

**Негосударственное образовательное учреждение высшего образования
«Международный институт экономики и права»
(НОУ МИЭП)**

**Методические указания для проведения практических занятий
по дисциплине «Иностранный язык»**

(для студентов факультета «Экономики и управления»)

Методические указания
составил(и):

М.А. Никова к.с.н., доцент

Методические указания для проведения практи-
ческих занятий по дисциплине «Иностранный
язык»

(для студентов ф-та «Экономики и управления»)

разработаны в соответствии с ФГОС ВО:

*Федеральный государственный образовательный стандарт высшего образования
по направлению подготовки 38.03.01 ЭКОНОМИКА (уровень бакалавриата)
(приказ Минобрнауки России от 12.11.15г. №1327)*

составлены на основании учебного плана:

утвержденного Учёным советом НОУ МИЭП.

Методические указания одобрены на заседании кафедры

Гуманитарных и естественно-научных дисциплин

Протокол от

20 февраля 2018 года

№ 7

Срок действия программы:

2018/19 уч. год

Зав. кафедрой

Т.В. Карпенкова

ВВЕДЕНИЕ

Предлагаемое пособие предназначено для самостоятельной работы студентов бакалавров МИЭП и составлено с учётом целей и задач основной образовательной программы высшего профессионального образования.

Целями изучения дисциплины «Иностранный язык» у студентов бакалавриата являются:

- приобретение способности и готовности к социально-культурной коммуникации через овладение умениями опосредованного письменного и непосредственного устного иноязычного общения;
- овладение материалом в рамках основных тем по специальности, который необходим для дальнейшей профессиональной деятельности;
- повышение общего культурного уровня и уровня владения иностранным языком;
- изучение основного материала в рамках изучаемых тем по специальности, а также терминологии, необходимой для дальнейшей профессиональной деятельности;
- приобретение навыков планирования собственной деятельности;
- приобретение навыков формирования и выражения своего мнения в рамках предложенных тем;
- овладение разными техниками чтения аутентичных текстов на иностранном языке научно-популярной и научной направленности.

В связи с целями выдвигаются следующие задачи изучения дисциплины:

- обучение иностранному языку как средству личностной и профессиональной коммуникации.
- воспитание толерантности и уважения к духовным ценностям разных стран и народов.
- развитие когнитивных и исследовательских умений с использованием ресурсов на иностранном языке.
- развитие информационной культуры.
- расширение кругозора и повышение общей гуманитарной культуры студентов.

По окончании вузовского курса обучения выпускники со степенью бакалавра должны владеть профессионально ориентированной межкультурной коммуникативной компетенцией, уровень которой предусматривает степень сформированности соответствующих умений во всех видах речевой деятельности для пользования языком, в том числе, в профессиональных целях. Компетенция – это знания, навыки, умения и свойства личности (в жизни и профессии).

Программа курса и практические задания созданы на основе инновационного модульного подхода к овладению иностранным языком обучающимися неязыковых специальностей, в частности, обучающимися по направлению 38.03.01 – «Экономика».

Программа отражает модель обучения в условиях многоуровневой подготовки по английскому языку студентов лингвистических специальностей, предусматривает продолжение изучения иностранного языка выпускниками общеобразовательных школ по завершении ими школьного курса обучения и предполагает внедрение современных форм организации учебного процесса, к числу которых относятся: модульная технология, позволяющая включить в учебный процесс на правах обязательного компонента значительную часть учебной деятельности студентов в формате самостоятельного(автономного) овладения иноязычной компетенцией.

Сущность модульной технологии заключается в структурировании учебного процесса, учитывающим динамику овладения иностранным языком в рамках заранее определённых учебных блоков – модулей.

Обучающиеся должны уметь по окончании курса:

В области кодирования:

- понимать основной смысл высказываний в пределах тем, касающихся повседневного обучения;
- понимать в целом предложенную информацию;
- понимать различные сообщения и рассказы;
- понимать достаточно объёмные высказывания в ситуациях повседневного обучения;
- понимать общее направление беседы нескольких участников общения;
- понимать общую нить интервью;
- понимать объявления по громкой связи;
- понимать отдельные реплики в беседе;
- понимать суть общения.

В области чтения:

- понимать основное содержание текстов;
- понимать в текстах конкретную информацию, факты, даты, названия;
- понимать информацию;
- понимать общие положения о системе образования в разных странах;
- понимать основное содержание оригинальных текстов;
- понимать общий смысл статьи;
- понимать объявления;
- выявлять в тексте нужную информацию;
- понимать описание реальных событий.

В области говорения:

- рассказать о семье, родном городе, о достопримечательностях;
- рассказать о личных интересах, увлечениях;
- обосновать свои планы, намерения;
- кратко изложить информацию о последних событиях;
- выразить своё отношение к планам на будущее;
- кратко изложить факты о реальных событиях;
- кратко передать содержание статьи;
- изложить последовательность событий;
- делать подготовленные сообщения по данной тематике;
- выражать собственную точку зрения;
- охарактеризовать ситуацию.

В области письма:

- написать биографию;
- составить резюме;
- написать письмо;
- написать план своего выступления;
- составлять тексты описательного характера;
- описать в письме другу свои успехи в учёбе;
- написать тезисы доклада;
- написать краткий отчёт;
- написать отзыв;
- написать сочинение об отпуске;
- написать заметку.

ПРАКТИЧЕСКИЕ ЗАДАНИЯ

Тема 1. Greetings And Introductions. Social Contacts

1. Прочитайте и письменно переведите на русский язык:

Why is small talk difficult for some English learners?

First of all, making small talk is not difficult only for English learners, but also for many native speakers of English. However, small talk can be especially difficult for some learners because making small talk means talking about almost anything - and that means having a wide vocabulary that can cover most topics. Most English learners have excellent vocabulary in specific areas, but may have difficulties discussing topics they are unfamiliar with because of a lack of appropriate vocabulary.

This lack of vocabulary leads to some students' 'blocking'. They slow down or stop speaking completely because of a lack of self-confidence.

2. Answer the following questions:

1. What is small talk?
2. Why is the skill of making small talk important?
3. What are the situations in which small talk is necessary?
4. What are "the safest topics" for conversation in Great Britain? In the US? In your country?
5. What are the general rules of making a successful small talk?
6. Why is small talk difficult for some English learners?

3. Translate into English (There are a number of phrases and idioms that are only used when telephoning):

- Operator: Hello, Frank and Brothers, How can I help you?
- Peter: This is Peter Jackson. Can I have extension 3421?
- Operator: Certainly, hold on a minute, I'll put you through...
- Frank: Bob Peterson's office, Frank speaking.
- Peter: This is Peter Jackson calling, is Bob in?
- Frank: I'm afraid he's out at the moment. Can I take a message?
- Peter: Yes, Could you ask him to call me at... I need to talk to him about the Nuovo line, it's urgent.
- Frank: Could you repeat the number please?
- Peter: Yes, that's... , and this is Peter Jackson.
- Frank: Thank you Mr Jackson, I'll make sure Bob gets this asap.
- Peter: Thanks, bye.
- Frank: Bye.

4. Make up sentences with the following words:

1. to greet

2. a talk
3. to get friendship
4. introduction
5. to talk
6. to 'break the ice'

5. Переведите на русский язык:

1. In English (as in all languages), there are different ways to greet people in formal and informal situations.
2. It is common to first apologize before interrupting another person, or asking for help if you do not know the person.
3. The use of more formal language is common when speaking to someone you do not know.
4. Each of these questions can help to begin or continue a conversation.
5. Here are a number of phrases used when saying goodbye to friends or family as they depart on trips, both short and long.

6. Найдите предложению из левой колонки его перевод в правой колонке:

- | | |
|---------------------------------------------------------|-----------------------------------------------|
| a. I have a computer on my desk. | 1. Какие у вас обязанности? |
| b. There is no scanner in your new office. | 2. Какую должность вы занимаете? |
| c. Are there any employees from England in our company? | 3. На моём рабочем столе есть компьютер. |
| d. What is your position? | 4. В вашем новом офисе нет сканера. |
| e. What are your duties? | 5. В вашей компании есть работники из Англии? |

7. Ответьте на вопросы:

1. What is your name? Are you married? Is your family big?
2. Where are you from? Where do you live?
3. What do you do? What are you? (Which company do you work for?)
4. What is your hobby? What do you do on weekends?
5. What are you good at? What are your plans for future?

Тема 2. English In The World Of Work

1. Прочитайте и письменно переведите на русский язык:

One billion people speak English. That's 20% of the world population. It is also one of the leading languages in the world. About 400 million people speak English as their first language. About the same number use it as the second language. It is the language of aviation, international sport and pop music. Nearly 50 percent of all the companies in Europe communicate with each other in English. They use English for their meetings and letters. 75% of the world's mail is in English, 60% of the world's radio stations broadcast in English and more than half of the world's periodicals are printed in English.

It is the official language in 44 countries, where it is used in education and administration. They are Great Britain, Canada, the United States of America, Australia, New Zealand and some other countries. In many others it is the language of business, commerce and technology. English is the language of modern computing. Because the Internet makes the world a smaller place, the value of having a common language is greatly increased.

2. Answer the following question:

1. What is the role of English among other foreign languages?
2. How many people speak it?
3. Why has English become a world language?
4. Why do young people want to learn English today?
5. What is the necessity of learning English for a specialist?
6. What is the best way to learn a language?

3. Put in the right word:

country	adjective	person	nation
<i>Russia</i>	<i>Russian</i>	<i>a Russian</i>	<i>the Russians</i>
<i>America</i>		<i>an American</i>	<i>the Americans</i>
<i>Belgium</i>	<i>Belgian</i>	<i>a Belgian</i>	
		<i>a Brazilian</i>	<i>the Brazilians</i>
<i>China</i>	<i>Chinese</i>		<i>the Chinese</i>
<i>Denmark</i>		<i>a Dane</i>	<i>the Danes</i>
<i>England</i>			<i>the English</i>
<i>France</i>	<i>French</i>		<i>the French</i>
<i>Finland</i>	<i>Finnish</i>	<i>a Fin</i>	
	<i>German</i>	<i>a German</i>	<i>the Germans</i>
<i>Holland the Netherlands</i>	<i>Dutch</i>	<i>a Dutchman/woman</i>	
<i>Hungary</i>			
<i>Ireland</i>	<i>Irish</i>	<i>an Irishman/woman</i>	
<i>Italy</i>		<i>an Italian</i>	<i>the Italians</i>
<i>Japan</i>			
<i>Norway</i>	<i>Norwegian</i>		
<i>Poland</i>	<i>Polish</i>	<i>a Pole</i>	
<i>Portugal</i>			<i>the Portuguese</i>
<i>Scotland</i>			
	<i>Spanish</i>	<i>a Spaniard</i>	<i>the Spanish</i>
<i>Sweden</i>	<i>Swedish</i>		<i>the Swedes</i>
<i>Turkey</i>		<i>a Turk</i>	

4. Make up sentences according to the model: Paris is the capital of France.

Amsterdam, Athens, Beijing, Budapest, Bucharest, Copenhagen, Dublin, Havana, Helsinki, Kiev, London, Madrid, Sofia, Stockholm, Minsk, Oslo, Teheran, Warsaw, Washington.

5. Вставьте необходимый артикль:

1. You are economist, aren't you?
2. They have ... new expert at our department.
3. We had ...talks yesterday. ... talks were not easy.

4. He has never been on business trip to ... Paris.
5. This is ... complicated issue. We need to look up for some information in ... report.

6. Переведите на русский язык:

1. Волга – сама длинная река в европейской части России.
2. Насколько мне известно, дети любят мороженое.
3. Вот книга, которая вам необходима.
4. Недалеко от моего дома есть стадион.
5. Я хотел бы поехать на экскурсию в Крым.

7. Объясните использование артикля:

The Russian Federation is the largest country in the world. It occupies about one seventh of the earth's surface. It covers the eastern part of Europe and the northern part of Asia. The country is washed by 12 seas and of 3 oceans: the Pacific, the Arctic and the Atlantic. In the south Russia borders on China, Mongolia, Korea, Kazakhstan, Georgia and Azerbaijan. In the west it borders on Norway, Finland, the Baltic States, Belorussia, the Ukraine. It also has a sea border with the USA.

There are two great plains in Russia: the Great Russian Plain and the West Siberian Lowland. There are several mountain chains on the territory of the country: the Urals, the Caucasus, the Altai and others. The largest mountain chain, the Urals, separates Europe from Asia.

Тема 3. Travelling On Business

1. Прочитайте и письменно переведите на русский язык:

Business today is international in character, and business people often have to travel. On a business trip people might meet colleagues and business partners for the first time. Often, colleagues from different countries experience cultural difficulties, that is, they are surprised by strange, to them, social conventions in a new place. Different cultures do things differently! Management styles also differ from country to country. It's often useful when doing business in a foreign land, to get some advice from a special agency which consults on questions of international business. These days business trips are very important because face to face meetings are more valuable to profitable business than any other type of strategy.

