

Документ подписан простой электронной подписью
Информация о владельце:
ФИО: Коротков Сергей Леонидович
Должность: Директор ИТЖТ - филиал ПривГУПС
Дата подписания: 09.07.2025 08:25:40
Уникальный программный ключ:
705b520be7c208010fd7fb4dfc76dbd29d240bbe

Приложение
к ППССЗ по специальности
09.02.07 Информационные системы
и программирование

ФОНД ОЦЕНОЧНЫХ СРЕДСТВ
УЧЕБНОЙ ДИСЦИПЛИНЫ
ОГСЭ.03. ИНОСТРАННЫЙ ЯЗЫК В ПРОФЕССИОНАЛЬНОЙ
ДЕЯТЕЛЬНОСТИ
по специальности
09.02.07 ИНФОРМАЦИОННЫЕ СИСТЕМЫ
И ПРОГРАММИРОВАНИЕ
Базовая подготовка среднего профессионального образования
Год начала подготовки - 2024

Содержание

1.	Паспорт комплекта контрольно-оценочных средств.....	3
2.	Результаты освоения учебной дисциплины, подлежащие проверке....	5
3.	Оценка освоения учебной дисциплины:.....	9
4.	Задания для оценки освоения дисциплины.....	13

1. Паспорт комплекта контрольно-оценочных средств

В результате освоения учебной дисциплины Иностранный язык обучающийся должен обладать предусмотренными ФГОС по специальности 09.02.07 Информационные системы и программирование следующими знаниями, умениями, которые формируют профессиональные компетенции, и общими компетенциями, а также личностными результатами осваиваемыми в рамках программы воспитания:

У1-понимать общий смысл четко произнесенных высказываний на известные темы (профессиональные и бытовые)

У2-понимать тексты на базовые профессиональные темы основные общеупотребительные глаголы (бытовая и профессиональная лексика); лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности;

У3- участвовать в диалогах на знакомые общие и профессиональные темы особенности произношения; правила чтения текстов профессиональной направленности.

У4-строить простые высказывания о себе и о своей профессиональной деятельности

У5-кратко обосновывать и объяснить свои действия (текущие и планируемые)

У6-писать простые связные сообщения на знакомые или интересующие профессиональные темы

З1-правила построения простых и сложных предложений на профессиональные темы

З 2- основные общеупотребительные глаголы (бытовая и профессиональная лексика);

З3-лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности;

З4- особенности произношения;

З5-правила чтения текстов профессиональной направленности.

ОК 01. Выбирать способы решения задач профессиональной деятельности применительно к различным контекстам

ОК 04. Эффективно взаимодействовать и работать в коллективе и команде

ОК 06. Проявлять гражданско-патриотическую позицию, демонстрировать осознанное поведение на основе традиционных общечеловеческих ценностей, в том числе с учетом гармонизации межнациональных и межрелигиозных отношений, применять стандарты антикоррупционного поведения

ОК 09. Пользоваться профессиональной документацией на государственном и иностранном языках

ЛР 8.Проявляющий и демонстрирующий уважение к представителям различных этнокультурных, социальных, профессиональных и иных групп.

Сопричастный к сохранению, преумножению и трансляции культурных традиций и ценностей многонационального российского государства;

ЛР 11.Проявляющий уважение к эстетическим ценностям, обладающий основами эстетической культуры;

ЛР 13. Готовность обучающегося соответствовать ожиданиям работодателей: ответственный сотрудник, дисциплинированный, трудолюбивый, нацеленный на достижение поставленных задач, эффективно взаимодействующий с членами команды, сотрудничающий с другими людьми, проектно мыслящий;

ЛР 17. Ценностное отношение обучающихся к своему Отечеству, к своей малой и большой Родине, уважительного отношения к ее истории и ответственного отношения к ее современности;

ЛР 18.Ценностное отношение обучающихся к людям иной национальности, веры, культуры; уважительного отношения к их взглядам;

ЛР 24.Ценностное отношение обучающихся к культуре, и искусству, к культуре речи и культуре поведения, к красоте и гармонии.

Формой аттестации по учебной дисциплине является **дифференцированный зачет**.

2. Результаты освоения учебной дисциплины, подлежащие проверке

2.1. В результате аттестации по учебной дисциплине осуществляется комплексная проверка следующих умений и знаний, а также динамика формирования общих, профессиональных компетенций и личностных результатов в рамках программы воспитания:

Результаты обучения: умения, знания и общие компетенции	Показатели оценки результата.	Форма контроля и оценивания.
У1- - понимать общий смысл четко произнесенных высказываний на известные темы (профессиональные и бытовые)	уметь грамматически правильно оформлять устные и письменные высказывания, используя необходимые лексические единицы в соответствии с тематикой и целью высказывания	Формы контроля обучения: – домашние задания проблемного характера; – практические задания по работе с информацией, документами, литературой; – защита индивидуальных и групповых заданий проектного характера. Методы оценки результатов обучения: – традиционная система отметок в баллах за каждую выполненную работу, на основе которых выставляется итоговая отметка; – мониторинг роста творческой самостоятельности и навыков получения нового знания каждым обучающимся.
У2- понимать тексты на базовые профессиональные темы основные общеупотребительные глаголы (бытовая и профессиональная лексика); лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности;	владеть основными приемами перевода, профессиональной терминологией и осведомленность в основных технологических процессах	
У3- участвовать в диалогах на знакомые общие и профессиональные темы особенности произношения; правила чтения текстов профессиональной направленности. У4- строить простые высказывания о себе и о своей профессиональной деятельности У5- кратко обосновывать и объяснить свои действия (текущие и планируемые) У6- писать простые связные сообщения на знакомые или интересующие профессиональные	владеть основными мотивами выбора нужных лексических единиц, необходимых для достижения цели высказывания составлять договор, согласно образцу составлять письмо, в соответствии с требованиями ведения деловой переписки излагать важную информацию по теме, проблеме	

