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ФИО: Колесникова Екатерина Дмитриевна  
Должность: Ректор СГТИ  
Дата подписания: 10.09.2021 18:35:36  
Уникальный программный ключ:  
5791137b901af0c8a5118857e44b19e4019ca0104



**ЧАСТНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ  
«СРЕДНЕРУССКИЙ ГУМАНИТАРНО-ТЕХНОЛОГИЧЕСКИЙ ИНСТИТУТ»**

**УТВЕРЖДАЮ**

Заведующий кафедрой экономики и управления

\_\_\_\_\_/Садченкова Ю.П./

«31» августа 2021 г.

**Кафедра экономики и управления**

**Рабочая программа учебной дисциплины  
ИНОСТРАННЫЙ ЯЗЫК**

Направление подготовки  
38.03.02 Менеджмент

Направленность (профиль) подготовки:  
Управление проектом

Квалификация (степень) выпускника:  
Бакалавр

Форма обучения:  
Очно-заочная

Составитель программы:  
Ковальчук Н.Б.,  
доцент кафедры экономики и управления

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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, приобретённые 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 на 1 курсе, во 2 семестре для очно-заочной формы 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 соотнесённых с федеральным государственным образовательным стандартом по указанному направлению подготовки:

- «Специалист по управлению рисками», утвержденного приказом Министерства труда и социальной защиты Российской Федерации от 18 августа 2018 г. N 544н;
- «Специалист в сфере управления проектами государственно-частного партнерства», утвержденный приказом Министерства труда и социальной защиты Российской Федерации от 20 июля 2020 года N 431н.

| 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).                                   | <u>Контактная работа:</u><br>Лекционные и практические занятия<br><u>Самостоятельная работа</u> |
|                 |  | 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. |   |

**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                 |
|--|-----------------------------|
|  | очно-заочная форма обучения |
| Общая трудоемкость дисциплины                          | 252                         |
| Контактная работа обучающихся с преподавателем (всего) | 20                          |
| Аудиторная работа (всего):                             | 20                          |
| в том числе:   |                             |
| лекции   | 10                          |
| семинары, практические занятия                         | 10                          |
| лабораторные работы                                    |                             |
| Контроль   | 9                           |
| Внеаудиторная работа (всего):                          | 223                         |

|   |     |
|---|-----|
| в том числе:                                      |     |
| самостоятельная работа обучающихся (всего)        | 223 |
| Вид промежуточной аттестации обучающегося – зачет | +   |

#### 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 очно-заочной формы обучения

| № п/п | Разделы и темы учебной дисциплины                              | Семестр | Виды учебной работы, включая самостоятельную работу 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                    | Лабораторный практикум | Практические занятия /семинары |                        |                    |   |                 |
| 1     | Изучение иностранных языков. Learning foreign languages.       | 2       | 24   | 1                         |                        | 1                              | 22                     |                    | Дискуссия, диагностическое тестирование (Т); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ) |                 |
| 2     | Образование. Education.  | 2       | 24   | 1                         |                        | 1                              | 22                     |                    | Ролевая игра; самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)                                |                 |
| 3     | Планирование дня. В офисе. Planning activities. At the office. | 2       | 24   | 1                         |                        | 1                              | 22                     |                    | Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)                             |                 |
| 4     | Карьера. Процедура трудоустройства.                            | 2       | 24   | 1                         |                        | 1                              | 22                     |                    | Кейс-стади (КС); самостоятельная работа: работа с   |                 |

|    |  |   |    |   |  |   |    |  |   |
|----|--|---|----|---|--|---|----|--|---|
|    | The career ladder. Getting a job.  |   |    |   |  |   |    |  | литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)   |
| 5  | Установление деловых контактов. Establishing business contacts.  | 2 | 24 | 1 |  | 1 | 22 |  | Дискуссия (Д); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)     |
| 6  | Выставки и ярмарки. Деловые переговоры. Exhibitions and fairs. Business talks.   | 2 | 24 | 1 |  | 1 | 22 |  | Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)   |
| 7  | Организация деловой поездки. Прибытие. Отъезд. Arranging a business trip. Arrival. Departure.  | 2 | 24 | 1 |  | 1 | 22 |  | Дискуссия (Д); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)     |
| 8  | Организация производства товара. Управление производством. Producing goods. Controlling business.  | 2 | 24 | 1 |  | 1 | 22 |  | Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ) |
| 9  | Торговля. Внешняя торговля России. Продвижение товара. Покупка и продажа. Trade. Russia's Foreign Trade. Promotion of goods. Buying and selling. | 2 | 24 | 1 |  | 1 | 22 |  | Кейс-стади (КС); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по теме (УОТ)   |
| 10 | Заключение контракта. Making a contract.   | 2 | 27 | 1 |  | 1 | 25 |  | Ролевая игра (РИ); самостоятельная работа: работа с литературой (Лит.), практические занятия (П.з.); устный опрос по            |

|    |         |   |     |    |  |    |     |  |  |            |
|----|---------|---|-----|----|--|----|-----|--|--|------------|
|    |         |   |     |    |  |    |     |  |  | теме (УОТ) |
| 11 | Экзамен | 2 | 9   |    |  |    |     |  |  |            |
|    | ИТОГО   | 2 | 252 | 10 |  | 10 | 223 |  |  |            |

#### 4.2 Содержание дисциплины, структурированное по разделам для очной-заочной формы обучения.

##### ***Тема 1. Изучение иностранных языков. Learning foreign languages.***

Содержание лекционного курса

1. Формы глагола.
2. Глагол to be.
3. Глагол to have.
4. Повелительное наклонение.
5. PresentSimple.
6. Структура предложения.
7. Коммуникативные типы предложений.
8. Обстоятельство цели, выраженное инфинитивом.
9. Именные безличные предложения.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Формы глагола.
  2. Глагол to be.
  3. Глагол to have.
  4. Повелительное наклонение.
  5. PresentSimple.
  6. Структура предложения.
  7. Коммуникативные типы предложений.
  8. Обстоятельство цели, выраженное инфинитивом.
  9. Именные безличные предложения.

