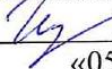


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**Частное образовательное учреждение высшего образования
«ИНСТИТУТ УПРАВЛЕНИЯ, БИЗНЕСА И ТЕХНОЛОГИЙ»**

Кафедра «Менеджмент»

УТВЕРЖДАЮ:
Проректор по учебной работе и
региональному развитию
 Шульман М.Г.
«05» июля 2023 г.

Рабочая программа учебной дисциплины

Иностранный язык

Направление подготовки
38.03.02 Менеджмент

Направленность (профиль) подготовки:

Управление проектами

Квалификация (степень) выпускника:

Бакалавр

Форма обучения:

Очная, очно-заочная, заочная

Составитель программы:
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Калуга
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1. Аннотация к дисциплине

Рабочая программа дисциплины «Иностранный язык» составлена в соответствии с требованиями ФГОС ВО по направлению подготовки 38.03.02 Менеджмент (уровень бакалавриата), утвержденного приказом Министерства науки и высшего образования РФ от 12.08. 2020 г. N 970.

Рабочая программа содержит обязательные для изучения темы по дисциплине «Иностранный язык». Дисциплина систематизирует и развивает языковые знания и конкретизирует языковые навыки, приобретенные студентами при изучении иностранного языка в школе; формирует универсальную компетенцию бакалавра.

Место дисциплины в структуре основной профессиональной образовательной программы

Настоящая дисциплина включена в обязательную часть Блока1 учебных планов по направлению подготовки 38.03.02 Менеджмент, уровень бакалавриата.

Дисциплина изучается в 1 и 2 семестрах на 1 курсе и в 3 семестре на 2 курсе для очной формы обучения, на 1 курсе во 2 семестре для очно-заочной и заочной форм обучения, форма контроля - экзамен.

Цель изучения дисциплины:

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

Задачи:

1. Сформировать, развить и закрепить у студентов иноязычные речевые умения устного и письменного общения с соблюдением правил речевого этикета.

2. Научить понимать студентов речь на слух и выражать свои мысли на иностранном языке в виде диалогических и монологических высказываний, распространенных устных высказываний повседневного и профессионального характера.

3. Научить работать с оригинальными иноязычными письменными текстами профессиональной тематики разных функциональных стилей и жанров в ситуациях профессионального общения.

4. Сформировать языковые навыки в таких аспектах как фонетика, лексика, грамматика.

5. Научить пользоваться словарно - справочной литературой на иностранном языке.

6. Познакомить с национальной культурой, а также культурой общения и ведения бизнеса стран изучаемого языка.

7. Научить вести самостоятельный творческий поиск.

Компетенции обучающегося, формируемые в результате освоения дисциплины:

УК – 4 - способность к осуществлению деловой коммуникации в устной и письменной формах на государственном языке Российской Федерации и иностранном (ых) языке(ах).

2. Перечень планируемых результатов обучения, соотнесенных с планируемыми результатами освоения основной профессиональной образовательной программы

Процесс изучения дисциплины направлен на формирование компетенций, предусмотренных ФГОС ВО по направлению подготовки 38.03.02 Менеджмент (уровень бакалавриата) и на основе профессионального стандартов «Специалист по управлению рисками», утвержденного приказом Министерства труда и социальной защиты Российской Федерации от 18 августа 2018 г. N 544н и «Специалист в сфере управления проектами государственно-частного партнерства», утвержденный приказом Министерства труда и социальной защиты Российской Федерации от 20 июля 2020 года N 431н, соотнесённых с федеральным государственным образовательным стандартом по указанному направлению подготовки.

Код компетенции	Результаты освоения ОПОП (содержание компетенций)	Индикаторы достижения компетенций	Формы образовательной деятельности, способствующие формированию и развитию компетенции
УК-4	Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном (ых) языке(ах)	УК-4.1. Использует различные формы, виды устной и письменной коммуникации на русском, родном и иностранном(ых) языке(ах). УК-4.2. Свободно воспринимает, анализирует и критически оценивает устную и письменную деловую информацию на русском, родном и иностранном(ых) языке(ах). УК-4.3. Владеет системой норм русского литературного языка, родного языка и нормами иностранного(ых) языка(ов). УК-4.4. Использует языковые средства для достижения профессиональных целей на русском, родном и иностранном(ых) языке(ах). УК-4.5. Выстраивает стратегию устного и письменного общения на русском, родном и иностранном(ых) языке(ах) в рамках межличностного и межкультурного общения.	<u>Контактная работа:</u> Лекционные и практические занятия <u>Самостоятельная работа</u>

3. Объем дисциплины в зачетных единицах с указанием количества академических часов, выделенных на контактную работу обучающихся с преподавателем (по видам занятий) и на самостоятельную работу обучающихся

Общая трудоемкость дисциплины составляет 7 зачетных единиц.

3.1 Объем дисциплины по видам учебных занятий (в часах)

Объем дисциплины	Всего часов		
	очная форма обучения	очно-заочная форма обучения	заочная форма обучения
Общая трудоемкость дисциплины	252		
Контактная работа обучающихся с преподавателем (всего)	74	20	12
Аудиторная работа (всего):	74	20	12
в том числе:			
Лекции		10	6
семинары, практические занятия	74	10	6

лабораторные работы			
Внеаудиторная работа (всего):	160	223	231
в том числе:			
Самостоятельная работа обучающихся (всего)	160	223	231
Вид промежуточной аттестации обучающегося – экзамен	18	9	9

4. Содержание дисциплины, структурированное по темам (разделам) с указанием отведенного на них количества академических часов и видов учебных занятий

4.1 Разделы дисциплины и трудоемкость по видам учебных занятий (в академических часах)

для очной формы обучения

№п/п	Разделы и темы дисциплины	Семестр	Виды учебной работы, включая самостоятельную работу студентов и трудоемкость (в часах)						Вид оценочного средства текущего контроля успеваемости, промежуточной аттестации (по семестрам)	
			Всего	Из них аудиторные занятия			Самостоятельная работа	Контрольная работа		Курсовая работа
				Лекции	Практикум. Лаборатор	Практическ.занятия /семинары				
1	Лексика	1	39			12	27		Коллоквиум	
2	Грамматика	1	39			12	27		Опрос	
3	Речевой этикет	2	39			12	27		Коллоквиум	
4	Культура и традиции стран изучаемого языка	2	39			12	27		Опрос	
5	Письмо	2	39			14	25		Коллоквиум	
6	Чтение	3	39			12	27		Опрос	
	экзамен	3	18						экзамен	
	ИТОГО		252			74	160		18 (экзамен)	

для очно-заочной формы обучения

№п/п	Разделы и темы дисциплины	Семестр	Виды учебной работы, включая самостоятельную работу студентов и трудоемкость (в часах)					Вид оценочного средства текущего контроля успеваемости, промежуточной аттестации (по семестрам)
			Всего	Из них аудиторные занятия	Самостоятел ьная работа	Контрольная работа	Курсовая работа	

				Лекции	Практикум. Лаборатор	Практическ.занятия /семинары				
1	Лексика	2	41	2		2		37		Коллоквиум
2	Грамматика	2	41	2		2		37		Опрос
3	Речевой этикет	2	39	1		1		37		Коллоквиум
4	Культура и традиции стран изучаемого языка	2	39	1		1		37		Опрос
5	Письмо	2	41	2		2		37		Коллоквиум
6	Чтение	2	42	2		2		38		Опрос
	экзамен	2	9							экзамен
	ИТОГО		252	10		10		223		9 (экзамен)

для заочной формы обучения

№п/п	Разделы и темы дисциплины	Семестр	Виды учебной работы, включая самостоятельную работу студентов и трудоемкость (в часах)							Вид оценочного средства текущего контроля успеваемости, промежуточной аттестации (по семестрам)
			Всего	Из них аудиторные занятия			Самостоятельная работа	Контрольная работа	Курсовая работа	
				Лекции	Практикум. Лаборатор	Практическ.занятия /семинары				
1	Лексика	2	41	1		1		39		Коллоквиум
2	Грамматика	2	41	1		1		39		Опрос
3	Речевой этикет	2	40	1		1		38		Коллоквиум
4	Культура и традиции стран изучаемого языка	2	41	1		1		39		Опрос
5	Письмо	2	40	1		1		38		Коллоквиум
6	Чтение	2	40	1		1		38		Опрос
	экзамен	2	9							экзамен
	ИТОГО		252	6		6		231		9 (экзамен)

4.2 Содержание дисциплины, структурированное по разделам для очной формы обучения (для очно – заочной и заочной формы обучения- в соответствии с п.4.1)

Тема 1. Лексика.

Практическое занятие 1: Лексика

Использование терминов (дефиниций), учебной, деловой, профессиональной лексики в заданном контексте. Соотнесение лексики терминологического характера с предложенными определениями. Основные способы словообразования. Определение обобщенных значений слов на основе анализа словообразовательных элементов.

Тема 2. Грамматика.

Практическое занятие 2: Грамматика

Основные способы словообразования. Определение обобщенных значений слов на основе анализа словообразовательных элементов. Основные группы местоимений. Распознавание и использование основных групп местоимений. Формы степеней сравнения прилагательных и наречий. Распознавание и использование форм степеней сравнения прилагательных и наречий. Определенный, неопределенный, нулевой артикли. Особенности использования артиклей. Предлоги времени, места, движения. Союзы. Распознавание и использование предлогов и союзов в заданном контексте. Формообразовательные модели глаголов и их функции. Распознавание и использование видовременных форм глагола-сказуемого. Формы и функции неличных форм глагола. Распознавание значений и использование неличных форм глагола в заданном контексте. Основные фразовые глаголы английского языка. Использование фразовых глаголов в заданном контексте. Модальные глаголы, правила их употребления, смысловые оттенки. Распознавание значений и использование модальных глаголов в речи.

Тема 3. Речевой этикет.

Практическое занятие 3: Речевой этикет

Правила речевого этикета в бытовой, профессионально-деловой, учебно-социальной, социально-деловой сферах общения. Выбор адекватных формул речевого этикета данной сферы общения.

Тема 4. Культура и традиции стран изучаемого языка.

Практическое занятие 4: Культура и традиции стран изучаемого языка

Социокультурные реалии Великобритании, США, Канады (достопримечательности, персоналии). Распознавание информации, с использованием социокультурных знаний.

Тема 5. Письмо.

Практическое занятие 5: Письмо

Правила и принципы структурирования делового письма. Принципы оформления конверта. Графические средства фразового и текстового уровней организации текста, правила их применения при составлении резюме, письма-заявления, письма-уведомления, письма-запроса. Принципы организации текста меморандума (служебной записки), телефонограммы, повестки дня. Лексические и грамматические средства, знаки, маркирующие интонационное оформление и отражающие интенцию автора.

Тема 6. Чтение.

Практическое занятие 6: Чтение

Обработка текстовой информации с целью идентифицировать истинность информации в соответствии с содержанием текста, с целью принятия решения о ложности утверждения в соответствии с содержанием текста, с целью извлечения запрашиваемой информации, если она имеется. Обработка текстовой информации при изучающем чтении с целью анализа полученных данных, с целью обобщения полученной информации, с целью извлечения целевой информации, с целью выделения главных компонентов содержания.

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

Самостоятельная работа обучающихся при изучении курса «Иностранный язык» предполагает, в первую очередь, работу с основной и дополнительной литературой. Результатами этой работы становятся участие в обсуждении, выполнение различного рода устных и письменных упражнений.