2. Answer the following question:

1. Is a business trip just a part of doing business?
2. What are the reasons to go on a business trip?
3. Do you agree that sightseeing, cultural events and just plain relaxing are a regular part of every business trip?
4. Why are business trips important?
5. Try to explain the statement: Different cultures do things differently!

3. Make up 5-6 sentences using the words:

To travel on business; a business trip; long-term; short-term; a head of a department; a colleague; competitive; sightseeing; cultural events.

4. Give Russian equivalents to the following verbs:

1. to sign contracts
2. to discuss terms of delivery
3. to consult

4. to improve one's professional skills
5. to provide support
6. to represent
7. to succeed

5. Образуйте форму множественного числа от существительного:

Office, desk, computer, paper, screen, boss, market, rate, investor, account, tax, businessman, secretary, manager, company, chairman, zone.

6. Ответьте на вопросы по следующей модели:

Модель: Whose papers are these? (Mary)

- These are Mary's papers.

1. Whose files are these? (John).
2. Whose computer is that? (Norman).
3. Whose desk is this? (Diana).
4. Whose room is this? (my boss).
5. Whose shelf is this? (my colleague).

7. Переведите на английский язык:

1. У меня есть два компьютера в кабинете.
2. Экран компьютера голубой.
3. Чей это стол? Это мой стол, а тот стол Нормана, моего коллеги.
4. Дайте мне те документы.
5. Я вижу цены разных товаров на экране своего компьютера.

Тема 4. My Future Profession (Business Economics)

1. Прочитайте и письменно переведите на русский язык:

Before you go about choosing a perfect career, you need to know yourself first. Most of us never spare a moment to know what actually our likes and dislikes are. The first thing you need to determine is what your interests are. Consider your personal likes and dislikes. Do you prefer to work alone or in a group? Would you want fixed office hours or would you like to work from home?

Ask yourself where you want to be in ten years. Does a particular job fulfil this developmental need? Does it provide enough challenges for you to move ahead on your career path? Ask yourself about the environment you want to work in. Do you want to be your own boss? Or would you rather follow the leader? Do you want to work in a fast-paced world, or would you rather do something that moves slowly? Accept your own realities. Know your capabilities. Such questions will definitely help you eliminate the poor matches and assist you focus on the possibilities. Sometimes all this self-analysis leads to nowhere. We end up more confused than we were at the beginning. Then, the best way to deal with the dilemma is to think about consulting a career counsellor. A career development professional will use various tools to help you evaluate your interests, personality, skills and values. He or she will then show you how all these things, combined, play a role in choosing a career. One of the many things you can do to see if a particular

career would suit you is to volunteer or take up an internship. Sometimes things don't always appear what they seem.

2. Answer the following question:

1. When did you start to think about your future profession?
2. What professions do you like best of all?
3. Who helped you to make your choice?
4. What do you know about your future profession?
5. What are your parents' professions?
6. What do you know about them?
7. Have you got any traditional professions in your family?
8. Is your future profession interesting and modern?

3. Make up sentences using the verbs:

1. to get interested in (заинтересовываться);
2. to affect (затрагивать);
3. to be concerned (быть заинтересованным);
4. to run (управлять);
5. to raise money for charities (собирать деньги на благотворительность).

4. Match the expressions:

- | | |
|----------------------------------------|--------------------------------------------|
| a). broad outlook | 1). широкая перспектива |
| b). to encourage me in my desire | 2). внезапная вспышка |
| c). to opt | 3). слепой выбор |
| d). a blind choice | 4). выбирать (решить) |
| e). a sudden flash | 5). возникать |
| f). to arise | 6). широкий диапазон, круг, область, сфера |
| g). to justify the hopes of my parents | оправдывать надежды моих родителей |
| wide range | поощрять меня в моем желании |

5. Заполните пропуски личными местоимениями:

1. That's my notebook. Can I have back?
2. Mary and I are good students, so our teacher likes
3. Their tutor gives a lot of homework.
4. Who's that businessman? I want to meet
5. She isn't here. Can I give a message?

6. Заполните пропуски, выбрав нужную форму притяжательного местоимения.

1. They will build a new road, (her, its) length will be about fifty kilometres.
2. Look at machine. The story of (her, its) invention is very interesting.
3. His report is much more interesting than (your, yours) or (my, mine).
4. You can do it very well without my help, but not without (their, theirs).
5. Tell him not to forget his paper, she must not forget (her, hers) either.

7. Заполните пропуски указательными местоимениями(this, that, those, these):

1. will do.
2. Try one of
3. students who failed the exam will have to take it again.
4. Sorry to bother you with all, but I had to say it.
5. How much are

Тема 5. What Is Economics?

1. Прочитайте и письменно переведите на русский язык:

The very starting point of economic activities is the existence of wants. Everybody always wants or needs something. We need to eat food, drink water, shelter, clothing and a lot of other things to keep us happy. All these needs are called wants in economic science. Some people have more wants than others, but there is nobody who has no wants at all. Where wants exist, people naturally try to satisfy their wants and it is a fact of life that the means of satisfying wants are limited.

Nobody has everything he desires, because goods are scarce in relation to their demand. As goods become scarce people try to store them and we begin to use such terms as “price”, “value”, etc. We satisfy our wants by consuming goods and services. We “consume” a thing when we use it for our satisfaction. In some kinds of consumption like eating we immediately use up the goods, whereas when we use a pen or bicycle, or live in a house, we spread the “consumption” over a number of years. Thus if we consume something it has some usefulness for us. This usefulness or the capacity of a thing to satisfy our wants is called utility. As we buy and sell everything for money, we use money value to compare utilities of various things through money. To summarize: human wants are unlimited, but the resources necessary to satisfy those wants are limited.

2. Suggest the Russian equivalents for the words and word combinations given below:

A shop-keeper, a large amount of goods, to store, usefulness, value, to compare, human wants, choices, development, to solve, efficient, as a whole, to seek, society, to influence, economic forces.

3. Match the words with their definitions:

- | | |
|----------------|------------------------------------------------------------------------------------|
| 1) consumer | a) a big company, or a group of companies acting together as a single organization |
| 2) corporation | b) the amount of money of usefulness that something has |
| 3) value | c) the amount of money for which something is sold, bought, or offered. |
| 4) scarcity | d) someone who buys and uses products and services |
| 5) price | e) the group of people who govern a country or state |
| 6) government | f) a situation in which there is not enough of something |
| 7) utility | g) the amount of money that something is worth |

4. Answer the questions:

1. What is the very starting point of economic activities?
2. Why does every society have the problem of scarcity?
3. What do you understand by the term “utility”?
4. When did the development of the modern economics begin?
5. What do economists do?
6. Which ways of looking at economics exist?

5. Заполните пропуски местоимениями *some, any, no* и их производными:

1. Have you letters for me?
2. We regret there isn't thing that can be done.
3. of these books are useful but are just rubbish.
4. We did not see in the hall.
5. was present at the lesson.
6. Is there who speaks English here?
7. I don't know about his presentation.
8. I'd rather go than to stay at home during my holiday.

6. Заполните пропуски местоимениями *many, much, a lot of, little, a little, few, a few* :

1. I have (много) time. (мало) was said about it.
2. (много) people speak English. (мало) people know it.
3. I don't feel lonely in this town, I have (немного) friends.
4. Let's wait. We have (немного) time.
5. I have (little, few) money in the bank.
6. There is (a lot of, many) information about Italy in this brochure.

7. Переведите предложения на русский язык:

1. *Many* people were invited but *few* came.
2. I have *a few* books on this subject.
3. He has read *the few* English books he has.
4. Nearly the whole cargo of wheat has been unloaded to-day. *The little* that remains will be unloaded tomorrow morning.
5. Gold is one of *the few* metals which are found in a virgin state.
6. *Much* water has flowed under the bridge since that time.

Тема 6. Economics And Economy

1. Прочитайте и письменно переведите на русский язык:

The modern market economy is populated by three types of economic agents, whose interaction constitutes economic activity: consumers, producers, and the government. The main social purpose of the economy is to produce goods and services for the satisfaction of the needs and wants of consumers.

Consumers, typically, represent households that provide labour, and other resources to produce against an income, which they use to purchase consumer goods or to save.

Producers, typically, represent enterprises or firms that acquire factors of production, or inputs – labour, land, and capital – from households and combine them to produce outputs, or commodities,

which can be classified into goods-tangible commodities – and services. The activities of firms move around the sale of their output at a profit.

The third basic element, the government, is involved with the economy, on the one hand, as a producer and consumer and, on the other hand, as a regulator, supervisor and promoter of economic activities.

2. Answer the questions:

1. What are the three basic problems of daily living every group of people must solve?
2. What does Economics study? Why is it placed within the social sciences?
3. What is meant by goods? By services?
4. In what way is Economics connected with human behaviour?
5. Whose interaction constitutes economic activity?
6. What is the volume of commodities to be produced and purchased limited by?
7. What consequences does this fact involve?
8. What stands for the notion “rational decisions”?

3. Match the term with the appropriate explanation:

- | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| a).Economy | 1. Resources used in the production process, such as labour and raw or semi-finished materials. |
| b).Economics | 2. Physical commodities produced by people for other people’s consumption. |
| c).output | 3. The social science that studies the production, distribution and consumption of goods and services. |
| d).inputs | 4. An organized system for the production, distribution and consumption of wealth (the needs of society). |
| e).goods | 5. The total value of all goods produced and services performed by a producer, an industry or a country. |
| f).factors of production | 6. A class of economic goods that consists of the work of human in the form of physical labour, knowledge, advice and other activities. |
| g).services | 7. The basic things that are used by man, especially land, labour, capital and enterprise, to produce economic goods. |

4. Make up 5-6 sentences using the words:

1. to reconcile the conflict — погасить конфликт, примирить
2. virtually limitless desires — фактически безграничные желания
3. competing claims on — различные притязания на
4. to test smth against the facts — проверять что-либо фактами
5. to be exhausted — быть использованным

6. commodity — товар
7. service — услуга
8. to emphasize — подчеркивать, выделять

5. Напишите 2-ю и 3-ю форму правильных и неправильных глаголов:

to work		
to read	read	read
to count		
to write	wrote	
to begin		begun
to meet		
to speak		spoken
to send	sent	
to cancel		cancelled
to stop		
to travel	travelled	

6. Переведите предложения и определите роль глагола в предложении

(смысловой глагол, вспомогательный глагол, глагол-связка, модальный глагол):

1. They *returned* yesterday.
2. She *is reading* a report now.
3. I *must do* it at once.
4. You *needn't go* there.
5. The box *was* heavy.
6. He *became* a vice-president of our company.

7. Переведите на русский язык:

1. He suggested that the discussion of the question be postponed.
2. If he were here, he would help us.
3. A nation's economy can be divided into three sector of activity.
4. How does the British government see its role in the UK economy?
5. It is often said these days that we live in a consumer society.
6. The amount of money spent on goods and services has a big impact on the level of economic activity.

Тема 7. What Are Microeconomics And Macroeconomics?

1. Прочитайте и письменно переведите на русский язык:

Microeconomics deals with people, like you and me, and private businesses. It looks at the economic decisions people make every day. It examines how families manage their household budgets. Microeconomics also deals with companies - small or large – and how they run their business. Macroeconomics, on the other hand, looks at the economy of a country - and of the whole world. Any economist will tell you, though, that microeconomics and macroeconomics are closely related. All of our daily microeconomic decisions have an effect on the wider world around us.

Another way to look at the science of economics is to ask, 'what's it good for?' Economists don't all agree on the answer to this question.

2. Make up 5-6 sentences using the words:

Microeconomics; macroeconomics; household budget; to run a business; data; positive economics; normative economics; data collection; birth rate.

3. Answer the questions:

1. Do you know much about economics?
2. Is economics only the study of money?
3. Do you agree that economics is something governments take care of?
4. What does economics study?
5. What does microeconomics deal with?
6. What does macroeconomics look at?

4. Match the words with the definitions:

- | | |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|
| a).budget | 1).the people who control a country and make laws |
| b).business | 2).information |
| c).convenience | 3).company that sells goods or services |
| d).data | 4).easiness |
| e).demand | 5). the amount of money you have for something |
| f).government | 6).how much people want something |
| g).inflation | 7).the number of people without work |
| h).unemployment | 8).something such as money, workers or minerals belonging to an organization, country, etc. which can be used to function properly |
| i).resources | 9).rising prices |
| j).trade-off | 10).giving away something in exchange for something |

5. Выполните задание по модели, составив отрицательные и утвердительные предложения с *to be*:

Модель: Mary is a manager. What is about her sister Jane?(actress) – *Her sister isn't a manager. She is an actress.*

1. Miss reed is a teacher. What is about her sister? (chemist)
2. Peter is a student. What is about Ann?(saleswoman)
3. Tom Smith is a worker. What is about his son?(pilot)
4. Philip is a journalist. What is about Harry?(physicist)
5. Hans is a good dentist. What is about his friend?(musician)

6. Выполните задание по модели с *to have*:

Модель: I have a good watch. *Have you a good watch? – Yes, I have. No, I haven't.*

1. He has some books on this subject.
2. They have no time to go there.
3. We've got a large library at our institute.
4. She has got much important information in her report.
5. I've got an English dictionary.

