошибок, большого числа негрубых при воспроизведении изученного материала, значительное несоблюдение основных правил культуры устной речи.

Итоговый балл формируется суммированием баллов за промежуточную аттестацию и баллов, набранных перед аттестацией в течение семестра. Для обучающихся очной формы применяется 100-балльная оценка знаний, для обучающихся заочной формы обучения – традиционная четырехбалльная система оценки знаний.

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

100-балльная система оценки	Традиционная четырехбалльная система оценки	Формируемые компетенции (индикаторы компетенций)	Критерии оценивания
85 – 100 баллов	«отлично» «зачтено»	ОК-3	Знает верно и в полном объеме: профессиональную лексику, основы грамматики, терминологию межличностного и межкультурного взаимодействия на иностранном языке в профессиональной деятельности Умеет верно и в полном объеме: передавать и обобщать информацию в устной и письменной формах на иностранном языке для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности Владет навыками верно и в полном объеме: навыками межличностного и межкультурного взаимодействия в устной и письменной формах на иностранном языке в

			профессиональной деятельности
70 – 84 баллов	«хорошо» «зачтено»	ОК-3	<p>Знает с незначительными замечаниями: профессиональную лексику, основы грамматики, терминологию межличностного и межкультурного взаимодействия на иностранном языке в профессиональной деятельности</p> <p>Умеет с незначительными замечаниями: передавать и обобщать информацию в устной и письменной формах на иностранном языке для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности</p> <p>Владет навыками с незначительными замечаниями: навыками межличностного и межкультурного взаимодействия в устной и письменной формах на иностранном языке в профессиональной деятельности</p>
50 – 69 баллов	«удовлетворительно» «зачтено»	ОК-3	<p>Знает на базовом уровне, с ошибками: профессиональную лексику, основы грамматики, терминологию межличностного и межкультурного взаимодействия на иностранном языке в профессиональной деятельности</p> <p>Умеет на базовом уровне, с ошибками: передавать и обобщать информацию в устной и письменной формах на иностранном языке для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности</p> <p>Владет на базовом уровне, с ошибками: навыками межличностного и межкультурного взаимодействия в устной и письменной формах на иностранном языке в профессиональной деятельности</p>
менее 50 баллов	«неудовлетворительно» «не зачтено»	ОК-3	<p>Не знает на базовом уровне: профессиональную лексику, основы грамматики, терминологию межличностного и межкультурного взаимодействия на иностранном языке в профессиональной деятельности</p> <p>Не умеет на базовом уровне: анализировать передавать и обобщать информацию в устной и письменной формах на иностранном языке для решения задач межличностного и межкультурного взаимодействия в профессиональной деятельности</p> <p>Не владеет на базовом уровне: навыками межличностного и межкультурного взаимодействия в устной и письменной формах на иностранном языке в профессиональной деятельности</p>

ЛИСТ РЕГИСТРАЦИИ ИЗМЕНЕНИЙ (АКТУАЛИЗАЦИИ)

Рабочая программа по учебной дисциплине с внесенными дополнениями и изменениями рекомендована к утверждению на заседании кафедры бухгалтерского учета и анализа, протокол от 18.03.2020 № 8

Заведующий кафедрой  Н.В. Лактионова

Согласовано на заседании УМС Краснодарского филиала РЭУ им. Г.В. Плеханова, протокол от 19.03.2020 № 7

Председатель  Г.Л. Авагян

Утверждено советом Краснодарского филиала РЭУ им. Г.В. Плеханова, протокол 26.03.2020 № 11

Председатель  А.В. Петровская

Рабочая программа по учебной дисциплине с внесенными дополнениями и изменениями рекомендована к утверждению на заседании кафедры бухгалтерского учета и анализа, протокол от 25.02.2021 № 7

Заведующий кафедрой  Н.В. Лактионова

Согласовано на заседании УМС Краснодарского филиала РЭУ им. Г.В. Плеханова протокол от 11.03.2021 № 7

Председатель  Г.Л. Авагян

Утверждено советом Краснодарского филиала РЭУ им. Г.В. Плеханова протокол от 30.03.2021 № 14

Председатель  А.В. Петровская

Рабочая программа по учебной дисциплине с внесенными дополнениями и изменениями рекомендована к утверждению на заседании кафедры бухгалтерского учета и анализа, протокол от 10.01.2022 № 6

Заведующий кафедрой  Н.В. Лактионова

Согласовано на заседании МС Краснодарского филиала РЭУ им. Г.В. Плеханова протокол от 17.02.2022 № 4

Председатель  Э.Г. Баладыга

Утверждено советом Краснодарского филиала РЭУ им. Г.В. Плеханова протокол от 24.02.2022 № 10