темы		
<p>3 1- правила построения простых и сложных предложений на профессиональные темы</p> <p>3 2- основные общеупотребительные глаголы (бытовая и профессиональная лексика);</p> <p>3 3- лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности;</p> <p>3 4- особенности произношения;</p> <p>3 5-правила чтения текстов профессиональной направленности.</p> <p>ОК 01.Выбирать способы решения задач профессиональной деятельности применительно к различным контекстам</p> <p>ОК 04. Эффективно взаимодействовать и работать в коллективе и команде</p> <p>ОК 06. Проявлять гражданско-патриотическую позицию, демонстрировать осознанное поведение на основе традиционных общечеловеческих ценностей, в том числе с учетом гармонизации межнациональных и межрелигиозных отношений, применять стандарты антикоррупционного</p>	<p>расширять активный и пассивный словарный запас, необходимый для чтения и перевода иностранных текстов профессиональной направленности</p> <p>распознавать на письме и в речевом потоке изученные лексические единицы.</p> <p>Обладать быстрой реакцией при выборе лексических единиц</p> <p>знать технику артикулирования отдельных звуков и звукосочетаний.</p> <p>извлекать дополнительные сведения из источников информации</p> <p>участвовать в обсуждении проблем в связи с прочитанным / прослушанным иноязычным текстом</p> <p>распознавать задачу и/или проблему в профессиональном и/или социальном контексте;</p> <p>применять этические нормы к практике деловых отношений</p> <p>использовать социокультурные знания в практической деятельности, повседневной жизни, в зависимости от коммуникативной задачи.</p>	<p>Формы контроля обучения:</p> <ul style="list-style-type: none"> – домашние задания проблемного характера; –практические задания по работе с информацией, документами, литературой; –защита индивидуальных и групповых заданий проектного характера. <p>Методы оценки результатов обучения:</p> <ul style="list-style-type: none"> – традиционная система отметок в баллах за каждую выполненную работу, на основе которых выставляется итоговая отметка; – мониторинг роста творческой самостоятельности и навыков получения нового знания каждым обучающимся. <p>Формы контроля обучения:</p> <ul style="list-style-type: none"> – домашние задания проблемного характера; – практические задания по работе с информацией, документами, литературой; – защита индивидуальных и групповых заданий проектного характера. <p>Методы оценки</p>

<p>поведения</p> <p>ОК 09. Пользоваться профессиональной документацией на государственном и иностранном языках</p> <p>ЛР8 Проявляющий и демонстрирующий уважение к представителям различных этнокультурных, социальных, конфессиональных и иных групп. Сопричастный к сохранению, преумножению и трансляции культурных традиций и ценностей многонационального российского государства.</p> <p>ЛР11 Проявляющий уважение к эстетическим ценностям, обладающий основами эстетической культуры.</p> <p>ЛР13 Готовность обучающегося соответствовать ожиданиям работодателей: ответственный сотрудник, дисциплинированный, трудолюбивый, нацеленный на достижение поставленных задач, эффективно взаимодействующий с членами команды, сотрудничающий с другими людьми, проектно мыслящий.</p> <p>ЛР17 Ценностное отношение обучающихся к своему Отечеству, к своей малой и большой Родине, уважительного отношения к ее истории и ответственного отношения к ее современности.</p> <p>ЛР18 Ценностное отношение обучающихся к людям иной национальности, веры, культуры; уважительного отношения к их взглядам.</p>	<p>осуществлять поиск, отбор профессиональной документации с помощью справочно-правовых систем; переводить иностранную профессиональную документацию</p> <p>выражать уважение к представителям различных этнокультурных, социальных, конфессиональных и иных групп.</p> <p>проявлять уважение к эстетическим ценностям, обладающий основами эстетической культуры.</p> <p>быть готовым соответствовать ожиданиям работодателей</p> <p>ценить и любить свою Родину, уважать ее историю</p> <p>толерантно относиться к людям иной национальности, веры, культуры</p>	<p>результатов обучения:</p> <ul style="list-style-type: none"> – традиционная система отметок в баллах за каждую выполненную работу, на основе которых выставляется итоговая отметка; – мониторинг роста творческой самостоятельности и навыков получения нового знания каждым обучающимся. <p>Формы контроля обучения:</p> <ul style="list-style-type: none"> – домашние задания проблемного характера; – практические задания по работе с информацией, документами, литературой; – защита индивидуальных и групповых заданий проектного характера. <p>Методы оценки результатов обучения:</p> <ul style="list-style-type: none"> – традиционная система отметок в баллах за каждую выполненную работу, на основе которых выставляется итоговая отметка; – мониторинг роста творческой самостоятельности и навыков получения нового знания каждым обучающимся.
---	--	--

<p>ЛР24 Ценностное отношение обучающихся к культуре, и искусству, к культуре речи и культуре поведения, к красоте и гармонии.</p>	<p>проявлять ценностное отношение к культуре, и искусству, к культуре речи и культуре поведения, к красоте и гармонии.</p>	
--	--	--

3. Оценка освоения учебной дисциплины:

3.1. Формы и методы контроля.

Предметом оценки служат умения и знания, предусмотренные ФГОС по дисциплине *Иностранный язык*, направленные на формирование общих и профессиональных компетенций, а также личностных результатов в рамках программы воспитания.