7. Трансформируйте предложенные конструкции в конструкции с there is/ there are по модели:

Модель: A telex is on the desk. – *There is a telex on the desk. Is there a telex on the desk? – Yes, there is./ No, there isn't.*

1. The figures are on the display.
2. The changes are in the market.
3. The new prices are for oil and machinery.
4. 10 files are on the shelf.
5. My boss is in the office.

Тема 8. Market

1. Прочитайте и письменно переведите на русский язык:

One of the main laws of the market is the law of supply and demand. For a given market of a commodity, demand shows the quantity that all prospective buyers will be prepared to purchase at each unit price of the good. The law of demand states that the higher the price of a product, the less of it people would be willing to buy. Supply is the relation between the price of a good and the quantity available for sale from suppliers (such as producers) at this price. The higher the price at which the good can be sold, the more of it producers will supply. The higher price makes it profitable to increase production. Thus, the law of supply and demand says that if demand exceeds supply, the price tends to rise and when supply exceeds demand the price tends to fall.

2. Fill in the gaps with the words and expressions from the text:

1. Any economic system is trying to find most and way of for the production of goods and services.
2. One of the main laws of the market is the
3. Supply is the between the price of a good and the quantity for sale from suppliers.
4. In free markets, prices direct of firms that make the most use of them.
5. The price also guides the decisions of producers concerning the of their
6. In economics, opportunity cost, or, is the cost of something in terms of an
7. Opportunity cost is not the sum of the, but rather of of them.

3. Match each term with the appropriate explanation:

market, labour resources, supply, demand, cost

1. The amount of a commodity that the public are ready to buy at a certain price.
2. The amount of an economic good that will be offered for a sale in the market at a certain price and time.
3. The mechanism which allows individuals and organizations to trade with each other.
4. The physical and mental talents that people can make available for production.
5. The real effort and sacrifice needed to produce goods and services.

4. Answer the questions:

1. How can economic resources be classified?

2. What is the most efficient economic system?
3. How does the market operate?
4. What is the price determined by?
5. What role does the price mechanism play in free-market economy?
6. What does the allocation of resources reflect?
7. What does the law of supply and demand say?
8. What stands for the notion “opportunity costs”? Is it necessary assessed in monetary terms?

5. Выполните задание по модели:

Модель: I finish my work at 3. – *Do you really finish your work at 3? – Yes, I do./ No, I don't.*

1. The engineers meet customers in the morning.
2. Our manager stays in the office till 9 in the evening.
3. Their secretary comes to the office at 8.
4. I always have English on Tuesdays.
5. The economist of our office finishes his work at 5.

6. Употребите правильную форму глагола в Present Simple и раскройте скобки:

1. We you to work in shifts (offer).
2. Our boss always professional staff (recruit).
3. This company sports cars (advertise).
4. It impossible to start your own business when a person money (be, not have).
5. What the typical job titles in a company (be)?
6. I any satisfaction from my present job (not get).
7. Whythe pay so low for such hard work (be)?
8. There some fringe benefits that make this company attractive to me (be).

7. Составьте предложения из следующих слов:

1. brothers, My, company, work, at, electronics, a big
2. go, the academy, They, generally, to, bus by
3. the institute, him, It takes, minutes, to, five, get to
4. hard, English, work, at our, We
5. your manager finish at 7, his work, sometimes, Does?

Тема 9. Planned Economies

1. Прочитайте и письменно переведите на русский язык:

An economic system is quite simply the way in which a country uses its available resources (land, workers, natural resources, machinery etc.) to satisfy the demands of its inhabitants for goods and services. The more goods and services that can be produced from these limited resources, the higher the standard of living enjoyed by the country's citizens.

A major problem faced by command economies is that of deciding what to produce. Command economies tend to be slow when responding to changes in people's tastes and fashions. Planners are likely to underproduce some items as they cannot predict changes in demand. Equally, some products, which consumers regard as obsolete and unattractive, may be overproduced. Planners are afraid to produce goods and services unless they are sure substantial amounts will be purchased. This leads to delays and queues for some products.

2. Match the words and expressions:

a).a directive	1.личная собственность
b).central planning and direction	2.государственная собственность
c).to comply with	3.подчиняться, соответствовать
d).private ownership	4.вмешиваться
e).in compliance with	5.частная собственность
f).a production target to meet	6.директива
g).to intervene	7.перепроизводить
h).to overproduce	8.центральное планирование и руководство
i).personal property	9.в соответствии с
j).public property	10.общественная собственность
k).state-owned property	11.производственная задача, которую надо выполнить

3. Fill in the gaps with the words and expressions from the text:

1. The type of system chosen is in, in which businesses operate.
2. An economic system is the way in which a country uses its to satisfy the demands of for goods and services.
3. It is that there should be enough goods and services for all.
4. Industries are asked..... these plans and each industry and factory is set
5. The state can use its control of the economy to wherever it wants.
6. It isthat have led to many nations planned economies over recent years.
7. There is no..... for individuals to work hard in planned economies.
8. Command economies tend to when to changes in people's tastes and fashions.

4. Answer the questions:

1. What is an economic system?
2. What does a standard of living depend on?
3. What is a planned economy? What are its main features?
4. Give the advantages of a planned economy.
5. What causes delays and queues for some products?

5. Переведите на русский язык (обратите внимание на предлог *by*, который в сочетании с существительным или местоимением соответствует в русском языке творительному падежу без предлога):

- 1.This machine is driven *by electricity*.
- 2."Anna Karenina" is written *by Tolstoy*.
3. He improved his pronunciation *by reading* aloud.
4. You will help me *by telling* me all you know about it.
5. The firm violated the contract *by delivering* goods of low quality.

6. Переведите на русский язык (обратите внимание на предлог *of*, который в русском языке соответствует родительному падежу без предлога):

1. Moscow is the capital *of* Russia.
2. The First World Congress *of Partisans of Peace* was held in Paris at the end *of* April 1949.
3. Some *of* my friends came to see me off.
4. The S.S. "Pskov" sailed from Odessa with a cargo *of* 5, 000 *tones* of wheat.

5. He signed a cheque to the amount of *1,000 roubles*.

7. Переведите на английский язык (обратите внимание на предлог *to*, который в сочетании с существительным или местоимением соответствует в русском языке дательному падежу без предлога):

1. The teacher explained this rule *to the students*.
2. I wrote a letter *to my father* yesterday.
3. It is not *clear to* me why he behaved like that.
4. This machine is *similar to* another model in our catalogue.
5. Your proposal is *acceptable to* us.

Тема 10. Market Economies

1. Прочитайте и письменно переведите на русский язык:

In a true market economy the government plays no role in the management of the economy, the government does not intervene in it. The system is based on private enterprise with private ownership of the means of production and private supplies of capital, which can be defined as surplus income available for investment in new business activities. Workers are paid wages by employers according to how skilled they are and how many firms wish to employ them. They spend their wages on the products and services they need. Consumers are willing to spend more on products and services which are favored. Firms producing these goods will make more profits and this will persuade more firms to produce these particular goods rather than less favored ones.

2. Match the words and expressions:

- | | |
|----------------------------------------------------------|------------------------------------------------------------------------------|
| a). to provide free or subsidized supplies | 1. продвинуть вперед предел производственных возможностей |
| b). private supplies of capital | |
| c). to move the production possibility frontier outwards | 2. дублировать производство |
| d). to duplicate production | 3. перебои с товарами и очереди |
| e). to pursue one's own interests | 4. преследовать свои интересы |
| f). a cornerstone | 5. частный капитал |
| | 6. обеспечить бесплатное или субсидированное предоставление (товаров, услуг) |
| g). to alter swiftly | 7. общая цель |
| h). to enjoy a basic standard of living | 8. краеугольный камень |
| i). delays and queues | 9. быстро меняться |
| j). an overall aim | 10. иметь средний уровень жизни |

3. Find English equivalents for the following:

Ставить производственные задачи; полученная прибыль; стимул к эффективной работе; реагировать на изменения спроса; основная проблема, стоящая перед...; процветание нации; принимать законы; быстро меняться; конкурирующие фирмы; быть конкурентоспособным; частные фирмы; фирмы, принадлежащие государству и управляемые им; быть уверенным в...; сокращать производство.

4. Answer the questions:

1. What is a market economy?
2. What's the main difference between a market economy and a planned economy?
3. Do changing demands affect production? In what way?
4. What is the mechanism of producing goods and services in a market economy?
5. Give the advantages of a market economy.

5. Дайте ответы по следующей модели:

Модель: Must I go there by an early train?(take the 10:30).

1. (a) Yes, you must. (b) I am afraid, you must.

2. No, you needn't. You may take the 10:30.

1. Must he explain to them how to use this machine?(read the instructions).
2. Must I take your advice? (do as you please).
3. Must I take all my things now? (leave behind what you don't need).
4. Must she pay all the money now? (pay only part of the sum).
5. Must I go to him to discuss the arrangements?(phone).

6. Дайте ответы по следующей модели:

Модель: May I wait for him here?

1. (a) Yes, you may. (b) All right, of course, you may (can).

2. (a) No, you can't. (b) I am afraid you can't.

1. May we postpone the shipment?
2. May we try another method?
3. May we take the delegation about the town now?
4. May we call on you a bit later?
5. May I see your license?

7. Дайте ответы по следующей модели:

Модель: Peter can speak English and what about you?

(a) I can speak English too.

(b) I can't. I can speak English (at all).

1. We can order the goods very soon, and what about you?
2. We can translate political articles without a dictionary, and what about you?
3. She can read fast, and what about them?
4. I can work anywhere, and what about you?
5. He can get a job in their office, and what about you?

Тема 11. Mixed Economy

1. Прочитайте и письменно переведите на русский язык:

Another way in which economies today are mixed is that governments put limits on free enterprise. For example, governments may decide to ban trade in certain goods if they are dangerous. They may also create laws to make sure companies trade honestly or to prevent monopolies. If a company has a monopoly, normal market forces do not affect it. This is bad for consumers and the economy in general. Governments may also regulate methods of production. They do this to guarantee that products are safe for consumers and to protect the environment.

Many economists would argue that the mixed economy is the best system for consumers. This is because consumers have two ways to control the economy: by choosing to buy a company's goods or services and by choosing to give political parties their votes.

2. Complete each sentence with a word or phrase from the box:

agriculture, ban, efficiently, free enterprise, manufacturers, monopoly, private sector, profit motivation, public transport, state sector, telecommunications, trade

1. is a concept according to which businesses are able to trade without control from the government.
2. industries belong to and are run by the government.
3. industries belong to and are run by independent businesses
4. Buses, trains and planes are examples of
5. is another word for farming.
6. produce new goods from raw materials.
7. When a business works, it runs successfully without wasting resources.
8. Telephone and Internet systems are part of the industry.
9. is what drives businesses in the market economy.
10. When the government puts a on a commodity, people are not allowed to buy or own it.
11. If only one company controls part of the economy, they have a
12. When companies, they do business with each other.

3. Make up 5-6 sentences using the words:

Protection from the risks of the free market; to provide basic materials; free market values; to compete with; a completely free market; to create laws; a country's economic health; to trade honestly; to guarantee.

4. Read the text again and answer the questions, choosing the best variant:

1) What do most economists believe about economies in the world today?

- a. There are a number of free markets.
- b. Some countries have a completely planned economy.
- c. A mixed economy exists in some way in all countries.

2) Why do governments choose to run some industries?

- d. So they can collect taxes.
- e. Because they need to be protected from the risks of the free market.
- f. To encourage a divided economy.

3) Why do governments deregulate some industries?

- g. To make the industries more efficient.
- h. To protect them.
- i. Because there is too much competition.

4) According to the text, what is not very popular with the public?

- j. Deregulation of public transport.
- k. Deregulation of hospitals and schools.
- l. Deregulation of telecommunications and banking.

5) What type of state control is not mentioned in paragraph 5?

- m. Controlling the way companies do business.
- n. Controlling what companies sell.
- o. Controlling the prices companies set.

5. Запишите словами:

- a). numbers: 6; 73; 112; 152; 0; 1, 045; 80; 9, 854.
- b). telephone numbers: 213-57-83; 426-11-35; 157-18-20.
- c). phrases: exercise 5; page 312; bus 102; text 6; room 302.

6. Переведите на английский язык порядковые числительные:

Первый, третий, пятый, двадцатый, двадцать второй, тридцать шестой, сорок седьмой, девяностый.

7. Запишите даты:

June 1, 1905; May 9, 1945; February 4, 1995; October 3, 1101; April 12, 1961; March 8, 1900.

Тема 12. Business activity.

Грамматика.