Методика самостоятельной работы предварительно разъясняется преподавателем и в последующем может уточняться с учетом индивидуальных особенностей обучающихся. Время и место самостоятельной работы выбираются обучающимися по своему усмотрению с учетом рекомендаций преподавателя.

Самостоятельную работу над дисциплиной следует начинать с изучения рабочей программы дисциплины «Иностранный язык», которая содержит основные требования к знаниям, умениям и навыкам обучаемых. Обязательно следует вспомнить рекомендации преподавателя, данные в ходе установочных занятий. Затем – приступить к изучению отдельных разделов и тем в порядке, предусмотренном программой.

Получив представление об основном содержании раздела, темы, необходимо изучить материал с помощью учебников, указанных в разделе 7 указанной программы. Обязательно следует записывать возникшие вопросы, на которые не удалось ответить самостоятельно.

Наименование темы	Вопросы, вынесенные на самостоятельное изучение	Формы самостоятельной работы	Учебно-методическое обеспечение	Форма контроля
Лексика	Соотнесение лексики терминологического характера с предложенными определениями.	Работа в библиотеке, включая ЭБС. Подготовка доклада-презентации.	Литература к теме, работа с интернет источниками	Опрос
Грамматика	Распознавание и использование форм степеней сравнения прилагательных и наречий. Определенный, неопределенный, нулевой артикли. Особенности использования артиклей.	Работа в библиотеке, включая ЭБС. Подготовка доклада-презентации	Литература к теме, работа с интернет источниками	Доклад
Речевой этикет	Выбор адекватных формул речевого этикета данной сферы общения.	Работа в библиотеке, включая ЭБС. Подготовка доклада-презентации.	Литература к теме, работа с интернет источниками	Опрос
Культура и общество	Распознавание информации, с использованием социокультурных знаний	Работа в библиотеке, включая ЭБС. Подготовка доклада-презентации.	Литература к теме, работа с интернет источниками	Доклад
Письмо	Лексические и грамматические средства, знаки, маркирующие интонационное оформление и отражающие интенцию автора.	Работа в библиотеке, включая ЭБС. Подготовка доклада-презентации.	Литература к теме, работа с интернет источниками	Опрос
Чтение	Обработка текстовой информации при изучающем	Работа в библиотеке,	Литература к теме, работа	Доклад

чтении с целью анализа полученных данных, с целью обобщения полученной информации, с целью извлечения целевой информации, с целью выделения главных компонентов содержания.	включая ЭБС. Подготовка доклада-презентации.	с интернет источниками	
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6. Оценочные материалы для проведения промежуточной аттестации обучающихся по дисциплине «Иностранный язык»

6.1. Описание показателей и критериев оценивания компетенций, описание шкал оценивания

№ п/п	Наименование оценочного средства	Краткая характеристика оценочного средства	Шкала и критерии оценки, балл	Критерии оценивания компетенции
1.	Опрос	Сбор первичной информации по выяснению уровня усвоения пройденного материала	«Зачтено» - если обучающийся демонстрирует знание материала по теме, основанные на знакомстве с обязательной и дополнительной литературой; дает логичные, аргументированные ответы на поставленные вопросы. Также оценка «зачтено» ставится, если обучающимся допущены незначительные неточности в ответах, которые он исправляет путем наводящих вопросов со стороны преподавателя. «Не зачтено» - имеются существенные пробелы в знании основного материала по теме, а также допущены принципиальные ошибки при изложении лексического и грамматического материала.	УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5
2	Доклад-презентация	Публичное выступление по представлению полученных результатов в программе Microsoft PowerPoint	«Отлично» – доклад выполнен в соответствии с заявленной темой. Презентация легко читаема и ясна для понимания, грамотное использование лексических единиц и грамматических конструкций, свободное изложение рассматриваемых проблем, докладчик правильно ответил на все вопросы в ходе дискуссии; «хорошо» – некорректное оформление презентации, грамотное использование лексических единиц и грамматических конструкций, в основном свободное изложение рассматриваемых проблем, докладчик частично правильно ответил на все вопросы в ходе дискуссии; «удовлетворительно» – отсутствие презентации, докладчик испытывал затруднения при выступлении и ответе на вопросы в ходе дискуссии;	УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5

			«неудовлетворительно» - докладчик не владеет лексическим и грамматическим материалом, презентация отсутствует.	
3	Дискуссия	Беседа преподавателя с учащимися и их между собою на определенную тему из учебной программы. Формирование высказывания убеждающего типа с эмоциональной окрашенностью с целью склонить оппонента на свою сторону.	«Зачтено» - если обучающийся демонстрирует знание материала по теме, основанное на знакомстве с обязательной и дополнительной литературой; дает логичные, аргументированные ответы на поставленные вопросы; уверенно владеет лексическими единицами и грамматическими конструкциями. Также оценка «зачтено» ставится, если обучающимся допущены незначительные неточности в ответах, которые он исправляет путем наводящих вопросов со стороны преподавателя. «Незачтено» - имеются существенные пробелы в знании основного материала по теме, а также допущены принципиальные ошибки при изложении материала.	УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5
4	Ролевая игра	Моделирование событий, происходящих в определённом мире в определённое время. Её участники отыгрывают собственных персонажей, руководствуясь при этом характером своей роли и внутренними убеждениями персонажа в рамках игровых реалий, состоит из этапов: Этап подготовки - разработка сценария; - составление плана; - общее описание игры; - характерные особенности действующих лиц. Этап объяснения - ориентация участников; - определение режима работы; - формулировка главной цели; - постановка проблемы; - выбор ситуации; - работа с пакетом документов; - психологическая подготовка участников. Этап проведения - процесс игры. Этап анализа и	«отлично»- ярко и кратко формулирует свою позицию; использует убедительные аргументы, отслеживает ответы на свои вопросы; принимает активное участие в обсуждении; проявляет заинтересованность к мнениям других участников; формулирует аргументы в поддержку разных позиций; задает уточняющие вопросы, помогает прояснить позиции; вовлекает в дискуссию коллег. «хорошо» - формулирует свою позицию; использует аргументы; принимает активное участие в обсуждении; проявляет заинтересованность к мнениям других участников; не может сформулировать аргументы в поддержку разных позиций; пытается прояснить позиции. «удовлетворительно» - формулирует свою позицию, не может ее аргументировать; ввиду неподготовленности не может принимать участие в обсуждении. «неудовлетворительно» - не может сформулировать свою позицию, не может ее аргументировать; ввиду неподготовленности не может принимать участие в обсуждении.	УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5

		<p>обобщения</p> <ul style="list-style-type: none"> - вывод из игры; - анализ, рефлексия; - оценка и самооценка работы; - выводы и обобщения; - рекомендации 		
5	Кейс-стади	<p>Проблемное задание, в котором обучающемуся предлагают осмыслить реальную профессионально-ориентированную ситуацию, необходимую для решения данной проблемы</p>	<p>«отлично»- ярко и кратко формулирует свою позицию; использует убедительные аргументы, отслеживает ответы на свои вопросы; принимает активное участие в обсуждении; проявляет заинтересованность к мнениям других участников; формулирует аргументы в поддержку разных позиций; задает уточняющие вопросы, помогает прояснить позиции; вовлекает в дискуссию коллег.</p> <p>«хорошо» - формулирует свою позицию; использует аргументы; принимает активное участие в обсуждении; проявляет заинтересованность к мнениям других участников; не может сформулировать аргументы в поддержку разных позиций; пытается прояснить позиции.</p> <p>«удовлетворительно» - формулирует свою позицию, не может ее аргументировать; ввиду неподготовленности не может принимать участие в обсуждении.</p> <p>«неудовлетворительно» - не может сформулировать свою позицию, не может ее аргументировать; ввиду неподготовленности не может принимать участие в обсуждении.</p>	<p>УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5</p>
6	Тестирование	<p>Тестирование можно проводить в форме:</p> <ul style="list-style-type: none"> - компьютерного тестирования, т.е. компьютер произвольно выбирает задания из базы данных по степени сложности; - письменных ответов, т.е. преподаватель формирует задание и дает несколько вариантов ответа, а студент на отдельном листе записывает номера вопросов и номера соответствующих ответов. 	<p>«отлично» - процент правильных ответов 80-100%;</p> <p>«хорошо» - процент правильных ответов 65-79,9%;</p> <p>«удовлетворительно» - процент правильных ответов 50-64,9%;</p> <p>«неудовлетворительно» - процент правильных ответов менее 50%.</p>	<p>УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5</p>

6.2. Методические материалы, определяющие процедуры оценивания знаний, умений, навыков и (или) опыта деятельности, характеризующих этапы формирования компетенций в процессе освоения основной профессиональной образовательной программы

№	Форма контроля/ коды оцениваемых компетенций	Процедура оценивания	Шкала и критерии оценки, балл
1.	Экзамен – УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5	<p>Экзамен представляет собой выполнение обучающимся заданий билета, включающего в себя:</p> <p>Задание №1 – текст (чтение).</p> <p>Задание №2 – вопросы к тексту на понимание.</p>	<p>Выполнение обучающимся заданий оценивается по следующей балльной шкале:</p> <p>Задание № 1 – 2 балла.</p> <p>Задание №2 – 2 балла.</p> <p>- «отлично» выставляется студенту, если он понял основное содержание оригинального текста, может выделить основную мысль, определить основные факты, умеет догадываться о значении незнакомых слов из контекста, либо по словообразовательным элементам, либо по сходству с родным языком; словарный запас соответствует поставленной задаче и требованиям; используются разнообразные грамматические конструкции.</p> <p>· «хорошо» ставится студенту, если он понял основное содержание оригинального текста, может выделить основную мысль, определить отдельные факты. Однако у него недостаточно развита языковая догадка, и он затрудняется в понимании некоторых незнакомых слов, он вынужден чаще обращаться к словарю; лексический запас не совсем соответствует поставленной задаче; грамматические конструкции не всегда использованы верно.</p> <p>- «удовлетворительно» ставится студенту, который не совсем точно понял основное содержание прочитанного, умеет выделить в тексте только небольшое количество фактов, совсем не развита языковая догадка; не владеет приемами его смысловой переработки; присутствуют орфографические и грамматические ошибки; не всегда правильно использована профессиональная лексика.</p> <p>· «неудовлетворительно» выставляется студенту в том случае, если он не понял текст или понял содержание текста неправильно, не ориентируется в тексте</p>

			при поиске определенных фактов, не умеет семантизировать незнакомую лексику и использовать ее при переводе на иностранный язык; грамматические конструкции употреблены не верно, неполные. Задания не решены
2.	Тестирование (на экзамене) - УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5	Количество правильных ответов	«отлично» - процент правильных ответов 80-100%; «хорошо» - процент правильных ответов 65-79,9%; «удовлетворительно» - процент правильных ответов 50-64,9%; «неудовлетворительно» - процент правильных ответов менее 50%.

6.3. Типовые контрольные задания или иные материалы, необходимые для процедуры оценивания знаний, умений, навыков и (или) опыта деятельности, характеризующих этапы формирования компетенций в процессе освоения основной профессиональной образовательной программы

6.3.1. Типовые задания для проведения текущего контроля обучающихся

Примерные задания для диагностического тестирования

1. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т.е. служит ли оно:

- а) показателем 3-го лица единственного числа глагола в Present Simple;
- б) признаком множественного числа имени существительного;
- в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

Many outstanding statesmen, painters, writers and poets are buried in the Abbey.