##### ***Тема 2. Образование. Education.***

Содержание лекционного курса

1. Типы вопросов.
2. Притяжательный падеж имен существительных.
3. Артикли.
4. Множественное число имен существительных.
5. Сложносочиненные предложения.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Типы вопросов.
  2. Притяжательный падеж имен существительных.
  3. Артикли.
  4. Множественное число имен существительных.
  5. Сложносочиненные предложения.

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

Содержание лекционного курса

Местоимения (указательные, личные в именительном и объектном падеже, притяжательные).

1. There is/are.

2. Much, many, a lot of, little, few, some, any, no.
3. Дополнительные придаточные предложения.
4. Future Simple.
5. Причастие настоящего времени.
6. Present Continuous.
7. Present Continuous в значении будущего.
8. Past Continuous.
9. Конструкции as ... as, not so ... as.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:

1. There is/are.
2. Much, many, a lot of, little, few, some, any, no.
3. Дополнительные придаточные предложения.
4. Future Simple.
5. Причастие настоящего времени.
6. Present Continuous.
7. Present Continuous в значении будущего.
8. Past Continuous.
9. Конструкции as ... as, not so ... as.

#### ***Тема 4. Карьера. Процедура трудоустройства. The career ladder. Getting a job.***

Содержание лекционного курса

1. Модальные глаголы.
2. Past Simple.
3. Уступительные придаточные предложения.
4. Придаточные предложения причины.
5. Причастие прошедшего времени.
6. Present Perfect.
7. Степени сравнения прилагательных и наречий.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Модальные глаголы.
  2. Past Simple.
  3. Уступительные придаточные предложения.
  4. Придаточные предложения причины.
  5. Причастие прошедшего времени.
  6. Present Perfect.
  7. Степени сравнения прилагательных и наречий.

#### ***Тема 5. Установление деловых контактов. Establishing business contacts.***

Содержание лекционного курса

1. Прилагательные other, another.
2. Past Perfect.
3. Эквиваленты модальных глаголов.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Прилагательные other, another.
  2. Past Perfect.



3. Эквиваленты модальных глаголов.

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

Содержание лекционного курса

1. Косвенная речь.
2. Просьбы и приказания в косвенной речи.
3. Согласование времен.
4. Вопросительно-отрицательные предложения.
5. Местоимения each, every.
6. Возвратные местоимения.
7. Особые случаи употребления артиклей.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Косвенная речь.
  2. Просьбы и приказания в косвенной речи.
  3. Согласование времен.
  4. Вопросительно-отрицательные предложения.
  5. Местоимения each, every.
  6. Возвратные местоимения.
  7. Особые случаи употребления артиклей.

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

Содержание лекционного курса

1. Придаточные предложения времени и условия.
2. Производные от some, any, no, every.
3. Абсолютная форма притяжательных местоимений.
4. Союз both ... and... .
5. Безличные глаголы to rain, to snow.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Придаточные предложения времени и условия.
  2. Производные от some, any, no, every.
  3. Абсолютная форма притяжательных местоимений.
  4. Союз both ... and... .
  5. Безличные глаголы to rain, to snow.

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

Содержание лекционного курса

1. Страдательный залог (простые глагольные формы).
2. Страдательный залог (группы Continuous и Perfect).

Содержание практических занятий

1. Страдательный залог (простые глагольные формы).
2. Страдательный залог (группы Continuous и Perfect).

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

Содержание лекционного курса

1. Сложное дополнение.

2. Other в качестве существительного.
3. Сложное дополнение в действительном и страдательном залоге.
4. Модальный глагол should.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Сложное дополнение.
  2. Other в качестве существительного.
  3. Сложное дополнение в действительном и страдательном залоге.
  4. Модальный глагол should.

### **Тема 10. Заключение контракта. Making a contract.**

Содержание лекционного курса

1. Сложные формы инфинитива.

Содержание практических занятий

1. Работа над текстом по теме.
2. Работа над лексическими единицами по теме.
3. Работа над грамматикой:
  1. Сложные формы инфинитива.

## **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.

| <b>Наименование темы</b>                                    | <b>Вопросы, вынесенные на самостоятельное изучение</b>  | <b>Формы самостоятельной работы</b>  | <b>Учебно-методическое обеспечение</b>           | <b>Форма контроля</b>   |
|---|---|--|--|---|
| Изучение иностранных языков.<br>Learning foreign languages. | 1. Закрепление основ техники изучающего чтения на примере текста «Learning foreign languages».<br>2. Составление вопросов по теме, а также о роде деятельности.<br>3. Отработка речевых | Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями. | Литература к теме, работа с интернет источниками | Проверка презентаций; дискуссия; диагностическое тестирование; опрос. |

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|  | моделей.<br>4. Создание презентации с лексическими единицами по теме занятия.  |  |  |   |
| Образование.<br>Education.   | 1. Чтение текстов и их перевод по теме.<br>2. Использование диалогов-моделей.<br>3. Ответы на вопросы о том, где и как можно изучать английский язык.  | Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями. | Литература к теме, работа с интернет источниками | Ролевая игра; дискуссия; опрос.         |
| Планирование дня. В офисе.<br>Planning activities. At the office.          | 1. Составление предложений по теме по образцам.<br>2. Спряжение глагола to be.<br>3. Заполнение пропусков соответствующей формой глагола.<br>4. Презентация лексических единиц по теме.<br>5. Формулирование вопросительных предложений.<br>6. Перевод на английский язык предложений/текстов по теме.<br>7. Описание офиса бизнесмена, используя лексические единицы по теме. | Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями. | Литература к теме, работа с интернет источниками | Проверка презентаций; дискуссия; опрос. |
| Карьера.<br>Процедура трудоустройств.<br>The career ladder. Getting a job. | 1. Чтение текста.<br>2. Приемы работы с информацией, содержащейся в тексте.<br>3. Составление вопросов и ответов на них.<br>4. Отработка речевых моделей.<br>5. Составление развернутых обоснований указанным утверждениям.<br>6. Презентация лексических единиц по теме.  | Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями. | Литература к теме, работа с интернет источниками | Проверка презентаций; дискуссия; опрос. |