Контроль и оценка освоения учебной дисциплины по темам (разделам)

Элемент УД	Формы и методы контроля					
	Текущий контроль		Рубежный контроль		Промежуточная аттестация	
	Формы контроля	Проверяемые ОК,ПК, У, З,ЛР	Формы контроля	Проверяемые ОК,ПК, У, З,ЛР	Форма контроля	Проверяемые ОК,ПК, У, З,ЛР
Тема 1. Система образования в России и за рубежом	УО, ПР	У1, У3, З1, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24				
Тема 2. Различные виды искусств. Мое хобби.	УО, ПР	У1, У3, З1, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24				
Тема 3. Здоровье и спорт	УО, ПР	У1, У3, З1, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24	КР	У1, У3, З1, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24		
Тема 4. Путешествие. Поездка за границу.	УО, ПР	У1, У3, З1, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24	КР	У1, У3, З1, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24		
Тема 5. Моя будущая профессия, карьера	УО, ПР, СР	У1, У3, З1, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24	КР	У1, У3, З1, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24		
Тема 6.Компьютеры и их функции	УО, ПР, СР	У1, У3, З1, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР				

		13, ЛР 18, ЛР 24				
Тема 7. Подготовка к трудоустройству.	<i>УО, ПР, СР</i>	У1, У3, 31, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24	КР	У1, У3, 31, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24		
Тема 8. Правила телефонных переговоров	<i>УО, ПР, СР</i>	У1, У3, 31, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24	КР	У1, У3, 31, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24		
Тема 9. Официальная и неофициальная переписка.	<i>УО, ПР, СР</i>	У1, У2, У3, 31, ОК 01, ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24			ДЗ	У1, У3, 31, ОК 01 ОК 04, ОК 09 ЛР 8, ЛР 11, ЛР 13, ЛР 18, ЛР 24

3.2 Кодификатор оценочных средств

Функциональный признак оценочного средства (тип контрольного задания)	Код оценочного средства
Устный опрос	УО
Контрольная работа № n	КР № n
Проверочная работа	ПР
Задания для самостоятельной работы - реферат; - доклад; - сообщение; - ЭССЕ.	СР
Разноуровневые задачи и задания (расчётные, графические)	
Рабочая тетрадь	
Проект	
Деловая игра	
Кейс-задача	
Зачёт	
Дифференцированный зачёт	ДЗ
Экзамен	

4. Задания для оценки освоения дисциплины.

Тема 1. Система образования в России и за рубежом

(ПЗ)№ 1 Дайте ответы на вопросы

1. What kind of schools or pre-school groups do children go to before they start schooling?
2. Are comprehensive schools selective? Do children have to take exams to get accepted?
3. What examination did children use to take at the age of 11?
4. What do psychologists say about it?
5. What choice do they have after the fifth form?
6. What exam do they have at the age of 16?
7. Why do they try to get as many A-levels as possible?
8. If you were in Britain now, what form would you study in?

(ПЗ)№ 2 Переведите текст

The System of Education in Russia

The system of education in Russia is very much the same as in other highly developed countries. It is based on the Soviet education, but it has been gradually changing since the creation of the new Russian state.

There are nurseries and kindergartens for little children aged from 2 to 6. The level of kindergartens has become considerably higher in recent years. Children play games, go for walks, have regular meals there. But the lessons of reading, arithmetic, drawing and other subjects have become more complicated than they were in the kindergartens ten years ago. There are the kindergartens where children learn foreign languages. At the age of 6 or 7 Russian children go to secondary schools. Our children are also streamed into different forms according to their abilities. There are forms A, B and so on. The forms under the first two letters of the alphabet are for the cleverest pupils. The level of education in Russian secondary schools is rather high. Children receive primary education during the first three or four years. Then they enter the

middle school, usually without any examinations. The pupils of the middle schools study Russian and foreign languages, Russian literature, algebra, geometry, physics, chemistry and biology. They have their final examinations in the ninth form. Then the pupils may leave school and enter some professional college or receive full-time secondary education in the tenth and eleventh forms. The program of the last two years is the most complicated one. Besides the subjects mentioned above, it often includes trigonometry, organic chemistry and astronomy. Pupils get the necessary knowledge for entering the universities and institutes. There are some special schools where pupils have advanced programs in physics, mathematics or foreign languages. Every city in Russia has at least one university and several institutes. The oldest Russian universities are the Moscow State University, the University of St. Petersburg and some others.

(ПЗ).№ 3 Дайте ответы на вопросы

1. Is the system of education in Russia highly developed?
2. What establishments are organized for children from 2 to 6?
3. What do children do in the kindergartens?
4. What subjects do they study?
5. Did you learn any foreign language in the kindergarten?
6. What age is the compulsory school age in Russia?
7. Are Russian children streamed into different forms as in British schools?
8. How many years does the primary school include?
9. Should children pass any examinations entering the middle school?
10. What subjects do pupils of the middle school study?
11. When do they pass examinations?
12. Can pupils leave school after the ninth form?
13. How many years do they attend school to receive full-time secondary education?
14. What subjects do they study during the final two years?
15. Are there any special schools with advanced programs in your native city?
16. Are there many higher educational establishments in Russia?
17. Is there a university in your native city?