Many visitors to the Abbey are attracted to Poets' Corner.

The street called Whitehall stretches from Parliament Square to Trafalgar Square.

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

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

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

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

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

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

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

4. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений.

Some people think that the monarchy should be abolished.

The monarchy in Britain has no power and it costs the State a lot of money to maintain.

Can you give any examples borrowed from books and films characterizing the British people?

5. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

Everybody knows about the devotion of the English to animals.

You might think that marriage and the family are not so popular as they once were.

During the nineteenth century Britain traded all over the world.

6. Прочитайте и устно переведите на русский язык 1,2,3,4,6 абзацы текста. Перепишите и письменно переведите 1,2,3 абзацы.

London

London is where the invading Romans first crossed the River Thames. They built a city a square mile in size, surrounded it with a wall and called it Londinium. This original site of London is now called the City of London and is Britain's main financial centre.

The City is only a very small part of London. In the eleventh century London began to expand beyond the City walls when King Edward the Confessor built a huge abbey at Westminster. Even today, Westminster Abbey and the Houses of Parliament, as well as the shops, cafes, theatres and cinemas of the West End, are in the City of Westminster and not in the City of London.

The saying "When a man is tired of London, he is tired of life" (Dr. Johnson) is a cliché, but you can't be bored in London. There are hundreds of historic buildings, galleries and museums. There are parks and street markets, over 80 theatres and even more cinemas.

4. If you want to discover London, it is best to start with a tour on a sightseeing bus. It is also fun to go on a guided walk. The walks last up to three hours.

The centre of London has many different areas. Each one has its own special character. Covent Garden in London West End, is crowded with cafes, clubs and clothes shops. Soho⁴ is also known for its clubs. Knightsbridge⁴ has a lot of exclusive and expensive shops, as well as many of the embassies. Fleet Street is the home of Law Courts. One part of the West End has so many Chinese shops and restaurants that is called Chinatown.

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

Прочитайте 5-й абзац текста и письменно ответьте на вопрос: What is called Chinatown?

Примерные задания для текущего контроля

Тема 1. Изучение иностранных языков. Learning foreign languages

Задание 1. Fill in the gaps with prepositions.

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

Задание 2. Answer the questions.

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

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

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

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

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

5. What is he?

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

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

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

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

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

2. There must be two _____ in the wash.
 - a. shorts
 - b. pairs of shorts
3. I need _____ to cut this article out.
 - a. a scissor
 - b. some scissors
4. The _____ stole a picture by Van Gogh which costs millions of dollars.
 - a. thieves
 - b. thiefes
5. My aunt lives on the farm. She has a lot of _____.
 - a. geese
 - b. geese

Задание 18. Choose the most suitable words.

1. I have two bad _____. I must have them pulled out.
 - a. tooths
 - b. teeth
2. There are _____ in my country house. I must get rid of them.
 - a. mouse
 - b. mice
3. Different countries have different _____.
 - a. weather
 - b. weathers
4. We have looked at the menu and we would all like _____.
 - a. chicken
 - b. chickens
5. Have you got a copy of complete _____ of William Blake?
 - a. works
 - b. work

Задание 19. Choose the correct word.

1. None of the passengers has insured their _____.
 - a. baggage
 - b. baggages
2. Students must pass their _____ to the front.
 - a. papers
 - b. paper
3. I'd like coffee, _____ and marmalade, please.
 - a. toasts
 - b. toast
4. I'm afraid we can't find cheap _____ for all of you.
 - a. accommodation
 - b. accommodations
5. They caught several _____ that afternoon.
 - a. fish
 - b. fishes

Задание 20. Read the dialogue with proper intonation.

- What do you do at your English lessons?
- During the lessons we read texts, learn words, translate from Russian into English, ask and answer questions. Our students speak English well.
- Do you write exercises at the lessons?
- No, we don't. We usually do them at home.
- Does your wife learn English too?
- No, she doesn't. She knows English well. Now she learns French.
- How is she?
- Thank you, she is quite well.
- My best regards to her. Good- bye, Mike.
- Good- bye.

Тема 2. Образование. Education

Задание 1. Read the text.

Halloween originated from a pagan holiday of All Saints' Day. The name «Halloween» is a shortened version of «All Hallows' Eve». Today it has lost its religious roots and is just a fun day for children and some adults. Halloween is celebrated on October the 31st every year and is most famous in the U.S.A. Orange and black colours are symbols of this holiday, in particular, orange pumpkins and black witches, cats and costumes. One of the most popular Halloween activities is trick-or-treating. Toffee apples and anything made from pumpkin are very popular on this day. On October the 31th people often go to the parties where they read fortunes and tell ghosts stories. In Hollywood many horror movies have been made about Halloween, so it is now known in many countries all over the world.

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

a. will b. must c. need

Задание 8. Choose the correct word.

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

Задание 9. Choose the correct variant.

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

Задание 10. Choose the correct variant.

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

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

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

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

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

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

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

A: Hello. Where are you going?

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

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

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

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

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

Задание 14. Choose the correct variant.

1. William Herschel _____ Uranus in 1781.

a. discovered b. opened c. found

2. The performance of the actor was _____ .

a. a great success b. a big success c. in success

3. The musical "Jesus Christ Superstar" by Lloyd Webber is _____ both young and middle-aged people.

a. successful with b. popular with c. popular among

4. Many popular writers _____ their reputations during the war.

a. built up b. created c. constructed

5. Henry Ford _____ his fortune with the Model T.

a. made b. did c. built

Задание 15. Choose the correct variant.

1. Economic growth creates both _____ and poverty.

a. wealth b. money c. rich

2. People are full of _____ for Rembrandt's talent.

a. excitement b. recognition c. admiration

3. During the Industrial Revolution machines began to be used for producing goods and many new _____ developed.

a. works b. agricultures c. industries

4. The Mansfields bought a car second-hand _____ .

a. for a moderate price b. at a moderate price c. at a moderate cost

5. The _____ at the plant get a bonus at the end of the year from their _____ .

a. employers... employees b. employees... employers c. unemployed... employed

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

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

Задание 17. Choose the correct word.

1. This time next Monday I _____ on the Monkey Island beach in Port Royal (Jamaica).

a. will lie b. will be lying

2. The chairman _____ the proposal at the next meeting.

a. presents b. will be presenting

3. I won't be able to call on you tomorrow, we _____ out.

a. will move b. will be moving

4. Constance _____ in Salamanca this time tomorrow.

a. will be b. will be being

5. Let's tell Jordan about it. I'm sure he _____ the idea.

a. will like b. will be liking

Задание 18. Choose the correct tense form.

1. _____ your car tomorrow? Can I borrow it?

a. will you use b. will you be using

2. _____ me a lift to the station? I would appreciate it very much.

a. will you give b. will you be giving

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

Задание 19. Choose the correct variant.

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

Задание 20. Choose the correct word.

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

Тема 3. Планирование дня. В офисе. Planning activities. At the office.

Задание 1. Fill in the gaps with prepositions.

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

Задание 2. Read the text and retell it.

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

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

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

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

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

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

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

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

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

Задание 5. Choose the correct form of the noun.

For the best taste choose chocolate with a high cocoa _____ (1 - contents/content) - never _____ (2 - fewer than/less than) 70 _____ (3 - per cent/per cents) if possible. It goes without saying that you should also use other _____ (4 - ingredient/ingredients) of the highest

quality, too. If, for example, you are using _____ (5 - a coffee/coffee) in your chocolate recipe, always use _____ (6 - a strong/strong) fresh coffee. If you are making _____ (16 - a cake/cake), use the right kind of _____ (7 - flours/flour), and always weigh the ingredients on you kitchen _____ (8 - scale/scales). Believe me, if you follow _____ (9 - these/this) simple rules, the next time you bake a chocolate cake, there won't be a slice left over

Задание 6. Choose the correct word.

1. Larry _____ his mother's permission before he invited his friends to the villa. She felt hurt.
a. must have asked b. should have asked c. needn't have asked

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

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

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

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

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

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

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

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

Задание 7. Choose the correct word.

1. We found the house very quickly. We _____ very hard.

a. didn't have to look b. shouldn't have looked c. needn't have looked

2. While I was in the shop, the police took my car away and I _____ over USD 1000 to get it back.

a. had to pay b. should pay c. must pay

3. You _____ your sister before you took her car. Now she is annoyed.

a. must have asked b. should have asked c. had to ask

4. Children _____ respect their parents and elderly people.

a. ought to b. have to c. can

5. Why are you drinking coffee in the lounge? You _____ be working now!

a. ought to b. need to c. have to

Задание 8. Choose the correct variant.

1. They have just rung the school-bell, so the children _____ out of their classrooms in a minute.

a. can b. should be c. will have to be

2. I've got a stomach-ache this morning. Seemingly I _____ too much of Indian food last night.

a. might have eaten b. should have eaten c. didn't have to eat

3. Everything is going to be all right. If I were you I _____ stop worrying about it.

a. must b. should c. would have to

4. I don't think you _____ offer him your help.
a. will need b. have to c. should
5. Hurry up, Jennifer! You _____ be having a bath now. The taxi is coming in 20 minutes.
a. can't b. mustn't c. shouldn't

Задание 9. Choose the correct modal verb.

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

Задание 10. Choose the correct word.

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

Задание 11. Choose the correct variant.

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

Задание 12. Choose the correct word.

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

Задание 13. Choose the correct variant.

1. Before you get employed it is worth inquiring about the _____ conditions in the company.
a. housing b. living c. working
2. Mrs. Smith has been _____ the marketing department for five years now.
a. in charge of b. in head of c. in responsibility of
1. We were happy to see the musical. We hadn't _____ so much for a long time.

a. enjoyed b. glad c. enjoyed ourselves

1. The police asked Fabio_____ his visit to the hotel Alhambra that night.

a. the reason for b. the cause for c. the reason of

2. John took the opportunity_____ his boss for a pay rise.

a. to ask b. of asking c. about asking

Задание 14. Choose the right variant.

1. Are you _____ sure you know what to do?

a. at all b. quite c. to some degree

2. I can't _____ decide which dress to wear tonight.

a. quite b. at all c. fairly

3. The report___ various ways in which the service could be improved.

a. suggests b. offers c. claims

4. If there is a mechanical problem with your dishwasher, we _____ contacting the manufacturer directly.

a. offer b. suggest c. announce

5. Police are ___ a reward to anyone with information about the crime.

a. suggesting b. offering c. letting

Задание 15. Choose the correct variant.

1. All _____ from the sales of the CD will go to the Multiple Sclerosis Society.

a. profits b. charges c. expenses

2. Is it _____ that Tony has become a student of Oxford University?

a. true b. truth c. the truth

3. _____ is used by the government to provide public services and pay for government institutions.

a. profit b. income tax c. revenue

4. This region of Catalonia_____ some of the best wines in Spain.

a. produces b. develops c. does

5. Harrods is a shop with a reputation for excellent customer _____.

a. aid b. service c. attention

Задание 16. Choose the right variant.

