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к основной профессиональной образовательной программе
по направлению подготовки 09.03.03 Прикладная
информатика

направленность (профиль) программы Прикладная
информатика в экономике

**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**

**ОЦЕНОЧНЫЕ МАТЕРИАЛЫ
дисциплине ИНОСТРАННЫЙ ЯЗЫК**

Направление подготовки	09.03.03 Прикладная информатика
Направленность (профиль) программы	Прикладная информатика в экономике
Уровень высшего образования	Бакалавриат

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ОЦЕНОЧНЫЕ МАТЕРИАЛЫ

по учебной дисциплине «Иностранный язык»

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

Формируемые компетенции (код и наименование компетенции)	Индикаторы достижения компетенций (код и наименование индикатора)	Результаты обучения (знания, умения)	Наименование контролируемых разделов и тем
УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах).	УК-4.1 Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами	УК-4.1. З-1. Знает нормы устной речи, принятые в профессиональной среде	Тема 1. Личность человека. Тема 2. Путешествия и туризм.
		УК-4.1. У-1. Умеет выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия	Тема 3. Работа. Тема 4. Изучение иностранного языка. Тема 5. Реклама.
		УК-4.1. У-2. Владеет иностранным языком на уровне, необходимом и достаточном для общения в профессиональной среде	Тема 6. Образование. Тема 7. Дизайн.
	УК-4.2 Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках	УК-4.2. З-1. Знает нормы письменной речи, принятые в профессиональной среде	Тема 8. Бизнес. Тема 9. Инновации.
		УК-4.2. У-1. Умеет вести деловую переписку на государственном языке РФ и/или иностранном языке	Тема 10. Современные тренды. Тема 11. Искусство и медиа.
			Тема 12. Общество и

	<p>УК-4.4 Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)</p>	<p>УК-4.4. У-1. Владеет жанрами устной и письменной речи в профессиональной сфере</p> <p>УК-4.4. У-2. Умеет выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов</p>	<p>закон.</p> <p>Тема 13. Коммуникации в бизнесе.</p> <p>Тема 14. Международные рынки и международный маркетинг.</p> <p>Тема 15. Деловые отношения.</p> <p>Тема 16. Построение успешной карьеры и бизнеса.</p> <p>Тема 17. Мотивация.</p> <p>Тема 18. Управление рисками.</p>
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МЕТОДИЧЕСКИЕ МАТЕРИАЛЫ, ХАРАКТЕРИЗУЮЩИЕ ЭТАПЫ ФОРМИРОВАНИЯ КОМПЕТЕНЦИЙ

Перечень учебных заданий на аудиторных занятиях

Тема 1. Личность человека.

Вопросы для опроса:

1. Do you believe two personality types (extroverts and introverts) are useful for describing personality?
1. What role does the charisma play in your life?
2. Is charisma the most important quality to possess if you want to be successful in your career?
3. What is 'personality clash'? Think of possible examples.
4. Which personal qualities a personal assistant should have?

Вопросы для групповой дискуссии:

1. Are men or women better at listening?
2. Are men or women better at taking decisions?
3. Are men or women more inspiring?
4. Are men or women better at getting the best out of people?
5. Are men or women better organisers?

Тема 2. Путешествия и туризм.

Вопросы для опроса:

1. Why is travelling important?
2. What's the difference between a tourist and a traveler?
3. What's an "armchair traveler"?
4. What are travel tips for visitors to your country?
5. How can traveling broaden your horizon?

Вопросы для групповой дискуссии:

1. Virtual tourism is the best way of travelling
2. Educational trips really broaden horizons.
3. A famous explorer and his/her achievements.
4. Are you a traveler or a tourist?
5. What might travel change or develop in the future? Do you agree travel is no longer necessary?

Тема 3. Работа.

Вопросы для опроса:

1. How useful is working at home?
2. What are the pros and cons of working from home?

3. What does 'work placement' mean?
4. Would you like to do any work placement?
5. What skills and personal qualities must a candidate have applying for a job of a manager in a fitness club?

Вопросы для групповой дискуссии:

1. What factors will you take into consideration when choosing a job?
2. Have you ever had an interview? If you have, what was it for?
3. What difficult questions can a person be asked at the interview?
4. What are the most frequently asked questions at the interview?
5. How can a person prepare for an interview?

Тема 4. Изучение иностранного языка.

Вопросы для опроса:

1. What sort of people makes the best language learners?
1. Should everyone learn at least one foreign language?
2. Why do you think English is an international language?
3. If you are a boss, will you organize English language training for your staff? Why?/Why not?
4. Why is English an international language?

Вопросы для групповой дискуссии:

1. Why would a company organize English courses for their staff?
2. What are the tips for avoiding mistakes online?
3. In your opinion, how can a person improve his/her command of a foreign language?
4. What activities do you think learning a language is similar to (playing a musical instrument, driving a car, painting and others)?
5. What are the most demanded languages now? Why?

Тема 5. Реклама.

Вопросы для опроса:

1. Have you ever bought something just because of an advert? When?
2. Are there any adverts which you particularly dislike? Which one(s)? Why?
3. Is it acceptable to manipulate images in advertising?
4. What are the ways of advertising products and services today?
5. What is AIDA? Explain.

Вопросы для групповой дискуссии:

1. How would you choose the advertising agency?
2. Do you agree advertising should not be aimed at children? Why/why not?
3. How is advertising controlled in different countries? Provide examples.

4. Do you agree that advertising impresses us? Why/Why not?
5. Which products do you usually buy - branded or unbranded?

Тема 6. Образование.

Вопросы для опроса:

1. Are single-sex schools better than mixed schools? Justify your answer.
1. Should schools spend more time teaching the skills people need to get a job? Why/Why not?
2. Should private education exist? Why/why not?
3. What methods of teaching did Maria Montessori come up with?
4. What forms of training do you know? Describe one of them in detail.

Вопросы для групповой дискуссии:

1. Describe Montessori teaching method. What is your opinion about this style of teaching?
2. Do you think university should be free for everyone?
3. Do you think that bullying is common at our schools? What are the reasons for it?
4. Should we pay for higher education? Arguments for and against.
5. What sort of facilities should students be provided with at university? Which of them are you interested in?
6. What are the pros and cons of distance learning?

Тема 7. Дизайн.

Вопросы для опроса/групповой дискуссии:

1. What is design?
1. What misconceptions do people have about design?
2. If you had skills, what would you like to design/re-design?
3. What are the three products you could not live without?
4. Talk about the famous Italian design company.

Вопросы для обсуждения:

1. What products do you think designers will develop in the next ten years?
2. What do you think is the best innovation of the 21st century?
3. What ideas influenced design at different times?
4. What attracts you more when buying a particular product – appearance or special features? Give reasons.
5. High price does not always mean quality of a product. Why/Why not?

Тема 8. Бизнес.

Вопросы для опроса:

1. Can you name a successful business from your country? Why do you think it is so successful?
1. What business would you set up in your native town? Give reasons.

2. What dilemmas might people face in business? Describe one of them in detail.
3. Talk about a famous entrepreneur. What is he/she famous for?
4. What characteristics should one have to become a successful businessman/businesswoman?

Вопросы для групповой дискуссии:

1. Does a difficult childhood help a person to become a successful businessman/businesswoman? Justify your answer.
2. Give a brief description of one of the most successful business person. What is the secret of his/her success?
3. Eat and drink with your relatives, do business with strangers. Do you agree with this Greek proverb?
4. If you started a business, would you have a partner?
5. Would you tell your boss if you suspected your colleague of being dishonest?

Тема 9. Инновации.

Вопросы для опроса:

1. What do engineers do?
1. What types of engineers do you know?
2. Describe an engineering project which had a strong effect on you.
3. Why do you think there are fewer female engineers than male engineers?
4. Should there be more women in engineering? Why?/ Why not?

Вопросы для групповой дискуссии:

1. What is the greatest engineering achievement of the 21st century in your opinion?
2. What is the largest man-made structure you have been in or on?
3. What do scientists do to avoid asteroids colliding with the Earth?
4. What do you think will be the benefits and problems of building the vertical city?
5. Spending billions on superstructures cannot be justified when people are starving.

Тема 10. Современные тренды.

Вопросы для опроса/групповой дискуссии:

1. What are current trends in your country? Describe one of them.
1. How are trends developing?
2. Which old-fashioned trends you think should return?
3. What does the fashion term “tipping point” mean?
4. Name three types of people who are influential in the development of trends (according to M. Gladwell).

Вопросы для обсуждения:

1. How cultures influence on fashion trends?

2. What are the trends in the music industry?
3. What are the trends in the cinematography?
4. What are the trends in literature?
5. What is going to be trendy in the nearest future?

Тема 11. Искусство и медиа.

Вопросы для опроса:

1. What types of media do you know?
1. Do you think celebrities have the right to a private life?
2. Why are we fascinated by the artists themselves when really their work should speak for them?
Share your opinion.
3. What is fame? Explain your view.
4. Do you think that newspapers will disappear in the future?

Вопросы для групповой дискуссии:

1. Which books, songs and films do you think are masterpieces?
2. What qualities does a journalist need to be a foreign correspondent?
3. People should pay for their music, books and films. Do you agree with this statement?
4. Do you think it is exciting/glamorous to work in the fashion industry? Why?/Why not?
5. What is the worst film you have ever watched?

Тема 12. Общество и закон.

Вопросы для опроса:

1. Can you think of some funny and dumb criminal stories?
2. Have there been any spectacular robberies recently?
3. Is there such a thing as the 'criminal type'?
4. Is crime a serious problem where you live?
5. How does crime affect the society?

Вопросы для групповой дискуссии:

1. What are the main reasons why people commit crimes?
2. Would you like to try to be a jury sometime? Why/why not?
3. Once a criminal, always a criminal. Do you agree? Why/why not?
4. Would you tell your boss if you suspected your colleague of being dishonest?
5. Are some people naturally bad or does their upbringing and environment lead them to commit crimes?

Тема 13. Коммуникации в бизнесе.

Вопросы для опроса:

1. What types of communication do you know?
2. Do modern technologies make communication easier?
3. How important do you think it is to understand your own culture before trying to understand someone else's?
4. How will communications change in the future?
5. What are the advantages and disadvantages of face-to-face communication?

Вопросы для групповой дискуссии:

1. What are the most preferable types of communication for modern companies?
2. How can communication between departments be improved?
3. How can portable devices improve communication?
4. What are the main peculiarities of intercultural communication?
5. What are the main difficulties of intercultural communication?

Тема 14. Международные рынки и международный маркетинг.

Вопросы для опроса:

1. Have you ever helped a company with its market research?
1. When might it not be appropriate to ask members of the public for their ideas?
2. Would this approach be popular in your culture?
3. What are the advantages of creating a product through an online community?
4. What are the disadvantages of creating a product through an online community?

Вопросы для групповой дискуссии обсуждения:

1. What problems might a company have if they rely too much on this form of product development?
2. How did people in business communicate with colleagues and with their business partners 20 years ago? What's the situation today?
3. What market research techniques are the most effective?
4. What market research techniques are the least effective?
5. Innovative business technologies.

Тема 15. Деловые отношения.

Вопросы для опроса:

1. What is more important for you high salary or career opportunities in the future?
2. What examples of the glass-ceiling can you think of?
3. What are the most common fringe benefits in your country or organization you work for?
4. What do you think makes a good work-life balance?
5. Would you prefer to work in an open plan office or do you think that managers should have their own personal office?

Вопросы для групповой дискуссии:

1. What is more important for Russian culture: hygiene factors or motivational factors ?
2. How is staff development related to the performance evaluation of employees?
3. Discuss the benefits of effective staff development programs.

4. What are some strategies that can be used to motivate employees to participate in staff development programs?
5. How might the principles of adult learning influence the creation of staff development programs?

Тема 16. Построение успешной карьеры и бизнеса.

Вопросы для опроса:

1. How is SCM different from logistics?
2. What does the supply chain describe?
3. What are the functions of a supply chain?
4. What is the main purpose of the supply chain?
5. What are the three decision-making phases of the supply chain? What can you say about each?
6. What does *sustainable* mean? Give examples.

Вопросы для групповой дискуссии обсуждения:

1. What is Kaizen philosophy?
2. What is the difference between western and Japanese philosophy?
3. How can Kaizen change the way people behave outside of work as well as in work?
4. What are the advantages and disadvantages of teamwork to the organisation and to the employee?
5. Is it possible to measure improvement? Is it always necessary? Why/why not?