Возвратные местоимения в английском языке (*Reflexive pronouns / self-pronouns*).

- 1. Случаи употребления возвратных местоимений. Общие сведения.
- 2. Различия с русским языком.

Задание 1. Read and translate into Russian in writing:

Traditionally, business simply meant exchange or trade for things people wanted or needed. Business, then, is a combination of all such activities as production, distribution, and sale. However, there is one other important factor. This factor is the creation of profit or economic surplus. A major goal in the functioning of any business company is making a profit. Profit is the money that remains after all the expenses are paid. Creating an economic surplus or profit is, therefore, a primary goal of business activity, but it is important to realize that a business will have other aims.

Задание 2. Match the words:

- | | |
|-----------------|---------------------|
| a).trade | 1).ремонтировать |
| b).marketplace | 2).оставаться |
| c).distribution | 3).создание прибыли |
| | 4).рынок |

- d).definition
- e).to benefit from
- f).to repair
- g).making a profit
- h).to remain

- 5).определение
- 6).распространение
- 7).торговля
- 8).извлекать пользу из

Задание 3. Translate into Russian and make up 5 sentences using the words:

- 1.economic surplus
- 2.primary goal
- 3.highly competitive situations
- 4.recession
- 5.short-term aim
- 6.expenses
- 7.to make ... redundant
- 8.tarnished image

Задание 4. Answer the following questions:

- 1).What is the definition of business?
- 2).What does production involve?
- 3).What is known as distribution? Can you give an example?
- 4).What is profit?
- 5). How do goods differ from services?
- 6).What is a major goal in functioning of any business?

Задание 5.Используйте необходимое по смыслу возвратное местоимение:

Образец: *I went on holiday alone. – I went on holiday **by myself**.*

- 1.Do you live alone? – _____?
- 2. She went to the office alone. – _____.
- 3. When I saw him, he was alone. – When I saw him, _____.
- 4. Don't go out alone. _____.
- 5. I live alone here. _____.

Задание 6. Переведите на русский язык следующие предложения(с возвратными местоимениями):

- 1. The only thing I can recommend to achieve success is to treat oneself with self-criticism.
- 2. She likes living by herself.

3. Are you going on holiday by yourself?
4. Can he do it by himself?
5. But you yourself saw it!

Задание 7. Вставьте необходимое возвратное местоимение:

1. I'm not angry with you. I'm angry with _____.
2. They never think about other people. They only think about _____.
3. When people are alone, they often talk to _____.
4. Don't pay for me. I want to pay for _____.
5. I'd like to know more about you. Tell me about _____.

Тема 13. Forms of business organizations.

Грамматика.

Имя прилагательное (*Adjective*).

1. Имя прилагательное. Общие сведения.
2. Типы прилагательных и их употребление.

Задание 1. Read and translate into Russian in writing.

The most common forms of private business organizations are sole proprietorships, partnerships and corporations. Sole proprietorships are the oldest, simplest, and most common of all types of businesses. As in the case of sole proprietorships, partnerships are concentrated in businesses that require relatively small amounts of money to start and operate. A partnership begins when two or more people agree to operate a business together (e.g. small retail stores, farms, construction companies). A corporation, however, is owned by stockholders. Stockholders are individuals who invest in a corporation by buying shares of stock. A corporation may be either publicly owned or closed.

Задание 2. Match the words:

- | | |
|------------------------------|----------------------------------------------|
| a).desire for social welfare | 1).государственные ценные бумаги |
| b).to establish | 2).фирмы по торговле недвижимостью |
| c).to set an aim | 3).мелкие магазины розничной торговли |
| d).to make a profit | 4).учреждать, основывать |
| e).real estate firms | 5).акционерный капитал |
| f).small retail stores | 6).ставить цель |
| g).stocks | 7).получать прибыль |
| h).stock | 8).запросы в области социального обеспечения |

Задание 3. Translate into Russian and make up sentences with some of the following words:

- 1).public organization
- 2).to provide professional services
- 3).to hire workers
- 4).to pay taxes
- 5).board of directors

- 6).competitive
- 7).business organization
- 8). to set very definite and clear aims

Задание 4. Answer the following questions:

- 1).What aims are business organizations established for?
- 2).What is the main goal of government organizations?
- 3).Can you name some common forms of private business?
- 4).What do we call a sole proprietorship? Give an example.
- 5).What is the reason to set a partnership? What types can it be?
- 6).What is a partnership contract? What is it for?
- 7).What is the definition of a corporation? Give the types of them.
- 8).What is the importance of stockholders and shareholders in the corporation?

Задание 5. Найдите простые и производные прилагательные и составьте с ними предложения:

Unhappy
small
natural
big
useful
nice

Задание 6. Переведите следующие прилагательные:

Suitable, responsible, intelligent, careful, aggressive, ambitious, heroic, elementary, broad-minded, dependable, efficient, honest, reliable, enterprising, patient, sincere, flexible, light-hearted, strong-willed, careful, mature, cooperative, creative, loyal.

Задание 7. Напишите прилагательные с противоположным значением:

- 1. useless
- 2. unequal
- 3. incorrect
- 4. impolite
- 5. generous
- 6. hard-working
- 7. considerate
- 8. optimistic

Тема 14. Workingcapital.

Грамматика.

Имя прилагательное (*Adjective*). Степени сравнения.

- 1. Односложные прилагательные. Способы образования.
- 2. Многосложные прилагательные. Способы образования.

Задание 1. Read and translate into Russian in writing.

To ensure the efficient operation of the business, working capital needs to be carefully managed. This involves a system of stock control, a debtor policy and cash flow forecasting.

Businesses require finance for a wide variety of reasons and most businesses can obtain finance from a number of different sources. Therefore, decisions have to be made regarding the most appropriate source of finance. The provision of advice concerning the best method of financing different aspects of business activity is one of the key responsibilities of the Finance Department.

Задание 2. Make up sentences with the following words:

1. continual flow of money
2. current assets
3. existing liabilities
4. to prevail
5. solvent
6. working capital

Задание 3. Translate into Russian:

1. Working capital can be defined as the current assets available to the business minus any current liabilities on these assets.
2. The sale of business's goods (or services) generates finance which is used to purchase more materials, pay wages and so on in order to generate more production, more sales and more income.
3. To ensure the efficient operation of the business, working capital needs to be carefully managed.
4. Current liabilities are the short-term debts of the business which will have to be paid in the near future from current assets.

Задание 4. Answer the following questions:

1. What process is called a continual flow of money through the business?
2. What generates finance which is used to purchase more materials, pay wages?
3. Which items are known collectively as the business's working capital?
4. What is the definition of 'working capital'?
5. Why does working capital need to be carefully managed?
6. Can you name one of the key responsibilities of the Finance Department?

Задание 5. Вставьте сравнительную и превосходную форму для следующих односложных прилагательных:

young

younger

the youngest

bad

good

quick

weak

little

much

far

Задание 6. Вставьте сравнительную и превосходную форму для следующих многосложных прилагательных:

profitable

more profitable

the most profitable

important

beautiful

practical

famous

expensive

comfortable

productive

Задание 7. Переведите предложения.

1. Everest is the highest mountain in the world.
2. Yesterday was hotter than any other day we had this summer.
3. The Nile is the longest river in Africa.
4. The production costs are low in our company.
5. Is this computer as expensive as that one?
6. This report is not so long as the first one was.
7. The earlier you start the more you can do.
8. This method is more efficient than the common one.

Тема 15. Factors of production.

Грамматика.

Наречие в английском языке (*Adverb*).

1. Наречие. Общие сведения.
2. Степени сравнения наречий.

Задание 1. Read and translate into Russian in writing.

There are three basic resources or factors of production: land, labour and capital. The factors are also frequently labeled "producer goods or services" to distinguish them from the goods or services purchased by consumers, which are frequently labeled "consumer goods". All three of these are required in combination at a time to produce a commodity. So, the resources that go into

the creation of goods and services are called the factors of production. The factors of production include natural resources, human resources, capital and entrepreneurship. Each factor of production has a place in economic system, and each has a particular function.

Задание 2. Make up sentences with the following words:

1. factors of production
2. production process
3. output
4. to distinguish
5. consumer goods
6. income

Задание 3. Choose the correct word:

1. All machines need maintenance/ replacement so that they keep working well.
2. When a machine gets very old you need to buy a maintenance/ replacement.
3. Scientists' laboratories are usually full of packaging/ apparatus for experiments.
4. Plastic and cardboard are used a lot for the packaging/ apparatus around products.
5. An industry that needs many workers is known as a factor/ labour intensive industry.
6. The price of a product is a factor/ labour which influences our decision to buy it.

Задание 4. Translate into Russian:

1. Land as a factor of production includes everything that nature provides and which may be used for production.
2. An educated, skilled and fit workforce is more productive; that is why education and healthcare play an important role in the economy.
3. At present industry is becoming more capital intensive and less labour intensive.
4. Capital includes factories, warehouses, equipment, tools and computers; everything that is used in manufacturing process.

Задание 5. Образуйте степени сравнения у следующих наречий.

Например: *soon – sooner – soonest (скоро) или
openly – more / less openly – most / least openly.*

1. sunny
2. perfectly
3. carefully
4. heavily
5. late
6. hard

Задание 6. Образуйте наречия от следующих прилагательных:

quick
incredible
quiet
reasonable
serious
terrible
bad

surprising

Задание 7. Вставьте необходимое по смыслу слово(прилагательное или наречие):

1. Please shut the door quiet/quietly.
2. Can you be quiet/quietly, please?
3. Hurry up! You're always so slow/ slowly.
4. He looked at me angry/ angrily when I interrupted him.
5. Don't go up that ladder. It doesn't look safe/ safety.
6. We were relieved that he arrived safe/ safety after his long journey.

Тема 16. Division of labour.

Грамматика.

Глагол (*Verb*). Простое прошедшее время в английском языке (*PastSimpleTense*).

1. Общие сведения. Образование. Примеры.
2. Правила употребления и слова-подсказки времени *PastSimpleTense*.

Задание 1. Read and translate into Russian in writing.

Without the factors of production, companies cannot get started. To be successful they need to make good use of those resources. To make best use of labour, you need to organize it. The division of labour is one way to achieve this. The division of labour isn't a new idea. Even very early societies had some form of labour specialization. However, as societies became industrialized, the division of labour increased. Factories became the main means of production, and each factory worker became responsible for smaller and smaller stages in the process. Each worker gets more experience at doing his particular task.

Задание 2. Make up sentences with the following words:

division of labour
to divide
to discover
description
advantage
experience

Задание 3. Complete the sentences with a word or phrase from the box:

Take pride in, automatically, specialization, fundamental, mindless

1. Having a _____ means that you deal with one particular area of any field.
2. Competition is _____ to the idea of the free market.
3. People who _____ their work do it very carefully and enjoy the results.
4. Some people regard factory work as a _____ job but it isn't necessarily boring.
5. When you do something _____, you do it without thinking.

Задание 4. Translate into Russian:

1. Nevertheless, the theory of the division of labour is still fundamental to all modern economies.

2. As the division of labour increases, the amount of time needed to train each worker decreases.
3. Division of labour and specialization make the manufacturing process more efficient and productive.
4. Workers perform their operations automatically. This speeds up the productivity of the labour force and improves the quality of their work.

Задание 5. Напишите три формы глаголов:

to decide

to take

to find

to involve

to buy

to cost

to consist

to expect

Задание 6. Поставьте в Past Simple:

1. We (to sign) a contract in Finland last week.
2. He (to speak) about the terms of the contract with his partners.
3. The agency (to hire) some more employees.
4. Last summer Mr. White (to work) as a representative of “GML” in Finland.
5. I (to read) a lot about your company in papers last year.

Задание 7. Постройте вопросительные и отрицательные предложения, преобразовав глаголы из настоящего времени в прошедшее время с необходимыми изменениями:

Например: They ask her name. – Did they ask her name? – They didn't ask her name yesterday.

1. The postmen bring the mail twice a day.
2. My brothers work at a big electronics company.
3. Generally they go to work by bus.
4. My friends have five exams this term.
5. They are very nice little children, because they always say “thank you” when guests give them presents.

Тема 17. Surplus.

Грамматика.

Глагол (*Verb*). Простое будущее время в английском языке (Future Simple Tense).

1. Общие сведения. Правила образования.
2. Употребление Future Simple Tense, примеры предложений.

Задание 1. Read and translate into Russian in writing.

Consumer surplus is the difference between the maximum price a consumer is willing to pay and the actual price they do pay. If a consumer would be willing to pay more than the current asking price, then they are getting more benefit from the purchased product than they initially paid. An example of a good with generally high consumer surplus is drinking water. People would pay very high prices for drinking water, as they need it to survive. The difference in the price that they would pay, if they had to, and the amount that they pay now is their consumer surplus.