1. Read the letter carefully and _____ it in a safe place.

a. hold b. keep c. carry

2. Most employees will _____ their jobs when the company changes hands.

a. keep b. hold c. keep with

3. Marion was _____ a catalogue under her arm.

a. holding b. keeping c. raising

4. If you go along a crowded street you had better _____ the left.

a. hold on to b. keep to c. hold to

5. _____ the seat in front when we go round the corner.

a. keep on to b. hold on to c. take on to

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

1. 4. The Greggs _____ about Africa last year.

a. travelled b. have travelled

2. Ivy _____ this sport Mustang for years.

a. has had b. has

3. Our neighbours_____ in 2005. And we _____ from them since then.

a. moved out... haven't heard b. have moved out... didn't hear

4. Kelly buys lots of clothes. I expect she _____ some today.

a. has bought b. buys

5. When _____ the grass? -Oh, I _____ it for ages now.

a. did you last cut... haven't cut b. have you cut... didn't cut

Задание 18. Choose the correct variant.

1. Max_____ a perfect opportunity to get a promotion having failed the qualification exam.

a. missed b. took c. gave

2. We have taken all _____ precautions to avoid an accident.
a. profitable b. clever c. reasonable
3. A small donation can help make a child's wish _____ .
a. come to truth b. come to the truth c. come true
4. The _____ of goods for sale in the Far East has decreased lately.
a. produce b. producing c. production
5. Jack was given a gold watch after 25 years of loyal _____ .
a. service b. help c. duty

Задание 19. Choose the correct word.

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

Задание 20. Choose the correct variant.

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

Тема 4. Карьера. Процедура трудоустройства. The career. Getting a job.

Задание 1. Read the text with proper intonation.

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

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

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

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

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

Задание 2. Retell the text.

Задание 3. Put questions on the text.

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

Задание 5. Read the dialogue with proper intonation

- Good morning, Mr. Bunin.
- Good morning, Mr. Camp. Won't you sit down?
- Thank you. Have a cigarette?

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

Задание 6. Put questions on the dialogue.

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

Задание 8. Put questions on the dialogue.

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

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

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

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

Задание 11. Choose the correct form of the noun.

In today's Cookery Corner I'd like to address a request from Mrs. Parkinson for _____ (1 - an information/information) about which of _____ (2 - chocolate/chocolates) to use in cooking.

Well, Mrs. Parkinson, my _____ (3 - advice is/advices are) always to use the best possible chocolate you can find. It is the same principle as with _____ (4 - wines/wine): in cooking always use _____ (5 - an equivalent quality/equivalent quality) to what you eat or drink. With _____ (6 - a chocolate/chocolate), the reason for this is that higher quality chocolate will always give your cakes and sweets _____ (7 - better/a better) taste. To judge the quality of chocolate, look at _____ (8 - the amount of/the number of) cocoa in the chocolate. Good quality chocolate has more cocoa solids and _____ (9 - less sugar/fewer sugars).

Задание 12. Choose the correct variant.

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

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

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

A: What about my money?

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

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

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

Задание 14. Choose the correct words.

1. Do you smoke? - I _____, but I quit.
a. used to do b. used to

2. Ben and Vera ____ at the camp for a week.
a. stayed b. used to stay
3. The Earth ____ round the Sun.
a. goes b. used to go
4. ____ to play computer games when you were a child?
a. did you used b. did you use
5. When they went to the seaside last summer they ____ go for a swim every morning.
a. used to b. would

Задание 15. Choose the correct words.

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

Задание 16. Choose the correct words.

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

Задание 17. Choose the correct words.

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

Задание 18. Choose the correct words.

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

Задание 19. Choose the correct words.

1. I won't send the parcel until I ____ from him.

- a. will hear b. hear
2. She will visit her parents before she ____ to Montego Bay.
a. will go b. goes
3. I ____ you a postcard when I get to Montserrat.
a. will send b. send
4. I will call you as soon as we ____ the contract.
a. will sign b. sign
5. The moment he ____ I'll tell him the truth.
a. comes b. will come

Задание 20. Choose the correct words.

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

Тема 5. Установление деловых контактов. Establishing business contacts.

Задание 1. Translate into Russian.

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

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

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

Lake: Yes, Lake (to speak).

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

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

Задание 3. Retell the dialogue.

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

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

Задание 5. Choose the correct variant.

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

Задание 6. Choose the correct word.

1. In summer the children usually ____ at their grandmother's.

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

Задание 7. Choose the correct variant.

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

Задание 8. Choose the correct variant.

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

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

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

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

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

Basov: Then we must receive it today or tomorrow.

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

Basov: 5 or 6.

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

Basov: In April or in May.

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

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

Lake: Good-bye.

Задание 10. Retell the dialogue.

Задание 11. Translate into Russian.

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

Задание 12. Choose the correct variant.

1. Many schools don't ____ the Internet.

a. make advantage of b. take advantage of c. possess advantage in

2. The publicity has ____ Jim Morrison's reputation.

a. raised b. increased c. enhanced

3. A line of US tanks slowly ____ .

a. ran b. moved out c. advanced

4. Bertha eventually ____ her goal of becoming a professor of mathematics.

a. reached b. obtained c. achieved

5. Quite a number of countries refuse ____ Kosovo's independence.

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

Задание 13. Choose the correct variant.

1. There is some ____ that the economy in Nicaragua is improving.

a. recognition b. evidence c. facts

2. Climate change could have disastrous ____ for the humanity.

a. consequences b. conditions c. results

3. Many people expressed ____ over moves to restore the death penalty.

a. attention b. attitude c. concern

4. As far as spelling ____ Ronald has never been a strong student.

a. is concerned b. concerns c. is taken

5. Jerry sent the application form too late and missed the opportunity ____ to Great Britain to study in Sandhurst summer language school.

a. to go b. of going c. forgoing

Задание 14. Choose the correct variant.

1. 1. If we ____ inflation ____, we actually spend less now.

a. make... an account b. take... for account c. take... into account

2. Home visits by staff are an ____ of the service.

a. integral part b. integral share c. integration part

3. There is nothing ____ this dress, but if you don't like the way it fits you, take it back to the shop.

a. wrongly with b. wrong with c. wrong about

4. Some aliens in Ireland have been ____ for months.

a. out of the work b. away from work c. out of work

5. The results of this work were ____ excellent but still better than last year.

a. by no means b. by all means c. at no means

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

1. We were ____ when the telephone rang.

a. on the point of leaving b. at the point of leaving c. on the point to leave

2. Samantha Kelly kept walking ____ the hallway all night long thinking over the situation.

a. about and down b. along and up c. up and down

3. Our dependence ____ oil as a source of energy is absolutely enormous.

a. of b. on c. from

4. The relationship in our family is ____ mutual respect.

a. formed on b. founded from c. based on

5. Travellers to Africa are being ____ the danger of various exotic infections.

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

Задание 16. Choose the correct variant.

1. When the old woman ____ the top of the stairs her heart was pounding.

a. achieved b. reached c. reached to

2. The Rubens Hotel in Amsterdam is ____ of the town centre.

a. within easy reach b. about close reach c. within a short distance

3. Medicine must be kept ____ of children.

a. out of reach b. away from reach c. out of the distance

4. You don't have to go to his office, you can ____ Mr. Niranjana by telephone.

a. achieve b. obtain c. reach

Задание 17. Choose the correct words.

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

Задание 18. Choose the correct variant.

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

Задание 19. Choose the correct variant.

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

Задание 20. Choose the correct variant.

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

Тема 6. Выставки и ярмарки. Деловые переговоры. Exhibitions and fairs. Business talks.

Задание 1. Read the text.

Trade Fairs and Exhibitions

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

Задание 2. Retell the text.

Задание 3. Put questions on the text.

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

Задание 5. Read the dialogue.

At a Chemical Exhibition

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

Menon: Good morning.

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

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

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

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

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

Задание 6. Put questions on the dialogue.

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

Задание 8. Put questions on the dialogue.

Задание 9. Choose the correct word.

1. The students admitted that the exam was much more difficult than they ____ .

a. expected b. had expected

2. He told us that his mobile phone ____ out of action all day.

a. was b. had been

3. Martin replied that he ____ the job ____ Monday.

a. already started... last b. had already started... the previous

4. Fernando claimed that he ____ ten essays ____ .

a. had written... the week before b. wrote... last week

5. Isabella boasted that she ____ a Bentley for years.

a. had b. had had

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

1. The doctor said that the operation ____ a resounding success.

a. was b. had been

2. My friend claimed that he ____ with the problem in 2002 already.

a. dealt b. had dealt

3. The student answered that Kurt Vonnegut ____ in 1922.

a. was born b. had been born

4. Sophie exclaimed that she ____ Leon since they ____ from University.

a. had known. graduated b. knew. had graduated

5. The teacher stood up and announced that the party ____ over.

a. was b. had been

Задание 11. Choose the correct tense form.

1. - Your son has been with his girlfriend for a long time. Any sign of wedding bells?

- Well, I'm not sure, but I think he ____ her to marry him on their holiday next week.

a. asks b. will ask c. will have asked

2. - Can I have your report this afternoon?

- This afternoon? Oh, I don't think I ____ by then.

a. will have finished b. am finishing c. will be finishing

3. Look at the waiter. He's carrying too much. He ____ all those plates.

a. is dropping b. is going to drop c. will be dropping

4. - Do you want to go to the cinema tonight?

- No, I'm too tired. I ____ an early night.

a. will have b. will have had c. am going to have

5. Nobody supports my plan to climb Everest. But, believe me, I ____ it!

a. am doing b. will do c. will have done

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

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

Задание 13. Choose the correct tense form.

1. Carina ____ hospital dramas.

a. enjoys b. is enjoying c. has enjoyed.

2. Britney Spears ____ in the Waldorf Astoria on this visit to New York.

a. stays b. is staying c. will stay

3. We ____ a two-week winter holiday in Gstaad every year.

a. take b. have taken c. are taking

4. I ____ the neighbour's cat this week while she's in hospital.

a. feed b. am feeding c. have fed

5. Then you ____ all the ingredients together quickly and ____ the mixture in a hot oven for twenty minutes.

a. mix... put b. is mixing... is putting c. will mix... will put

Задание 14. Read the dialogue.

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

Sokolov: Yes, six months ago.

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

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

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

Sokolov: I'm pleased to hear it.

Menon: When could we discuss the matter in detail?

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

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

Sokolov: Good bye. See you on Monday.

Задание 15. Put questions on the dialogue.

Задание 16. Read the text.

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

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

Задание 17. Give a headline to the text.

Задание 18. Retell the text.

Задание 19. Put questions on the text.

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

Тема 7. Организация деловой поездки. Прибытие. Отъезд. Arranging a business trip. Arrival. Departure.

Задание 1. Match the verbs and nouns.

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

Задание 2. Choose the best word for each gap.

1. Kitchen helpers are often young men or women taking the first steps in the long _____ to become cooks.

a) apprenticeship b) beverage c) category d) consultant

2. Many of the best cooks in the world came from _____.

a) Asia b) Europe c) Africa d) America

3. Many universities now offer courses in restaurant _____.

a) accounting b) management c) bookkeeping d) cleaning

4. It was a pleasure _____ business with you.

a) making b) having c) running d) doing

5. A _____ actually is a very important marketing tool.

a) tips b) appetizer c) menu d) dish

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

1. A calorie is _____ unit of heat that is used to indicate the energy value of food.

a) an b) a c) the d) -

2. The daily menu offers _____ large number of different dishes.

a) - b) a c) the d) an

3. Perishable food must be used _____ it is fresh.

a) while b) in c) within d) at

4. Word-of-mouth recommendation is the most important means _____ merchandising restaurants.

a) of b) in c) at d) for

5. Direct and indirect costs _____ be considered in menu planning.

a) may b) need c) must d) could

Задание 4. Put these sentences in a logical order.