Председатель  А.В. Петровская


Краснодарский филиал РЭУ им. Г.В. Плеханова
Карта обеспеченности дисциплины «Иностранный язык»
учебными изданиями и иными информационно-библиотечными ресурсами»

Кафедра бухгалтерского учета и анализа
ОПОП ВО по направлению подготовки 38.03.06 Торговое дело
Направленность (профиль) программы Коммерция
Уровень подготовки **бакалавриат**

№ п/п	Наименование, автор	Выходные данные	Количество печатных экземпляров (шт)	Наличие в ЭБС (да/нет), название ЭБС	Количество экземпляров на кафедре (в лаборатории) (шт)	Численность студентов (чел)	Показатель обеспеченности студентов литературой: = 1(при наличии в ЭБС); или =(столбец4/столбец7) (при отсутствии в ЭБС)
1	2	3	4	5	6	7	8
Основная литература							
1.	Английский язык для экономистов / Шляхова В.А., Герасина О.Н., Герасина Ю.А.	М.: Дашков и К, 2020. – 296 с.: ISBN 978-5-394-02222-7 – Режим доступа: http://znanium.com/bookread2.php?book=430476	X	Да, ЭБС «Znanium»	X	X	1
2.	Английский язык в ситуациях повседневного делового общения: учеб. пособие / З.В. Маньковская	М.: НИЦ ИНФРА-М, 2019. – 223 с.: ISBN 978-5-16-005065-2(print); ISBN 978-5-16-105422-2 (online). – Текст : электронный. – URL: http://znanium.com/bookread2.php?book=995410	X	Да, ЭБС «Znanium»	X	X	1
3.	Английский язык для экономических специальностей: Учебное пособие / Чикилева Л.С., Матвеева И.В., – 2-е изд., перераб. и доп.	М.: КУРС, НИЦ ИНФРА-М, 2019. – 160 с. – Текст : электронный. – URL: http://znanium.com/bookread2.php?book=1012463	X	Да, ЭБС «Znanium»	X	X	1
Всего				3			1
Дополнительная литература							
1.	Английский язык: экономика и финансы (Environment): Учебник / Г.А. Дубинина, И.Ф. Драчинская и др.; Финансовая Академия при Правительстве РФ	М.: Альфа-М: НИЦ Инфра-М, 2012. – 208 с.: 60x90 1/16. (переплет) ISBN 978-5-98281-225-4 – Режим доступа: http://znanium.com/bookread2.php?book=371309	X	Да, ЭБС «Znanium»	X	X	1

2.	Английский язык в менеджменте : учеб. пособие / Н.М. Дюканова	М.: ИНФРА-М, 2019. – 256 с. – (Высшее образование: Бакалавриат). – Текст: электронный. – URL: http://znanium.com/bookread2.php?book=982756	X	Да, ЭБС «Znanium»	X	X	1
3.	Английский язык для современных менеджеров: Учебное пособие / Маньковская З.В., – 2-е изд., испр. и доп.	М.: Форум, НИЦ ИНФРА-М, 2018. – 152 с.: 70x100 1/16. – (Высшее образование) (Обложка. КБС) ISBN 978-5-91134-975-2 – Текст: электронный. – URL: http://znanium.com/bookread2.php?book=929647	X	Да, ЭБС «Znanium»	X	X	1
4.	Английский язык для технических вузов : учебное пособие / В.А. Радовель. – 2-е изд.	Москва: РИОР: ИНФРА-М, 2020. – 296 с. – (Высшее образование). – DOI: https://doi.org/10.29039/1792-0 – Текст: электронный. - URL: http://znanium.com/bookread2.php?book=987363	X	Да, ЭБС «Znanium»	X	X	1
Всего				4			1

Преподаватель  А.А. Еремеева
(подпись, дата)

Зав. кафедрой  Н. В. Лактионова
(подпись, дата)

СОГЛАСОВАНО

Библиотекарь  Н.И. Криво

Образец оформления экзаменационного билета

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
федеральное государственное бюджетное образовательное учреждение высшего образования
«Российский экономический университет имени Г. В. Плеханова»
Краснодарский филиал РЭУ им. Г.В.Плеханова
Факультет экономики, менеджмента и торговли
Кафедра бухгалтерского учета и анализа

Направление подготовки: 38.03.06 «Торговое
дело»

Направленность (профиль) «Коммерция»

ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № _____
по дисциплине «Иностранный язык»

1. Translate the text from English into Russian. Answer the questions.
2. Fulfill the task given by the teacher.
3. Speak on the topic given by the teacher.

Преподаватель, к.филол.н, _____ А.А. Еремеева
доцент (подпись)

Зав.кафедрой, к.э.н., доцент _____ Н. В. Лактионова
(подпись)

Утверждено на заседании кафедры Протокол от «___»._____.20___ № _____