Задание 2. Make up sentences with the following words:

surplus
topurchase
benefit
difference
utility
demand curve

Задание 3. Choose the correct word or phrase from the box:

At a good price, compromise, gain, aggregate, surplus, laws

1. In a free market, price is decided by the _____ of supply and demand.
2. If you get a bargain, you get something _____.
3. The total spending by the government is sometimes called _____ spending.
4. If you have a _____ of something, you have more than you need.
5. If you work faster you _____ more money or more free time.

Задание 4. Translate into Russian:

1. The market price is a reward for the efforts of the producer.
 2. Surplus measures the utility that consumers are prepared to pay and the price that they really pay is called consumer surplus; it is very important economic concept.
 3. If the price on the market is lower than expected, they will get a bargain.
 4. Companies make use of many pricing tricks which help them to increase their profits.
- Prices can be set higher or lower than the market price; sometimes companies use price discrimination.

Задание 5. Поставьте в Future Simple.

Например: The students of our group (to take part) in the conference next month.

The students of our group will take part in the conference next month.

1. I hope he (to be) at the office tomorrow.
2. Where we (to meet)?
3. You (to find) a lot of interesting things in this journal.
4. At this time tomorrow we (to be) far from here.
5. When you (to give) me back my textbook?

Задание 6. Дайте ответы на следующие вопросы:

1. Will you take your exams in June?
2. Will you help your friends with their English?
3. Shall we start the discussion of the text?
4. What shall we do tomorrow morning?
5. Where shall we meet?

Задание 7. Задайте любой тип вопроса к следующим предложениям:

1. They will book tickets for us in advance.
2. You will arrive in Moscow at 6 p.m.
3. There will be some of his pictures at the exhibition.
4. The plane will land on time.
5. There will be some people whom I don't know.

Тема 18. Income and spending. Taxes.

Грамматика.

Глагол (*Verb*). Настоящее продолженное время в английском языке (Present Continuous Tense).

1. Общие сведения. Правила образования.
2. Present Continuous Tense: употребление с примерами предложений.

Задание 1. Read and translate into Russian in writing.

In the UK, government spends much money every year. But where such a huge amount of money come from? Perhaps more importantly, what does government spend it on? The money government have to spend is called revenue. Revenue comes from several sources, including charging for services and borrowing. However, a government's main source of revenue is taxation. There are different kinds of taxes. For example, anyone with a regular income has to pay income tax on their earnings. This percentage of their income goes to the government. Many countries operate a system called progressive income tax. Under this system, people with a higher income pay a higher percentage to the government.

Задание 2. Complete each sentence with a word or phrase:

income gap, source, taxation, essential, financial, luxuries

1. If you give someone _____ help, you give them money.
2. The difference between the highest salaries and lowest is called the _____.
3. For most people, the _____ of their income is paid work.
4. Governments get most of their money through _____.
5. Water is _____ to life, but it costs very little.
6. _____ are expensive things that we don't really need.

Задание 3. Make up 5 sentences with any of the following words:

spending

government revenue

taxes

value added tax (VAT)

social security

unemployment benefit

tax policy

income tax

Задание 4. Translate into Russian:

1. Most taxation revenue go on public goods which include national defence, street lighting, healthcare, education and others.
2. The effects which economic activities have on people are called externalities. These may be positive or negative. For example industries can do harm to the environment.
3. Governments receive revenues from different sources with taxation as the main one.
4. Through taxation governments achieve different goals. They decrease the income gap between the rich and the poor, they discourage people from consuming harmful products and they control overall supply and demand.

Задание 5. Поставьте глаголы в скобках в соответствующую форму (Present Simple или Present Continuous):

1. Usually I (use) my telephone, but now I (use) my boss's telephone.
2. He usually (pay) in dollars, but today he (pay) in roubles.
3. She usually (telephone) him from Italy, but now she (telephone) him from Moscow.
4. We always (discuss) our prices with our clients, but now we (not discuss) them.
5. They always (purchase) a lot of machinery in the USA, but now they (sign) a contract with a German company.

Задание 6. Поставьте предложения в отрицательную форму:

1. She is leaving on Wednesday, the 22nd.
2. I am calling from New York.
3. They are selling commodities.
4. We are buying food in Australia.
5. He is shipping goods to Russia.

Задание 7. Поставьте специальные вопросы к выделенным словам:

1. The client is paying *the fee*.
2. She is *doing my work*.
3. John is quoting *the prices*.
4. The bank is exchanging dollars to *roubles*.
5. They are shipping the goods from *Australia* to Taiwan.

Тема 19. Inflation.

Грамматика.

Глагол (*Verb*). Прошедшее длительное время в английском языке (Past Continuous Tense).

1. Общие сведения. Правила образования.
2. Употребление Past Continuous Tense: примеры предложений.

Задание 1. Read and translate into Russian in writing.

Inflation is an overall increase in prices over a certain period of time. It's also a worry for anybody who's trying to make ends meet, and a headache for many governments. The rate of inflation is often in the headlines. However, inflation isn't really news. In most of Europe, for example, prices have risen year after year for at least the last 50 years. Deflation (overall decrease in prices) does happen occasionally, but the trend is mostly for the cost of living to increase.

There are lots of ways to measure inflation. One of the most popular ways is retail price index. This is calculated by recording increases in price for a range of goods and services. This is sometimes called a basket of goods.

Задание 2. Choose the correct word:

1. When parents are unemployed it is difficult for a family to make ends touch/ meet.
2. The cost/ price of living in cities like London and Tokyo is very high.
3. When something is in the headlines/ articles, it is an important story in the news.
4. People prefer to shop in supermarkets because they find a wide range/ amount of goods there.
5. It is difficult for old people to manage/ cope with living on a small pension.

Задание 3. Make up 5 sentences with any of the following words:

inflation

a decrease

scarcity

fluctuation

the Retail Price Index (RPI)

the Gross Domestic Product (GDP)

deflation

Задание 4. Translate into Russian:

1. People with fixed incomes suffer most of all from rising inflation.
2. Among other causes of rising inflation is the growth in the circulating money supply. This is explained by the quantity theory of money.
3. Cost-push inflation occurs when prices rise without an increase in demand, which is common when producer's variable costs rise sharply.
4. One of the ways to measure the inflation level is the retail price index, which is calculated for the basket of goods.

Задание 5. Вставьте необходимую форму глагола (Present Continuous или Past Continuous):

1. Why you (not to attend) the lecture on Saturday? Professor B. (to speak) about UFO and other mysterious objects.
2. When the telephone (to ring) I (to bake) a cake and (to ask) Mary who (to do nothing) at the moment to answer the call.
3. When the taxi (to arrive) I still (to pack) my things.
4. What you (to do) in the evening yesterday? – I (to watch) TV and my wife (to wash up).
5. When the clock (to strike) nine she (to run) up the stairs to her office because the lift (not to work).

Задание 6. Задайте любой тип вопроса к предложению:

Например: *I was flying to New York when they sent me a fax. – What were you doing when they sent you a fax?*

1. He was translating the text from 5 p.m. to 6 p.m. yesterday.
2. The plane was taking off at 7 p.m.
3. What newspaper were you reading when I came to the library?
4. The whole family was having dinner when the telephone rang.
5. We were walking home when the rain started.

Задание 7. Продолжите предложения используя Past Continuous Tense:

1. When I entered
2. When we arrived in St. Petersburg
3. When we saw her
4. While she was cooking
5. While I was finishing my homework

Тема 20. The business cycle.

Грамматика.

Глагол (*Verb*). Будущее длительное время в английском языке (Future Continuous Tense).

1. Общие сведения. Правила образования.
2. Случаи употребления Future Continuous Tense: примеры предложений.

Задание 1. Read and translate into Russian in writing.

Products, like people, have been viewed as having a life cycle. The product life cycle concept describes the stages a new product goes through in the marketplace: introduction, growth, maturity and decline. The introduction stage of the product life cycle occurs when the product first enters the market, sales grow slowly, and profit is little. The second stage of the product life cycle, growth, is characterized by rapid increases in sales, and it is in the stage that competitors appear. The third stage, maturity, characterized by a leveling off of total industry sales revenue. Also, marginal competitors begin to leave the market. Most consumers who would buy the product are either repeat purchasers of the item or have tried and abandoned it. The decline stage is the beginning of the end and occurs when sales and profits are steadily dropping. Frequently a product enters this stage not because of any wrong strategy of the company but because of environmental changes.

Задание 2. Complete each sentence with a word or phrase from the box:

<i>bankrupt; current; lay off; reasonable; secure; over</i>

1. If you feel _____ about your job, you don't think there is a danger of losing it.
2. A company's _____ is how much money it spends and earns each year.
3. The _____ price of oil is unbelievable.
4. _____ prices are prices you think are fair.
5. The opposite of taking on staff is to _____ staff.
6. If a company goes _____, it cannot pay back the money it owes and it must close down.

Задание 3. Answer the questions:

1. What is economic growth like in the long run?

2. What is economic growth like in the short run?
3. Why are businesses and consumers confident during a boom?
4. Why are mortgage repayments often higher during a slump?
5. How do companies try to save money during a recession?
6. What can help an economy recovery?

Задание 4. Make up 5-6 sentences with the words:

business cycle; recession; slump; recovery; to take out a loan; a mortgage; to pay off a debt; to go bankrupt; unemployment benefit; to be out of work.

Задание 5. Поставьте глаголы в Future Continuous Tense:

1. At this time tomorrow we (to have) an English class.
2. When you come they (to train) in the gym.
3. Don't wait for me. I (to work) for some time.
4. As far as I know you (to join) us in Kiev.
5. So at 10 o'clock tomorrow morning he (to study) at the institute.

Задание 6. Переведите на русский язык:

1. So during this time, for example at 8.30, Tom will be watching the match.
2. Will you be using your car this evening?
3. This time next week I'll be on holiday. I'll probably be lying on a beautiful beach.
4. I'll be going to the city centre later. Can I get you anything?
5. Will you be passing the post office when you go out?

Задание 7. Задайте по 3-4 вопроса к следующим предложениям:

1. Don't leave, we will be having tea in a few minutes.
2. Don't worry! I will be writing letters to you regularly.

Тема 21. Businessethics.

Грамматика.

Глагол (*Verb*). Способы выражения будущего времени.

- 1). Передача действия в будущем с помощью *will* и *to be going to*;
- 2). Различия между Present Simple Tense и Present Continuous Tense для выражения будущего действия.

Задание 1. Read and translate into Russian in writing.

So, ethics are beliefs about what is right and wrong or good and bad. Individual values and morals. Along with the social context in which it occurs, determine whether a particular behavior is ethical or unethical. Thus, ethical behavior conforms to individual beliefs and social norms about what's right and good. Unethical behavior is behavior that individual beliefs and social norms define as wrong and bad. Business ethics refer to behaviors by managers or employees of organization.

Задание 2. Answer the following questions:

1. Can businesses function without ethics?
2. Does a society dictate a set of rules and conformities to any business?
3. Are there three or five broad categories of ways in which managerial ethics can affect people work? What are they? Try to describe them.

4. Can firms take some specific steps to formalize their commitment in addition to promoting attitudes of honesty and openness?

5. Why are ethics so important in the workplace?

6. Can you distinguish social responsibility from ethics? How do individuals develop their personal codes of ethics?

Задание 3. Give Russian equivalents for the following words and phrases:

Ethical behavior; to be consistent with; to state clear ethical positions; social responsibility; to treat smb. fairly; a multi-million seller; to eliminate exploitation; to decide on implicit or explicit ways; to retain a strong moral focus; a stealing supplies; a padding expense accounts; utility; to go through periodic ethics training.

Задание 4. Make up sentences with some of the following words:

Ethics, business ethics, business environment; a mutual respect; responsibility; a strong moral compass; unethical behavior; managerial ethics; codes of conduct; adopting written codes; instituting ethic programs; ethical hot lines.

Задание 5. Переведите на русский язык:

1. Tomorrow he is going to pass his last exam.
2. We'll be going for a holiday in July.
3. This summer I'll swim and sunbath every day.
4. This teacher will be examining the students in Room 15.
5. We won't be going for a walk in the evening, we'll be preparing the report.

Задание 6. Переведите на английский язык, обращая внимание на разные способы передачи будущего времени:

1. У вас завтра будет много работы? – Да.
2. Какие экзамены вы сдаёте в конце первого курса?
3. Завтра вечером я буду обсуждать эту проблему с Томом.
4. Сколько вы собираетесь оставаться здесь?
5. Наши партнёры приезжают сегодня вечером. Кто будет встречать их?

Задание 7. Задайте вопросы о планах на будущее и дайте ответы на них(используйте “to be going + Infinitive” и следующие слова и словосочетания):

Tonight, at the weekend, in summer, during the holiday, tomorrow, next month, after the exams, next year, when you graduated from the institute, in class tomorrow, next.

Тема 22. Starting a career: preparations before a job interview.

Грамматика.

Глагол (*Verb*). Настоящее совершенное время (Present Perfect Tense).

1. Общие сведения. Правила образования.
2. Особенности употребления Present Perfect Tense.

Задание 1. Read and translate into Russian in writing.