(ПЗ).№ 4 переведите текст

Education in Great Britain: Schools

In Britain it is compulsory for everyone between the ages of 5 and 16 years to receive some officially recognized form of schooling, though most secondary schools continue to provide education until the age of 18. The vast majority of pupils attend state schools, which are absolutely free (including all text books and exercise books), but there are also about 500 private schools providing secondary education. The most famous of these schools are Eton and Harrow. There is no statutory age at which students change from primary to secondary school, nor are schools "specialized" — pupils choose from the numerous subjects taught in their particular school. The recently introduced National Curriculum has made it compulsory, however, for three core subjects — English, mathematics, and science — and seven other foundation subjects — technology (including design), history, geography, music, art, physical education, and a modern foreign language — to be included in the curricula of all pupils.

Passage from one academic year to the next is automatic. After a two-year course, usually from 14 to 16 years of age, most pupils take their General Certificate of Secondary Education (GCSE), assessed on the basis of a mixture of course work and a written examination, in individual subjects. Pupils obtaining at least five passes at GCSE can then specialize for two years (usually from 16 to 18 years of age) in two or three subjects, in which they take the General Certificate of Education Advanced level (A-level) examination. This is used as an entrance qualification for university (minimum two passes) and other types of higher education, as well as for many forms of professional training.

(ПЗ).№ 5 переведите текст

Education in Britain

In England and Wales compulsory school begins at the age of five, but before that age children can go to a nursery school, also called play school. School is compulsory till the children are 16 years old. In Primary School and First School children learn to read and write and the basis of arithmetic. In the higher classes of Primary School (or in Middle School) children learn geography, history, religion and, in some schools, a foreign language. Then children go to the Secondary School. When students are 16 years old they may take an exam in various subjects in order to have a qualification. These qualifications can be either G.C.S.E. (General Certificate of Secondary Education) or "O level" (Ordinary level). After that students can either

leave school and start working or continue their studies in the same school as before. If they continue, when they are 18, they have to take further examinations which are necessary for getting into university or college. Some parents choose private schools for their children. They are very expensive but considered to provide a better education and good job opportunities. In England there are 47 universities, including the Open University which teaches via TV and radio, about 400 colleges and institutes of higher education. The oldest universities in England are Oxford and Cambridge. Generally, universities award two kinds of degrees: the Bachelor's degree and the Master's degree.

(ПЗ)№ 6 Дайте ответы по тексту

1. When does compulsory school begin?
2. How long does a child stay in compulsory school?
3. What subjects do children learn in Primary School?
4. What kind of exam do students have to take when they are 16?
5. Do students have to leave school at the age of 16 or to continue their studies?
6. How do private schools differ from the regular ones?
7. How many universities are there in England?
8. What is the Open University?
9. What kinds of degrees do universities award?

(ПЗ)№ 7 Подберите русские эквиваленты к английским словам

- | | |
|-------------------|----------------|
| 1. compulsory | A магистр |
| 2. nursery school | B предмет |
| 3. exam | C экзамен |
| 4. subject | D детский сад |
| 5. university | E обязательная |
| 6. private | F частный |
| 7. opportunity | G возможность |
| 8. to award | I присваивать |
| 9. bachelor | J бакалавр |
| 10. master | K университет |

(ПЗ)№ 8 переведите текст

The system of education in the USA varies greatly from state to state. School education in so called state public schools is free. Parents are free to choose any public school for their children. Although there are a lot of private schools, mainly religious, and parents have to pay for them. A school year starts in September and ends in June. It is divided into three terms or four quarters. American children start attending elementary schools at the age of 6. They continue their studies for eight years there (8 grades). Their basic subjects in the curriculum at this stage are English, Arithmetic, Natural Science, History, Geography, Foreign Language and some others. After that pupils may enter a Senior high school or if they go to a 5- or 6-year elementary school, they then attend a 3- or 4-year Junior high school, and then enter a Senior high school. Pupils graduate from high schools at the age of 18. The high schools (also known as secondary schools) are generally larger and accommodate teenagers from four or five elementary schools. During the school year the students study four or five selective subjects according to their professional interests. They must complete a certain number of courses to receive a high school diploma or a certificate of school graduation. In order to develop social skills and encourage students' participation in extracurricular activities every high school has an orchestra, a music band, a choir, drama groups, football, basketball and baseball teams. School becomes the centre of social life for students. At American colleges and universities young people get higher education. They study for 4 years and get a Bachelor's degree in arts or science. If a student wants to get a Master's degree he must study for two more years and do a research work. Students who want to advance their education even further in a specific field can pursue a Doctor degree. The most famous American universities are Harvard, Princeton, Stanford, Yale, Columbia Universities.

(ПЗ)№ 9 Подберите перевод к пословицам

- | | |
|--|---|
| 1. <i>Live and learn.</i> | <i>А Недоученный хуже ученого</i> |
| 2. <i>It's never late to learn</i>
<i>то, что</i> | <i>В Никогда не откладывай на завтра</i>

<i>можешь сделать сегодня</i> |
| 3. <i>Practice makes perfect</i> | <i>С Повторение – мать учения</i> |
| 4. <i>A little learning is a dangerous thing</i> | <i>Д Учиться никогда не поздно</i> |

5. *Learning is an eye in the mind*

G Век живи, век учись

6. *Never put off till tomorrow what*

*I Учение – свет, а не ученье - тьма
you can do today*

(ПЗ)№ 10 Составьте диалог и прочитайте по ролям

- Will you tell how many types of schools there are in America?

- It's interesting to know about home schools!

- Which schools do most students attend, I wonder?

- Oh, they study almost the same subjects as you do.

- Which schools are larger: public or private?

- Well, our first lesson is a homeroom period.

- Please, when do children begin their education?

- I'd like to know what a "Homeroom period" is!

- John, what subjects do the students study?