Тема 17. Мотивация.

Вопросы для опроса:

1. What is CRM?
2. What do consumers want?
3. Why does the organization need CRM?
4. What is the main purpose of CRM?
5. What are the several types of interaction with different types of customer that organisations have to keep in mind?

Вопросы для групповой дискуссии:

1. In what way can a company contribute to the community or do something that it can 'believe in'?
2. What does a value-centered business mean?
3. How is price different from the other 3Ps?
4. What are the differences between penetration pricing, skimming pricing and competition pricing?
5. What does Place mean to the organisation?

Тема 18. Управление рисками.

Вопросы для опроса:

1. What financial statements do companies keep?
2. Why do companies draw up financial statements?

3. Which stakeholders inside and outside the company would be interested in the financial statements?
4. Give examples of income or expenditure.
5. Give examples of assets and liabilities.

Вопросы для групповой дискуссии:

1. What are the problems with buying something on credit?
2. What are the possible cashflow problems?
3. What advice would you need before you invested in a new product or business?
4. Why do you think people invest in certain companies but not in others?
5. What would you do with 20000€ to get the maximum ROI?

Задания для текущего контроля

Ролевая игра

по теме «Работа»

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

1. **Topic:** Choosing a new team member.
2. **The concept of the role play:** discuss good and bad points of four candidates for the job and choose the most suitable one.
3. **Roles:**
 - Chris, one of the directors;
 - Jodie, one of the directors;
 - Elayne, a candidate;
 - Daniela, a candidate;
 - Rashid, a candidate;
 - Mitsuo, a candidate.
4. **The outcome of the role play:** the discussion of pluses and minuses of four candidates with taking the roles of every participant into account and unanimous agreement on the one best candidate for this job.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, было продемонстрировано развернутое и аргументированное изложение своей мысли, употребление ключевой лексики курса, в основном не было допущено ошибок в использовании грамматических конструкций;
- **4 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но было продемонстрировано не совсем развернутое и аргументированное изложение своей мысли, было отмечено употребление ключевой лексики курса, но допущены незначительные ошибки в использовании грамматических конструкций;

- **3 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но возникали сложности при демонстрации развернутого и аргументированного изложения своей мысли, был отмечен ограниченный лексический запас ключевых единиц грамматических конструкций;
- **2 балла** выставляется студенту, если суть игры была неправильно понята, проявлена сложность в формировании своего высказывания, что помешало эффективному воздействию с другими участниками, отмечено лимитированное употребление ключевой лексики курса, допущены ошибки в использовании грамматических конструкций.

Деловая игра №1
по теме «Бизнес»

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

1 Topic: Beginning a business relationship

2 The concept of the role play: Making successful small talk

3 Roles:

- a new business partner 1;
- a new business partner 2;

You are at an evening reception of a business conference. You are interested in making some new business contacts. Try to speak to as many people at the reception as possible.

4 The outcome of the role play:

Introduce yourself. Talk about one of the small talk topics you have prepared. Show interest in what other people say.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, было продемонстрировано развернутое и аргументированное изложение своей мысли, употребление ключевой лексики курса, в основном не было допущено ошибок в использовании грамматических конструкций;
- **4 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но было продемонстрировано не совсем развернутое и аргументированное изложение своей мысли, было отмечено употребление ключевой лексики курса, но допущены незначительные ошибки в использовании грамматических конструкций;
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- **2 балла** выставляется студенту, если суть игры была неправильно понята, проявлена сложность в формировании своего высказывания, что помешало эффективному воздействию

с другими участниками, отмечено лимитированное употребление ключевой лексики курса , допущены ошибки в использовании грамматических конструкций.

Деловая игра №2

по дисциплине «Коммуникации в бизнесе»

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

1. Тема: Building relationships at a conference

2. Концепция игры: Making successful pre-meeting small talk

3. Роли:

-A new business partner 1;

-A new business partner 2;

You are at a business conference. You are interested in making some new business contacts. Try to speak to as many people at the reception as possible.

4. Ожидаемый (е) результат (ы) Introduce yourself. Talk about one of the small talk topics you have prepared. Show interest in what other people say.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, было продемонстрировано развернутое и аргументированное изложение своей мысли, употребление ключевой лексики курса, в основном не было допущено ошибок в использовании грамматических конструкций;

- **4 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но было продемонстрировано не совсем развернутое и аргументированное изложение своей мысли, было отмечено употребление ключевой лексики курса, но допущены незначительные ошибки в использовании грамматических конструкций;

- **3 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но возникали сложности при демонстрации развернутого и аргументированного изложения своей мысли, был отмечен ограниченный лексический запас ключевых единиц грамматических конструкций ;

- **2 балла** выставляется студенту, если суть игры была неправильно понята, проявлена сложность в формировании своего высказывания ,что помешало эффективному воздействию с другими участниками, отмечено лимитированное употребление ключевой лексики курса , допущены ошибки в использовании грамматических конструкций.

Деловая игра №3

по теме «Деловые отношения»

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

1. **Тема (проблема):** Поглощение конкурента в бизнесе. Риски и преимущества.
2. **Концепция игры:** условное, приближенное к реальному воспроизведение коммуникативной ситуации обсуждения «за» и «против» слияния с конкурентом.
3. **Роли:**
 - Глава корпорации;
 - Ведущий менеджер;
 - Финансовый аналитик;
 - Представитель компании-конкурента;
4. **Ожидаемый(е) результат(ы):** Студенты знают: активную лексику по теме. Умеют: создавать краткое/развернутое монологическое/диалогическое высказывание; воспринимать и понимать иноязычную речь на слух. Владеют: речевым этикетом в коммуникативных ситуациях делового общения.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, было продемонстрировано развернутое и аргументированное изложение своей мысли, употребление ключевой лексики курса, в основном не было допущено ошибок в использовании грамматических конструкций;
- **4 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но было продемонстрировано не совсем развернутое и аргументированное изложение своей мысли, было отмечено употребление ключевой лексики курса, но допущены незначительные ошибки в использовании грамматических конструкций;
- **3 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но возникали сложности при демонстрации развернутого и аргументированного изложения своей мысли, был отмечен ограниченный лексический запас ключевых единиц грамматических конструкций;
- **2 балла** выставляется студенту, если суть игры была неправильно понята, проявлена сложность в формировании своего высказывания, что помешало эффективному воздействию с другими участниками, отмечено лимитированное употребление ключевой лексики курса, допущены ошибки в использовании грамматических конструкций.

Деловая игра №4

по теме «Построение успешной карьеры в бизнесе»

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

1. **Тема (проблема) Работа.** Ролевой диалог «интервью с работодателем».
2. **Концепция игры:** условное, приближенное к реальной воспроизведение коммуникативной ситуации собеседования на работу.

3. Роли:

- Интервьюер;
- Кандидат;

4. Ожидаемый (е) результат (ы) Студенты знают: активную лексику по теме. Умеют: создавать краткое/развернутое монологическое/диалогическое высказывание; воспринимать и понимать иноязычную речь на слух. Владеют: речевым этикетом в коммуникативных ситуациях повседневного и делового общения.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, было продемонстрировано развернутое и аргументированное изложение своей мысли, употребление ключевой лексики курса, в основном не было допущено ошибок в использовании грамматических конструкций;
- **4 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но было продемонстрировано не совсем развернутое и аргументированное изложение своей мысли, было отмечено употребление ключевой лексики курса, но допущены незначительные ошибки в использовании грамматических конструкций;
- **3 балла** выставляется студенту, если суть игры была правильно понята, отмечено эффективное взаимодействие с другими участниками, но возникали сложности при демонстрации развернутого и аргументированного изложения своей мысли, был отмечен ограниченный лексический запас ключевых единиц грамматических конструкций;
- **2 балла** выставляется студенту, если суть игры была неправильно понята, проявлена сложность в формировании своего высказывания, что помешало эффективному воздействию с другими участниками, отмечено лимитированное употребление ключевой лексики курса, допущены ошибки в использовании грамматических конструкций.

Кейс-задание №1

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

ISSUE

You work for a multinational company with subsidiaries on different continents. Six weeks ago you returned your home country after working for three years in another branch of your company. You had a holiday for three weeks and have now been back working in the head office for three weeks. You are having some problems and you want to ask Human Resources manager for help.

1. Discuss the possible problems that may arise in a situation like this.
2. Hold the meeting to discuss the most serious problems.
3. Rank the problems in order of seriousness.
4. Make suggestions which will be beneficial for both the company and the colleague.

Notes to the agenda

1. Discuss the possible problems that may arise in a situation like this.

Brainstorm possible problems in small groups of colleagues before going to a meeting.

2. Hold the meeting to discuss the most serious problems.

Representatives of the groups should share their ideas concerning the most serious issues.

3. Rank the problems in order of seriousness.

Representatives of the groups should build up a list of problems in order of seriousness.

4. Make suggestions which will be beneficial for both the company and the colleague.

Members of the group work together to play the discussion between the HR manager and repatriated employee.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если суть и проблема кейса была правильно понята и проанализирована, были получены все ответы на заданные в кейсе вопросы, продемонстрировано развернутое и аргументированное изложение своей мысли и употребление ключевой лексики курса, в основном не было допущено ошибок в использовании грамматических конструкций;

- **4 балла** выставляется студенту, если суть и проблема кейса была правильно понята и проанализирована, однако были получены не все ответы на заданные в кейсе вопросы, продемонстрировано не полностью развернутое и аргументированное изложение своей мысли и употребление ключевой лексики курса, но допущены незначительные ошибки в использовании грамматических конструкций;

- **3 балла** выставляется студенту, если суть и проблема кейса не была правильно понята и проанализирована, были получены не все ответы на заданные в кейсе вопросы, возникали сложности при демонстрации развернутого и аргументированного изложения своей мысли, был отмечен ограниченный лексический запас ключевых единиц грамматических конструкций;

- **2 балла** выставляется студенту, если суть и проблема кейса совсем не была понята и проанализирована, студент не смог произвести анализ поставленной в кейсе задачи и ответить на заданные в кейсе вопросы.

Кейс-задание №2

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

ISSUE

Your consultancy firm is going to advise a company that produces plastic on how to motivate their staff. The company has problems with staff motivation. Look at the comments from managers. "Too many people are calling in sick on Monday morning. A lot of workers don't think we listen to them but we do. We increased the pay and still staff are not motivated, etc."

1. Discuss the possible problems that may arise in a situation like this.
2. Hold the meeting to discuss whether the problems concern hygiene or motivation.
3. A plan to help motivation.
4. Make suggestions that will prevent a situation like that in the future.

Notes to the agenda

1. Discuss the possible problems that may arise in a situation like this.

Brainstorm possible problems in small groups of colleagues before going to a meeting.

2. Hold the meeting to discuss whether the problems concern hygiene or motivation.

Representatives of the groups should share their ideas concerning the most serious issues.

3. A plan to help motivation.

Members of the group discuss whether the plans the company have thought will help motivation.

4. Make suggestions which will prevent a situation like that in the future.

Members of the group work together to play the discussion.

Кейс-задача №3

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

ISSUE

Five years ago your company employed a young computer expert, Geoff Peters. He has worked in the customer service department for the last two years. Essentially he supports a number of key customers doing maintenance and trouble-shooting work. Three months ago he suddenly left the company and he is now working for several of your customers, providing service as an independent computer consultant. His employment contract had a competition clause in it forbidding him from working for any customers for a two-year period after leaving. The meeting has been called to discuss this case and also to see whether any lesson can be learned for the future.

AGENDA

1. Geoff Peters: report and discussion.
2. Competition clause
3. Legal action
4. Employment contracts

Notes to the agenda

1. Geoff Peters: report and discussion.

The Personnel Manager will report on the case and then there will be a chance to discuss why Geoff left the company.

2. Competition clause

The Legal Affairs Manager will clarify the exact meaning of the competition clause and the implications.

3. Legal action

The meeting will decide whether to take Geoff Peters to court for breach of contract.

4. Employment contracts

Finally a decision on whether the competition clause needs to be changed.

КОМПЛЕКТ ТЕСТОВ/ТЕСТОВЫХ ЗАДАНИЙ

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

ТЕСТ 1

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

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

Use the proper form of the verb.