Prepare a script. Don't underestimate the value of preparing several questions beforehand. Your human resources department may even have a set of prepared questions to use as a guide. Too often, busy managers (is there any other kind?) forget until it's too late what they wanted to ask. Ask open-ended questions as well as ones that might elicit a more detailed response. For example, you may say: «Tell me what led you to apply for this position». Later, you could ask: «We're very deadline oriented here; could you tell me about experiences during which a deadline might have been difficult to meet?» And then listen carefully to the responses. Try to ask a good mix of questions – those that give insight into behavior, elicit opinion, demonstrate experience, and reveal background. When the interview is over you should have a fairly good sense of the person's likes and dislikes, along with their strengths and weaknesses.

Задание 2. Make up sentences with the following words:

- 1) right fit;
- 2) to redirect a conversation;
- 3) screening process;
- 4) to elicit a response;
- 5) deadline oriented;
- 6) to meet a deadline.

Задание 3. Translate into Russian:

1. Self-assessment is useful in helping you to decide what to look for, what career to pursue.
2. Your resume not only sums up your experience and education but also advertises you to potential employers.
3. Preference is given to applicants who can maintain good relations, who have positive attitudes, who can work in a team and under pressure.
4. Before writing your resume or going to a job-interview, think it over and ask yourself what an employer would want to know about you, what tasks you could perform, what kind of experience you have had, what skills you can offer and what job you expect the employer to give you.

Задание 4. Answer the following questions:

1. What skills do you need to conduct a successful interview?
2. Why is it important to review a candidate's paperwork beforehand?
3. Why is it important to prepare questions beforehand?
4. What should you know about the applicant after the interview is over?
5. Why is it important to know a skill set required for the position?
6. When does it not make sense to stick to the schedule of the interview?

Задание 5. Правильно вставьте наречие (сигнальное слово) в Present Perfect Tense:

Например: (already) He reads this book. – He has already read this book.

1. (ever) Have you travelled?
2. (always) She has been a bright student.
3. (just) They have had a walk in the park.
4. (yet) Have you finished your homework?
5. (lately) Have you heard from them?

Задание 6. Ответьте на вопросы.

Например: Why is she happy? (to win a lottery) – She has won a lottery.

1. Why is she tired? (to have a lot of work)
2. Why do you look so unhappy? (to fail at exam)
3. Why is she crying? (to lose one's money)
4. Why does he stay home? (to break his leg)
5. Why is she so sad? (to hear bad news)

Задание 7. Составьте предложения в Present Perfect Tense по образцу:

Например: I am very tired. (to work) – I have worked hard.

1. She can speak English. (to learn)
2. He can share his impressions about the film. (to see)
3. The boss isn't there. (to leave)
4. They can't tell us a lot about London. (to visit)
5. I haven't got money. (to spend)

Тема 23. Starting a career: applying for a job. Are you a leader, an entrepreneur by nature? What are your three main strengths? How do you relieve everyday tensions?

Грамматика:

1. Глагол. Особенности употребления и основные функции глагола в английском языке.
2. Повторение пройденного материала.

Задание 1. Read and translate into Russian.

Interviewer: Hello, Miss Jones. Thank you for coming. Please, sit down.

Applicant: Thank you.

Interviewer: Firstly, Where did you see the advert for this post?

Applicant: I saw it in last Friday's *Evening Post*.

Interviewer: Mmmm. Now, have brought your CV with you?

Applicant: Yes, here you are.

Interviewer: Thank you. Could you tell me a bit about your qualifications?

Applicant: Of course. I left school with 2 "A" levels in English and French. Then I did a diploma at Crewe College.

Interviewer: What sort of diploma is that?

Applicant: It is a secretarial and business diploma.

Interviewer: Fine. Could you tell me about any relevant experience you have?

Applicant: Yes. I worked at Francobank for 2 years, as a personal secretary to the director.

Interviewer: Would you mind telling me why you left?

Applicant: Well, the salary was fairly good, but there were no promotion prospects, so I decided to resign and look for something more challenging.

Interviewer: I see. Now, if you were be offered a post would you be able to start straight away?

Applicant: Yes, of course.

Interviewer: Excellent. Now, is there anything you would like to know about us?

Applicant: Yes. I have a few questions. Could you please tell me what the working hours will be?

Interviewer: Of course. The normal office hours are 9 a m to 5 p m, with an hour for lunch. But we are quite flexible about this.

Applicant: That sounds fine. Could you tell me what salary I could expect?

Interviewer: Well, the starting salary is \$800 a month before tax. After 6 months, the salary increases by 20%.

Applicant: Oh, that sounds good.

Interviewer: Well, do you have any more questions you'd like to ask?

Applicant: No, I don't think so. When could I expect to hear from you?

Interviewer: We have a few more people to see, but we hope to reach a decision by Friday. We'll be in touch by the end of the week.

Applicant: Thank you for your time. Goodbye.

Interviewer: Goodbye. And thank you.

Задание 2. Answer the following questions:

1. What is your present employment?
2. What are your long-range goals?
3. What are your strengths and weaknesses?
4. What do you find a fair salary?
5. What do you do for a living? How do you earn for a living?
6. Which is more important to you: status or money?

Задание 3. Translate into English:

1. Выбор профессии – есть серьезный шаг в жизни каждого молодого человека.
2. Мой друг хочет устроиться на более высокооплачиваемую работу.
3. Вы случайно не знаете когда он работает(часы работы)?
4. Знание хотя бы одного иностранного языка – серьезное преимущество среди других претендентов в поиске работы.
5. Вам стоит научиться ставить четкие цели и добиваться их.
6. Какие факторы могут повлиять на ваш выбор?

Задание 4. Translate into Russian:

1. We need a team of creative persons to make our company competitive in the world market.
2. New employees should be placed with their immediate supervisor who explains the business and requirements.
3. I was responsible for the planning and organization of large conferences.
4. Before the interview find out as much as possible about the company.
5. You have excellent references from your previous job.
6. Many employers make judgments about the appearance that may be a deciding factor of whom to hire.

Задание 5. Раскройте скобки, укажите время глагола:

1. He(know) several foreign languages.
2. I (learn) English at school.
3. Usually the lessons (begin) at 9 o'clock.
4. Our grandparents (live) now in Moscow.
5. He often (visit) them last year.
6. As a rule, I (go) to my school by bus.
7. She (work) abroad next year.
8. Your children usually (ask) many questions.

Задание 6. Вставьте глагол в Present Perfect или Present Indefinite:

1. Helen (to be) sick since last month. She (to miss) her grammar test.
2. He (to read) a lot and (to know) a lot.
3. We (to stay) here for a month, and it (to rain) almost every day.
4. He (not to receive) letters from her since last year.
5. How long you (to know) each other?
6. I hardly (to hear) anything from her since that time.

Задание 7. Вставьте глагол в Present Perfect или Past Indefinite:

1. I (to make) a report at the seminar on Monday. You (to make) your report yet?
2. Your brother (to graduate) from the University? – Yes, he (to graduate) in May.
3. I (to pass) my last examination.
4. I (to pass) my English exam last week.
5. Moscow (to change) greatly for the last years.
6. They (to live) in Canada for a few years and then (to move) to Australia.

Тема 24. The Business of Business.

Задание 1. Translate into Russian in writing.

Business in America is more than the large corporations with which we are all familiar. Businesses come in all shapes and sizes. Businesses are either goods – producing or service – producing firms. Goods – producing firms, such as mining, construction, and manufacturing firms produce tangible products or goods – commodities that have a physical presence. Service – producing firms provide services – activities that benefit consumers or other businesses. Transportation firms, insurance companies, beauty shops, and repair shops are all examples of service businesses.

There are thousands of different businesses, but they all fall into a few groups. Businesses can be grouped by the kinds of activities they perform.

Задание 2. Answer the following questions:

1. What is business?
2. What kinds of firms do you know?
3. What are the five basic types of businesses?
4. What does a service firm provide to customers?
5. What would our lives be like if businesses did not produce goods and services?

Задание 3. Translate into English:

1. Бизнес – это либо товаропроизводящие, либо производящие услуги фирмы.
2. Транспортные фирмы, страховые компании, салоны красоты – все они являются примерами бизнеса в сфере услуг.
3. Виды бизнеса могут быть сгруппированы по виду деятельности, которую они выполняют.
4. Производители превращают сырье в готовый продукт.
5. Бизнес предстает во всех видах и размерах.

Задание 4. Give English equivalents to Russian phrases in brackets and

fill the gaps:

1. _____ turn raw materials or processed goods into finished goods. (производители)
2. Producers are involved in activities related to _____ (выработка сырья)
3. We _____ oil into gasoline or some other petroleum product. (превращать)
4. Producers _____ products and services for distribution. (создавать)
5. Appliance repair shops, car washes, and hair salons are all examples of _____. (фирмы, предоставляющие услуги)

Задание 5. Задайте все типы вопросов к следующему предложению:
She confirmed they had finished the meeting.

Задание 6. Translate into English:

1. Он сказал, что мы встречались несколько лет назад.
2. К 1950 году он уже закончил университет.
3. Мы закончили работу к твоему приходу.
4. Она сказала, что видела его накануне.
5. Он подтвердил, что он завершил подготовку к новому проекту.

Задание 7. Соотнесите следующие предложения на английском языке с их переводом на русском языке:

1. The director of finance inquired if the agreement had been signed .	a. Он подтвердил, что они завершили процесс покупки компании.
2. He confirmed they had completed the acquisition of the company.	b. Запишите то, что мы только что обсуждали.
3. She said she had seen him the previous day.	c. Он поднялся со стула, на котором сидел (непосредственно перед тем, как встал).
4. He rose from the chair on which she had been sitting .	d. Финансовый директор спросил, подписано ли уже соглашение.
5. Put down what we have just been discussing .	e. Она сказала, что видела его накануне.

Тема 25. What is Management?

Задание 1. Translate into Russian in writing.

The four major functions of management form the basis for the managerial process. A manager's working knowledge and key management skills also are important factors that contribute to high performance (achieving goals).

To understand how management can influence in an organization, we need to define the organization. It is useful to keep in mind that the management process applies not only to profit-making organizations but also to not-for-profit organizations. A not-for-profit organization (sometimes called a nonprofit organization) is an organization whose main purposes center on issues other than making profits.

Задание 2. Answer the following questions:

- 1) Why is management an ongoing activity?

- 2) What are the four major functions of management?
- 3) What does planning as the management function involve?
- 4) Which are the parts of the organizing function?
- 5) Which function of management includes influencing others to engage in the work behaviours necessary to reach organizational goals?
- 6) What forms the basis for the managerial process?

Задание 3. Due to the information from the text try to give the definitions of the following:

1. management functions;
2. managerial process;
3. profit-making organization;
4. nonprofit organization.

Задание 4. Match the words with their definitions:

1) management	a) the management function that involves setting goals and deciding how best to achieve them;
2) planning	b) two or more persons engaged in a systematic effort to produce goods or services;
3) organizing	c) the management function that involves influencing others to engage in the work behaviours necessary to reach organizational goals;
4) leading	d) the management function that is aimed at regulating organizational activities so that actual performance conforms to expected organizational standards and goals;
5) controlling	e) the management function that focuses on allocating and arranging human and non-human resources so that plans can be carried out successfully;
6) organization	f) the process of achieving organizational goals through engaging in the four major functions of planning, organizing, leading and controlling.

Задание 5. Задайте все типы вопросов к следующему предложению:

You will have spent much effort before you can finish your project.

Задание 6. Translate:

1. Pete will have completed his work by 4 o'clock tomorrow.
2. She will have changed her mind by the end of the evening.
3. We will have seen all the places of interest by the end of our holiday.
4. The guests will have left before his boss come.
5. They will have bought the new equipment by autumn.

Задание 7. Дополните предложения, используя глаголы в Future Perfect:

Например: By the end of month I have finished writing a report.

1. By three o'clock tomorrow _____.
2. By the time he rings me up _____.
3. By the time the programme starts _____.
4. When she arrives back home _____.
5. By the end of this year _____.

Тема 26. Wholesale and Retail Trade.

Задание 1. Translate into Russian in writing.

Wholesale and retail dealers stand between the producer or the industry and the consumer. Therefore, they are also called intermediaries. Their services cost the consumer a lot of money, so there are certain attempts to get along without them. For instance, cooperative stores eliminate wholesale dealers, and mail-order houses, like the famous *Quelle* mail-order house, sell the merchandise directly to the consumer. Even so, the latter has to pay (directly or indirectly) the expenses for shipping and handling (like postage and packaging) and also the thick catalogues, which are sent to the customer earlier. If one considers the expenses which arise because many customers send back the ordered merchandise, either for the reason that it does not fit or there is some mistake or does not correspond to their expectations, it comes out that not so much money is saved.