- You see, at homeroom period the class teacher finds out who absent is and informs us about events at school.

- Could you tell us when your school day begins?

- At school cafeteria.

- What is your first lesson, I wonder?

- Well, most students attend public schools.

- John, where do you have lunch?

in the Diversity club.

- How long does your each class last?

- OK, parents educate their children at home.

- What do you do after school, please?

- At 8 o'clock.

- What is a Diversity club, John?

- Usually I go in for sports club or Diversity Club.

- At the age of 6.

- There are 3 types of schools in America: public schools, private schools and home schools.

45 minutes.-

- Public schools, of course.

- Well, we have seminars and discuss cultural difference

Тема 2. Различные виды искусств. Мое хобби.

(ПЗ) №1 Переведите на английский язык

Я учусь в техническом училище, и у меня не очень много свободного времени. Но я всегда нахожу время на мое увлечение. Я очень люблю фотографировать. Недавно родители подарили мне дорогой и очень хороший фотоаппарат, и я провожу много времени в поисках интересных кадров. Я люблю фотографировать своих друзей. Когда мы идем в поход или гуляем по городу, у меня всегда с собой мой фотоаппарат. У меня уже есть четыре альбома фотографий, и друзья любят рассматривать их, когда приходят ко мне в гости.

(ПЗ) № 2 Ответьте на данные ниже вопросы

1. Is he a good or a bad student?
2. Do they live in Moscow or in St. Petersburg?
3. Have you read this or that book?
4. Will you go to the disco or stay at home in the evening?
5. Are you reading or just dreaming?
6. Did they give him an album or roller skates as a present?
7. Was she working or playing a computer game when they came
8. Does he play tennis or football in his free time?
9. Would you like tea or coffee?
10. Has he been dreaming about a PC or a musical centre?

(ПЗ) №3 Complete each sentence (A— H) with one of the endings (1—8):

- A. If you enjoy doing some activity in your free time, than
- B. A hobby gives one the opportunity of
- C. A person's hobbies depend on his
- D. What is interesting to one person
- E. Some people collect valuable and rare things as they consider it
- F. Camping is a cheap way
- G. Ecotourism is popular with people who
- H. A hobby plays a very important

1. age, intelligence level, character and personal interests.

2. educational, situational and psychological role.
3. acquiring substantial skill, knowledge and experience.
4. try to damage the environment as little as possible.
5. you have a hobby.
6. can be trivial or boring to another.
7. to rest, to improve your health, to train yourself physically and to enjoy nature.
8. to be a good investment of their money.

(ПЗ) №4 Прочитайте отрывки текста и заполните таблицу

1. Kate, 43, bank manager

I can say that my hobby is dog training. I have a dog Jerry and we are best friends. Jerry follows all my commands and performs some simple tricks. We understand each other perfectly. I spend 2-3 hours a day training Jerry and it takes me a lot of effort but it's so much fun! Dogs are very devoted and understanding creatures and it is a great pleasure and entertainment to communicate with them. When Jerry is disobedient I never punish him but ignore his bad behaviour. And I often give him sweets and cookies as a reward.

2. Adam, 72, pensioner

I started collecting milk-jugs 12 years ago. At first my collection was small but today I have more than 200 items in it. I like drinking tea with milk and I have all sorts of milk-jugs in my collection. Most of them are attractively displayed on the shelves in my living-room. My relatives and friends know about my passion and they often add to my collection. My granddaughter often travels abroad on business and for pleasure and she always presents milk-jugs to me. I also collect antique clocks and icons, but my collection is still very small.

3. Daniel, 63, cook

My favourite pastime is amateur astronomy. When a school boy I liked physics and astronomy and dreamt of becoming astronaut. Observing and studying celestial objects is very interesting and romantic. Viewing the night sky you can see stars, the Moon, planets, comets and meteor showers. Of course you won't see much looking at the sky with the naked eye, that's why I use optical telescopes. I often keep records of my observations and share useful information with other amateur astronomers. Now my dream is to discover a new comet and to make some useful contribution to astronomy.

4. Simon, 25, messenger

Parkour teaches you to move quickly and efficiently and to overcome obstacles such as concrete walls, high fences or rocks. It has no set of rules or competitiveness. Parkour helps

me develop my body and mind and gives me much energy. I learn to trust myself and to be strong. Parkour teaches me to overcome everyday difficulties and to approach problems differently. My friends and I practice in parks and abandoned structures. We try to avoid injuries but of course everything happens. You need no particular equipment: just a T-shirt, light trousers and comfortable athletic shoes. I think Parkour has changed my life and my attitude to everything.

HOBBY	FOR	AGAINST
Dog training		
Collecting		
Amateur astronomy		
Parkour		

(ПЗ) № 5 составьте короткий топик для рассказа на любую тему:

1. My hobby.
2. As many people as many hobbies.
3. Strange hobbies.

(ПЗ) №6 Ответьте на вопросы:

1. How does a hobby influence a person's life?
2. What kinds of hobbies do you know?
3. Why do people collect different things?
4. What is your attitude to extreme camping?
5. Why is ecotourism fashionable today?
6. What are the principles of eco-tourism?
7. Why is it important to everybody to have a hobby?
8. How do you spend your spare time?