21. They often (to have talks).
22. They (to have talks) now.
23. They (to have talks) last week.
24. They (to have talks) this week.
25. When we came back to the office they still (to have talks).
26. We (to have talks) with the firm one of these days.
27. Our office (to ship) the equipment last month.
28. They (to ship) the equipment the next month.

29. They (to ship) the equipment lately.
30. They (to ship) the equipment by last December.
31. This book is ___ of all. I like it.
 a) better b) good c) the best d) much better e) more good
32. They ___ the report by 7 o'clock p.m. yesterday.
 a) had prepared b) have prepared c) prepared d) prepare e) prepares
33. We came to the station after the train _____.
 a) left b) had left c) has left d) have left e) leaves
34. They ___ to Moscow soon.
 a) go b) will go c) would go d) are going e) is going
35. We ___ talks at 10 a.m. today.
 a) have b) are having c) has d) will have e) is having
36. He started ___ a letter immediately.
 a) writing, b) to write, c) write, d) writes, e) wrote
37. Stop ___, please!
 a) to talk b) talking c) talk d) talkse) will talk
38. The boy ___ at the table is my son.
 a) sits b) sitting c) sat d) will sit e) sit
39. I expect you ___ in the office earlier tomorrow.
 a) to be b) be c) are d) is e) be
40. If I ___ you I would refuse him.
 a) am b) was c) were d) is e) are.

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

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

TECT 2

Fill in the gaps with *some, any*.

1. There are _____ new words in this lesson.
2. There are not _____ letters on your desk.
3. I have _____ other questions to ask you.
4. Have you _____ questions?
5. _____ of us learned English at school.
6. I haven't _____ pencils and she has _____.
7. Are there _____ price-lists on your desk? Yes, there are _____.
8. Can you give me _____ magazines to read?
9. I didn't see _____ of them yesterday.
10. The other day we sent _____ enquiries for furniture.

11. I haven't seen him since he _____ for Moscow.
a) left b) leaves c) has left d) to leave e) leave
12. When did you _____ this film?
a) saw b) see c) to see d) sees e) seen
13. She _____ at the office since 1992.
a) has been working b) has worked c) worked d) works e) work
14. _____ you speak English?
a) may b) can c) must d) should e) could
15. We _____ work hard.
a) may b) can c) must d) could e) should
16. You _____ go to the doctor's. You are ill.
a) must b) may c) can d) could e) should
17. _____ I smoke here?
a) may b) can c) could d) should e) must
18. He _____ speak French even two years ago.
a) may b) could c) can d) must e) should
19. She is _____ girl in the world!
a) good b) better c) the best d) more good e) the most good
20. When they got to the theater the play already _____.
a) started b) starts c) has started d) had started e) to start

Use the proper form of the verb.

21. We (to go sightseeing) today.
22. We (to go sightseeing) three days ago.
23. We (to go sightseeing) last week.
24. Mr. Johnson (to go sightseeing) one of these days.
25. Ann said we (to go sightseeing) a fortnight before.
26. They (to be) in (to) Omsk (never).
27. They (to be) in Omsk last year.
28. They (to be) in Omsk lately.
29. They (to be) in Omsk in 2 years.
30. They (to be) in Omsk 2 years ago.

31. It began snowing after I _____ home.

- a) came b) come c) to come d) had come
32. I _____ it tomorrow.
- a) will do b) do c) to do d) does
33. At 11 o'clock I _____ talks with the French businessmen.
- a) have b) am having c) to have d) has
34. Mr. Bell said they usually _____ goods on CIF terms.
- a) buy b) to buy c) has bought d) bought
35. Mr. Smith said their plane _____ on time.
- a) take off b) takes off c) to take off d) would take off
36. He is said _____ six languages.
- a) know b) knows c) to know d) has known e) knew
37. She was said _____ a lot.
- a) work b) works c) working d) worked e) to work
38. I wish I _____ the article yesterday.
- a) translated b) had translated c) to translate d) translate e) translates
39. If I _____ about it yesterday, I should have been pleased.
- a) had heard b) heard c) has heard d) hear e) hears
40. If you _____ free I should come to see you.
- a) are b) were c) is d) am e) to be
- 41) Their working hours (to begin) at half past eight.
- 42) Nelly (to like) her work very much. All her pupils (to do) well at school.
- 43) There (to be) a telephone on every of the desks in our office.
- 44) Our engineers (to discuss) prices, terms of payment and delivery.
- 45) All our engineers (to know) one or two foreign languages.
- 46) They can (to have talks) with foreign businessmen in different languages.
- 47) He (to make) contracts for different equipment for our factories.
- 48) You can also (to see) four book-cases in our room.
- 49) Mr. Black (not to receive) many foreign businessmen in this room.
- 50) The economists (to come) to the meeting today, didn't they?

TECT 3

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

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

11. We _____ accommodation at the hotel the day before yesterday.

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

12. I _____ to Paris three times.

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

13. He _____ this book since Tuesday.

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

14. She _____ at the hospital since 1997.

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

15. They _____ swim very well.

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

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

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

17. _____ I come in ?

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

18. You _____ take care of your health.

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

19. High prices _____ in this price-list.

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

20. The price problem _____.

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

Use the proper form of the verb.

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

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

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

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

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

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

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

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

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

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

31. Our managers _____ talks at 11 a.m. today.

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

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

Use the proper form of the pronoun.

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

Ключи для проверки заданий

Вариант №1									
1.	begin	11.	e	21.	have talks	31.	c	41.	can/can't (can't/can)
2.	finishes; has	12.	c	22.	are having talks	32.	a	42.	May/can
3.	is	13.	c	23.	had talks	33.	b	43.	May/may
4.	make	14.	d	24.	have had talks	34.	b	44.	Must/needn't/must
5.	brings	15.	b	25.	were still having talks	35.	b	45.	can
6.	receives	16.	a	26.	are having ('ll have talks)	36.	a	46.	can't (mustn't)
7.	goes through; answers	17.	c	27.	shipped	37.	b	47.	Must/needn't
8.	receive	18.	c	28.	are shiping ('ll ship)	38.	b	48.	May; mustn't
9.	takes	19.	b	29.	have shipped	39.	a	49.	mustn't
10.	communicates	20.	b	30.	had shipped	40.	c	50.	Must/needn't
Вариант №2									
1.	some	11.	a	21.	have gone	31.	d	41.	begin
2.	any	12.	b	22.	went	32.	a	42.	likes; do
3.	some	13.	a	23.	went	33.	b	43.	is
4.	any	14.	b	24.	will go (is going)	34.	d	44.	discuss
5.	some	15.	c	25.	had gone	35.	e	45.	know
6.	any; some	16.	e	26.	have never been	36.	c	46.	have talks
7.	any; some	17.	a	27.	were	37.	e	47.	make
8.	any	18.	b	28.	have been	38.	b	48.	see
9.	any	19.	c	29.	will be	39.	a	49.	doesn't receive
10.	some	20.	d	30.	were	40.	b	50.	came
Вариант №3									
1.	hear	11.	c	21.	have sent	31.	c	41.	him
2.	listen to	12.	c	22.	sent	32.	c	42.	her
3.	listen to	13.	d	23.	have just sent	33.	a	43.	them
4.	listen to	14.	a	24.	sent	34.	a	44.	her
5.	hear	15.	b	25.	have sent	35.	a	45.	us
6.	heard	16.	c	26.	sent	36.	d	46.	me
7.	listen to	17.	a	27.	will send	37.	b	47.	them
8.	hear	18.	e	28.	had sent	38.	a	48.	us
9.	to hear	19.	b	29.	would send	39.	a	49.	her
10.	heard	20.	c	30.	are going to send	40.	c	50.	me

Критерии оценки (в баллах):

- 8,5-10 баллов выставляется студенту, если выполнены 90%-100% заданий теста или контрольной работы;
- 7,0-8,4 баллов выставляется студенту, если выполнены 70%-89% заданий теста или контрольной работы;
- 5,0-6,9 баллов выставляется студенту, если выполнены 50%-69% заданий теста или контрольной работы;

➤ менее 5,0 баллов выставляется студенту, если выполнены менее 50% заданий теста или контрольной работы.

Задания для творческого рейтинга

Темы индивидуальных и/или групповых проектов

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

1 курс

Групповые творческие задания (презентации)

1. Cosmetic surgery on people under the age of twenty-one should be made illegal.
2. TV advertisements for unhealthy products should be banned.
3. Schools should spend more time teaching the skills people need to get a job.
4. Universities should be free for everybody.
5. Distance learning is going to be the most popular way to get a degree.

Индивидуальные творческие задания (презентации)

1. A charismatic politic figure.
2. A package holiday abroad.
3. Arranging a job interview.
4. A famous traveler.
5. Organising an advertising campaign.

2 курс

Групповые творческие задания (презентации)

1. Solving relocation and repatriation problems.
2. Create a joint venture to deal with a disruptive technology.
3. Your ideal job or workplace.
4. Design a training program.
5. Find solutions for a matrix problem.
6. Recent Perfect Competition Market Models.
7. Successful Company Employee Reward Systems.
8. Organization Framework.
9. Marketing Mix on the example of companies.
10. Socially Responsible Companies.

Индивидуальные творческие задания (презентации)

1. Make decisions about investment opportunities
2. Create a SWOT analysis.
3. Organise an e-learning platform
4. STEEP Analysis of Global Companies
5. Recent Multinational Mergers

Критерии оценки (в баллах):

No	ITEM	MAX. SCORE
1.	Contents and relevance	2
2.	Appropriacy (vocabulary)	2
3.	Grammar	1
4.	Presentation skills:	5
4.1.	Timing (7-10 minutes)	1
4.2.	Visuals	1
4.3.	Contact with the audience	1
4.4.	Sign posting	1
4.5.	Body language	1
	TOTAL	10

Темы эссе**Индикаторы достижения: УК-4.1, УК-4.2, УК-4.4.****1 курс**

1. Are men or women better managers?
2. Are men or women better teachers?
3. Are men or women better politicians?
4. Are men or women better doctors?
5. Are men or women better public speakers?
6. Tourism brings only advantages to the country.
7. Virtual tourism is the best way of travelling.
8. Package holiday is the best way of travelling.
9. Going to dangerous or unexplored places is the only way real travelling.
10. Educational trips really broaden horizons.

2 курс

1. Make first contact via email
2. A Covering letter for a job application.
3. External business email in an appropriate style.
4. An email to staff in a department.
5. A letter responding to a complaint
6. A summary based on information in graphs
7. A proposal for a training course.

Критерии оценки (в баллах):

- **5 баллов** выставляется студенту, если тема эссе раскрыта полностью, идеи представлены в логической последовательности с использованием связующих слов, отмечена грамотная

организация эссе ,соответствующая его структуре; продемонстрировано использование активной лексики курса, основном не было допущено ошибок в использовании грамматических конструкций;

- **4 балла** выставляется студенту, если тема раскрыта полностью, но с незначительными отступлениями, идеи представлены с использованием связующих слов, но лексически не всегда грамотно подобраны, продемонстрировано использование активной лексики курса, были допущены незначительные ошибки в использовании грамматических конструкций;

- **3 балла** выставляется студенту, если тема раскрыта частично, с незначительными погрешностями, идеи представлены с использованием недостаточного количества связующих слов, продемонстрирована организация эссе, не полностью соответствующая его структуре с ограниченным использованием лексических единиц, допущены ошибки в использовании грамматических конструкций, которые частично мешают пониманию;

- **2 балла** выставляется студенту, если тема не раскрыта, идеи не связаны с друг другом, отсутствуют связующие слова и использован ограниченный запас лексических единиц с огромным содержанием ошибок в грамматических структурах.

Темы докладов

1. Выдающиеся путешественники (исследователи, открытия).
2. Известные дизайнеры современности.
3. Интересные инженерные сооружения и проекты.
4. Современные тенденции развития общества.
5. Корпоративная этика в Великобритании и России.
6. Основные причины недовольства покупателей.
7. Искусство быть лидером.
8. Работа в режиме онлайн. Преимущества и недостатки.
9. Работа в офисе с открытой планировкой. Плюсы и минусы.
10. Искусство завоевать клиента.
11. Гендерные различия при выборе профессии.
12. Одежда и мода.
13. Гендерное обучение.
14. Искусство быть лидером.
15. Книга против Интернета.
16. Фрилансер. Плюсы и минусы.
17. Дизайн – наука или искусство.
18. Стереотипы о нациях и странах: возникновение и развитие.
19. Основные стереотипы об англоговорящих странах.
20. Национальные стереотипы поведения.
21. Релевантность национальных стереотипов.
22. Система субординации о координации внутри компании: принципы и правила.
23. Вероятные сложности выстраивания системы внутренней коммуникации.
24. Плюсы и минусы партнерства.
25. Переезд за границу и возвращение на родину.