1 I paid my bill.

2 I checked in at reception.

3 I left the hotel.

4 I went up to my room.

5 I spent the night in the hotel.

6 I had an early morning call at seven o'clock.

7 I booked a room at the hotel.

8 I went out for dinner in a local restaurant.

9 I arrived at the hotel.

10 I got up and had a shower.

11 I had breakfast.

12 I tipped the porter who carried my luggage upstairs.

Задание 5. What would you say in these situations?

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

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

You want to wake up at 7 a.m. but you don't have an alarm clock. What do you ask at reception? You have a drink in the hotel bar. The barman asks how you want to pay. What's your reply? When you turn on the shower in your room, the water comes out very slowly. What could you say at reception?

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

6. Choose the best word for each gap.

1. Before any new restaurant opens, the _____ has decided on its basic character.

a) owner b) chef c) customer d) waiter

2. There are different kinds of _____; some are known by French terms - table d'hôte, a la carte du jour.

a) restaurants b) menus c) beverages d) foodservice

3. _____ is usually defined as indirect business costs of the business.

a) liabilities b) assets c) overhead d) expenses

4. Menus ___ include a variety of foods that appeal to customers in different ways.

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

Задание 7. Read the text.

BUSINESS BOOKS

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

Задание 8. Retell the text.

Задание 9. Put questions on the text.

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

Задание 11. Translate into Russian.

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

Задание 12. Read the text.

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

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

Задание 13. Retell the text.

Задание 14. Put questions on the text.

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

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

- 1) to have
- 2) to be free
- 3) to lead
- 4) to keep
- 5) to cause
- 6) to be subject
- a) to maximum profits
- b) prices close to costs
- c) the right to own, control and dispose of real assets
- d) to buy, hire, and sell
- e) to laws and government regulations
- f) changes in market prices

Задание 17. Complete the sentences.

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

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

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

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

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

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

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

- 1) to take
- 2) to attract
- 3) to cover
- 4) to create
- 5) to locate
- 6) to persuade
- a) the costs and expenses
- b) buyers
- c) a choice
- d) to buy
- e) surveys
- f) products

Тема 8. Организация производства товара. Управление производством. Producing goods. Controlling business.

Задание 1. Translate these sentences into Russian.

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

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

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

Задание 3. Give extensive answers to these questions.

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

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

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

Задание 5. Choose the correct variant.

1. The thieves _____ out of the bank, _____ into their cars and _____ up the high street.

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

Задание 6. Choose the correct variant.

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

Задание 7. Translate these sentences into Russian.

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

Задание 8. Choose the correct word.

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

Задание 9. Choose the correct variant.

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

Задание 10. Choose the correct words.

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

Задание 11. Choose the correct variant.

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

Задание 12. Choose the correct words.

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

Задание 13. Choose the correct variant.

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

Задание 14. Choose the correct words.

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

a. that she believed b. her believe

Задание 15. Translate these sentences into Russian.

1. Я хотел бы, чтобы вы связались с этой фирмой сами и выяснили, когда их представитель приезжает в Москву. 2. В вышеупомянутом письме Вы указали, что постараетесь сделать все возможное, чтобы доставить машины, заказанные нами по контракту от 25 января 2021, без задержки. По просьбе господина Брауна мы встречаемся завтра в пять часов дня. 3. Мы заинтересованы в закупке станков высшего качества.

Задание 16. Choose the correct word.

1. The hijackers made the hostages ____ in the plane all night.

a. to stay b. stay

2. The HR manager had his secretary ____ the letters in time.

a. send b. sent

3. The local authorities made the tenants _____ the house because it was dangerous to live in it.

a. leave b. leaving

4. Mother let the children _____ till late.

a. stay out b. have stayed out

5. Suddenly the child let her hand ____ and ran away.

a. gob. went

Задание 17. Choose the correct words.

1. Candy doesn't like the house she has just bought and she is going _____.

a. to have it torn down b. to tear it down

2. This businessman has lots of suits. He _____ twice a year.

a. has them made b. makes them

3. Lucy _____ at the hairdresser's at the moment.

a. is having her hair cut b. is cutting her hair

4. Look at these wonderful snapshots! I _____ at the chemist's.

a. have just developed them b. have just had them developed

5. You can ____ in an hour.

a. have your shoes repaired b. repair your shoes

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

KIDNAPPER CAUGHT PAYING RANSOM INTO BANK

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

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

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

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

Задание 19. Make special questions on the text.

Задание 20. Choose the correct words.

1. The old lady ____ . She is too old to go shopping.

a. had the food delivered b. delivered the food

2. The young couple _____ their house redecorated for two months now. They have to live at their parents'.

a. have been having b. are having

3. You ought _____ at the doctor's.

a. to get your blood pressure checked b. to check you blood pressure

4. One of these days O'Hara is going ____ onto the Committee.

a. to get himself elected b. to have himself elected

5. While walking in Amsterdam I ___ my wallet stolen in the crowd.

Тема 9. Торговля. Внешняя торговля России. Продвижение товара. Покупка и продажа. Trade. Russia's Foreign Trade. Promotion of goods. Buying and selling.

Задание 1. Read the text.

Russia's Foreign Trade

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

Задание 2. Retell the text.

Задание 3. Put special questions on the dialogue.

Camp: Hallo, is that Machinoexport?

Secretary: Yes. Who is that speaking, please?

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

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

Camp: Thank you.

Bunin: Bunin speaking.

Camp: Good afternoon, Mr. Bunin. I've received the final reply from our firm through Internet.

We accept your offer but I'd like to clear up some points in advance. When shall we meet?

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

Camp: Will the contract be ready by that time?

Bunin: Yes, certainly it will.

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

Bunin: I believe that'll be next Sunday.

Camp: Yes, quite so.

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

Camp: Yes, with pleasure.

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

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

Bunin: Good-bye.

Задание 4. Put questions on the dialogue.

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

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

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

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

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

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

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

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

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

Задание 10. Listen to the interview.

P = Presenter J = James Phillips

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

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

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

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

Do all budget airline flights cost less than £10?

When is the price the highest?

When is the price lowest?

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

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

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

- 1) upmarket
- 2) a mission
- 3) an initiative
- 4) a segment
- 5) an audience
- 6) a profile
- 7) to determine
- 8) to monitor
- 9) to eliminate
- a) a part or section
- b) a group of interested people
- c) an important new plan with a particular aim
- d) an assignment or task
- e) to find out / to discover
- f) to remove / to take out
- g) to check at regular intervals
- h) expensive and of superior quality
- i) a description of the characteristics of someone or something

Задание 14. What corresponds to the following definitions?

1. Many different types of consumer who buy the same product. _____
- _____ 2. Conclusions people reach about which products to purchase.
3. An informal discussion group used for market research. _____
4. A shared characteristic. _____
5. A method of evaluation. _____

6. Promotion of goods or services for sale through mass media.

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

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

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

To compete To be in the same line of business to produce To specialize in

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

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

Enterprise To run business To meet troubles To compete

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

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

The terms and conditions To sign Promising

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

Задание 19. Answer these questions.

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

Задание 20. Put questions to the words given in bold type.

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

Тема 10. Заключение контракта. Making a contract.

Задание 1. Translate into Russian.

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

Задание 2. Translate from English into Russian.

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

Задание 3. Read the text and answer the questions.

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

Задание 4. After reading the text answer the questions.

What is the subject of the report?

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

Why is the report urgent?

Задание 5. Read the text.

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

Задание 6. Give a headline to the text.

Задание 7. Retell the text.

Задание 8. Put questions on the text.

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

Задание 10. Read the text.

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

Задание 11. Give a headline to the text.

Задание 12. Retell the text.

Задание 13. Put questions on the text.

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

Задание 15. Read the text.

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

Задание 16. Give a headline to the text.

Задание 17. Retell the text.

Задание 18. Put questions on the text.

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

Задание 20. Choose the correct variant.

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

a. science fiction b. adventures c. experience

2. The exact origin of the universe remains _____.

a. a mystery b. a joke c. fiction

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

a. people b. aliens c. alien beings

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

Примерная тематика реферативных обзоров

1. Этимология экономических терминов современного английского языка.
2. Обозначения цвета в английском языке.
3. Исследование жаргонизмов в современном английском языке.
4. Заимствования из немецкого языка в современном английском.
5. Особенности перевода английских фразеологизмов на русский.
6. Стилистические функции артикля в рекламном тексте.
7. Особенности спортивной лексики английского языка.
8. Особенности речи ораторов на английском языке.
9. Проблемы перевода русских народных сказок на английский язык.
10. Происхождения географических названий в английском языке.
11. Особенности австралийского варианта английского языка.
12. Особенности английского как аналитического языка.
13. Перевод неологизмов с английского языка.
14. Фонетические особенности шотландского варианта английского языка.
15. Характеристика молодёжного сленга в современном английском языке.
16. Стратегии развития памяти при изучении лексики на уроках английского языка.
17. Особенности перевода брошюр и путеводителей.
18. Функциональные стили современного английского языка.
19. Особенности употребления английской лексики в социальных сетях.

Примерная тематика контрольных работ

Контрольная работа 1.

1. Прочитайте и переведите текст, обращая внимание на выделенные слова.

Text "MONEY THEN AND NOW"

When you buy something these days, you have many ways of paying for it. Just think of them! However, you may be surprised to learn that there have always been lots of methods of payment. Long ago, people used **to exchange** one thing for another — an ox or a cow for rice or grain, for example. This system of exchange was called **barter**, but there were lots of problems. Well, how many bags of rice would you give for a cow? And how would you carry the bags? People manages **to solve** these problems. In the 7th century B.C. they introduced coins made of amount of gold and silver. Business became much easier, because people could now exchange money for things they required. Coins lasted for a long time, but they are heavy, and so governments solved the problem by introducing banknotes, so **cash** became easier and lighter to carry.

Nowadays, of course, more and more people are paying for things with cheques or credit cards instead of cash. Some goods can be **purchased on credit**. Sometimes you a get a **discount**. You are often offered a discount if you buy **wholesale**. In some places, for example, in the market you can **haggle**, but in the shops, supermarkets and malls prices are fixed. If you buy a good thing at a reasonable price, you say it's a **bargain**.

The money you pay for your school or lawyer is called **fee** or fees and the money paid for a journey is called a **fare**.

If you deposit your money in a bank, you get a **current account**. This type of keeping money is not very popular in Russia now, as after the August 1998 crisis many banks collapsed and people lost their savings.

2. Выучите значение следующих слов.

to exchange-обменивать

barter- бартер

to solve - решать

6. They are called white-collar workers.
7. They work for different kinds of companies.
8. They employ thousands of people.
9. They dream of working their way up to the top from messenger to president of the corporation.
10. It lies through middle management positions.
11. It includes junior executives, who establish the policies for their companies, especially those that involve finances.
12. Yes, they have a great deal of power and influence.
13. Yes, it is still possible to start out at the bottom and go all the way to the top.
14. They become top executives since the financial operation of business is very important.
15. They get promoted if they show required abilities.