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|  | <p>7. Прослушивание текста с последующими ответами на вопросы преподавателя.</p> <p>8. Поэтапное описание процедуры трудоустройства с использованием лексических единиц по теме.</p>  |   |   |  |
| <p>Установление деловых контактов.<br/>Establishing business contacts.</p>   | <p>1. Чтение диалога по теме.</p> <p>2. Определение того, какая информация интересует собеседников.</p> <p>3. Ответы на вопросы к тексту.</p> <p>4. Выражение своего согласия или несогласия с утверждениями с обоснованием своих ответов.</p> <p>5. Прослушивание диалогов по теме.</p>  | <p>Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями.</p> | <p>Литература к теме, работа с интернет источниками</p> | <p>Проверка презентаций; дискуссия; опрос.</p> |
| <p>Выставки и ярмарки.<br/>Деловые переговоры.<br/>Exhibitions and fairs. Business talks.</p>                            | <p>1. Чтение текста «Международные ярмарки и выставки в Англии».</p> <p>2. Чтение диалога «Заказ и подтверждение заказа».</p> <p>3. Изучение грамматических структур для употребления в заданных коммуникативных ситуациях.</p> <p>4. Структура и образец письма-заказа, клише и выражения для оформления заказов, подтверждение заказов.</p> | <p>Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями.</p> | <p>Литература к теме, работа с интернет источниками</p> | <p>Проверка презентаций; дискуссия; опрос.</p> |
| <p>Организация деловой поездки.<br/>Прибытие.<br/>Отъезд.<br/>Arranging a business trip.<br/>Arrival.<br/>Departure.</p> | <p>1. Заказ билетов.</p> <p>2. Бронирование номера в отеле.</p> <p>3. Виды размещения в отеле.</p> <p>4. Информация о поездке.</p> <p>5. Изучение лексических единиц по</p>   | <p>Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями.</p> | <p>Литература к теме, работа с интернет источниками</p> | <p>Проверка презентаций; дискуссия; опрос.</p> |

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|   | теме и грамматических структур для употребления в заданных коммуникативных ситуациях.   |  |  |   |
| Организация производства товара.<br>Управление производством.<br>Producing goods.<br>Controlling business.  | 1. Развитие навыков работы с содержащейся в тексте по теме информацией.<br>2. Развитие навыков аудирования.<br>3. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.<br>4. Презентация лексических единиц по теме.<br>5. Активизация изученных ранее лексических единиц.  | Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями. | Литература к теме, работа с интернет источниками | Проверка презентаций; дискуссия; опрос. |
| Торговля.<br>Внешняя торговля России.<br>Продвижение товара.<br>Покупка и продажа.<br>Trade.<br>Russia's Foreign Trade.<br>Promotion of goods.<br>Buying and selling. | 1. Развитие навыков работы с текстом.<br>2. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях.<br>3. Презентация лексических единиц по теме.<br>4. Активизация ранее изученных лексических единиц.<br>5. Изучение лексических единиц по теме и грамматических структур для употребления в заданных коммуникативных ситуациях. | Работа в библиотеке, включая ЭБС: работа над текстами, лексическими единицами и грамматическими конструкциями. | Литература к теме, работа с интернет источниками | Проверка презентаций; дискуссия; опрос. |
| Заклучение контракта.<br>Making a contract.   | 1. Развитие навыков работы с информацией, содержащейся в тексте.<br>2. Замена придаточных определительных   | Работа в библиотеке, включая ЭБС: работа над текстами,   | Литература к теме, работа с интернет источниками | Проверка презентаций; дискуссия; опрос. |

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|  | предложений причастным оборотом.<br>3. Перевод предложений на английский язык.<br>4. Чтение диалога и правильный перевод предложений.<br>5. Построение предложения с использованием абсолютной формы притяжательных местоимений.<br>6. Структура и образец письма-предложения, клише и выражения для оформления предложений, ответы на предложения. | лексическими единицами и грамматическими конструкциями. |  |  |
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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**

| <b>№ п/п</b> | <b>Наименование оценочного средства</b> | <b>Краткая характеристика оценочного средства</b>                            | <b>Шкала и критерии оценки, балл</b>   | <b>Критерии оценивания компетенции</b> |
|--------------|---|--|--|--|
| 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.<br>«Не зачтено» - имеются существенные пробелы в знании основного материала по теме, а также допущены принципиальные ошибки при изложении лексического и грамматического материала. |  |
| 2            | Доклад-презентация                      | Публичное выступление по представлению полученных                            | «Отлично» – доклад выполнен в соответствии с заявленной темой. Презентация легко читаема и ясна для понимания,   |  |

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|   |              | результатов в программе Microsoft PowerPoint  | <p>грамотное использование лексических единиц и грамматических конструкций, свободное изложение рассматриваемых проблем, докладчик правильно ответил на все вопросы в ходе дискуссии;</p> <p>«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;</p> <p>«удовлетворительно» – отсутствие презентации, докладчик испытывал затруднения при выступлении и ответе на вопросы в ходе дискуссии;</p> <p>«неудовлетворительно» - докладчик не владеет лексическим и грамматическим материалом, презентация отсутствует.</p> |  |
| 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. | <p>«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.</p> <p>«Незачтено» - имеются существенные пробелы в знании основного материала по теме, а также допущены принципиальные ошибки при изложении материала.</p>   |  |
| 4 | Ролевая игра | Моделирование событий, происходящих   | «отлично»- ярко и кратко формулирует свою позицию;   |  |