26. Бренд-менеджмент: принципы и функционирование.
27. Стили менеджмента: эффективные и неэффективные.
28. Тимбилдинг в международной компании.
29. Лидерство и стили менеджмента.
30. Конкуренция как элемент совершенствования продукта.
31. Конкуренция и ее виды.
32. Функции и обязанности топ-менеджмента.
33. Как создать команду? Стратегии и принципы.
34. Основные источники инвестирования и кредитования бизнеса.
35. Увеличение прибыльности и доходности предприятия с учетом возможности/невозможности привлечения инвестиций.
36. Различные уровни потребительской аудитории. Их основные характеристики.
37. Уровни брендов, которые принято выделять, исходя из характеристик потребительской аудитории.
38. Обобщите различные определения термина «Luxury Management» и приведите примеры данного явления в различных сегментах рынка.
39. Основные жалобы потребителей на определенный спектр товаров (на базе текстового материала темы).
40. Корпоративная социальная ответственность.

Критерии оценки в баллах:

- **8,5-10** баллов выставляется студенту, если

- 1) во введении четко сформулирован тезис, соответствующий теме эссе/доклада;
- 2) деление текста на введение, основную часть и заключение в основной части;
- 3) логично, связно и полно доказывается выдвинутый тезис;
- 4) заключение содержит выводы, логично вытекающие из содержания основной части;
- 5) для выражения своих мыслей не пользуется упрощенно-примитивным языком;
- 6) Демонстрирует полное понимание проблемы. Все требования, предъявляемые к заданию, выполнены.

- **7,0-8,4** баллов выставляется студенту, если

- 1) во введении четко сформулирован тезис, соответствующий теме эссе/доклада, в известной мере выполнена задача заинтересовать читателя;
- 2) в основной части логично, связно, но недостаточно полно доказывается выдвинутый тезис;
- 3) заключение содержит выводы, логично вытекающие из содержания основной части;
- 4) уместно используются разнообразные средства связи;
- 5) для выражения своих мыслей студент не пользуется упрощенно-примитивным языком.

- **5,0-6,9** баллов выставляется студенту, если

- 1) во введении тезис сформулирован нечетко или не вполне соответствует теме эссе;
- 2) в основной части выдвинутый тезис доказывается недостаточно логично (убедительно) и последовательно;
- 3) заключение выводы не полностью соответствуют содержанию основной части;

- 4) недостаточно или, наоборот, избыточно используются средства связи;
- 5) язык работы в целом не соответствует уровню курса.

- менее **5,0** баллов выставляется студенту, если

- 1) во введении тезис отсутствует или не соответствует теме эссе;
- 2) в основной части нет логичного последовательного раскрытия темы;
- 3) выводы не вытекают из основной части;
- 4) средства связи не обеспечивают связность изложения;
- 5) отсутствует деление текста на введение, основную часть и заключение;
- 6) язык работы можно оценить, как «примитивный».

Темы для групповых дискуссий

1. Искусство быть лидером.
2. Работа в режиме онлайн. Преимущества и недостатки.
3. Работа в офисе с открытой планировкой. Плюсы и минусы.
4. Искусство завоевать клиента.
5. Гендерные различия при выборе профессии.
6. Одежда и мода.
7. Гендерное обучение.
8. Искусство быть лидером.
9. Книга против Интернета.
10. Фрилансер. Плюсы и минусы.
11. Дизайн – наука или искусство.
12. Стереотипы о нациях и странах: возникновение и развитие.
13. Основные стереотипы об англоговорящих странах.
14. Национальные стереотипы поведения.
15. Релевантность национальных стереотипов.
16. Система субординации о координации внутри компании: принципы и правила.
17. Вероятные сложности выстраивания системы внутренней коммуникации.
18. Плюсы и минусы партнерства.
19. Переезд за границу и возвращение на родину.
20. Конкуренция и ее виды.

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

Структура экзаменационного билета/зачетного задания

Структура зачетного задания

Наименование оценочного средства	Максимальное количество баллов
Вопрос 1	10
Вопрос 2	10
Выполнение практического задания.	20

Типовая структура экзаменационного билета

Наименование оценочного средства	Максимальное количество баллов
Вопрос 1	10
Вопрос 2	10
Работа с текстом.	10
Выполнение практического задания.	10

Задания, включаемые в экзаменационный билет/зачетное задание

Перечень вопросов к зачету. 1 семестр.

1. What personality types did Carl Jung come up with? Describe them in detail.
2. Describe your personality type according to Carl Jung.
3. "Never judge by appearance". Do you agree with the saying?
4. Talk about some charismatic people.
5. What qualities should one have to make friends with you?
6. What is the difference between travel and tourism?
7. Talk about a famous traveler/explorer and his/her achievements.
8. What do you know about Amelia Earhart? Tell her life story.
9. Do you like package holidays? Why? Why not?
10. "Travelers should always respect other people's culture." Do you agree?
11. Do you agree that being paid for a job gives a person greater self-esteem than working voluntarily?
12. Would you ever lie to get a job you want?
13. What professional strengths and weaknesses would you mention at a job interview?
14. What is teleworking? What are the reasons for the rise of working from home? What are the advantages/disadvantages of working from home?
15. Talk about work placements. "Work placements should always be paid". Do you agree with this statement?
16. Give your recommendations on how to avoid mistakes working online.
17. What activities do you think learning a language is similar to (playing a musical instrument, driving a car, painting and others)?
18. Why is English an international language?

19. If you are a boss, will you organize English language training for your staff? Why?/Why not?
20. In your opinion, how can a person improve his/her command of a foreign language?
21. Is it acceptable to manipulate images of people in advertising? Give your arguments for and against.
22. What are the ways of advertising products and services today?
23. How is advertising controlled in different countries? Provide examples.
24. Do you agree that advertising impresses us? Why/Why not?
25. Which products do you usually buy - branded or unbranded?

Перечень вопросов к зачету с оценкой. 2 семестр.

1. Do you think that bullying is common at our schools? What are the reasons for it?
2. What methods of teaching did Maria Montessori come up with?
3. Should we pay for higher education? Arguments for and against.
4. What forms of training do you know? Describe one of them in detail.
5. What sort of facilities should students be provided with at university? Which of them are you interested in?
6. What is design? What misconceptions do people have about design?
7. What ideas influenced design at different times?
8. Talk about the famous Italian design company.
9. What attracts you more when buying a particular product – appearance or special features? Give reasons.
10. High price does not always mean quality of a product. Why/Why not?
11. Eat and drink with your relatives, do business with strangers. Do you agree with this Greek proverb?
12. If you started a business, would you have a partner?
13. Talk about a famous entrepreneur. What is he/she famous for?
14. Would you tell your boss if you suspected your colleague of being dishonest?
15. What characteristics should one have to become a successful businessman/businesswoman?
16. What do engineers do? What types of engineers do you know?
17. Describe an engineering project which had a strong effect on you.
18. What do scientists do to avoid asteroids colliding with the Earth?
19. What do you think will be the benefits and problems of building the vertical city?
20. Talk about one of the greatest engineering achievements of the 20th century.
21. Talk about current trends in Russia.
22. Which trends that have died out will have a revival do you think?
23. Name three types of people who are influential in the development of trends (according to M. Gladwell).
24. People should pay for their music, books and films. Do you agree with this statement?
25. Do you think it is exciting/glamorous to work in the fashion industry? Why?/Why not?

Перечень вопросов к зачету. 3 семестр.

1. What unwritten rules do you imagine you might encounter?
2. How can companies help interns to adapt to their work culture?
3. Describe a company's possible structure.
4. What kind of personal problems can employees experience when working abroad?
5. What are the advantages and disadvantages of working in a call centre?
6. Are you for or against outsourcing call centres from industrialized countries to the developing world?
7. Describe skills and qualities of an efficient helpline operator.
8. What annoys you most as a customer?
9. What are the functions of packaging?
10. What are the qualities and structure of a good presentation?
11. What stages of product development do you know?
12. What aspects of your personality should be taken into consideration when choosing a career?
13. What tips for creating a career can you give?
14. What fringe benefits are the most desirable for you?
15. Think of advantages and disadvantages of taking a gap year and the ways of spending it.

Перечень вопросов к экзамену. 4 семестр.

1. Do you prefer shopping in a store or on a website? Give your reasons.
2. What measures do e-tailers take to turn surfers into shoppers?
3. What is a conversational agent?
4. What steps in an e-tail transaction can you name?
5. A company has a responsibility towards different groups of people. What conflicts of interest are there between the different groups?
6. How do you understand the phrase "elastic ethics"? Give you examples.
7. Does a credo really change the way a company operates or is it just good PR?
8. Do small businesses have the same responsibilities as multinationals?
9. What are good and wrong reasons for mergers and acquisitions?
10. What are the five Gs of a possible acquisition?
11. How are mergers and acquisitions perceived by employees/ shareholders/ customers/ the general public?
12. Give examples of a company's performance.
13. Call possible difficulties of selling in overseas markets.
14. What is the difference between high-context and low-context cultures? Give your examples.
15. How do negotiators avoid misunderstandings?

Тестовые задания

1 курс

Test 1

Task 1 Translate from Russian into English.

1. Прибыльный

2. Грубость
3. Что происходит?
4. Выглядеть внушительно
5. Беседа, беседовать
6. Хмуриться
7. Перетянуть на свою сторону
8. Уменьшать, сокращать
9. Родственная душа

Task 2 Fill the gaps with the words.

be off disruptions dresses down relationships solutions succeed upturn

1. Money problems place great stress on close family _____.
2. She _____ in dark glasses and baggy clothes to avoid hordes of admirers.
3. I have always admired the ability to find simple, effective _____ to practical problems.
4. He was anxious to _____.
5. Some people will _____ in their efforts to stop smoking.
6. They do not expect a/an _____ in the economy until the end of the year.
7. The rail strike is causing major _____ at the country's ports.

Task 3 Choose the correct option or put the words in the correct order.

1. I was exhausted on Tuesday because I **was doing/did/had done** a lot of work on Monday.
2. Richard believes he **has/had/must** work hard to pass the exams. There is no choice!
3. What time **does/is/will** the concert **begin/begins/beginning**?
4. We **have been learning/have learnt/are learning** English for six years.
5. Travelled/life/far/have/how/you/your/in?
6. How **much/many** ice-cream do you eat?

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

to go bankrupt frantic unique opportunity precisely

Test 2

Task 1. Translate from Russian into English.

1. Неудивительно
2. Светская беседа
3. Доска объявлений
4. Невербальный

5. Возмутительный
6. Нехватка, дефицит
7. Требующий много времени
8. Исследование
9. Давать (предоставлять) возможность

Task 2. Fill the gaps with the words.

ambition euphemism issue recycle respond setback signature

1. His _____ is to sail round the world.
2. A key _____ for higher education in the 1990's was the need for greater diversity of courses.
3. I wrote my _____ at the bottom of the page.
4. The objective would be to _____ 98 per cent of domestic waste.
5. They are likely to _____ positively to the President's request for aid.
6. A _____ is an event that delays your progress or reverses some of the progress that you have made.
7. The term 'early retirement' is nearly always a _____ for redundancy nowadays.

Task 3. Choose the correct option or put the words in the correct order.

1. This time next week I *am flying/will be flying/will have been flying* to Spain.
2. You *must/can/could* have a visa to travel to most countries.
3. My friend *finishes/ will finish/will have finished* the report by next week.
4. Time/you/you/learnt/how/languages/many/had/by/were/fifteen/the?
5. Do you like *sweets/sweet*?
6. What *have you done/did you do* yesterday?

Task 4. Translate the words and phrases into Russian and use them in your own sentences.

to work overtime free gift bug frown

Test 3

Task 1 Translate from Russian into English.