4. Переведите на английский язык.

1. Соотношение промышленных рабочих ("синих воротничков") и "белых воротничков" в американских компаниях в последние годы изменилось. Доля последних значительно возросла. Сегодня успех большой компании зависит именно от них. Но главный вопрос в том, насколько эффективно работают "белые воротнички". Снижение производительности труда "белых воротничков"— основной признак кризиса компании. **2.** Штаб-квартира компании Хьюлетт-Паккард находится в Силиконовой долине. (Silicon Valley). **3.** В Москве работает больше ста агентств по трудоустройству. **4.** Фирма ищет сотрудника с медицинской подготовкой. **5.** Процесс приема на работу достаточно сложный. **6.** На последнем интервью я спросил будущего работодателя, какие обязанности предусматривает эта должность (position).

5. Заполните пропуски необходимой формой инфинитива, предложения переведите. Определите функцию инфинитива в предложении.

Test "Infinitive"

1. Young people have many years at their disposal ... into life all their dreams.
 - a) to have been putting b) to put
 - d) to be putting c) to have put
2. It was a useless thing ... it.
 - a) to have done b) to doing
 - c) have done d) to have been done
3. As soon as people are old enough ... better they don't know anything at all.
 - a) to be knowing b) to know
 - c) to have known d) to have been known
4. The government promised ... people from taxes.
 - a) to liberate b) to have liberated
 - c) to have been liberating d) liberate
5. ... to was what the officials awaited.
 - a) To be listened b) To be listening
 - c) To listen d) To have listened
6. By the middle of the 20th century ... in man's potential for improvement seemed naive.
 - a) to have being believed b) to believe
 - c) to have been believing d) to be being believed
7. The Committee had an important problem....
 - a) to have been solved b) will have solved
 - c) to be solved d) be solved
8. Many states established international organizations ... on specific matters.
 - a) to have cooperated b) to be being cooperated
 - c) to be cooperating d) to cooperate
9. In 1945, the representatives of 50 countries met in San Francisco at the United Nations Conference ... up the United Nations.
 - a) to have been drawing b) to be drawing
 - c) to have been drawn d) to draw

- c) is appearing to have d) is appeared to have
3. The UN Assembly ... its annual (*ежегодный*) sessions from September to December.
- a) known to hold b) know to hold
- c) is known to being hold d) is known to hold
4. The elimination of weapon of mass destruction (*оружие массового поражения*)... one the main goals (*цель*) of the United Nations.
- a) is sure to be b) are sure to be
- c) sure to have been d) is sure to be being
5. A number of UN offices, programmers and funds ... for improvement economic and social conditions of the people throughout the world.
- a) understood to be working b) are understood to be working
- c) are understood be working d) is understood to be working
6. The Economic and Social Council ...a link between the United Nations and the Civil Society for years.
- a) said to be maintaining b) is said be maintaining
- c) is said to have been maintaining d) are said to have been maintaining
7. The UN Children's Fund (UNICEF) ... social and economic conditions of children throughout the world.
- a) believed to have improved b) is believed improving
- c) is believed to improve d) are believed to improve
8. The Commission of Human Rights ... successful in maintaining the observance of human rights throughout the world.
- a) proved to be b) is proved to have been
- c) is proved to be d) prove to be
9. The UN system ... the International Monetary Fund (*валютный фонд*), the World Bank and other organizations.
- a) is happened to link b) is happened to have linked
- c) happen to link d) happened to link
10. The International Labor Organization .. older than the United Nation itself,
- a) are certain to be b) is certain to be
- c) certain to have been d) is certain to being

Контрольная работа 4

1 .Прочитайте и переведите текст.

Text “WORK AT THE FOREIGN TRADE COMPANY”

Hello, my name is Maxim Sviridov. I work as a manager at the company. It is Russian company which works on the business travel market. Two weeks ago I was sent by the administration of our company to London where I studied the English travel companies, their traditions, their marketing and management. Now my business trip is coming to the end and I want to share with you my impressions of English business world. First of all English businessmen are well known all over the world for their honesty and decency. If an Englishman gives you his word he will keep it in any case. Besides that, nothing can prevent him from refusing the once taken decision. Of course, there are some exclusions, but they are so rare that nobody should put attention on them. During the last two weeks my working day was approximately the same. Early in the morning I took a taxi to my hosts' headquarters, which is situated in the City - the business heart of London. First of all I usually asked Ms. Lapital - my secretary if there were any letters or cables for me. Then she gave me my correspondence and fresh newspapers and I followed to my office-room. There I studied all documents that had come for my name and wrote a short report about previous business day and then faxed it to my native company in Vladivostok.

After that I went to Mr. Forsberg's office-room to get tasks for the new day and ask some questions about their company, its history, traditions, clients, and so on. After that I usually did what Mr. Forsberg asked. My usual job was meeting with potential clients, discussing their rest plans and offering the services of Mr. Forsberg's company. I usually met with 10 or 12 people a day. They were representatives of different social groups and communicating with them increased my knowledge of England and Englishmen, their psychology greatly. This business trip was a great chance for me and I hope I used this chance fully. Now I know a lot about Western business world, about travel business and this knowledge will, of course, help me in my future career.

2. Перескажите текст от 3-го лица.

3. Выберите правильную форму объектного инфинитивного оборота. Предложения переведите.

Test "Complex Object with the Infinitive."

1. The journalists made people ... the significance of the discovery of Troy by Schliemann.

- a) to be understanding b) to have understood
c) to understand d) understand

2. It was so unusual that nobody expected Schliemann ... the ruins of the ancient city.

- a) to be found b) to have find
c) to find d) find

3. Experts found out the city of Troy ... in Asia Minor.

- a) have existed b) had existed
c) to exist d) to have been existed

4. Some archaeologists consider the artifacts (*артефакты*) ... as far back as the 11 century BC.

- a) be dating b) to date
c) have dated d) date

5. The state of affairs forced him ... on strangers.

- a) have relied b) be relying
c) relied d) to rely

6. The success of Schliemann's excavations (*раскопки*) caused a lot of people their jobs for digging in the East.

- a) to abandon b) have abandoned
c) to have been abandoned d) to be abandoning

7. The archaeological finds made specialists ... happy.

- a) to feel b) feel
c) to have felt d) to be feeling

8. The college seniors (*старшекурсник*) saw the precious things ... carefully from the archaeological site to the museum.

- a) to be brought b) to have been brought
c) be brought d) to be being brought

9. The sophomores (*второкурсник*) expected ... abroad by the Head of the Department.

- a) to be sent b) to be sending
c) to have been sent d) be being sent

10. At the beginning of the academic year undergraduates can be heard ... their hymn "Gaudeamus".

- a) to have sung b) to be singing -
c) to sing d) sing

6.3.2. Типовые задания для проведения промежуточной аттестации обучающихся

Промежуточная аттестация по дисциплине «Иностранный язык» проводится в форме экзамена.

Номер вопроса	Перечень вопросов к устному экзамену
	Грамматика

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

Промежуточная аттестация по дисциплине «Иностранный язык» проводится в форме экзамена.

Типовые вопросы к экзамену

1.

Задание 1. Прочтите и перескажите текст.

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

Задание 2. Задайте 10 вопросов к тексту, включая общие, специальные и альтернативные.

2.

Задание 1. Прочтите и перескажите текст.

Text "ADVERTISMENT AND PROMOTION"

We asked the GHI Institute team and experts at Whirlpool UK and Comet to tell us about future developments in the world of appliances.

S. Wilkinson - GHI Consumer Research Editor: "I believe "fuzzy logic" is the way forward: appliances will no longer need a person to operate them. This is made, possible by the use of sensors, which take information back to the machine's "brain". If a washing machine over-foams, for example, it will take more water, making the machine more efficient and economical to run. I also envisage more colour and fashion in the kitchen of the future. It would be refreshing to change those white boxes into high-style pieces of furniture."

P. Schofield - GHI Assistant Consumer Research Editor: "There's no doubt that, over the next few years, more and more of us will be ordering showing by computer and arranging home delivery. Wouldn't it be wonderful if housework could also be done at the touch of a button?"

Let's hope the next century sees appliances linked to a central control unit which will operate the washing machine, dishwasher and cooker. The computer will plan our weekly meals and devise dinner party menus. AU we'll need then is a robot to do the ironing."

M. Jordan - Whirlpool UK Training manager: "As a leading manufacturer of kitchen appliances, we are able to give customers a simple but compelling message: 'We understand your needs'. From four years of research involving 40,000 customers we've learnt that products of the future need to work efficiently, be easy to use and easy to clean. The kitchen will continue to 'gain in importance as the focal point of the home, and there will be many more electronically enhanced appliances using 'fuzzy logic' technology - all aimed at saving time."

S. Skevington - Comet Corporate Communications Manager: "Style and ergonomic design will become increasingly important as customers look to purchase appliances that complement their house decor. New materials and techniques, resulting in environmentally friendly products which consume less energy and are pleasing to the eye, are being introduced. Advanced technology is helping to make appliances easier to use - just press a button and let the machine get on it. As well as ensuring better results, it will leave us more time to concentrate on enjoying life."

(GH. June. 1997)

Задание 2. Задайте 10 вопросов к тексту, включая общие, специальные и альтернативные.

3.

Задание 1. Прочтите и перескажите текст.

Text "COMPUTER NOWADAYS"

When faced with some new possibly bewildering technological change most people react in one of two ways. They either recoil from anything new, claiming that it is unnecessary, or too complicated *or* that it somehow makes life less than human. Or they learn to adopt to the new invention, and eventually wonder how they could possibly have existed without it. Take computers as an example.

For many of us, they still represent a control to our freedom, and give us a frightening sense of a future in which all decisions will be taken by machines. This may be because they seem mysterious, and difficult to understand. Ask most people what they can use a home computer for, and you usually get vague answers about how "they'll give you information!" In fact, even those of us who are familiar with computers, and use them in our daily work, have very little idea of how they work. But it does not take long to learn how to create a business programme, even if things occasionally go wrong for no apparent reason.

Presumably much the same happened when the telephone and the television became widespread. What seems to alarm most people is the speed of technological change, rather than change itself. And the objections that are made to new technology may well have a point to them, since change is not always an improvement. As we discover during power cuts, there is a lot to be said for the oil lamp, the coal fire, and forms of entertainment, such as books or board games, that do not have to be plugged to work.

Задание 2. Задайте 10 вопросов к тесту, включая общие, специальные и альтернативные.