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|---|------------|---|--|--|
|   |            | <p>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:</p> <p>Этап подготовки</p> <ul style="list-style-type: none"> <li>- разработка сценария;</li> <li>- составление плана;</li> <li>- общее описание игры;</li> <li>- характерные особенности действующих лиц.</li> </ul> <p>Этап объяснения</p> <ul style="list-style-type: none"> <li>- ориентация участников;</li> <li>- определение режима работы;</li> <li>- формулировка главной цели;</li> <li>- постановка проблемы;</li> <li>- выбор ситуации;</li> <li>- работа с пакетом документов;</li> <li>- психологическая подготовка участников.</li> </ul> <p>Этап проведения</p> <ul style="list-style-type: none"> <li>- процесс игры.</li> </ul> <p>Этап анализа и обобщения</p> <ul style="list-style-type: none"> <li>- вывод из игры;</li> <li>- анализ, рефлексия;</li> <li>- оценка и самооценка работы;</li> <li>- выводы и обобщения;</li> <li>- рекомендации</li> </ul> | <p>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> |  |
| 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,</p>   |  |



|   |              |  |   |  |
|---|--------------|--|---|--|
|   |              |  | <p>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> |  |
| 6 | Тестирование | <p>Тестирование можно проводить в форме:</p> <ul style="list-style-type: none"> <li>- компьютерного тестирования, т.е. компьютер произвольно выбирает задания из базы данных по степени сложности;</li> <li>- письменных ответов, т.е. преподаватель формирует задание и дает несколько вариантов ответа, а студент на отдельном листе записывает номера вопросов и номера соответствующих ответов.</li> </ul> | <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>  |  |

**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/<br>коды<br>оцениваемых<br>компетенций | Процедура оценивания | Шкала и критерии оценки, балл |
|---|---|----------------------|-------------------------------|
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|    |   |   |   |
|----|---|---|---|
| 1. | <p><b>Экзамен</b> – УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК - 4.5</p>                | <p>Экзамен представляет собой выполнение обучающимся заданий билета, включающего в себя:<br/> Задание №1 – текст (чтение).<br/> Задание №2 – вопросы к тексту на понимание.</p> | <p>Выполнение обучающимся заданий оценивается по следующей балльной шкале:<br/> Задание № 1 – 2 балла.<br/> Задание №2 – 2 балла.</p> <ul style="list-style-type: none"> <li>- «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.</li> <li>· «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.</li> <li>- «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.</li> <li>· «неудовлетворительно» выставляется студенту в том случае, если он не понял текст или понял содержание текста неправильно, не ориентируется в тексте 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</li> </ul> |
| 2. | <p><b>Тестирование (на экзамене)</b> - УК - 4.1, УК - 4.2, УК - 4.3, УК - 4.4, УК -</p> | <p>Количество правильных ответов</p>  | <p>«отлично» - процент правильных ответов 80-100%;<br/> «хорошо» - процент правильных ответов 65-79,9%;</p>   |

|     |  |   |
|-----|--|---|
| 4.5 |  | «удовлетворительно» - процент правильных ответов 50-64,9%;<br>«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**

#### **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. Soho<sup>4</sup> is also known for its clubs. Knightsbridge<sup>4</sup> has a lot of exclusive and expensive shops, as well as many of the embassies. Fleet Street is the home of Law Courts. One part of the West End has so many Chinese shops and restaurants that is called Chinatown.

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.

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

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

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

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

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

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

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

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

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

1. \_\_\_\_\_ of the money collected will go to helping children with heart disease.  
a. any                                      b. no                                      c. some
2. If you have \_\_\_\_\_ old books that you don't want you can bring them into school.  
a. any                                      b. many                                      c. some
3. We have bought a lot of things today. There is hardly \_\_\_\_\_ money left.  
a. no                                      b. some                                      c. any

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

1. People left their homes because of \_\_\_\_\_ .  
a. the extension of the airport b. the airport's extension  
b. the airport extension
2. My sister is \_\_\_\_\_ girl and she doesn't go to school yet.  
a. a three years old                      b. a three year's old  
c. a three-year-old
3. \_\_\_\_\_ Library has one of the richest book collections in Russia.  
a. the Lenin's                      b. the Lenin                      c. Lenin
4. Mrs Black is a friend of my \_\_\_\_\_ .  
a. mother's                      b. mother                      c. mothers'

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

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

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

1. Do you take sugar with your tea? -Yes, just \_\_\_\_\_ .

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

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

1. How \_\_\_\_\_ potatoes shall I buy?
- a. much    b. many    c. few
2. We didn't take \_\_\_\_\_ food with us, we hoped to buy some on the way.
- a. much    b. many    c. few
3. I can't give you \_\_\_\_\_ advice, I'm quite ignorant of the situation.
- a. much    b. many    c. few
4. This car costs \_\_\_\_\_ money.
- a. much    b. a lot of    c. a lot

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

1. There are \_\_\_\_\_ apples left. We don't need any more.
- a. a little    b. a lot of    c. few
2. We saw \_\_\_\_\_ people on the beach yesterday.
- a. many    b. a lot of    c. much
3. Mr. Mannings would like \_\_\_\_\_ brandy with his coffee.
- a. a little    b. a few    c. much
4. Is there enough flour for the cake? - No, there is very \_\_\_\_\_ left, I'm afraid.
- a. a little    b. little    c. few

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

#### THE CHANCE OF A JOB

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

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

He rang and asked them for \_\_\_\_\_ (1) information about \_\_\_\_\_ (2) job and they told him he needed to have \_\_\_\_\_ (3) experience of working with \_\_\_\_\_ (4) children and if possible \_\_\_\_\_ (5) training in counselling techniques. David had quite a lot of \_\_\_\_\_ (6) knowledge of counselling because he had \_\_\_\_\_ (7) degree in psychology from \_\_\_\_\_ (8) Edinburgh University and at one time he had seriously considered doing \_\_\_\_\_ (9) research in educational psychology. Before going to the interview, he asked his mum for \_\_\_\_\_ (10) advice about what he should wear, and she told him to wear a suit and get his hair cut.