1. Привлечь внимание
2. Привлекать финансирование
3. Неподдельный энтузиазм
4. Оставаться целеустремленным
5. Нажать на кнопку
6. Тема сообщения (в электронном письме)
7. Старый холостяк
8. Схема пенсионного обеспечения
9. Мрачные перспективы

Task 2 Fill the gaps with the words.

acquaintance confidential euphemism hinder relevant shortlist soothe

1. If you talk to someone in a _____ way, you talk to them quietly because what you are saying is secret or private.
2. He was _____d/ed for the Nobel Prize for literature several times.
3. Make sure you enclose all the _____ certificates.
4. Does the fact that your players are part-timers help or _____ you?
5. If you _____ someone who is angry or upset, you make them feel calmer.
6. I first made his _____ and that of his wife and young family in the early 1960s.
7. The term 'early retirement' is nearly always a/an _____ for redundancy nowadays.

Task 3 Choose the correct option or put the words in the correct order.

1. I *know/have known/am known* Jean for a year.
2. You *don't have/mustn't/doesn't need* to talk in the lessons.
3. The students hope they *will pass/are passing/will have passed* the exam by January.
4. Life/many/your/in/you/have/how/languages/learnt?
5. We *have studied/have been studying* German since October.
6. Do you like *a/-* chocolate?

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

through the grapevine fail consequences fierce competition

Test 4

Task 1 Translate from Russian into English.

1. Завладеть вниманием
2. Застать врасплох
3. Полная занятость
4. Лучше этого не делать
5. Меняться к лучшему
6. Радоваться успеху
7. Промежуточные результаты
8. Вдохновлять
9. Руководитель

Task 2 Fill the gaps with the words from the box.

casual emphasize fidget frantic mess things up resist vice versa

1. When politicians _____, it is the people who pay the price.

2. _____ clothes are ones that you normally wear at home or on holiday, and not on formal occasions.
3. But it's also been _____ ed/d that no major policy changes can be expected to come out of the meeting.
4. A busy night in the restaurant can be _____ in the kitchen.
5. If you _____, you keep moving your hands or feet slightly or changing your position slightly, for example because you are nervous, bored, or excited.
6. The Prime Minister says she will _____ a single European currency being imposed.
7. Teachers qualified to teach in England are not accepted in Scotland and _____.

Task 3 Choose the correct option or put the words in the correct order.

1. We *will finish/will have finished/will have been finished* the report by Monday.
2. You *mustn't/don't have to/couldn't* buy a ticket now. You can do it later.
3. Long/he/learning/German/been/how/has?
4. My brother *will/want/ is going* to be a computer programmer.
5. Our company *did/has been doing* well since the beginning of the year.
6. How *many/much cup/cups* of tea do you drink every day?

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

to get lost

to stay focused

power pose

Mind you

Test 5

Task 1. Translate from Russian into English.

1. Она нас покорила.
2. Человек, который ищет работу
3. Личные качества
4. Изменения к лучшему
5. Ничего особенного
6. Пройти без задержки, без проблем, как по маслу
7. Ты не шутишь?
8. Взятка
9. Семинар, мастер-класс

Task 2. Fill the gaps with the words from the box.

annoying

glitch

grinned

hectic

locate

persuasion

quit

1. Atlanta was voted the best city in which to _____ a business by more than 400 chief executives.
2. A nicotine spray can help smokers _____ the habit without putting on weight.
3. He _____, delighted at the memory.

4. She was using all her powers of _____ to induce the Griffins to remain in Rollway.
5. The _____ thing about the scheme is that it's confusing.
6. Despite his _____ work schedule, Benny has rarely suffered poor health.
7. There is a _____ in the computer program somewhere.

Task 3 Choose the correct option or put the words in the correct order.

1. You look tired. *Have you worked/Have you been working/Were you working* a lot today?
2. Jack *will have/must/don't need* to try hard to pass the exam.
3. You/finished/have/by/the/then/report/will?
4. Nancy and I have already discussed our plans for the summer. We *go/are going/will go* to Italy.
5. Have you done it *yet/already*? It's about time to finish writing.
6. How *much/many* tea do you drink?

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

to keep smb. in the dark *completely safe* *crisis management* *fidget*

Test 6

Task 1 Translate from Russian into English.

1. Поднять цену
2. Защитная поза
3. Ты смеешься надо мной!
4. Делать более грамотный выбор
5. Заключить сделку
6. Получить признание
7. Создать компанию
8. Напряженно слушать
9. Установить полезные связи

Task 2 Fill the gaps with the words from the box.

affiliation *bribe* *downsize* *hush-hush* *impact* *outline* *terrific*

1. They say they expect the meeting to have a marked _____ on the future of the country.
2. They were desperate to keep the marriage _____.
3. American manufacturing organizations have _____ ed/d their factories.
4. He was being investigated for receiving a _____.
5. They asked what her political _____ s were.
6. Everybody there was having a/an _____ time.
7. The proposals were given in _____ by the Secretary of State.

Task 3 Choose the correct option or put the words in the correct order.

1. Sue *has already given/has already been giving/is already giving* a report for ten minutes.
2. You *may/must /can* choose to take the exam next year.
3. Many/Sweden/been/you/ how/times/to/have?
4. I've just made up my mind. We *will go/ are going/go* to Greece on winter holiday!
5. When *have you done/did you do* it?
6. How *many/much* rooms are there in your flat?

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

to keep on top of

consistency

appropriately

annoying

Test 7

Task 1 Translate from Russian into English.

1. Производить благоприятное первое впечатление
2. Невероятно грациозная
3. Выражать обеспокоенность
4. Огромное количество дел
5. Откладывать к пенсии
6. Продвигать идею
7. Доля рынка
8. Принимать меры
9. Укладываться в срок

Task 2 Fill the gaps with the words from the box.

fabulous

facilitate

harmless

nuisance

overtime

profitable

tempting

1. The dinner was just _____!
2. The new airport will _____ the development of tourism.
3. At first glance, it would be _____ to agree.
4. Drug manufacturing is the most _____ business in America.
5. If you say that someone or something is a _____, you mean that they annoy you or cause you a lot of problems.
6. If you say that someone is working _____ to do something, you mean that they are using a lot of energy, effort, or enthusiasm trying to do it and work longer hours.
7. This experiment was _____ to the animals.

Task 3 Choose the correct option or put the words in the correct order

1. Elizabeth *has gone out / is going out / has been going out* with Leo for two months.
2. You will *have to / should / can* recycle to help to protect the environment.
3. What time *is / does / will* your train *leaves / leave / leaving*?
4. Many / event / attended / have / people / how / the?
5. *Have you seen the film? / Did you see the film?*
6. Has your friend got *a lot of / many* experience in the field?

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

heading lower power pose accurately downsize

Test 8

Task 1 Translate from Russian into English.

1. Побудить к действию
2. Чувствующие влечение друг к другу
3. Извлекать пользу, выгоду
4. Сделать что-либо в ответ
5. Ощущать, что не можете принять участие в разговоре
6. Близко мне
7. Поддерживать уверенность
8. Говорить прямо, по делу
9. Огромное достижение

Task 2 Fill the gaps with the words from the box.

anticipate halfway through small talk precisely reasonable reciprocity withdraw

1. Smiling for the cameras, the two men strained to make _____.
2. You get an interesting meal for a _____ price.
3. What's the use of giving up the ghost _____ writing your book?
4. _____ is the exchange of something between people or groups of people when each person or group gives or allows something to the other.
5. Officials _____ that rivalry between leaders of the various drug factions could erupt into full scale war.
6. The meeting began at _____ 4.00 p.m.
7. If you _____ money from a bank account, you take it out of that account.

Task 3 Choose the correct option or put the words in the correct order

1. *Have you done / Do you do / were you doing* your visa application form yet?
2. Do the students in your group *have to / able to / must* work hard?
3. Long / teacher / been / you / a / working / how / have / as?
4. I *play / will play / am playing* tennis with Jeremy, we've already arranged it.
5. My friend *has been / gone* to twenty-five countries.

6. I like to have *-/a/the* cup of coffee before lunch.

Task 4 Translate the words and phrases into Russian and use them in your own sentences.

asterisk keep fingers crossed make savings fabulous

Test 9.

Task 1 Translate from Russian into English.

1. Потребитель
2. Грубость
3. Что происходит?
4. Выглядеть внушительно
5. Беседа, беседовать
6. Хмуриться
7. Перетянуть на свою сторону
8. Уменьшать, сокращать

Task 2 Fill the gaps with the given words

be off disruptions dresses down held on to relationships solutions succeed upturn

1. He was imprisoned for 19 years yet _____ his belief in his people.
2. Money problems place great stress on close family _____.
3. She _____ in dark glasses and baggy clothes to avoid hordes of admirers.
4. I have always admired the ability to find simple, effective _____ to practical problems.
5. He was anxious to _____.
6. Some people will _____ in their efforts to stop smoking.
7. They do not expect a/an _____ in the economy until the end of the year.
8. The rail strike is causing major _____ at the country's ports.

Task 3 Choose the correct option or put the words in the correct order

1. I was exhausted on Tuesday because I **was doing/did/had done** a lot of work on Monday.
2. Richard believes he **has/had/must** work hard to pass the exams. There is no choice!
3. What time **does/is/will** the concert **begin/begins/beginning**?
4. We **have been learning/have learnt/are learning** English for six years.
5. Travelled/life/far/have/how/you/your/in?
6. How **much/many** ice-cream do you eat?

Task 4 Translate the words and phrases into Russian and use them in your own sentences

to go bankrupt frantic act of kindness precisely

Test 10

Task 1 Translate from Russian into English

1. Неудивительно
2. Светская беседа
3. Доска объявлений
4. Невербальный
5. Возмутительный
6. Приободрять
7. Требующий много времени
8. Исследование

Task 2 Fill the gaps with the words

ambition euphemism issue recycle refund respond setback signature

1. His _____ is to sail round the world.
2. A key _____ for higher education in the 1990's was the need for greater diversity of courses.
3. I wrote my _____ at the bottom of the page.
4. The objective would be to _____ 98 per cent of domestic waste.
5. They are likely to _____ positively to the President's request for aid.
6. We guarantee to _____ your money if you're not delighted with your purchase.
7. A _____ is an event that delays your progress or reverses some of the progress that you have made.
8. The term 'early retirement' is nearly always a _____ for redundancy nowadays.

Task 3 Choose the correct option or put the words in the correct order

1. This time next week I *am flying/will be flying/will have been flying* to Spain.
2. You *must/can/could* have a visa to travel to most countries.
3. My friend *finishes/ will finish/will have finished* the report by next week.
4. Time/you/you/learnt/how/languages/many/had/by/were/fifteen/the?
5. Do you like *sweets/sweet*?
6. What *have you done/did you do* yesterday?

Task 4 Translate the words and phrases into Russian and use them in your own sentences

to feel low confectioner bug frown

Test 11

1. Translate from Russian into English.

- 1) чувство единства
- 2) таможня, пропускной пункт
- 3) заграничный филиал
- 4) переоцененный
- 5) противоположное мнение
- 6) нездоровая пища
- 7) становится более самостоятельным
- 8) покрывать расходы, издержки
- 9) быстрый карьерный рост
- 10) жадина, скряга

2. Fill in the gaps using appropriate preposition or prefix.

- 1) Look _____ (explore);
- 1) Carry _____ research;
- 2) _____ lingual (many);
- 3) Pay attention ___ detail;
- 4) Get ____ (survive, live out).

3. Write the verbs in brackets in the correct form.

- 1) I (visit) so many countries in my life that I can't remember them all.
- 1) you (wait) long?
- 2) If I (know) your email address, I would write to you.
- 3) If you buy this one, you (get) an extra one for free.
- 4) By the time he (apply), the job had already gone.

4. Translate the following sentences into Russian.

- 1) Чем больше знаменитостей поддерживают бренд, тем выше будут продажи.
- 1) Если бы в мире был единый язык, то люди быстрее понимали бы друг друга.
- 2) Вероятно, что она навестит нас. Она не собиралась осматривать достопримечательности.
- 3) К сожалению, компания не предложила мне гибкий график работы. Но я уверен, что я найду то, что ищу.
- 4) Ты должен отчитаться перед ним на следующей неделе. Постарайся правильно определить приоритетность излагаемой информации.

Test 12

1. Translate from Russian into English.

- 1) решительный, волевой
- 2) любитель
- 3) удаленная работа
- 4) неудобство
- 5) утомительный, нудный
- 6) равнина
- 7) терять сознание
- 8) поставщик
- 9) жизнеспособность
- 10) разориться на что-либо

2. Fill in the gaps using appropriate preposition or prefix.

- 1) Stop ____ (break a journey);
- 2) Let ____ (disappoint);
- 3) ____ patient;
- 4) Spend time ____ smth;
- 5) Pick ____ (learn easily).