Типовые тестовые задания к экзамену

1. Helen ___ to the children while Benjamin _____.
a. read... washed up b. was reading... was washing up
2. Yesterday I _____ the essay for 3 hours!
a. wrote b. was writing
3. She _____ very badly whenever she stayed at her aunt's.
a. slept b. was sleeping
4. I _____ trouble with that car the whole of the time I owned it.
a. was having b. had
5. The company _____ trouble with that department at the time.
a. had b. was having
6. _____ seems to be a traffic jam downtown on Old Hope Road.
a. it b. there
7. _____ an honour that Professor Alexander Belov is attending the conference.
a. it is b. there is
8. _____ surprising if the two countries don't reach an agreement soon.
a. it will be b. there will be
9. _____ hope of getting money for the research.
a. there is no b. it is no
10. _____ no good getting annoyed. That won't help solve the problem.
a. it is b. there is
11. Take a taxi. _____ a long way to the station.
a. there is b. it is
12. _____ any truth at all in that newspaper article.
a. there wasn't b. it wasn't
13. _____ several accidents this week.
a. there have been b. it has been
14. _____ raining since Monday.
a. there has been b. it has been
15. _____ any problem with my ticket?
a. will there be b. will be there
16. _____ no point in doing this work.
a. there is b. it is
17. You do this work at the expense of your health. _____ not worth it!
a. it is b. there is

18. Is the eighteenth today? - No, the seventeenth.
 a. it b. there
19. Someone is injured. _____ an accident.
 a. there has been b. it has been
20. a picture on the wall. _____ an abstract painting.
 a. there is... it is b. it is... there is
21. _____ time to finish our discussion after classes.
 a. there will be b. it will be
22. Why so many police there?
 a. are there b. is it
23. going to be a bus strike next week.
 a. there is b. it is
24. time to go to bed?
 a. is it b. is there
25. Look! The sky is cloudy. going to rain.
 a. it is b. there is
26. everyone here now? We'll start the tour straight away then.
 a. is b. are c. does
27. There is hardly to be seen on the streets of the centre after dark.
 a. anybody b. nobody c. somebody
28. Peter decided that he needed to do _____ with his life.
 a. constructive something b. something constructive c. everything constructive
29. The kidnap victims were blindfolded, driven into the country and thrown from the car miles from _____.
 a. somewhere b. anywhere c. nowhere
30. The mayor is caught in the city traffic. We've got to find a way to get her here fast.
 a. somehow b. anyhow c. nohow

6.4. Методические материалы, определяющие процедуры оценивания знаний, умений, навыков и (или) опыта деятельности, характеризующих этапы формирования компетенций

С целью определения уровня овладения компетенциями, закрепленными за дисциплиной, в заданные преподавателем сроки проводится текущий и промежуточный контроль знаний, умений и навыков каждого обучающегося. Все виды текущего контроля осуществляются на практических занятиях. Исключение составляет устный опрос, который может проводиться в начале или конце лекции в течение 15-20 мин. с целью закрепления знаний по дисциплине. При оценке компетенций принимается во внимание формирование профессионального мировоззрения, определенного уровня включённости в занятия, рефлексивные навыки, владение изучаемым материалом.

Процедура оценивания компетенций обучающихся основана на следующих стандартах:

1. Периодичность проведения оценки.
2. Многоступенчатость: оценка (как преподавателем, так и обучающимися группы) и самооценка обучающегося, обсуждение результатов и комплекс мер по устранению недостатков.
3. Единство используемой технологии для всех обучающихся, выполнение условий сопоставимости результатов оценивания.
4. Соблюдение последовательности проведения оценки.

Текущая аттестация обучающихся. Текущая аттестация обучающихся по дисциплине «Иностранный язык» проводится в соответствии с локальными нормативными актами ЧОУ ВО ИНУПБТ и является обязательной.

Текущая аттестация по дисциплине «Иностранный язык» проводится в форме опроса и контрольных мероприятий по оцениванию фактических результатов обучения обучающихся и осуществляется преподавателем дисциплины.

Объектами оценивания выступают:

1. учебная дисциплина (активность на занятиях, своевременность выполнения различных видов заданий, посещаемость всех видов занятий по аттестуемой дисциплине);
2. степень усвоения теоретических знаний в качестве «ключей анализа»;
3. уровень овладения практическими умениями и навыками по всем видам учебной работы;
4. результаты самостоятельной работы (изучение книг из списка основной и дополнительной литературы).

Активность обучающегося на занятиях оценивается на основе выполненных обучающимся работ и заданий, предусмотренных данной рабочей программой дисциплины.

Кроме того, оценивание обучающегося проводится на текущем контроле по дисциплине. Оценивание обучающегося на контрольной неделе проводится преподавателем независимо от наличия или отсутствия обучающегося (по уважительной или неуважительной причине) на занятии. Оценка носит комплексный характер и учитывает достижения обучающегося по основным компонентам учебного процесса за текущий период.

Оценивание обучающегося носит комплексный характер и учитывает достижения обучающегося по основным компонентам учебного процесса за текущий период с выставлением оценок в ведомости.

Промежуточная аттестация обучающихся. Промежуточная аттестация обучающихся по дисциплине проводится в соответствии с локальными нормативными актами ЧОУ ВО «ИНУПБТ» и является обязательной.

Промежуточная аттестация по дисциплине проводится в соответствии с учебным планом в период зачетно-экзаменационной сессии в соответствии с графиком проведения.

Обучающиеся допускаются к экзамену по дисциплине в случае выполнения им учебного плана по дисциплине: выполнения всех заданий и мероприятий, предусмотренных программой дисциплины.

Оценка знаний обучающегося на зачете определяется его учебными достижениями в семестровый период и результатами текущего контроля знаний и выполнением им заданий.

Знания умения, навыки обучающегося на экзамене оцениваются как: «отлично», «хорошо», «удовлетворительно» и «неудовлетворительно».

Основой для определения оценки служит уровень усвоения обучающимися материала, предусмотренного данной рабочей программой.

7. Перечень основной и дополнительной учебной литературы, необходимой для освоения дисциплины

а) основная учебная литература:

1. Лисковец, И. В. Иностранный язык (английский язык). Перевод и разговорная речь : учебное пособие / И. В. Лисковец, Ю. В. Смирнова. — Санкт-Петербург : Санкт-Петербургский государственный университет промышленных технологий и дизайна, 2019. — 111 с. — ISBN 2227-8397. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/102416.html>
2. Николаева, Е. А. Иностранный язык (английский язык): профессионально-ориентированная лексика : учебное пособие / Е. А. Николаева. — Санкт-Петербург : Санкт-Петербургский государственный университет промышленных технологий и дизайна, 2019. — 136 с. — ISBN 2227-8397. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/102417.html>
3. Молодых, Е. А. Иностранный язык (английский) : учебное пособие / Е. А. Молодых, С. В. Павлова. — Воронеж : Воронежский государственный университет инженерных технологий, 2019. — 112 с. — ISBN 978-5-00032-441-7. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/95369.html>

б) дополнительная литература

1. Лисковец, И. В. Иностранный язык (английский язык). Сборник упражнений по переводу и разговорной речи : учебное пособие / И. В. Лисковец, Ю. В. Смирнова. — Санкт-Петербург : Санкт-Петербургский государственный университет промышленных технологий и дизайна,

2019. — 112 с. — ISBN 2227-8397. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/102418.html>

2. Иностранный язык (английский). Интерактивные занятия : учебное пособие / составители Ю. В. Смирнова, И. В. Лисковец. — Санкт-Петербург : Санкт-Петербургский государственный университет промышленных технологий и дизайна, 2019. — 92 с. — ISBN 2227-8397. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/102415.html>

3. Грищенко, Н. А. Иностранный язык. Английский. (Деловая сфера коммуникации) : учебное пособие / Н. А. Грищенко, Е. О. Ершова, М. А. Старшева. — Красноярск : Сибирский федеральный университет, 2019. — 172 с. — ISBN 978-5-7638-4206-7. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/100019.html>

4. Камардина, Ю. С. Иностранный язык: научно-исследовательская работа студентов по методике обучения и воспитания : учебное пособие для бакалавров, обучающихся по направлению подготовки 44.03.01 – «Педагогическое образование», профиль «Иностранный язык» / Ю. С. Камардина, И. И. Неvejeина. — Саратов : Издательство Саратовского университета, 2019. — 44 с. — ISBN 978-5-292-04605-9. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/99031.html>

8. Методические указания для обучающихся по освоению дисциплины

Вид деятельности	Методические указания по организации деятельности студента
Лекция	Написание конспекта лекций: кратко, схематично, последовательно фиксировать основные положения, выводы, формулировки, обобщения; помечать важные мысли, выделять ключевые слова, термины. Проверка терминов, понятий с помощью энциклопедий, словарей, справочников с выписыванием толкований в тетрадь. Обозначить вопросы, термины, материал, который вызывает трудности, пометить и попытаться найти ответ в рекомендуемой литературе. Если самостоятельно не удастся разобраться в материале, необходимо сформулировать вопрос и задать преподавателю на консультации, на практическом занятии.
Практические занятия	Проработка рабочей программы с акцентом на цели и задачи, структуру и содержание дисциплины; включает в себя: устный опрос по теме (УОТ); прослушивание аудио- и видеозаписей по заданной теме и др. Самостоятельная подготовка к практическим занятиям (П.з.) предполагает конспектирование источников, работу с текстами, с рекомендуемой литературой по теме (Лит.), подготовку ответов к контрольным вопросам, выполнение письменных упражнений.
Индивидуальные задания	Знакомство с основной и дополнительной литературой, включая справочные издания, зарубежные источники, конспект основных положений, терминов, сведений, требующихся для запоминания и являющихся основополагающими в этой теме.
Самостоятельная работа	Самостоятельная работа проводится с целью: систематизации и закрепления полученных теоретических знаний и практических умений обучающихся; углубления и расширения теоретических знаний студентов; формирования умений использовать нормативную, правовую, справочную документацию, учебную и специальную литературу; развития познавательных способностей и активности обучающихся: творческой инициативы, самостоятельности, ответственности, организованности; формирование самостоятельности мышления, способностей к саморазвитию, совершенствованию и самоорганизации; формирования профессиональных компетенций; развитию исследовательских умений

обучающихся. Формы и виды самостоятельной работы: чтение основной и дополнительной литературы – самостоятельное изучение материала по рекомендуемым литературным источникам; работа с библиотечным каталогом, самостоятельный подбор необходимой литературы; работа со словарем, справочником; поиск необходимой информации в сети Интернет; конспектирование источников; реферирование источников; составление аннотаций к прочитанным литературным источникам; составление рецензий и отзывов на прочитанный материал; составление обзора публикаций по теме; составление и разработка терминологического словаря; составление хронологической таблицы; составление библиографии (библиографической картотеки); подготовка к различным формам текущей и промежуточной аттестации (к тестированию, зачету, экзамену); выполнение домашних контрольных работ; самостоятельное выполнение практических заданий репродуктивного типа (ответы на вопросы, тесты; выполнение творческих заданий).
Технология организации самостоятельной работы обучающихся включает использование информационных и материально-технических ресурсов образовательного учреждения: библиотеку с читальным залом, укомплектованную в соответствии с существующими нормами; учебно-методическую базу учебных кабинетов, лабораторий и зала кодификации; компьютерные классы с возможностью работы в сети Интернет; аудитории (классы) для консультационной деятельности; учебную и учебно-методическую литературу, разработанную с учетом увеличения доли самостоятельной работы студентов, и иные методические материалы. Перед выполнением обучающимися внеаудиторной самостоятельной работы преподаватель проводит консультирование по выполнению задания, который включает цель задания, его содержания, сроки выполнения, ориентировочный объем работы, основные требования к результатам работы, критерии оценки. Во время выполнения обучающимися внеаудиторной самостоятельной работы и при необходимости преподаватель может проводить индивидуальные и групповые консультации. Самостоятельная работа может осуществляться индивидуально или группами обучающихся в зависимости от цели, объема, конкретной тематики самостоятельной работы, уровня сложности, уровня умений обучающихся. Контроль самостоятельной работы предусматривает: соотнесение содержания контроля с целями обучения; объективность контроля; валидность контроля (соответствие предъявляемых заданий тому, что предполагается проверить); дифференциацию контрольно-измерительных материалов.
Формы контроля самостоятельной работы:
просмотр и проверка выполнения самостоятельной работы преподавателем;
организация самопроверки,
взаимопроверки выполненного задания в группе; обсуждение результатов выполненной работы на занятии;
проведение письменного опроса;
проведение устного опроса;
организация и проведение индивидуального собеседования;
организация и проведение собеседования с группой;
защита отчетов о проделанной работе.