(ПЗ) №7 Переведите текст

A Hobby Makes Your Life Much More Interesting

Our life would be hard without rest and recreation. People have quite different ideas of how to spend their free time. For some of them the only way to relax is watching TV or

drinking beer. But other people use their spare time getting maximum benefit from it. If you enjoy doing some activity in your free time, then you have a hobby. A person's hobbies are not connected with his profession, but they are practiced for fun and enjoyment. A hobby gives one the opportunity of acquiring substantial skill, knowledge and experience. A hobby is a kind of self-expression and the way to understand other people and the whole world. A person's hobbies depend on his age, intelligence level, character and personal interests. What is interesting to one person can be trivial or boring to another. That's why some people prefer reading, cooking, knitting, collecting, playing a musical instrument, painting, photography, fish keeping or playing computer games while others prefer dancing, travelling, camping or sports. A hobby plays a very important educational role, makes you stronger physically and mentally, helps you escape from reality, improve your knowledge, broaden your mind, develop your skills and gain a better understanding of how the world works.

Тема 3. Здоровье и спорт

(ПЗ) №1 Угадай спортивную игру

1. What game is played between 2 teams of eleven players?
 - Tennis
 - Football
 - Dancing
2. What game is played with a small white round ball and a bat?
 - Skating
 - Basketball
 - Baseball
3. What game is played on a court with a large orange ball?
 - Basketball
 - Knitting
 - Chess
4. This game is played by 2 teams of 6 players each on an ice field?
 - Surfing
 - Ironing
 - Ice hockey
5. What is the most popular sport in the USA?
 - Football
 - Skiing
 - Chess

6. What game is played by 2 players on a board? The aim of the game is to move pieces so that your opponent's king will be taken.

- Bowling
- Chess
- Dancing

(ПЗ) №2 Переведите текст

The Olympic Games

The Olympic Games have a very long history. They began in 777 BC in Greece and took place every four years for nearly twelve centuries at Olympia. They included many different kinds of sports: running, boxing, wrestling, etc. All the cities in Greece sent their best athletes to Olympia to compete in the Games. For the period of the Games all the wars stopped. So the Olympic Games became the symbol of peace and friendship. In 394 AD the Games were abolished and were not renewed until many centuries later. In 1894 French Baron Pierre de Coubertin, addressed all the sports governing bodies and pointed out the significance of sport and its educational value.

Two years later the first modern Olympic Games took place. Of course, the competitions were held in Greece to symbolize the continuation of the centuries-old tradition. In 1896 the International Olympic Committee was set up. It is the central policy-making body of the Olympic movement. It is formed by the representatives of all countries, which take part in the Olympic Games. Summer and Winter Games are held separately

(ПЗ) №3 Переведите слова

- | | |
|---|---------------------------------------|
| 1. a gym – a fitness centre (a health club) | A. фитнес центр, оздоровительный клуб |
| 2. a yoga class | B. кардио-занятия в бассейне |
| 3. a pool cardio class | C. похудеть |
| 4. a sauna | D. сауна |
| 5. working out | E. занятие йогой |
| 6. a personal trainer | F. абонемент в зал |
| 7. a gym membership | G. персональный инструктор |
| 8. to slim down | H. тренировка |

(ПЗ) №4 Дайте ответы на вопросы

1. Why does sport play an important role in our life?
2. What kinds of sport are popular in Russia?

3. Do you go in for sport regularly?
4. What can you tell about diets? Are they a good way to keep fit? Why does sport play an important role in our life?
5. What kinds of sport are popular in Russia?
6. Do you go in for sport regularly?
7. What can you tell about diets? Are they a good way to keep fit?

Тема 4. Путешествие. Поездка за границу

(ПЗ) №1 Запишите разговор в правильном порядке

A: We'll take a room on the second floor. How much is it?

B: Okay. It suits us. We'll take this room.

A: Seventy dollars a night, sir.

B: Yes, we'll be able to put you up. Which floor would you like, sir?

A: Have you got any vacant rooms?

B: One double-room, please.

A: Single or double, sir?

(ПЗ) №2 Подберите синонимы

- | | |
|---------------------|-------------------------|
| 1. luggage | a. trip |
| 2. return ticket | b. baggage |
| 3. journey | c. a buffet car |
| 4. cloakroom | d. schedule |
| 5. a dining car | e. round-trip ticket |
| 6. booking-office | f. left-luggage office |
| 7. timetable | g. ticket office |
| 8. fellow-passenger | h. travelling companion |

(ПЗ) №3 Соотнесите слова в колонке А со словами в колонке В

- | | |
|----------------------|-------------------------------|
| 1. room service | a. остановиться в отеле |
| 2. travel agency | b. прибытие |
| 3. book tickets | c. место у окна |
| 4. arrival | d. бюро путешествий |
| 5. departure | e. отправляться по расписанию |
| 6. leave on time | f. купить билеты |
| 7. stay at the hotel | g. справочное бюро |

- | | |
|------------------------|----------------------|
| 8. window seat | h. бюро обслуживания |
| 9. passport | i. отправление |
| 10. information office | j. паспорт |

(ПЗ) №4 Переведите слова и фразы данные в скобках

1. I hate flying and always prefer to travel **(на поезде)**. 2. Would you like **(носильщика)** for your luggage, miss? 3. Unfortunately there was no **(кафе-ресторана)** on the train and we had to take a lot of food with us. 4. Modern planes have very comfortable **(сиденья)** in all cabins. 5. There are always bustle and confusion **(на станции)**. 6. Before boarding the plane **(пассажир)** must register at the airport. 7. You **(приземлитесь)** in London at ten-fifteen p.m. 8. If you've got something to declare you come through **(красный коридор)**.

(ПЗ) №5 Переведите предложения с русского на английский

1. Куда я могу отнести ваш багаж, сэр?
2. Давайте поспешим, иначе мы опоздаем на поезд.
3. Вот мой билет и паспорт.
4. К сожалению, все билеты проданы на сегодня.
5. Как долго вы собираетесь оставаться в стране?
6. У вас есть вещи подлежащие декларированию?