Задание 2. Answer the following questions:

1. *Where does a wholesale dealer acquire his goods?*
2. *What do the employees in a merchant's office do?*
3. *What are the duties of a sales representative?*
4. *Why does a wholesale dealer need more funds and more storage space than a retail dealer?*
5. *What is really important in a retail dealer's store?*
6. *For whom are "Cash and Carry"-outfits so very helpful?*
7. *Why are wholesale and retail dealers called intermediaries?*
8. *What possibilities are available for the consumer to eliminate the intermediaries?*
9. *Does it save a great deal of money?*
10. *Is wholesale and retail trade developed in Russia?*

Задание 3. Due to the information from the text try to give the definitions of the following concepts:

1. *What is "a wholesale dealer"?*
2. *What is "a retail dealer"?*
3. *What is "intermediary"?*

Задание 4. Give English equivalents to Russian phrases in brackets and fill the gaps:

1. _____ dealers purchase their goods regularly from _____.
(розничный торговец, торговец оптом)
2. A wholesale dealer needs a lot of _____. (место для хранения)
3. The employees in a merchant's office _____ all the paperwork.
(производить)

4. *The customer has paid the _____ and wants to have a _____ for it. (счет, чек)*
5. *A retail dealer asks whether he may count on timely _____ of his _____ or there is going to be some delay. (доставка, товар)*
6. *He brings new _____ for the company. (заказы)*
7. *A wholesale dealer concedes his _____ a 2 or 3 months _____. (клиент, кредит)*
8. *The service in a _____ should be prompt and friendly. (магазин)*
9. *The prices in a "Cash and Carry"-outfit are _____, but one should _____ there. (приемлемые, платить наличными)*
10. *If the consumer prefers the services of a _____, he should bear in mind that he will have to pay for _____ and _____. (торговый дом по каталогам, расходы на пересылку, упаковка)*

Задание 5. Задайте все типы вопросов к следующему предложению:
We have been preparing for our exam since morning.

Задание 6. Translate into Russian:

1. Mike has been writing his translation for an hour.
2. My sister has been learning Italian since she was ten.
3. I've been looking for this document for two hours.
4. They have been discussing this problem since 2 o'clock.
5. We have been talking for an hour.

Задание 7. Ask questions:

1. They have been arguing for two hours.
2. He's been preparing for the meeting all day long.
3. Sam has been working on the project for several years.
4. Our manager has been taking the delegation since morning.
5. The scientists have been working on this problem since the beginning of time.

Тема 27. Cost. Fixed costs and Variable costs.

Задание 1. Translate into Russian in writing.

Different businesses have different cost structures. Airlines, for example, have high fixed costs and low variable costs. The cost of flying a plane is the same whether there are 3 passengers or 300. So the more seats the airline fills the more money it makes. Businesses of this type are said to be "volume sensitive," because their profits depend heavily on how much is sold. Other businesses with low fixed costs and high variable costs are said to be "price sensitive." Their profits depend more on price than on volume.

In general, costs decline as volume increases. The more units you produce, the lower the cost per unit tends to be, since the fixed costs are spread over a larger number of units.

Задание 2. Choose the best definition for each of the expressions below:

1. selling costs:

- a) *the total money raised selling a product or service;*
- b) *the costs involved in distributing, promoting and selling a product;*
- c) *the salaries and other expenses paid to the sales representatives.*

2. fixed costs:

- a) *prices established by the government;*
- b) *costs which are decided by the management of a manufacturing company, not by suppliers or retailers;*
- c) *costs which do not depend on quantity of production, e.g. heating, lighting, rent.*

3. variable costs:

- a) *costs which change according to the quantity of production, such as raw materials, components, overtime pay, etc.*
- b) *costs which are difficult to estimate as they may suddenly change because of changes in the market, such as competitors' pricing.*
- c) *Costs which change according to the time of the year, e.g. warm clothes for winter, or summer fashions.*

Задание 3. Translate into Russian what famous people said about price and a customer:

1. Anybody can cut prices, but it takes brains to produce a better article.

(P.D. Armour)

2. People want economy and they'll pay almost any price to get it.

(Lee Iacocca(1924-), American businessman)

3. Cheat me in the price, but not in the goods.

(English Proverb)

4. Quality is remembered long after the price is forgotten.

(Gucci Family Slogan)

5. Everything starts with the customer.

(Louise V. Gerstner Jr., American business executive)

6. A satisfied customer is the best business strategy of all.

(Michael Le Boeuf, American Researcher)

Задание 4. Make up sentences with the following words and phrases:

Costs, acceptable price, fixed costs, variable costs, cost structures, decrease of marketing costs.

Задание 5. Задайте все типы вопросов к следующему предложению:

I feel tired as I *have been working* on the report for several hours.

Задание 6. Поставьте глаголы, данные в скобках, в Present Perfect Continuous или Present Perfect:

1. Sorry I'm late. That's all right. I (no to wait) long.

2. Look at my hands. They are dirty. I (to work) in the garden.

3. Our manager (to chose) applicants for two hours. He (to chose) only two persons.

4. This young man (to write) books since he was 20. He (to write) 10 books so far.

5. Ann (to travel) in Europe for three months. She (to see) three countries so far.

Задание 7. Make up questions to the following sentences:

1. We have been talking for an hour.

2. His secretary has been learning German since last year.

3. I've been looking for this document for two hours.

4. Mike has been writing his translation for an hour.

5. They have been discussing this problem since 2 o'clock.

Тема 28. The Basis of Financial Planning.

Задание 1. Translate into Russian in writing.

The basis of financial management is a financial plan. A plan is an outline of the actions by which an organization intends to accomplish its goals.

A financial plan is a plan for obtaining and using the money needed to implement an organization's goals. Once a financial plan is developed and put into action, the firm's performance must be monitored and evaluated. And, like any other plan, it must be modified if necessary.

Financial planning (like all planning) begins with the establishment of goals and objectives. Next, planners must assign costs to these goals and objectives. That is, they must determine how much money is needed to accomplish each one. Finally, financial planners must identify available sources of financing and decide which to use. In the process, they must make sure that financing needs are realistic and that sufficient funding is available to meet those needs.

Задание 2. Answer the following questions:

1. What is a key element in planning?
2. What is the basis of financial management?
3. What does the "Developing the Financial Plan" consist of?
4. What do you know about the steps of financial planning?
5. What does the "Establishing Organizational Goals and Objectives" include?
6. Does the budgeting process begin with the construction of individual budgets for sales and for each of the various types of expenses?

Задание 3. Give Russian equivalents for the following words and phrases:

Sales revenue; to accomplish goals; sale of assets; specific statements; to calculate break-even output; variable costs; fixed costs; the level of output; cash flow forecasting, to implement an organization's goals.

Задание 4. Give the definitions for the following words and phrases:

A financial plan; financial planning; a budget; budgeting for financial needs; cash budget; identifying the sources of funds; break-even; projected financial statements; a balance sheet, liabilities.

Задание 5. Задайте все типы вопросов к следующему предложению:

He has been living in London for five years.

Задание 6. Поставьте глаголы, данные в скобках, в Past Perfect Continuous Tense:

1. They said they (to translate) the contract for three hours yesterday.
2. He was working, when I came in, and he obviously (to work) for a long time, because he was very tired.
3. Yesterday he found the paper which he (to look for) for several days.
4. She said that she (to travel) for two months last year.
5. When we saw him, he was working in the garden, and he obviously (to work) for a long time as he (to work) a lot.

Задание 7. Заполните таблицу:

<i>Verb</i>	<i>Noun</i>
to cooperate	cooperation

to focus	focus
	training
to arrange to resolve	
	creature
	initiative
to delegate	
	inspiration
to monitor	
to accomplish	

Тема 29. Some Ways to Enter a Foreign Market.

Задание 1. Translate into Russian in writing.

When a foreign company and local firm invest together to create a local business, it is called a joint venture. These two companies share ownership, control, and profits of the new company. The advantages of this option are twofold. First, one company may not have the necessary financial, physical, or managerial resources to enter a foreign market alone. The disadvantages arise when two companies disagree about policies or courses of action for their joint venture.

The biggest commitment a company can make when entering the international market is direct ownership, which entails a domestic firm actually investing in and owning a foreign subsidiary or division. The advantages to direct ownership include cost savings, better understanding of local market conditions, and fewer local restrictions. Firms entering foreign markets using direct ownership believe that those advantages outweigh the financial commitments and risks involved.

Задание 2. Answer the following questions:

- 1. What are two methods of entering a foreign market?***
- 2. What types of exporting do you know?***
- 3. What is indirect exporting? What does direct exporting involve?***
- 4. What is licensing? Is it the simplest way for a manufacture to produce goods in the foreign market? Why?***
- 5. What is joint venture?***
- 6. What is contract manufacturing?***
- 7. How does joint ownership venture operate?***
- 8. What does direct investment mean?***
- 9. What problems does the company face in trying to enter a foreign market?***
- 10. What is the simplest way for a company to enter a foreign market?***

Задание 3. Translate into Russian:

1. This will give the seller more presence and control in the market but obviously means heavier investment.
2. The company has less control over the licensee than if it had set up its own production facilities.
3. Besides exporting and joint ventures, there is also possibility of direct investment – in other words developing foreign-based assembly or manufacturing facilities.
4. The company will gain a better image in the host country because it creates jobs.

5. Once again the company gains entry into the market at little risk but there are potential disadvantages.
6. The main disadvantage is that the firm faces many risks such as devalued currencies, declining markets or even government takeover.

Задание 4. Make up 5-6 sentences with some of the following verbs:
Surplus, commitment, middleman, joint venture, licensee, option, manufacturing, ownership, to decline, government takeover.

Задание 5. Задайте все типы вопросов к следующему предложению:
Mark *should have sent* his coworkers a reminder by email.

Задание 6. Translate into Russian:

1. I should have let Jessica know what had happened but I forgot.
2. Kathy shouldn't have left work yet. I'll call her office.
3. Marion should have got the letter today. I expect she'll call us about it later.
4. The price on the packet is wrong. It should be 20 dollars.
5. He shouldn't have sent that report to the boss. So there is still time to make some changes.

Задание 7. Translate into English:

1. Мне не стоило покупать ее.
2. Нам не стоило есть в фаст-фуде.
3. Он не должен был оставлять ключи в доме.
4. Я не должен был забыть отправить письма.
5. Им следовало взять с собой деньги.

Тема 30. The Means and Goals of Advertising.

Задание 1. Translate into Russian in writing.

Advertising is one of the largest industries. *The Benefits of Advertising.* Advertising benefits consumers and the economy in number of ways:

- It provides us with information about prices, recent improvements in certain goods and services, and the availability of new ones.
- Advertising often results in lower prices. Large-scale production can reduce costs. By creating mass markets, advertising enables producers to reduce the costs of their products and pass those savings on to the consuming public.
- Advertising stimulates competition, and competition benefits us all. Advertising by one firm puts pressure on others within the industry to do at least as well to attract the consumer money.
- Advertising pays most of the cost of magazines and newspapers, and all of the cost of commercial radio and TV.

Advertising helps the economy as a whole by stimulating consumer demand. Consumer spending has a direct effect on the health of the economy. Advertising helps to keep that spending at healthy levels.

The Price We Pay for Advertising. Not everyone agrees that advertising benefits the economy. Critics list the following points of its *disadvantages*:

- The information contained in advertising does not inform and often misleads the consumer.

- Because it costs money to advertise, this cost adds to the price consumers pay.
- Consumers are tempted to spend money for products they do not really need.
- Radio and TV are not really free because the cost of advertising on them is also passed on to the consumer.

Задание 2. Answer the following questions:

1. Is advertising today carried out in hit-or-miss way?
2. In what situation may advertising be used as a weapon of competition?
3. Can it (advertising) also serve to reduce competition?
4. Can you name the target (purpose) of such reduction?
5. What are advertisements attempting to create when they try to persuade consumers that there is no substitute for their product?
6. What are the benefits and disadvantages of advertising?

Задание 3. Give Russian equivalents for the following words and phrases:

Distinction, fallible, keep aware (of), indefinable, to compel, to be appropriate, to make a special appeal, to dominant, in a hit-or-miss way, foodstuffs, social aspiration.

Задание 4. Give the definitions for the following words and phrases:

Advertising media; maintenance of demand; consumer demand; advertising strategies; appeal; campaign; rational appeals; monopoly power; emotional appeals; forceful advertising.

Задание 5. Ask questions to the following sentences:

1. It is very expensive to make this flat over.
2. I need some time to look these compositions over.
3. He must be still reading this contract.
4. He must reread this agreement once again.
5. I am sorry to have told him this secret.

Задание 6. Какую роль выполняет инфинитив в следующих предложениях:

1. To work late at night was very dangerous. – Работать поздно вечером было очень опасно.
2. She was glad to have moved to another city. – Она была рада, что переехала в другой город.
3. Who will be the first to start working here? – Кто первым начнет здесь работать?
4. You are too young to work here. – Ты еще слишком молода, чтобы здесь работать.