Опрос	Опрос - это средство контроля, организованное как специальная беседа преподавателя с обучающимся на темы, связанные с изучаемой дисциплиной, и рассчитанное на выявление объема знаний по определенному разделу, теме, проблеме и т.п. Проблематика, выносимая на опрос определена в заданиях для самостоятельной работы обучающегося, а также может определяться преподавателем, ведущим семинарские занятия. Во время проведения опроса обучающийся должен уметь обсудить с преподавателем соответствующую проблематику на уровне диалога.
Дискуссия	Беседа преподавателя с обучающимися и их между собою на определенную тему из учебной программы. Формирование высказывания убеждающего типа с эмоциональной окрашенностью с целью склонить оппонента на свою сторону. Оценочные средства, позволяющие включить обучающегося в процесс обсуждения спорного вопроса, проблемы и оценить их умение аргументировать собственную точку зрения.
Доклад-презентация	Публичное выступление по представлению полученных результатов в программе Microsoft PowerPoint. Представляет собой совмещение видеоряда как последовательности кадров со звукорядом с последовательностью звукового сопровождения. В качестве способа представления информации позволяет сообщить нужные сведения об объекте в удобной для восприятия форме.
Ролевая игра	Совместная деятельность группы обучающихся и преподавателя под управлением преподавателя с целью решения учебных и профессионально - ориентированных задач путем игрового моделирования реальной проблемной ситуации. Позволяет оценивать умение анализировать и решать типичные профессиональные задачи.
Кейс - стадии	Проблемное задание, в котором обучающемуся предлагают осмыслить реальную профессионально – ориентированную ситуацию, необходимую для решения данной проблемы.
Тестирование	Контроль в виде тестов может использоваться после изучения каждой темы курса. Итоговое тестирование можно проводить в форме: компьютерного тестирования, т.е. компьютер произвольно выбирает вопросы из базы данных по степени сложности; письменных ответов, т.е. преподаватель задает вопрос и дает несколько вариантов ответа, а обучающийся на отдельном листе записывает номера вопросов и номера соответствующих ответов. Для достижения большей достоверности результатов тестирования следует строить текст так, чтобы у обучающихся было не более 40 – 50 секунд для ответа на один вопрос. Итоговый тест должен включать не менее 60 вопросов по всему курсу. Значит, итоговое тестирование займет целое занятие. Оценка результатов тестирования может проводиться двумя способами: 1) по 5-балльной системе, когда ответы студентов оцениваются следующим образом: - «отлично» – более 80% ответов правильные; - «хорошо» – более 65% ответов правильные; - «удовлетворительно» – более 50% ответов правильные. Обучающиеся, которые правильно ответили менее чем на 70% вопросов, должны в последующем пересдать тест. При этом необходимо проконтролировать, чтобы вариант теста был другой; 2) по системе зачет-незачет, когда для зачета по данной дисциплине достаточно правильно ответить более чем на 70% вопросов.
Подготовка к экзамену	При подготовке к экзамену необходимо ориентироваться на

	<p>конспекты лекций, рекомендуемую литературу и др. Основное в подготовке к сдаче экзамена по дисциплине «Иностранный язык» - это повторение всего материала дисциплины, по которому необходимо сдавать экзамен. При подготовке к сдаче экзамена обучающийся весь объем работы должен распределять равномерно по дням, отведенным для подготовки к экзамену, контролировать каждый день выполнение намеченной работы. Подготовка к экзамену включает в себя три этапа: самостоятельная работа в течение семестра; непосредственная подготовка в дни, предшествующие экзамену по темам курса; подготовка к ответу на задания, содержащиеся в билетах (тестах) экзамена.</p> <p>Для успешной сдачи экзамена по дисциплине «Антикризисное управление» обучающиеся должны принимать во внимание, что: все основные вопросы, указанные в рабочей программе, нужно знать, понимать их смысл и уметь его разъяснить; указанные в рабочей программе формируемые профессиональные компетенции в результате освоения дисциплины должны быть продемонстрированы студентом; семинарские занятия способствуют получению более высокого уровня знаний и, как следствие, более высокой оценке на экзамене; готовиться к экзамену необходимо начинать с первой лекции и первого семинара.</p>
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9. Описание материально-технической базы, необходимой для осуществления образовательного процесса по дисциплине

Реализация образовательного процесса по дисциплине «Иностранный язык» осуществляется в следующих аудиториях:

Компьютерный класс, лингафонный кабинет № 502, оснащенный оборудованием:

офисный стол – 37 шт.; Офисный стул -4 шт.; Учебный стул – 31 шт.

ПК (оснащенный MS office, MS Project, MS Visio, Консультант + агент, 1С 8.2, Visual Studio, Adobe Finereader, Project Expert) – 13 шт.4 Наушники с микрофоном – 13 шт.; Программное обеспечение Линко v.8.2 – 13 шт.; Стенд – 9 шт.

Для проведения **практических занятий** используется аудитория для семинарских и практических занятий **№ 308**, оснащенная оборудованием:

Учебный стул - 28 шт.; Офисный стол - 1 шт.; Офисный стул - 1 шт.; Шкаф - 1 шт.; Стенд - 7 шт.; Учебная доска - 1 шт.; Калькулятор - 15 шт.; Набор для «Математических дисциплин» - 1 компл.; Ноутбук - 1 шт.; Экран - 1 шт.; Учебный стол - 14 шт.; Проектор - 1 шт., Трибуна – 1 шт.

Для **консультаций** используется аудитория для групповых и индивидуальных консультаций **№ 405**, оснащенная оборудованием:

Учебный стол – 10 шт.; Студенческая лавка (на 3 посадочных места) – 10 шт.; Офисный стол -1 шт.; Офисный стул – 1 шт.; Стенд – 6 шт.; Учебная доска -1 шт.

Для проведения **аттестаций** используется аудитория для текущего контроля и промежуточной аттестации **№ 608**, оснащенная оборудованием:

Учебная доска – 1 шт.; Учебный стол – 16 шт.; Учебный стул – 32 шт.; Офисный стол -1; шт.; Офисный стул – 1 шт.; Стенд – 10 шт.; Трибуна -1 шт.

Для самостоятельной работы студентов используется аудитория № 305, оснащенная оборудованием:

Учебный стол – 12 шт.; Учебный стул – 24 шт.; Офисный стол – 1 шт.; Офисный стул – 1 шт.; Шкаф – 1 шт.; Стенд – 5 шт.; Учебная доска – 1 шт.; Ноутбук – 1 шт.; Принтер – 1 шт.

10. Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, в том числе комплект лицензионного программного обеспечения, электронно-библиотечные системы, современные профессиональные базы данных и информационные справочные системы

Обучающиеся обеспечены доступом к электронной информационно-образовательной среде ЧОУ ВО «ИНУПБТ» из любой точки, в которой имеется доступ к сети «Интернет», как на территории организации, так и вне ее.

10.1 Лицензионное программное обеспечение:

1. Операционная система Microsoft Windows 10 Professional — OEM-лицензии (поставляются в составе готового компьютера);
2. Операционная система Microsoft Windows 7 Professional — OEM-лицензии (поставляются в составе готового компьютера);
3. Программный пакет Microsoft Office 2010 Professional
4. Комплексная система антивирусной защиты Kaspersky Endpoint Security;
5. 1С: Бухгалтерия 8 учебная версия;
6. Project Expert

10.2. Электронно-библиотечная система:

Электронная библиотечная система (ЭБС): <http://www.iprbookshop.ru>

10.3. Современные профессиональные баз данных:

1. Официальный интернет-портал базы данных правовой информации <http://pravo.gov.ru>
2. Портал "Информационно-коммуникационные технологии в образовании" <http://www.ict.edu.ru>
3. Научная электронная библиотека <http://www.elibrary.ru/>
4. Национальная электронная библиотека <http://www.nns.ru/>
5. Электронные ресурсы Российской государственной библиотеки <http://www.rsl.ru/ru/root3489/all>
6. Web of Science Core Collection — политематическая реферативно-библиографическая и наукометрическая (библиометрическая) база данных — <http://webofscience.com>
7. Полнотекстовый архив ведущих западных научных журналов на российской платформе Национального электронно-информационного консорциума (НЭИКОН) <http://neicon.ru>
8. Базы данных издательства Springer <https://link.springer.com>
9. www.minfin.ru Сайт Министерства финансов РФ
10. <http://gks.ru> Сайт Федеральной службы государственной статистики
11. www.skrin.ru База данных СКРИН (крупнейшая база данных по российским компаниям, отраслям, регионам РФ)
12. www.cbr.ru Сайт Центрального Банка Российской Федерации
13. <http://moex.com/> Сайт Московской биржи
14. www.fcsm.ru Официальный сайт Федеральной службы по финансовым рынкам (ФСФР)
15. www.rbc.ru Сайт РБК («РосБизнесКонсалтинг» - ведущая российская компания, работающая в сферах масс-медиа и информационных технологий)
16. www.expert.ru Электронная версия журнала «Эксперт»

17. <http://ecsn.ru/> «Экономические науки»

10.4. Информационные справочные системы:

1. www.consultant.ru Справочная правовая система КонсультантПлюс
2. Портал Федеральных государственных образовательных стандартов высшего образования <http://fgosvo.ru>
3. www.garant.ru Информационно-правовая система Гарант

11. Особенности реализации дисциплины для инвалидов и лиц с ограниченными возможностями здоровья

Для обеспечения образования инвалидов и обучающихся с ограниченными возможностями здоровья по личному заявлению обучающегося разрабатывается адаптированная образовательная программа, индивидуальный учебный план с учетом особенностей их психофизического развития и состояния здоровья, в частности применяется индивидуальный подход к освоению дисциплины, индивидуальные задания: рефераты, письменные работы и, наоборот, только устные ответы и диалоги, индивидуальные консультации, использование диктофона и других записывающих средств для воспроизведения лекционного и семинарского материала.

В целях обеспечения обучающихся инвалидов и лиц с ограниченными возможностями здоровья библиотека комплектует фонд основной учебной литературой, адаптированной к ограничению их здоровья, предоставляет возможность удаленного использования электронных образовательных ресурсов, доступ к которым организован в ЧОУ ВО «ИНУПБТ». В библиотеке проводятся индивидуальные консультации для данной категории пользователей, оказывается помощь в регистрации и использовании сетевых и локальных электронных образовательных ресурсов, предоставляются места в читальном зале, оборудованные программами не визуального доступа к информации, экранными увеличителями и техническими средствами усиления остаточного зрения: Microsoft Windows 7, Центр специальных возможностей, Экранная лупа; Microsoft Windows 7, Центр специальных возможностей, Экранный диктор; Microsoft Windows 7, Центр специальных возможностей, Экранная клавиатура; экранная лупа OneLoupe; речевой синтезатор «Голос».