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

1. You can't wear \_\_\_\_\_ to a job interview.
- a. jeanses    b. jeans
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. geoses    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.

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

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

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

**Задание 4.** Read the dialogue with proper intonation.

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

**Задание 5.** Choose the correct word.

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

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

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

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

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

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

1. We didn't hear the intruder because we \_\_\_\_\_ on the top floor.  
a. slept b. were sleeping
2. During his training Edgar \_\_\_\_\_ a lot less than his wife.  
a. earned b. was earning
3. We \_\_\_\_\_ the sky and \_\_\_\_\_ to the birds singing.  
a. watched... listened b. were watching... were listening
4. We \_\_\_\_\_ back to the camp site, \_\_\_\_\_ out clothes and \_\_\_\_\_ to dinner.



a. came. changed. sat down b. were coming. were changing. were sitting down

5. An old man \_\_\_\_\_ on the bench thinking about life.

a. sat b. was sitting

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

1. My family \_\_\_\_\_ in California then.

a. lived b. were living

2. Manoli looked out of the window. The children \_\_\_\_\_ in the garden.

a. played b. were playing

3. He wondered if Sandra \_\_\_\_\_ the next flight to Dublin.

a. took b. was taking

4. When I was a child I \_\_\_\_\_ the violin.

a. played b. was playing

5. When mother came home the children \_\_\_\_\_ their homework.

a. did b. were doing

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

1. Maurice had to get up early as he \_\_\_\_\_ the 6 o'clock train.

a. caught b. was catching

2. As they \_\_\_\_\_ the mountain it \_\_\_\_\_ colder.

a. climbed. got b. were climbing. was getting

3. It was a typical summer afternoon: the sun \_\_\_\_\_, the cars \_\_\_\_\_ slowly round the corner of the park...

a. beat down. crept b. was beating down. were creeping

4. When Jim entered the room, he saw a piano. It \_\_\_\_\_ in the corner.

a. stood b. was standing

5. As I \_\_\_\_\_ dinner I cut my finger.

a. 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? 7.1 go... the Ministry... 8 o'clock. 8.  
 Take my watch... the table and look... it. Tell me the time. 9. My wife and my children get up... 9 o'  
 clock ... Sunday. 10.... breakfast my wife takes our son... the nursery school and goes... the factory. 11.  
 Take the letter my bag and put it... the desk. 12. Don't go ... that room. 13. Jane, take the book... the  
 shelf and come up... me. 14. Where is my spoon? It's... your cup. 15.... breakfast we eat cheese, bread  
 and butter and drink tea. 16. Tell me ... the engineers ... your office.

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

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

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

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

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

1. Mr. Losev is my friend. He is an economist. He is a good economist. This is his 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.

- Larry \_\_\_\_ his mother's permission before he invited his friends to the villa. She felt hurt.  
a. must have asked b. should have asked c. needn't have asked
- They \_\_\_\_ to stay at a hotel. Why didn't they stay with us? We have plenty of room in the house.  
a. didn't have to pay b. shouldn't have paid c. needn't have paid
- It's your own fault that you are so tired, you \_\_\_\_ to bed so late.  
a. shouldn't have gone b. needn't have gone c. mustn't go
- You \_\_\_\_ allow David to walk home from school every day on his own. He's far too young.  
a. shouldn't b. needn't c. don't have to
- Bartholomew \_\_\_\_ his girlfriend in such a ruthless way. Now she feels hurt and is unlikely to come back to him.  
a. needn't have treated b. shouldn't have treated c. didn't have to treat

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

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

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

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

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

- We \_\_\_\_\_ go home at twelve because my mother wants the car back.  
a. have to b. should c. can
- I think you \_\_\_\_\_ tell your parents you are going to be late. They'll be worried.  
a. can b. should c. have to
- 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/advice are) always to use the best possible chocolate you can find. It is the same principle as with \_\_\_\_\_ (4 - wines/wine): in cooking always use \_\_\_\_\_ (5 - an equivalent quality/equivalent quality) to what you eat or drink. With \_\_\_\_\_ (6 - a chocolate/chocolate), the reason for this is that higher quality chocolate will always give your cakes and sweets \_\_\_\_\_ (7 - better/a better) taste. To judge the quality of chocolate, look at \_\_\_\_\_ (8 - the amount of/the number of) cocoa in the chocolate. Good quality chocolate has more cocoa solids and \_\_\_\_\_ (9 - less sugar/fewer sugars).

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

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. togob. ofgoing c. forgoing

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

1. 1. If we \_\_\_\_ inflation \_\_\_\_, we actually spend less now.  
a. make... an account b. take... for account c. take... into account
2. Home visits by staff are an \_\_\_\_ of the service.  
a. integral part b. integral share c. integration part
3. There is nothing \_\_\_\_ this dress, but if you don't like the way it fits you, take it back to the shop.  
a. wrongly with b. wrong with c. wrong about
4. Some aliens in Ireland have been \_\_\_\_ for months.  
a. out of the work b. away from work c. out of work
5. The results of this work were \_\_\_\_ excellent but still better than last year.  
a. bynomeansb. byallmeans c. atnomeans

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

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

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

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

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

**Задание 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 7<sup>th</sup> 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

fixed - фиксированный  
 eventually- в конце концов  
 cash - наличные деньги  
 purchased- покупка, покупать  
 on credit - в кредит  
 discount - скидка  
 wholesale- оптом, оптовый  
 haggle - торговаться  
 bargain - удачная покупка  
 fee - плата за обучение, гонорар адвоката  
 fare - плата за проезд  
 current account - текущий счет  
 to collapse - рушиться, разваливаться  
 savings - сбережения

3. Задайте вопросы к следующим утверждениям.