Задание 7. Translate into English:

1. Купить новое оборудование и запустить рекламу на телевидении за один месяц – это очень дорого.
2. Клиенты должны быть осведомлены о нашей экологической позиции.
3. Они сократили пятьдесят сотрудников, чтобы сэкономить.
4. Вам следует заставить этого сотрудника извиниться перед покупателем.
5. Мы заключили это соглашение, чтобы укрепить деловые и культурные связи между нашими странами.

Тема 31. Types of Buying Behavior.

Задание 1. Translate into Russian in writing.

The buying process is influenced by person-specific factors (demographic, situational), psychological factors (perception, motives, learning, attitudes, personality), and social factors (family, roles, peer groups, social class, culture and subculture).

Organizational buyers consider a product's quality, its price, and the service provided by suppliers. Organizational buyers are usually better informed than consumers about the products they buy and generally buy in larger quantities. In an organization, a committee or group of people, rather than single individuals, often decide on purchases. Committee members must consider the organization's objectives, purchasing policies, resources, and personnel. Organizational buying occurs through description, inspection, sampling, or negotiation.

Задание 2. Answer the following questions:

- 1). What is the definition of the term "buying behavior"?
- 2). What does consumer buying behavior refer to?
- 3). What does organizational buying behavior refer to?
- 4). Are organizational buyers better informed than consumers about the products they buy?
- 5). Why is it important for a firm to understand buying behavior?
- 6). Can you list the main steps of the consumer buying decision process?
- 7). What are the main factors which influence the buying process?

Задание 3. Translate into English:

- 1). характеристика товара(продукта)
- 2). признавать
- 3). название марки
- 4). мотивация
- 5). восприятие
- 6). незнакомое, дорогое изделие
- 7). лицо, занимающееся перепродажей
- 8). использование в домашнем хозяйстве

Задание 4. Match the words and phrases with their translation:

- | | |
|--------------------------|-----------------------------|
| a). possible influence | 1). изделие |
| b). peer groups | 2). отношение |
| c). frequently purchased | 3). покупательская политика |
| d). item | 4). член комиссии |
| e). social class | 5). равные по интересам |
| f). committee member | 6). возможное влияние |
| g). purchasing policies | 7). общественный класс |
| h). attitude | 8). часто покупаемый |

Задание 5. Задайте все типы вопросов к следующему предложению:

The delegates *will be met* at the station.

Задание 6. Используйте пассивный залог в следующих предложениях.

Например: Workers build roads. – Roads *are built* by workers.

1. The local council builds a lot of new buildings.
2. The mayor's office will open a new civic centre next month.

3. Landscape designers will create new parks.
4. Construction companies will open new hotels next year.
5. Designers will modernize old plants and factories.

Задание 7. Translate into Russian:

1. We are interested in buying these goods.
2. Everybody went on working.
3. On coming to the office he got down to work.
4. We regretted having done it.
5. The contract was signed by the president of the company.

Тема 32. Modern World Economy. International Organisations.

Задание 1. Translate into Russian in writing.

The world economy is increasingly becoming a single economic unit. Individual national economies are developing closer ties through trade, capital investment and financial institutions. The role of global business in world affairs is becoming more important.

Over the last decades export and import shares of output have increased considerably in practically all industrial sectors. For most industrial nations, exports and imports remain the most important international activity. In addition to visible trade, which involves trade, which involves the exchange of services between nations, thus improving their balances of trade.

As the world is developing a single economy, international organisations, including the World Trade Organisation, the International Monetary Fund and the World Bank Group, are contributing to the liberalisation of trade, monetary and economic cooperation. They have had a positive effect on economic growth, price stability and the flow of capital.

Задание 2. Answer the following questions:

1. What trend in the development of the world economy has been observed lately?
2. How is global business developing?
3. Do export and import of goods remain the most important activity for many countries?
4. What is invisible trade?
5. What role do international organizations play in the modern world economy?
6. What world problems have to be solved?

Задание 3. Translate into Russian:

1. Britain's share of world trade has declined.
2. She owns shares in the business.
3. We will all have a share in the profits.
4. Share prices rose yesterday.
5. My studies at university involve a great deal of hard work.
6. Buying shares involves some risk.
7. I'm involved in an interesting project now.
8. His job involves collecting statistics.

Задание 4. Make up 5-6 sentences with some of the following words:

To ensure, international security, existing arrangements, tax exemptions, capital investment, share, visible trade, balance of trade, monetary cooperation, flow of capital.

Задание 5. Translate into Russian:

1. Having set the discount rate, the Central Bank controls the money market.
2. Frankly speaking I find your report very boring.
3. The houses being built in our district are said to be comfortable.
4. Seeing him on the other side of the office, I called him.
5. Having finished the work, she called the customer.

Задание 6. Образуйте от данных глаголов причастия настоящего времени и составьте с ними предложения:

- 1) to excite;
- 2) to promise;
- 3) to advance;
- 4) to understand;
- 5) to translate.

Задание 7. Translate into English:

1. Покупатели, стоявшие в конце очереди, очень шумели.
2. Это – улица, ведущая к заводу.
3. В кресле сидел молодой человек, ожидающий собеседования.
4. Хорошо зная английский язык, он перевёл условия контракта без словаря.
5. Товары, экспортируемые этой компанией, не соответствуют нашим требованиям.

Тема 33. The World Trade Organisation.

Задание 1. Translate into Russian in writing.

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.

The WTO also works to ensure agreements on intellectual property such as copyright, patents and designs.

The rules for international trading are decided democratically by member states:

- countries can be sure that their goods and services will be treated fairly in the world market.
- increased prosperity for member states and improved welfare for the people who belong to them.
- trade disputes between countries can be settled peacefully, making the world a safer place.

Задание 2. Form the verbs from the following words and translate them into Russian:

Employment, government, privatization, decision, growth, manufacturing investment, tax, extraction, production, transportation, distribution, supply.

Задание 3. Answer the following questions:

1. What is the WTO?

2. When was it(WTO) established?
3. What does the highest authority of the WTO consist of?
4. Can you name the main functions of the WTO?
5. What are the main goals of the WTO?
6. How does the WTO work?

Задание 4. Make up 5-6 sentences with the following words and phrases:

Branch, fiscal policy, monetary policy, supply of money and credit, primary sector, extraction, manufacturing sector, distribution, catering, advanced industrialized countries.

Задание 5. Translate into Russian:

1. The goods produced by the company are in great demand.
2. Customers can get information of all the produced goods in the catalogue.
3. The firm which produced the equipment stopped producing it two months ago.
4. The firm which produced the equipment made a good profit.
5. The 19th century economists thought capital only to comprise wealth produced by industry in the past. Wealth, such as land and ore, not having been produced, was not included in capital.

Задание 6. Translate into English:

1. Проводя денежно-кредитную политику, центральный банк может влиять на денежную массу в стране.
2. Достигнув значительного экономического роста в последнее десятилетие, правительство увеличило богатство общества в целом.
3. При фантастическом богатстве природными ресурсами страна стала одной из бедных стран сегодня.
4. Валовой внутренний продукт в Китае увеличился вдвое, достигнув нескольких миллиардов долларов.

Задание 7. Выберите необходимую форму причастия:

1. I borrowed some money from my friend _____ (promising/promised) to return it as soon as possible.
2. We're competing quite successfully with other firms _____ (established/establishing) in the market.
3. I think that customers are always looking for new products _____ (based/basing) on new technology.
4. I'm sure we have the capacity to produce the _____ (needing/needed) product.
5. The attention _____ (paid/paying) to every employee in our company is very important.

Тема 34. Global Branding.

Задание 1. Translate into Russian in writing.

Some people distinguish the psychological aspect of a brand from the experiential aspect. The experiential aspect consists of the sum of all points of contact with the brand and is known as the brand experience. The psychological aspect, sometimes referred to as the brand

image, is a symbolic construct created within the minds of people and consists of all the information and expectations associated with a product or service.

People engaged in branding seek to develop or align the expectations behind the brand experience, creating the impression that a brand associated with a product or service has certain qualities or characteristics that make it special or unique. A brand is therefore one of the most valuable elements in an advertising theme, as it demonstrates what the brand owner is able to offer in the marketplace.

Задание 2. Answer the following questions:

1. Do people distinguish the psychological aspects of a brand from the experiential aspects?
2. Is a brand one of the most valuable elements in marketing? (Why?)
3. What do we call the art of creating and maintaining a brand?
4. What elements may differ from country to country (for Global Branding)?
5. Is it true that buyers buy a particular brand because they are more aware of it, not because it is more distinctive, or has a point of difference?

Задание 3. Give the definitions for the following words and phrases:

Brand management; a brand; experiential aspects of a brand; psychological aspect of a brand; integrated marketing; brand salience; generic products; global brand.

Задание 4. Give Russian equivalents for the following words and phrases:

A customer's consideration set; to align the expectations; the brand image; salient information; a preempting international competitors; to inhibit recall of other brands; different consumption patterns; the brand essence; the flagship brand; co-branding.

Задание 5. Вставьте необходимый предлог в следующих предложениях (вопросах):

Where does he come ____? (from / about)
Who will you write ____? (in / to)
What did you read ____? (about / on)
What is she interested ____? (on / in)
Who did you play ____? (with / about)
Who did you buy this ____? (on / for)

Задание 6. Преобразуйте следующие вопросы в вопросы-отрицание.

Например: Do you not know Helen? – Don't you know Helen?

1. Do you think people are motivated to work harder when they will increase personal profit or when they are working together toward a common goal?
2. Do you have a college degree or vocational training for the job you hold now?
3. Did you have to work to earn money as a child, teenager or a student?
4. Do you provide consulting services?
5. Can you tell me what your long-range goals are?

Задание 7. Answer the following questions:

1. Where did you learn about this vacancy?

2. We have a lot of applicants for this job, why should we hire you?
3. How long do you plan to stay in this job if we hire you?
4. What qualities should a real boss possess?
5. What has been your most valuable experience?

Тема 35. Trade Unions. Повторение пройденного грамматического материала.

Задание 1. Translate into Russian in writing.

Trade unions continue to play a major role in labour protection and collective agreements. The trade union creates special inspectorates and committees to verify that sanitation and safety conditions comply with legislation. Such inspectorates have the right to inspect the premises at any time, including job sites, and to participate in the investigation of industrial accidents and otherwise defend the rights and interests of trade union members. If violations are discovered, the trade union may demand that management eliminate them and also apply to the Federal Labour Inspectorate for urgent measures to be taken.

Задание 2. Answer the following questions:

1. What rights of citizens does the 1993 Russian Constitution guarantee?
2. What is a Trade Union?
3. Who may join Russian Trade Unions?
4. What role do Trade Unions continue to play in labour protection and collective agreements?
5. If any violations are discovered in any organization, what may the Trade Union demand?

Задание 3. Find the English equivalents to the following:

Соответствовать законодательству, санитарные условия и условия техники безопасности, быть запрещённым, проживать, выйти из, нарушение, срочные меры, быть занятым в; лицо, не имеющее гражданства; предоставлять помещения, строительная площадка, трудовой спор, создавать условия, добровольный, инспекция, международный договор, устранять.

Задание 4. Agree or disagree to the following. Correct the wrong statements:

1. Trade unions are governed by the Federal law on trade Unions.
2. A trade union is created for commercial purposes.
3. Anyone aged fifteen or above and engaging in labour or professional activity has the right engage in trade union activity.
4. Foreign citizens and stateless persons are prohibited from joining Russian trade unions.
5. Since the 1990s trade unions have existed principally in commercial organizations.
6. Labour disputes which arise in commercial firms or organizations are usually of an individual nature.
7. Under the 2002 Labour Code management of an enterprise must prohibit the workers' participation in the management of the enterprise itself.
8. The trade union verifies that sanitation and safety conditions comply with legislation.
9. If violations are discovered, the trade union applies to the International Labour Organization.

Задание 5. Translate into Russian:

1. We need a team of creative persons to make our company competitive in the world market.

2. New employees should be placed with their immediate supervisor who explains the business and requirements.
3. I was responsible for the planning and organization of large conferences.
4. Before the interview find out as much as possible about the company.
5. You have excellent references from your previous job.
6. Many employers make judgments about the appearance that may be a deciding factor of whom to hire.

Задание 6. Translate into English the following sentences:

1. Что касается меня, мне кажется, что я достаточно общительный человек, вот почему я предпочитаю работать с людьми, а не с цифрами.
2. Ваш будущий уровень жизни будет полностью зависеть от избранной вами профессии.
3. Перед собеседованием на работу вам надо узнать необходимые требования для кандидатов.
4. Если вы хотите стать успешным человеком, вам следует подумать о карьерном развитии.
5. Подобные торговые ярмарки помогают улучшить наши отношения с различными странами.

Задание 7. Переведите следующие предложения:

1. The International Monetary Fund has carried out a research recently.
2. The manager whom I complained to about the service has refunded part of our bill.
3. If we received the documents tomorrow, we should start loading the goods on Monday.
4. He won't finish his work in time unless he works hard.
5. He may know everything about this project, but doesn't want to tell us.

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