3. Write the verbs in brackets in the correct form.

- 1) If we raise money for charity, it _____ (be) good for the company's image.
- 2) If our cars _____ (have) our logo on the side, it would be a cheap form of advertising.
- 3) They _____ (climb) Mount Everest twice before and are going for a third time this year.
- 4) We _____ (prepare) three boxes and they're all ready to be sent.
- 5) He called while I _____ (try) to finish this essay.

4. Translate the following sentences into Russian.

- 1) Если ты родился в двуязычной семье, то ты позже начнешь произносить первые слова.
- 2) Мы получим больше прибыли, если запустим наш новый продукт через интернет.
- 3) Мы все обсудили и я пришел к выводу, что твои аргументы перевешивают мои доводы.
- 4) Для того чтобы мы заплатили за поездку хотя бы чуть меньше чем в том году, путевки нужно купить заранее.
- 5) Работодатель отклонил мое резюме без всяких объяснений. Я считаю это неэтичным.

Test 13.

1. Translate from Russian into English.

- 1) добрый, душевный
- 2) отдаленные уголки
- 3) трудоемкая работа
- 4) задержка, остановка
- 5) возмещение, возврат
- 6) запасной набор
- 7) самая важная задача
- 8) сопроводительное письмо
- 9) обширный, большой
- 10) отбывать тюремный срок

2. Fill in the gaps using appropriate preposition or prefix.

- 1) Study _____ qualification;
- 2) Apply _____ a position;
- 3) _____ boss (former);
- 4) Carry _____ (continue);
- 5) Interact _____.

3. Write the verbs in brackets in the correct form.

- 1) What _____ (happen) if we put a poster up?
- 2) I don't think I _____ (do) anything on Monday. Can we meet then?

- 3) He _____ (get) enough sleep. He is really tired.
- 4) _____ he _____ (have) time to see Martin last week?
- 5) After he _____ (invest) money, the business took off.

4. **Translate the following sentences into Russian.**

- 1) Если ты хочешь расширить свой кругозор и стать более независимым, я бы посоветовал отправиться изучать новые места.
- 2) Я устал работать под постоянным давлением. Что мне нужно сделать, чтобы моя работа была менее стрессовой?
- 3) Пожалуйста, не преувеличивай проблему. Мы в любом случае справимся со всеми последствиями.
- 4) Я бы рассказала тебе обо всех своих волнениях и заботах, если бы ты был более чувствительным.
- 5) Я выступаю против того, чтобы фото знаменитостей приукрашивали и ретушировали.

Test 14

1. **Translate from Russian into English.**

- 1) нерешительный
- 2) пункт назначения
- 3) поддерживать новейшую базу данных
- 4) сдержанный
- 5) убедительный
- 6) привлекающий внимание
- 7) затейливый, содержащий уловки, ухищрения
- 8) производственная практика;
- 9) страховой полис
- 10) вводящий в заблуждение

2. **Fill in the gaps using appropriate preposition or prefix.**

- 1) Get _____ (to arrive);
- 2) Keep _____ _____ (to make as much progress as others: **two prepositions**);
- 3) _____ behave (behave badly);
- 4) Advert _____ radio;
- 5) To be fluent.

3. **Write the verbs in brackets in the correct form.**

- 1) _____ you ever _____ (ride) a camel?
- 2) We _____ (only/see) five minutes of the film, so sit down.
- 3) Could you do it if I _____ (ask) you?
- 4) As soon as the class _____ (end) we'll go for coffee.
- 5) The entrepreneur _____ (give) another billion dollars to charity after he had already given three billion.

4. **Translate the following sentences into Russian.**

- 1) Мы потратили огромные суммы денег на рекламную кампанию, но я не вижу роста продаж!
- 2) В этом вопросе компания возлагает контроль на производителя товаров.

- 3) Если бы вы были более внимательны, вы бы знали, где сдавать багаж и где пройти таможенно.
- 4) Я не люблю повторяющийся набор обязанностей, предпочитаю получать трудные и интересные задания.
- 5) Давайте усовершенствуем базовые принципы дипломатии и стандартизируем принципы международной коммуникации.

Test 15

1. Translate from Russian into English.

- 1) активный, авантюрного склада
- 2) жестокий, грозный
- 3) самопожертвование
- 4) незначительное происшествие
- 5) стажер
- 6) броский, бросающийся в глаза
- 7) оборудованное рабочее место
- 8) отвлекать
- 9) рентабельный
- 10) вести умный разговор

2. Fill in the gaps using appropriate preposition or prefix.

- 1) Get _____ (to survive);
- 2) Set _____ (to leave);
- 3) _____ rail (one);
- 4) Be divided _____ three parts;
- 5) Catch _____ _____ smth (**two prepositions**).

3. Write the verbs in brackets in the correct form.

- 1) If you put your email on the site, we _____ (not/to receive) so many calls.
- 2) What _____ you _____ (to do) if they don't buy your product anymore?
- 3) I haven't made up my mind yet but I (probably; to go) to the lesson tonight.
- 4) Can you take over? I _____ (to pack) our luggage all morning. I need a rest.
- 5) We didn't need to clean the house, because he _____ (to do) it.

4. Translate the following sentences into Russian.

- 1) Сотрудникам важно поддерживать баланс между работой и личной жизнью с целью сохранения определенного уровня стрессоустойчивости.
- 2) Мне нужно сдать задание вовремя, иначе я буду отставать по программе.
- 3) Ты считаешь его амбициозным, не так ли? Не знаю, до сегодняшнего дня я не замечала у него больших достижений.
- 4) Что ты сейчас изучаешь? Мне кажется, самое время взяться (начать изучать) китайский.
- 5) Пожалуйста, не искажайте исходную информацию. Это неприемлемый метод общения.

2 курс

Test 1

1. Give the definitions to the words.

assignment

copycat
focus group
inertia
labour saving device

2. Translate the word combinations from Russian into English.

организационная структура компании,
решать проблему,
огнеупорный материал,
характеристики и польза для покупателя,
быть назначенным на должность.

3. Translate the collocations and phrasal verbs into Russian.

public relations
to hold on
to call back
fool-proof technology
to shortlist candidates

4. Fill in the gaps with the given words.

autonomy, earth shattering, frustration, perspective, clips

1. Rebel leaders are demanding _____ for the region.
2. He has lost all _____ in the rush to get what he wants.
3. Use cable _____ to secure loose wires.
4. He expressed his _____ at not being able to talk openly.
5. The new initiatives were really _____.

5. Choose the correct option.

1. After Danuta retired, Sue *ran / was running* the business on her own for a few years.
2. I'd like to switch my bank account to you. How *can / do I have to* I do that?
3. The UK's Design Museum, *that / which / who / whose* was founded in 1989, is located in London.
4. As you will see from my CV, I *gained / have gained* several years of experience in financial management.
5. I *have read / have been reading* proposals all day and I still have to approve 16 projects.

Test 2

1. Give the definitions to the words.

autonomy
tax break
frustration
treadmill
staff turnover

2. Translate the word combinations from Russian into English.

отчитываться напрямую генеральному директору
идентифицировать симптомы
высота и длина
расстроенный потребитель
предложить должность

3. Translate the collocations and phrasal verbs into Russian.

to take over
to disconnect the power cable
to speak up
future-proof technology
to make a commitment to

4. Fill in the gaps with the given words.

resistant, duplicate, assignments, predecessors, at the deep end

1. Please hand in your completed _____ by 30 October.
2. We hope to _____ the success of last year's auction.
3. There are people who are stubbornly _____ to any change in the company policy.
4. The scheme, like its two _____, had little chance to prove itself.
5. He believes in throwing new recruits in _____.

5. Choose the correct option.

1. Frida *had looked* / *was looking* for a new challenge, so she accepted the job of training supervisor.
2. You *can* / *don't have to* / *mustn't* switch your bank account online or over the phone.
3. The government offers benefits to companies *that* / *which* / *who* / *whose* invest in training.
4. I *worked* / *have worked* for three different furniture companies in the last ten years.
5. Sandy *has written* / *has been writing* 50 application letters and she still hasn't got a job.

Test 3

1. Give the definitions to the words.

dress code
tax holiday
provocation
multitasking
threat

2. Translate the word combinations from Russian into English.

отвечать за финансы
определить причину
ширина и длина
убедительный аргумент
пригласить на собеседование

3. Translate the collocations and phrasal verbs into Russian.

quality and complaints
unscrew the side panel

put through
energy-saving devices
work to strict deadlines

4. Fill in the gaps with the given words.

earthed , to start the ball rolling, triggered, etiquette interning

1. Professional/business/diplomatic _____ are various forms of behavior norms.
2. Make sure the machine is _____ properly.
3. The report has _____ a fierce response from the CEO.
4. I have no income to speak of, as I'm _____ at a law firm that pays nearly nothing.
5. There are several things we should discuss. Who'd like _____?

5. Choose the correct option.

1. After six months sales had dropped / were dropping by 20% , the things began going smoothly.
2. After switching your bank account you can / don't need to / 'll have to send us proof of your name and address.
3. Some retailers use too much packaging, that / which / who/ whose can damage the environment.
4. I maintained / have maintained high standards of personal performance throughout my career, as you can see.
5. Sales have continued / have been continuing to go down by five per cent this month.

Test 4

1. Give the definitions to the words.

etiquette
clip
rage
headhunter
plug-in

2. Translate the word combinations from Russian into English.

работать на постоянной основе
информировать потребителя в течение всего процесса
макет прибора
удовлетворенный клиент
подать заявление на вакансию

3. Translate the collocations and phrasal verbs into Russian.

recruiting teachers
remove the side panel
hold on
labour-saving devices
build good working relationships

4. Fill in the gaps with the given words.

to pick your brains, retain, outlook, wrapping, initiative

1. Employees are encouraged to use their _____ if faced with a problem.
2. These plans encourage the elderly to _____ their independence.
3. Keep the cheeses fresh by _____ each one individually.
4. The _____ for the economy is still uncertain.
5. I wanted _____ about this idea I've had.

5. Choose the correct option.

1. Pierre is well-qualified for the job, he *studied / had studied* business administration at a top university.
2. Now, about your old bank – you *have to / need to / needn't* contact them yourself.
3. Tom Stott, *that / which / who / whose* won an international design award in 2005, is the owner of Future Furnishings.
4. At my current place of work, total sales *grew / have grown* by over 25 per cent under my management.
5. The management still *hasn't decided / hasn't been deciding* anything about the pay raise.

Test 5

1. Give the definitions to the words.

initiative
side-panel
resistant
liaise
franchisee

2. Translate the word combinations from Russian into English.

иметь дело со стратегией
направить проблему начальнику
график
раздраженный пользователь
взять творческий отпуск

3. Translate the collocations and phrasal verbs into Russian.

transport and logistics
release clips
get through
fire-retardant materials
make a valuable contribution to

4. Fill in the gaps with the given words.

taking over, liaison, recruit, earth shattering, frustration

1. IBM is _____ over the smaller company.
2. We're trying to _____ and retain skilled staff.

- 3 He expressed his _____ at not being able to talk openly.
4. The new initiatives were really _____ .
5. Community workers will _____ with the police in an effort to prevent further violence.

5. Choose the correct option.

1. The new CEO had called / called a press conference to announce the company's annual results.
2. If you prefer, you can / don't have to / need to keep your old account open.
3. The Design Council is an organization that / which / who / whose supports product innovation.
4. In the last financial year, the company met / has met all of its financial targets.
5. Ms Rodriguez has interviewed / has been interviewing candidates all morning.

Test 6

1. Give the definitions to the words.

organization
slot
to wrap
unconventional
to get rid of

2. Translate the word combinations from Russian into English.

подчиняться генеральному директору
организовать визит техника
макет прибора
терпеливый оператор
быть безработным

3. Translate the collocations and phrasal verbs into Russian.

cleaning and maintenance
lift out the memory model
get back to
water-resistant materials
manage a busy workload

4. Fill in the gaps with the given words.

on the spot, a mockup, rapport, retain, controversial

1. Many companies develop an excellent _____ with their customers.
2. The US expects to _____ control over the operation.
3. The team of engineers presented _____ of an airplane.
4. We tried to stay away from _____ topics at the dinner party.
5. Any workers found breaking these rules will be sacked _____ .