1. Yes, there have always been lots of methods of payment.
2. They used to exchange one thing for another — an ox or a cow for rice or grain, for example.
2. In the 7<sup>th</sup> century B.C. they introduced coins made of fixed amount of gold and silver.
3. Business became much easier, because people could now exchange money for things they required.
4. They lasted for a long time, but they are heavy.
5. They solved the problem by introducing banknotes.
6. Cash became easier and lighter to carry.
7. They are paying for things with cheques or credit cards instead of cash.
8. Some goods can be purchased on credit.
9. You are often offered a discount if you buy wholesale.
10. You can haggle in some places, for example, in the market, but in the shops, supermarkets and malls prices are fixed.
11. It is called fee or fees.
12. It is called a fare.
13. You get a current account.
14. This type of keeping money is not very popular in Russia now.
15. After the August 1998 crisis many banks collapsed and people lost their savings.

4. Заполните пропуски, обращая внимание на существительные. Предложения переведите.

#### Test "The Noun"

1. ... is a board game ' that originated in India in AD 621.
 

|            |            |
|------------|------------|
| a) Ches    | b) Chess   |
| c) Chesses | d) Chess's |
2. In the 6th century the game was ... contest.
 

|               |              |
|---------------|--------------|
| a) a two-days | b) two-day   |
| c) two-days'  | d) a two-day |
3. The ... -players were king, elephant, horse, and others.
 

|         |         |
|---------|---------|
| a) mans | b) mens |
| c) men  | d) man  |
4. By the time of Henry VIII, who had six ..., chess became known in England.
 

|          |            |
|----------|------------|
| a) wives | b) wifes   |
| c) wife  | d) wives's |
5. Elizabeth I was the last of Henry VIII's ...
 

|               |             |
|---------------|-------------|
| a) children's | b) children |
| c) childrens  | d) childs   |
6. Elizabeth I could be followed by ... family.
 

|                         |                       |
|-------------------------|-----------------------|
| a) Margaret's or Mary's | b) Margaret's or Mary |
| c) Margarets or Mary's  | d) Margaret or Mary's |
7. Under Elizabeth I English ... were becoming less isolated.

- a) politick                                      b) policy  
c) politics                                        d) polities

8. The ... of a new continent with high mountains, and wide rivers was very important for Englishmen.

- a) newses                                         b) news'  
c) news    d) news's

9. In the first ... time moved very slowly.

- a) millennia                                      b) millennium  
c) millenniums                                d) millennias

10. The ..., which the word "globalization" refers to are not new.

- a) phenomenas                                 b) phenomenon  
c) phenomenons                               d) phenomena

## Контрольная работа 2.

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

Text "THE BUSINESS OF AMERICA"

"The business of America is business", US President Calvin Coolidge once said. When you visit one of the country's large cities, you can see what he meant. In the center of the city, many large office buildings **house** banks, corporation **headquarters**, and government offices. Every weekday morning thousands of office workers enter these buildings and leave for their homes in the evening. Many of these people seem to be travelling all the time in buses, cars and taxi-cabs between one building and another, or in air-planes between one city and another.

The men and women who do all the office work are called **white-collar workers**. Secretaries, **accountants** and computer operators work for different kinds of companies. There are big banks that **do business** all over the world and little banks that serve a small town. The big **insurance** and industrial **companies employ** thousands of people, while around the corner an **employment agency** or another office may have five or six **employees**.

Many office workers dream of working their way up to the top from **messenger** to president of the corporation. The way lies through middle management positions. Middle management includes junior **executives**, who establish the policies for their companies, especially those that **involve** finances. The top man-agers of the large corporations have a great deal of power and influence.

It is still possible to start out at the bottom and go all the way to the top. Since the financial operation of business is very important, some accountants become top executives. In companies where technology is important, people with an engineering **background** can also rise to the top. People get **promoted** if they show the necessary personality and ability.

2. Выучите значение следующих слов.

to house - размещать headquarters - штаб-квартира  
white-collar workers - служащие, «белые воротнички»

accountant - бухгалтер

to do business - заниматься бизнесом

insurance company - страховая компания

to employ - нанимать на работу

employment agency - агентство по трудоустройству

employee - служащий, работающий по найму

employer - работодатель

messenger - курьер

executive - сотрудник, администратор to involve - вовлекать background - **зд.** подготовка,

образование to promote - продвигать

3. Задайте вопросы к следующим утверждениям.

1. The business of America is business.

2. US President Calvin Coolidge did

3. You can see what he meant when you visit one of the country's large cities.

4. They house banks, corporation headquarters, and government offices.

5. They enter these buildings and leave for their homes in the evening.

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

10. ... nothing at all is the most difficult thing in the world.

- a) To do
- b) Done
- c) Did
- d) Have done

### Контрольная работа 3

1. Прочитайте и переведите текст, выпишите и выучите выделенные слова.

#### Text "BANKING"

What am I going to do after university? Maybe I should consider a job in the world of banking. There's a surprisingly wide range to choose from - for example, I could work for a high-street bank. Let us see what's what and who's who in it. If to take the roof-off a high-street bank, one can reveal that lots of people work behind the scenes in banks. There's the clerical staff (sometimes called bank clerks), and their job includes sorting cheques, making sure that each customer receives a statement of his/her account each month, keeping detailed up-to-date records of all bank's business.

**The Enquiries Desk.** This is where you go if you need advice about the bank's services.

**The Manager.** This is the person in charge of the bank. She or he gives customers advice about their finances, makes sure that the bank and its staff are working properly.

**The Small-Business Adviser.** Banks provide a wide range of services to their customers. This includes advice for people with small businesses. "How do I start a business?" "How much money can I afford to borrow?" "How do I plan ahead to make my business successful?" It's questions like these, which the small-business adviser is there to answer.

**The Bank's computer System.** Modern Banks keep all their financial data in computers. This makes it possible to check and provide information at the touch of a button.