5. Choose the correct option.

1. I *worked* / *was working* on my monthly report when my computer crashed.

2. Some people close it, but you *don't have to / have to / need to*.
3. Alan Turing, *that / which / who / whose* died in 1954, was the father of computer science.
4. You will notice that at university I *studied / have studied* design, not accountancy.
5. I *have visited / have been* visiting ten different shops and none of them are interested in carrying our products.

Test 7

1. Give the definitions to the words.

take over

crash

benefit

achievement

empowerment

2. Translate the word combinations from Russian into English.

отвечать за упаковку товара

обменивать продукт

огнестойкий материал

благодарный потребитель

уйти в отставку

3. Translate the collocations and phrasal verbs into Russian.

legal questions

insert the memory model

take down

waterproof personal stereos

possess strong negotiating skills

4. Fill in the gaps with the given words.

relevant, tampered with, slot, takes the mickey, foolproof

1. He _____ out of everyone in the office.
2. He put a coin in the _____.
3. It was clear that someone had _____ the computer.
4. He devised what he thought was a _____ plan.
5. Once we have all the _____ information, we can make a decision.

5. Choose the correct option.

1. We *decided / were deciding* to cancel the presentation when only one person came.
2. But in that case you *don't have to / might have to / mustn't* post them all your documents, like your debit cards and cheque books.
3. Various USB ports are a new feature *that / which / who / whose* everyone expects to find on a PC.
4. Since then, I *remained / have remained* interested in quality design.
5. Ned *has worked / has been working* on my computer for hours. He still can't find the problem.

Test 8

1. Give the definitions to the words.

body language
staff turnover
feature
cope with
blueprint

2. Translate the word combinations from Russian into English.

управлять отделом маркетинга и продаж
полностью компенсировать(вернуть деньги)
несанкционированно взламывать систему
знающий оператор
уйти на пенсию

3. Translate the collocations and phrasal verbs into Russian.

IT and Technical Support
fasten the clips
hang up
shockproof personal stereos
take on ownership

4. Fill in the gaps with the given words.

upset, body language, empower, achievements, overwhelmingly

1. Their ____ betrayed the tension between negotiators.
2. They felt too ____ to talk about the incident.
3. Our goal is to ____ everyone on our staff.
4. Residents voted ____ in support of the plan.
5. In your CV give your remarkable ____ .

5. Choose the correct option.

1. When I arrived at the office for the job interview, I *recognized / was recognizing* an ex-colleague.
2. I'd like to switch my bank account to you. How *can / do I have to* I do that?
3. A good example of a company investing in design is Apple©, *that / which / who / whose* products have been very successful.
4. As presentation skills are so relevant to this post, I should point out that I *took / have taken* three courses to improve my skills last year.
5. What happened? Did you get the job? *We have waited / have been waiting* for you for hours.

Test 9

1. Give the definitions to the words.

open question
obsolescence
workhorse
rapport
attention grabbing

2. Translate the word combinations from Russian into English.

нести ответственность за персонал
продолжать ломаться
совместимость с другими операционными системами
расстроенный покупатель
увольнять

3. Translate the collocations and phrasal verbs into Russian.

R &D manager
replace the side panel
hold on
child-resistant packaging
apply for a job

4. Fill in the gaps with the given words.

bounced back, rating, duplicated, coping with, threat

1. BT's shares fell dramatically, but ____ before the end of the day.
2. Digital images can be ____ in seconds.
3. The university consistently receives a high ____ for the quality of its research.
- 4 The new policy provided by the government is a ____ to freedom and democracy.
5. It is recommended to attend a seminar on ____ stress in the workplace.

5. Choose the correct option.

1. After we launched the new campaign, our sales *increased* / *were increasing* by over 40%.
- 2 You'll *have to* / *mustn't* / *needn't* cut them up first for security reasons.
3. The UK's Design Museum, *that* / *which* / *who* / *whose* was founded in 1989, is located in London.
4. In addition, I *began* / *have begun* studying Swedish in night classes six months ago.
5. I *have read* / *have been reading* proposals all day and I still have to approve 16 projects.

Test 10

1. Give the definitions to the words.

outlook
inconsistency
rating
strength
foolproof

2. Translate the word combinations from Russian into English.

неписанные законы компании
компьютер не запускается
сплав
яркость упаковки
нанимать на работу

3. Translate the collocations and phrasal verbs into Russian.

marketing and Sales

to turn on the PC
to call back
tamper-resistant packaging
to make redundant

4. Fill in the gaps with the given words.

USP, inconsistencies, rapport, outlook, wrap up

1. The general _____ is much better than it was last year.
2. There were some _____ in his story.
3. We ought to _____ this meeting and get back to work.
4. Due to the _____ of a new product the company increased its profits greatly.
- 5 Many businessmen develop an excellent _____ with their customers.

5. Choose the correct option.

1. There's a message on your desk. Someone called while you *met / were meeting* the accountants.
2. I'd like to switch my bank account to you. How *can / do I have to* I do that?
3. The UK's Design Museum, *that / which / who / whose* was founded in 1989, is located in London.
4. The digital boom (5) *is changing / changes* the way people work.
5. *I have read / have been reading* proposals all day and I still have to approve 16 projects.

Test 11

1. Give the definitions to the words.

bricks-and-mortar store
corporate social responsibility (CSR)
fair profit
merger
cost of sales

2. Translate the word combinations from Russian into English.

оформлять заказ
проводить голосование
признавать наличие проблемы
комплексная юридическая и финансовая экспертиза
быть в прибыли

3. Fill in the gaps with the words.

surged, trustworthy, compensate, generated, to be in the red

- 1 As soon as you give us your credit information, your invoice will be _____.
2. GE place a lot of emphasis on their _____ reputation: they are honest and dependable.
3. Our first responsibility is to the victims. Of course, we will _____ them properly.
4. The troubled chairman of Seinsco told shareholders that another year of losses was expected. It's one thing _____ for one year, but three years of losses is too much.
5. Macromart's share price _____ suddenly after it acquired Pencil Corp.

4. Choose the correct option.

1. I'll only agree to the meeting if we have / had it on Tuesday.
2. Though restricted products are manufactured / manufacture by our company, we respect all government laws.
3. The manager explained that no refunds will be made/would be made without a receipt.
4. By 2050, it's likely that manufacturing companies will use / are going to use / are using only robots in their factories.
5. The company transferred/ had transferred me to Toronto before I got a promotion.

Test 12

1. Give the definitions to the given words.

in-store conversion rate

supplier

fair return

takeover

indirect costs

2. Translate the word combinations from Russian into English:

снижать цену

одобрять (подписывать) протокол собрания

вести переговоры по урегулированию проблемы

презентационный блокнот

быть в убытке, нести убытки

3. Fill in the gaps with the given words.

negotiating, product, rise, go under, accurate

1. Before you purchase anything, be sure to price the _____ on various sites.
2. Customers often rely on _____ technical information to be able to use products appropriately.
3. We are now _____ a fair settlement of the issue.
4. After a series of devastating accidents, the rail maintenance firm Traintrack has to pay millions of euros for emergency track repairs. Experts in the sector say the company will certainly _____.
5. Due to political instability, the price of petrol is expected to _____ sharply next year.

4. Choose the correct option.

1. I believe Miss Smith would speak at the conference if we offer / offered her more money.
2. The workers who will lose their jobs will be compensated/ will compensate.
3. Mr Dunleavy *said* that he won't be making/ wouldn't be making any redundancies.
4. Since I need to improve my job prospects, I will do / am going to do / am doing an MBA some time soon.
5. At first, things went smoothly, but then sales had dropped/dropped by 20 %.

Test 13

1. Give the definitions to the words.

social media marketing

distributor
charity
acquisition
overheads

2. Translate the word combinations from Russian into English:

назначить цену
прийти к единогласному решению
компенсировать пострадавшим
набор раздаточного материала
доход, остающийся после уплаты налогов

3. Fill in the gaps with the given words.

record, acknowledge, dip, matched, dishonest

1. The problem occurred because our computer failed to _____ your transaction.
2. Some _____ building companies take clients' money without completing the job.
3. We want to openly _____ the problems that caused the incident.
4. In their most recent financial report, Apex Finances affirmed that the business was improving because for the first time in three years revenues _____ expenses.
5. In the leisure sector, there is a slight _____ in revenue in the winter months.

4. Choose the correct option.

1. If we had a better website, more people will buy / would buy our products online.
2. Due to the instability in the economy some redundancies will be made/will make.
3. The CEO admitted that they had occasionally delayed/ delay payments to their suppliers.
4. I can't come to squash practice on Tuesday evening – I will play / am going to play / am playing football for the company team.
5. Sales continued / had been continuing to go down by five per cent last month.

Test 14

1. Give the definitions to the words.

hidden costs
tax
sound profit
assets
cash flow

2. Translate the word combinations from Russian into English.

объявить цену
отклоняться от
производить токсические продукты
программное обеспечение для создания и демонстрации презентаций
агрессивное дисконтирование

3. Fill in the gaps with the given words.

false, rapidly, ship, break even, limit

1. You guaranteed to _____ the product within ten days.
2. Advertisers can be imaginative in their work, but they should not knowingly give _____ information about products.
3. We want to _____ the impact of the incident on the environment.
4. Online retailer Orinoco, which has made losses for each of its five years of trading, has announced that it finally expects to just _____ .
5. KPRC's share price fell _____ following the announcement of losses.

4. Choose the correct option.

1. If I were you, I 'd apply / 'll apply for the job sooner rather than later.
2. Children mustn't be employed/employ in toxic productions.
3. Ms Lawson *promised* us that she would accompany/ will accompany us to the meeting.
4. It's only a guess, but I think that someone will buy / is going to buy / is buying the company before next year.
5. The management still hadn't decided / hadn't been deciding anything about the pay raise by the end of that year.

Test 15

1. Give the definitions to the words.

extra costs

damage limitation

charity

liabilities

takeover bid

2. Translate the word combinations from Russian into English.

предложить скидку

разное (в повестке дня на собрании)

производить токсические продукты

пункт безубыточного производства

захватить долю рынка

3. Fill in the gaps with the given words.

send, deceptive, obey, sudden, return

1. If you are not completely satisfied, just _____ the product back by post.
2. A common problem in some companies is the use of _____ advertising that misleads the public with false information.
3. We would like to ensure that the company fully _____ the laws.
4. Chelsea F.C. announced that its _____ in investments this year was above what had been expected.

5. As a result of the court case, there was a _____ increase in Ben Black's novels.

4. Choose the correct option:

1. We'll get more customers *if we place / placed* an ad in the local newspaper.

2. Payments *have been delayed/ have delayed* recently.

3. The Chief accountant promised that all expenses *will be reimbursed/would be reimbursed*. 4. The Board have reached a decision. They *will sell / are going to sell / are selling* the company before next year.