**The Foreign Exchange Desk.** This is where you go to buy or sell foreign currency.

**The Vault.** Money, important documents and valuable objects (e.g. paintings, jewellery) are kept here. Vaults have very thick walls and strong, steal doors with complex locks.

**Video Camera.** Security is vital in banks. That's why many of them use video cameras these days. They can't stop robberies, but can film the robbers.

**The Cash Dispenser Machine.** You need money but the bank's closed? No problem - use the cash dispenser machine. All you have to do is: put your cash-card into the machine, tap in your personal identification number and the amount of money you want. A few seconds later the money appears. Thanks to machines like these, many banks are now open 24 hours a day.

**The Night-Safe.** Shopkeepers and business people often can't get to the bank until it's closed. What do they do with money they've earned that day? They put in the night-safe - a strong metal box in the wall of the bank which can be unlocked with a special key.

So, money is an important part of everyday life. These days, money is hi-tech (modern, well-designed and sophisticated). We have notes and coins which are specially made. We use credit cards. Banks and stock-exchanges can move millions at the touch of a button.

So, money is universal - but why? The answer is very simple. Without it trade would be impossible, and people in any society need to exchange goods in order to survive.

2. Ответьте на вопросы письменно.

- 1. Is the profession of an economist very prestigious? Why?
- 2. Should an economist know foreign languages?
- 3. Who advised you to enter this University?
- 4. Why have you chosen this very faculty?
- 5. Why have you chosen this very University?

3. Выберите правильную форму субъектного инфинитивного оборота.

Предложения переведите.

#### Test "Complex Subject with the Infinitive."

- 1. The United Nations ... in 1945 by 50 countries.
  - a) is known to establish
  - b) know to have been established
  - c) is known to be being established
  - d) is known to have been established
- 2. The UN system ... international responsibilities in the economic, social, cultural, educational fields.
  - a) appeared to have
  - b) appear to have

- 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

#### 6.4. Типовые задания для проведения промежуточной аттестации обучающихся

| 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.  |
| 8  | Участие в международных выставках.   |

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 "ADVERTISEMENT 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 тексту, 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

### **6.5. 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 СГТИ 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 «Иностранный язык» проводится в соответствии с локальными нормативными актами СГТИ и является обязательной.

Промежуточная аттестация по дисциплине «Иностранный язык» проводится в соответствии с учебным планом во 2 семестре для очно-заочной формы обучения в виде экзамена 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 зачете оцениваются как: «отлично», «хорошо», «удовлетворительно», «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. Шимановская, Л. А. Английский язык для студентов направлений подготовки 38.03.01 «Экономика» и 38.03.02 «Менеджмент» : учебно-методическое пособие / Л. А. Шимановская. — Казань : Казанский национальный исследовательский технологический университет, 2016. — 88 с. — ISBN 978-5-7882-1988-2. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/79267.html>. — ЭБС «IPRbooks»

2. Свеженцева, И. Б. Английский язык : учебное пособие для студентов направления подготовки бакалавров 38.03.02 - Менеджмент / И. Б. Свеженцева, Э. Р. Колосова. — Белгород : Белгородский государственный технологический университет им. В.Г. Шухова, ЭБС АСВ, 2018. — 91 с. — ISBN 2227-8397. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/92240.html>. — ЭБС «IPRbooks»

3. Дмитренко, Н. А. Английский язык. Практическая грамматика для экономистов и менеджеров : учебное пособие / Н. А. Дмитренко, Т. А. Грехова ; под редакцией Н. А. Дмитренко. — Санкт-Петербург : Университет ИТМО, Институт холода и биотехнологий, 2014. — 133 с. — ISBN 978-5-9905471-1-7. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/65785.html>. — ЭБС «IPRbooks»

4. Иностранный язык (английский язык) : учебно-методический комплекс по направлению подготовки 38.03.02 (080200) «Менеджмент», профили: «Управление человеческими ресурсами», «Управление малым бизнесом», квалификация (степень) выпускника – «бакалавр» / составители М. В. Денисенко. — Кемерово : Кемеровский государственный институт культуры, 2014. — 99 с. — ISBN 2227-8397. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/29659.html>.— ЭБС «IPRbooks»

**б) дополнительная учебная литература**

1. Шляхова, В.А. Английский язык для экономистов : учебник для бакалавров / В. А. Шляхова, О. Н. Герасина, Ю. А. Герасина. Москва: Издательско-торговая корпорация «Дашков и К°», 2020. - 296 с.

2. Маньковская, З.В. Английский язык в ситуациях повседневного делового общения: учеб. пособие / З.В. Маньковская. Москва : ИНФРА-М, 2019. — 223 с. — (Высшее образование: Бакалавриат).

3. Чикилева, Л.С. Английский язык для экономических специальностей: Учебное пособие / Чикилева Л.С., Матвеева И.В., - 2-е изд., перераб. и доп. М.:КУРС, НИЦ ИНФРА-М, 2019. - 160 с.

4. Дубинина, Г.А. Английский язык: экономика и финансы (Environment): Учебник / Г.А. Дубинина, И.Ф. Драчинская и др.; Финансовая Академия при Правительстве РФ. Москва : Альфа-М: НИЦ Инфра-М, 2012. - 208 с.

5. Дюканова, Н.М. Английский язык в менеджменте : учеб. пособие / Н.М. Дюканова. М.: ИНФРА-М, 2019. — 256 с. — (Высшее образование: Бакалавриат).

6. Маньковская, З.В. Английский язык для современных менеджеров: Учебное пособие / Маньковская З.В., - 2-е изд., испр. и доп. М.: Форум, НИЦ ИНФРА-М, 2018. - 152 с.: 70x100 1/16. - (Высшее образование).

7. Радовель, В.А. Английский язык для технических вузов : учебное пособие / В. А. Радовель. - 2-е изд. Москва : РИОР : ИНФРА-М, 2020. — 296 с. — (Высшее образование).

**8. Методические указания для обучающихся по освоению дисциплины**

| <b>Вид деятельности</b> | <b>Методические указания по организации деятельности студента</b>   |
|-------------------------|---|
| Лекция                  | Написание конспекта лекций: кратко, схематично, последовательно фиксировать основные положения, выводы, формулировки, обобщения; пометить 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

|                    |   |
|--------------------|---|
|                    | <p>преподавателем;<br/> организация самопроверки,<br/> взаимопроверки выполненного задания в группе; обсуждение результатов выполненной работы на занятии;<br/> проведение письменного опроса;<br/> проведение устного опроса;<br/> организация и проведение индивидуального собеседования;<br/> организация и проведение собеседования с группой;<br/> защита отчетов о проделанной работе.</p>  |
| Опрос              | <p>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.</p>   |
| Дискуссия          | <p>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.</p>   |
| Доклад-презентация | <p>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.</p>   |
| Ролевая игра       | <p>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.</p>  |
| Кейс - стади       | <p>Проблемное задание, в котором обучающемуся предлагают осмыслить реальную профессионально – ориентированную ситуацию, необходимую для решения данной проблемы.</p>  |
| Тестирование       | <p>Контроль в виде тестов может использоваться после изучения каждой темы курса. Итоговое тестирование можно проводить в форме:<br/> компьютерного тестирования, т.е. компьютер произвольно выбирает вопросы из базы данных по степени сложности;<br/> письменных ответов, т.е. преподаватель задает вопрос и дает несколько вариантов ответа, а обучающийся на отдельном листе записывает номера вопросов и номера соответствующих ответов.<br/> 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:<br/> 1) по 5-балльной системе, когда ответы студентов оцениваются следующим образом:</p> |



|                       |   |
|-----------------------|---|
|                       | <p>- «отлично» – более 80% ответов правильные;<br/> - «хорошо» – более 65% ответов правильные;<br/> - «удовлетворительно» – более 50% ответов правильные.</p> <p>Обучающиеся, которые правильно ответили менее чем на 70% вопросов, должны в последующем пересдать тест. При этом необходимо проконтролировать, чтобы вариант теста был другой;</p> <p>2) по системе зачет-незачет, когда для зачета по данной дисциплине достаточно правильно ответить более чем на 70% вопросов.</p>  |
| Подготовка к экзамену | <p>При подготовке к экзамену необходимо ориентироваться на конспекты лекций, рекомендуемую литературу и др. Основное в подготовке к сдаче экзамена по дисциплине «Антикризисное управление» - 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.</p> <p>Подготовка к экзамену включает в себя три этапа:<br/> самостоятельная работа в течение семестра;<br/> непосредственная подготовка в дни, предшествующие экзамену по темам курса;<br/> 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:<br/> все основные вопросы, указанные в рабочей программе, нужно знать, понимать их смысл и уметь его разъяснить;<br/> указанные в рабочей программе формируемые профессиональные компетенции в результате освоения дисциплины должны быть продемонстрированы студентом;<br/> семинарские занятия способствуют получению более высокого уровня знаний и, как следствие, более высокой оценке на экзамене;<br/> готовиться к экзамену необходимо начинать с первой лекции и первого семинара.</p> |

## **9. Описание материально-технической базы, необходимой для осуществления образовательного процесса по дисциплине**

Для осуществления образовательного процесса по дисциплине «Иностранный язык» необходимо использование следующих помещений:

Материально-техническое обеспечение дисциплины включает в себя:

- учебная аудитория для проведения учебных занятий, оснащенная оборудованием и техническими средствами обучения (мебель аудиторная (столы, стулья, доска), стол, стул преподавателя) и технические средства обучения (персональный компьютер; мультимедийное оборудование);
- помещение для самостоятельной работы обучающихся: специализированная мебель и компьютерная техника с возможностью подключения к сети «Интернет» и обеспечением доступа в электронную информационно-образовательную среду СГТИ.

## **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 СГТИ из любой точки, в которой имеется доступ к сети «Интернет», как на территории организации, так и вне ее.

### **10.1 Лицензионное программное обеспечение:**

1. Microsoft Open License, Windows 7 Professional.
2. Microsoft Office Professional.
3. WinRAR.
4. AST Test.
5. Антивирус Avira.
6. Графическая платформа labVIEW2012 для лабораторных практикумов.
7. Пакет программ 1С V8.3.
8. Система автоматизированного проектирования и черчения AutoCAD.
9. Система автоматизированного проектирования Mathcad V14.
10. Система автоматизированного проектирования – КОМПАС 3D V9.
11. Программное обеспечение для компьютерного лингафонного кабинета Linco v 8.2.

### **10.2. Электронно-библиотечная система:**

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

### **10.3. Современные профессиональные баз данных:**

- Электронная библиотечная система «IPRbooks» [Электронный ресурс]. – Электрон. дан. – Режим доступа: <http://www.iprbookshop.ru>
- Научная электронная библиотека <http://www.elibrary.ru>

### **10.4. Информационные справочные системы:**

Компьютерная справочная правовая система «Консультант Плюс» <http://www.consultant.ru>

## **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 СГТИ.

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 невидимого 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.

## 12. Лист регистрации изменений

Рабочая программа учебной дисциплины обсуждена и утверждена на заседании Ученого совета от «31» августа 2021 г. протокол № 1

### Лист регистрации изменений

| № п/п | Содержание изменения   | Реквизиты документа об утверждении изменения                             | Дата введения изменения |
|-------|--|--|-------------------------|
| 1.    | Утверждена решением Ученого совета на основании Федерального государственного образовательного стандарта высшего образования по направлению подготовки 38.03.02 Менеджмент (уровень бакалавриата), утвержденного приказом Министерства образования и науки Российской Федерации от 12.08.2020 г. N 970 | Протокол заседания Ученого совета от «31» августа 2021 года протокол № 1 | 01.09.2021              |
| 2.    |  |  |                         |
| 3.    |  |  |                         |