5. Ms Rodriguez *had interviewed / was interviewing* all candidates by the end of the working day.

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

Шкала оценивания		Формируемые компетенции	Индикатор достижения компетенции	Критерии оценивания	Уровень освоения компетенций
85 – 100 балло в	«отлично»/ «зачтено»	УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах).	<p>УК-4.1 Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами</p> <p>УК-4.2 Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках</p> <p>УК-4.4 Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)</p>	<p>Знает верно и в полном объеме: нормы устной речи, принятые в профессиональной среде; принципы построения устного и письменного высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; нормы письменной речи, принятые в профессиональной среде; грамматические особенности письменной и устной повседневной и профессиональной коммуникации на иностранном языке; жанры устной и письменной речи в профессиональной сфере; общую и терминологическую лексику иностранного языка в объеме, необходимом для чтения и перевода (со словарем) иноязычных текстов научной и профессиональной направленности</p> <p>Умеет верно и в полном объеме: выбирать стиль общения на</p>	Продвинутый

				<p>государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; владеть иностранным языком на уровне, необходимо и достаточно для общения в профессиональной среде; выражать свои мысли на государственном, родном и иностранном языках в ситуации деловой коммуникации; составлять суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; вести деловую переписку на государственном языке РФ и/или иностранном языке; применять на практике устную и письменную деловую коммуникацию; владеть жанрами устной и письменной речи в профессиональной сфере; выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; оформлять извлеченную из источников на иностранном языке информацию в виде</p>	
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				перевода, доклада, резюме, реферата и аннотации	
70 – 84 балло в	«хорошо»/ «зачтено»	УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах).	УК-4.1 Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами УК-4.2 Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках УК-4.4 Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)	Знает с незначительными замечаниями: нормы устной речи, принятые в профессиональной среде; принципы построения устного и письменного высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; нормы письменной речи, принятые в профессиональной среде; грамматические особенности письменной и устной повседневной и профессиональной коммуникации на иностранном языке; жанры устной и письменной речи в профессиональной сфере; общую и терминологическую лексику иностранного языка в объеме, необходимом для чтения и перевода (со словарем) иноязычных текстов научной и профессиональной направленности Умеет с незначительными замечаниями: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации	Повышенный

				<p>взаимодействия; владеть иностранным языком на уровне, необходимо и достаточно для общения в профессиональной среде; выражать свои мысли на государственном, родном и иностранном языках в ситуации деловой коммуникации; составлять суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; вести деловую переписку на государственном языке РФ и/или иностранном языке; применять на практике устную и письменную деловую коммуникацию; владеть жанрами устной и письменной речи в профессиональной сфере; выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; оформлять извлеченную из источников на иностранном языке информацию в виде перевода, доклада, резюме, реферата и аннотации</p>	
50 –	«удовлетворительно»	УК-4.	УК-4.1 Выбирает	Знает на базовом	Базовый

<p>69 балло в</p>	<p>»/ «зачтено»</p>	<p>Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах).</p>	<p>на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые стиль и средства взаимодействия в общении с деловыми партнерами</p> <p>УК-4.2 Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках</p> <p>УК-4.4 Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)</p>	<p>уровне, с ошибками: нормы устной речи, принятые в профессиональной среде; принципы построения устного и письменного высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; нормы письменной речи, принятые в профессиональной среде; грамматические особенности письменной и устной повседневной и профессиональной коммуникации на иностранном языке; жанры устной и письменной речи в профессиональной сфере; общую и терминологическую лексику иностранного языка в объеме, необходимом для чтения и перевода (со словарем) иноязычных текстов научной и профессиональной направленности</p> <p>Умеет на базовом уровне, с ошибками: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; владеть иностранным языком на уровне, необходимо и достаточно для общения в</p>	
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				<p>профессиональной среде; выражать свои мысли на государственном, родном и иностранном языках в ситуации деловой коммуникации; составлять суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; вести деловую переписку на государственном языке РФ и/или иностранном языке; применять на практике устную и письменную деловую коммуникацию; владеть жанрами устной и письменной речи в профессиональной сфере; выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; оформлять извлеченную из источников на иностранном языке информацию в виде перевода, доклада, резюме, реферата и аннотации</p>	
<p>менее 50 балло в</p>	<p>«неудовлетворитель но»/ «не зачтено»</p>	<p>УК-4. Способен осуществлять деловую коммуникацию в устной и письменной формах на</p>	<p>УК-4.1 Выбирает на государственном языке РФ и иностранном(-ых) языках коммуникативно приемлемые</p>	<p>Не знает на базовом уровне: нормы устной речи, принятые в профессиональной среде; принципы построения устного и письменного</p>	<p>Компетенции не сформированы</p>

		<p>государственном языке Российской Федерации и иностранном(ых) языке(ах).</p> <p>УК-4.2 Ведет деловую переписку на государственном языке РФ и иностранном(-ых) языках</p> <p>УК-4.4 Умеет выполнять перевод профессиональных текстов с иностранного(-ых) на государственный язык РФ и с государственного языка РФ на иностранный(-ые)</p>	<p>стиль и средства взаимодействия в общении с деловыми партнерами</p>	<p>высказывания на государственном и иностранном языках; требования к деловой устной и письменной коммуникации; нормы письменной речи, принятые в профессиональной среде; грамматические особенности письменной и устной повседневной и профессиональной коммуникации на иностранном языке; жанры устной и письменной речи в профессиональной сфере; общую и терминологическую лексику иностранного языка в объеме, необходимом для чтения и перевода (со словарем) иноязычных текстов научной и профессиональной направленности</p> <p>Не умеет на базовом уровне: выбирать стиль общения на государственном языке РФ и иностранном языке применительно к ситуации взаимодействия; владеть иностранным языком на уровне, необходимом и достаточном для общения в профессиональной среде; выразить свои мысли на государственном, родном и иностранном языках в ситуации деловой коммуникации;</p>	
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				<p>составлять суждения в межличностном деловом общении на государственном и иностранном языках, с применением адекватных языковых форм и средств; вести деловую переписку на государственном языке РФ и/или иностранном языке; применять на практике устную и письменную деловую коммуникацию; владеть жанрами устной и письменной речи в профессиональной сфере; выполнять корректный устный и письменный перевод с иностранного языка на государственный язык РФ и с государственного языка РФ на иностранный язык профессиональных текстов; оформлять извлеченную из источников на иностранном языке информацию в виде перевода, доклада, резюме, реферата и аннотации</p>	
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Тестовые задания для оценки степени сформированности индикаторов компетенций по дисциплине

**Направление подготовки 09.03.03 Прикладная информатика
направленность (профиль) программы Прикладная информатика в экономике
Тесты по дисциплине Б1.О.03 ИНОСТРАННЫЙ ЯЗЫК**

Индикатор компетенции УК-4.1

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

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

Use the proper form of the verb.

21. They often (to have talks).
22. They (to have talks) now.
23. They (to have talks) last week.
24. They (to have talks) this week.
25. When we came back to the office they still (to have talks).
26. We (to have talks) with the firm one of these days.
27. Our office (to ship) the equipment last month.

28. They (to ship) the equipment the next month.
 29. They (to ship) the equipment lately.
 30. They (to ship) the equipment by last December.
31. This book is ___ of all. I like it.
 a) better b) good c) the best d) much better e) more good
32. They ___ the report by 7 o'clock p.m. yesterday.
 a) had prepared b) have prepared c) prepared d) prepare e) prepares
33. We came to the station after the train _____.
 a) left b) had left c) has left d) have left e) leaves
34. They ___ to Moscow soon.
 a) go b) will go c) would go d) are going e) is going
35. We ___ talks at 10 a.m. today.
 a) have b) are having c) has d) will have e) is having
36. He started ___ a letter immediately.
 a) writing, b) to write, c) write, d) writes, e) wrote
37. Stop ___, please!
 a) to talk b) talking c) talk d) talk e) will talk
38. The boy ___ at the table is my son.
 a) sits b) sitting c) sat d) will sit e) sit
39. I expect you ___ in the office earlier tomorrow.
 a) to be b) be c) are d) is e) be
40. If I ___ you I would refuse him.
 a) am b) was c) were d) is e) are.

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

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

Индикатор компетенции УК-4.2

Fill in the gaps with *some, any*.

1. There are _____ new words in this lesson.
 2. There are not _____ letters on your desk.
 3. I have _____ other questions to ask you.
 4. Have you _____ questions?
 5. _____ of us learned English at school.
 6. I haven't _____ pencils and she has _____.
 7. Are there _____ price-lists on your desk? Yes, there are _____.

8. Can you give me _____ magazines to read?
 9. I didn't see _____ of them yesterday.
 10. The other day we sent _____ enquiries for furniture.
11. I haven't seen him since he _____ for Moscow.
 a) left b) leaves c) has left d) to leave e) leave
12. When did you _____ this film?
 a) saw b) see c) to see d) sees e) seen
13. She _____ at the office since 1992.
 a) has been working b) has worked c) worked d) works e) work
14. _____ you speak English?
 a) may b) can c) must d) should e) could
15. We _____ work hard.
 a) may b) can c) must d) could e) should
16. You _____ go to the doctor's. You are ill.
 a) must b) may c) can d) could e) should
17. _____ I smoke here?
 a) may b) can c) could d) should e) must
18. He _____ speak French even two years ago.
 a) may b) could c) can d) must e) should
19. She is _____ girl in the world!
 a) good b) better c) the best d) more good e) the most good
20. When they got to the theater the play already _____.
 a) started b) starts c) has started d) had started e) to start

Use the proper form of the verb.

21. We (to go sightseeing) today.
 22. We (to go sightseeing) three days ago.
 23. We (to go sightseeing) last week.
 24. Mr. Johnson (to go sightseeing) one of these days.
 25. Ann said we (to go sightseeing) a fortnight before.
 26. They (to be) in (to) Omsk (never).
 27. They (to be) in Omsk last year.
 28. They (to be) in Omsk lately.
 29. They (to be) in Omsk in 2 years.
 30. They (to be) in Omsk 2 years ago.
31. It began snowing after I _____ home.
 a) came b) come c) to come d) had come
32. I _____ it tomorrow.
 a) will do b) do c) to do d) does
33. At 11 o'clock I _____ talks with the French businessmen.
 a) have b) am having c) to have d) has
34. Mr. Bell said they usually _____ goods on CIF terms.
 a) buy b) to buy c) has bought d) bought
35. Mr. Smith said their plane _____ on time.
 a) take off b) takes off c) to take off d) would take off
36. He is said _____ six languages.
 a) know b) knows c) to know d) has known e) knew
37. She was said _____ a lot.

- a) work b) works c) working d) worked e) to work
38. I wish I _____ the article yesterday.
- a) translated b) had translated c) to translate d) translate e) translates
39. If I _____ about it yesterday, I should have been pleased.
- a) had heard b) heard c) has heard d) hear e) hears
40. If you _____ free I should come to see you.
- a) are b) were c) is d) am e) to be

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

Индикатор компетенции УК-4.4

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

1. Can you _____ me well from there?
 2. You must always _____ your teacher at the lessons.
 3. I usually _____ the news on the radio in the morning before work.
 4. Did you _____ the 6 o'clock news?
 5. I'm very sorry but I can't _____ you now.
 6. Yesterday I _____ a lot about this new performance. I'd like to see it very much.
 7. Can you _____ us now? We'd like to ask you some questions about London.
 8. I'm sorry I didn't _____ the last word.
 9. This is a surprise _____ it from you.
 10. The other day I _____ some good music on the radio.
-
11. We _____ accommodation at the hotel the day before yesterday.
a) have reserved, b) reserve, c) reserved, d) reserves, e) to reserve
 12. I _____ to Paris three times.
a) was, b) were, c) have been, d) has been, e) am
 13. He _____ this book since Tuesday.
a) reads, b) is reading, c) has read, d) has been reading, e) read
 14. She _____ at the hospital since 1997.
a) has been working, b) works, c) has worked, d) to work, e) worked
 15. They _____ swim very well.
a) may, b) can, c) could, d) must, e) should
 16. You _____ do it just now. It's an order.
a) could, b) can, c) must, d) may, e) should
 17. _____ I come in ?
a) may, b) can, c) could, d) must, e) should
 18. You _____ take care of your health.
a) may, b) can, c) must, d) could, e) should

19. High prices ____ in this price-list.
 a) quote, b) are quoted, c) to quote, d) quotes, c) is quoted
20. The price problem ____.
 a) settles, b) settle, c) has been settled, d) has settled, e) to settle

Use the proper form of the verb.

21. I (to send) them the offer this week.
 22. I (to send) them the offer yesterday.
 23. I just (to send) them the offer.
 24. I (to send) them the offer a fortnight ago.
 25. I (to send) them the offer this morning.
 26. I (to send) them the offer last week.
 27. I (to send) them the offer next week.
 28. Mr. Brown (to send) them the offer by last October.
 29. I said they (to send) us the offer the following week.
 30. I say they (to be going; to send) us the offer the next week.
31. Our managers ____ talks at 11 a.m. today.
 a) have b) will have c) are having d) to have e) has
32. Mrs. Bell asked Voronin if he ____ active holidays.
 a) like b) likes c) liked d) will like e) to like
33. I wondered how long he ____ Mr. Bond.
 a) had known b) knew c) knows d) to know e) has known
34. They ____ usually at 8 o'clock.
 a) are delivered b) delivers c) am delivered d) to deliver e) deliver
35. The contract ____ two years ago.
 a) was signed b) sign c) to sign d) signed e) is signed
36. At the Customs House I ____ to open my suit-cases.
 a) asked b) asks c) to ask d) was asked e) ask
37. He is said ____ a good translator
 a) be b) to be c) to have been d) has been e) had been
38. I wish I ____ the article yesterday.
 a) had translated b) translated c) translate d) translates e) to translate
39. If he ____ hard, he would have achieved great progress.
 a) had worked b) worked c) to work d) work e) works
40. Long live our country!
 a) to live b) lives c) live d) lived e) will live.

Use the proper form of the pronoun.

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

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

Критерии оценки освоения компетенций:

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