(ПЗ) № 6 Переведите предложения с английского на русский

1. I'm sorry I'm late. When did you arrive?
2. Excuse me, please, where's Platform six?
3. I'd like to book a single ticket.
4. Don't make a fuss, we have still a lot of time left.
5. I'd like two tickets for the 7 o'clock train to Warsaw.

(ПЗ) №7 Выберите подходящее слово из списка и вставьте его в предложение

1. It's always more convenient to book tickets ... 2. London Tourist Board is here to help you enjoy your ... to London. 3. We can provide ... in a wide range of price categories in over 900 hundred hotels and guest houses of Berlin. 4. Will you tell me about the facilities offered by your ... ? 5. Good-bye! I wish you a pleasant 6. She was as excited as a child about her first trip ... , and spent the next days buying clothes. 7. It ... at 11.00 but it may be a little late because the weather forecast is bad.

(ПЗ) №8 Переведите с русского на английский

T: What are you doing, Liza?

L: I'm looking at the holiday brochure. There are four hotels in the town, but I can't decide which one we should stay.

T: Let me see. Why don't we stay at the Gold Plaza? It looks the most comfortable of the four, and it's not as expensive as the Sunshine.

L: But, it's near the main road and I think it'll be too noisy to live there.

T: So, what about the Magic Castle Hotel then?

L: I don't know. It looks dirtier than the other hotels.

T: But it's the cheapest and it's probably quieter than the Gold Plaza. Look! The brochure also says that it's got friendly staff.

L: Okay! Let's stay at the Magic Castle Hotel. I'm sure it will be fine.

Тема 5. Моя будущая профессия, карьера

(ПЗ) №1 Подберите перевод к словам

- | | |
|------------------------|----------------|
| 1. Job | библиотекарь |
| 2. Nurse | работа |
| 3. Librarian | зубной врач |
| 4. Lawyer | адвокат, юрист |
| 5. Dentist | медсестра |
| 6. Engineer | программист |
| 7. Computer programmer | инженер |
| 8. Farmer | водитель |
| 9. Housewife | писатель |
| 10. Driver | домохозяйка |
| 11. Actor | спортсмен |
| 12. Writer | фермер |
| 13. Sportsman | актер |
| 14. Actress | актриса |
| 15. Artist | художник |
| 16. Doctor | повар |
| 17. Waiter | доктор |
| 18. Cooker | продавец |
| 19. Politician | переводчик |
| 20. Shop-assistant | политик |
| 21. Translator | певец |
| 22. Coach | официант |
| 23. Singer | тренер |

2) Match the professions and their definitions:

- 1) an architect a) works with the computer
- 2) a teacher b) designs buildings
- 3) a dentist c) plays football
- 4) a vet d) teaches children at school
- 5) a doctor e) looks after peoples teeth
- 6) a photographer f) looks after sick people
- 7) a secretary g) plays a musical instrument
- 8) a lawyer h) takes photos
- i) looks after sick animals
- j) does projects
- k) knows laws
- l) works with papers

(ПЗ) №2 Подберите название профессии к описанию

Профессии: doctor, driver, artist, stewardess, director, singer

1. She speaks foreign languages. She works very long hours, but she doesn't work every day. She likes people and travel, and she travels a lot in her work.. She is a ...
2. She doesn't work in an office. She is not a teacher. She works very long hours, and she often works at night – it's a hard job. She likes people and she helps them. She loves her job. She is a ...
3. He gets up at half past seven every day, has breakfast at eight o'clock, and starts work at half past nine. He works in an office. He has two secretaries and two telephones. He does not work on Sundays. He likes people. He is a ...
4. He usually gets up at eleven o'clock, and has breakfast at 12. He works at home. Sometimes he may work outside. He works in the afternoons, but not every day. Sometimes he works long hours, sometimes he does not work at all. He loves his job. He is an ...
5. She lives in a big city. She gets up late and has a late breakfast. She works late in the evening. She goes to and from work by taxi. People like to listen to her and sometimes they send her flowers. She is a ...
6. He gets up at five o'clock in the morning. He has breakfast and lunch in motorway restaurants. He works sitting down and travels a lot in his work. He likes his job. He is a ...

(ПЗ) №3 Назовите профессию:

- 1) I work outside and I love flowers. I'm a
- 2) I look after sick people in a hospital, but I'm not a doctor. I'm a
- 3) I work in a small restaurant. I prepare food for out quests. I'm a
- 4) I love animals. Some people call me an animal doctor. I'm a
- 5) I'm an artist and my job is taking photographs. I'm a
- 6) I'm interested in fashion. I make clothes for women. I'm a

(ПЗ) №4 переведите слова:

plans new buildings , one of the fine arts , wooden objects , cooks food , treat the teeth , roads, bridges , language , advise people a , laws, mine, ship, repairs shoes , a ship or plane , garments changes writing from one language into another , weave cloth , shoemaker, artist , tailor , physician, smith, interpreter

(ПЗ) №5 Допишите фразы и переведите:

1. A person whose job is to keep and examine the money accounts of business or people is called ...
2. A person who plans new buildings and sees that they are built properly is called
3. A person who practices or works in one of the fine arts is called
4. A person who is skilled at making and repairing wooden objects is called
5. A scientist who specializes in chemistry is called
6. A person who prepares and cooks food is called
7. A person professionally trained to treat the teeth is called
8. A person who works at a dock is called
9. A person who drives a car is called
10. A person who plans and understands the making of machines, roads, bridges is called
11. A person who owns or plans the work on a farm is called
12. A person who changes speech from one language into another is called
13. A person whose profession journalism is called
14. A person whose business is to advise people about laws and to represent them in court is called ...
15. A worker in a mine is called
16. A person who performs on a musical instrument, or who writes music is called
17. A person qualified to practice both medicine and surgery is called
18. A person who studies physics is called
19. A person who flies an aircraft is called
20. A member of a navy, or sailor on a ship, who is not an officer is called
21. A person who makes or repairs shoes is called
22. A worker in iron or other metals is called
23. A man who serves passengers on a ship or plane is called
24. A person who makes garments (одежда) for men is called
25. A person who changes writing from one language into another is called
26. A person whose job is to weave cloth is called

For help:

a) dentist, b) shoemaker, c) artist, d) tailor, e) accountant, f) driver, g) seaman, h) architect, I) physician, j) chemist, k) smith, l) docker, m) translator, n) farmer, o) carpenter, p) lawyer, g) steward, r) weaver, s) journalist, t) cook, u) physicist, v) interpreter, w) pilot, x) miner, y) musician, z) engineer.

(ПЗ) №4 Переведите текст

When a young man starts to think about a future career, he imagines a very glorious picture. But a person gets older he faces real life with its problems. After graduation from the Institute young specialists don't have many variants. The most common one is to get work as a manager.

As for me, I don't want to spend all the time in a stuffy office full of computers and printers. I believe that I will never impose unnecessary goods, compose boring reports, and be on phone all day. I understand that modern life could be more difficult without managers, but this kind of work not for me. We have one life and we ought to spend it wisely. I'm sure that in the future I'll ask myself what I've achieved. I believe that any person is born to fulfil some goals, which nobody else, but himself, could define. So as sooner I define my goals as happier I will be. I'm leaving school at the end of the spring and I always think about an educational institution which I need to choose. I think the ideal option for me will be any Choreographic Academy. I have been dancing all since I was five and I can't imagine my future life without choreography. Dancing is the best way to express myself, to capture my emotions and thoughts to people. I adore dancing. When I'm engrossed in creation, I don't think about my school problems and everyone around. I call it "inspiration". I feel that a real connection between me and the Universe. So I just pick up some ideas and express them through dance using my body and emotions. If I tell my friends or parents about this plan, perhaps they will say that I am aspiring to be famous. By no means, fame is a heavy burden. There is an important difference between the desire to be a famous artist and the desire not to be forgotten dancer. I don't think the people of art are exceptional. If an architect creates buildings that will stand for many years, people will be thankful for his great work. If the writer's novels are read in three hundred years, it will be wonderful. If a dancer's creation will be remembered next generations, he will live in human hearts. Any career should make the human who has chosen it satisfied. Otherwise, working routine will be an excruciation and nothing else. I really don't want to write reports and answer the phone sitting in the office all day. I want my profession to make me happy, and I want to see happy people around me.

Now I have to think about my entrance exams. They are not so easy. I believe that my dream to become a great dancer will come true and I will be able to share the pleasure of dancing with other people.

(ПЗ) №5 Определите профессию

1. — a person who does experiments.
2. — someone who works in the country with animals or plants.

3. — a person who cooks in a restaurant.
4. — a person who makes things from wood.
5. — a person who helps a doctor in a hospital.
6. — someone who does office work, such as typing letters, answering phone calls, etc.

(ПЗ) №6 дополните предложения переведите

1. A doctor who treats teeth is ...
2. A person who paints pictures is ...
3. A person who types papers is ...
4. A person who takes part in public life is ...
5. A scientist who studies the structure of materials is ...
6. A scientist who studies the structure of organisms is ...
7. A person who writes books is ...
8. A person who knows a lot about his job is ...

(ПЗ) №7 Напишите названия профессий, которую выполняют люди

- inside the building,
- in the open air,
- with their hands,
- with the help of a computer,
- using a pen.

Тема 6. Компьютеры и их функции

(ПЗ) №1 переведите предложения

1. Работа программиста – сложная, но интересная, она подходит для нас.
2. Мы выбрали её из многих других профессий и надеемся стать хорошими специалистами.
3. Хотя некоторые люди думают, что в сфере компьютеров уже больше нечего открывать, мы знаем, что наши открытия ещё впереди.
4. Записи и чертежи Чарльза Бэббеджа вдохновили учёных из Британского музея науки на создание машины, придуманной им.
5. Мировое научное сообщество признаёт достижения Ады Лавлейс и считает её первым программистом.
6. Уже в 17 веке были первые попытки создания электронных машин; это, например, счётные машины Лейбница и Паскаля.

(ПЗ) №2 догадайтесь о значении следующих международных слов

- Program, programmer, detail, instruction, function, specialist, code, design, structure, problem, innovation, technology, mathematician, poet, machine, algorithm;
- Logical, technical, international;
- To design, to publish, to start.

(ПЗ) №3 дайте синонимы следующим словам

modern, to design, to test, to finish, success

(ПЗ) №4 дайте антонимы следующим словам

unfortunately, to change, to enrich, international, to start

(ПЗ) №5 догадайтесь о значении следующих слов

generalist, annual, leap year, tool, innovation, team, to succeed, instructions.

Make up your own sentences with these words to speak about the profession of a programmer.

(ПЗ) № 6 Поработайте с Интернетом найдите в Интернете информацию о достоинствах

Профессии программиста особенностях подготовки программистов на различных курсах повышения квалификации в университетах.

**(ПЗ) № 7 дополните предложения, используя приведенные ниже слова
operate, eliminate, store, determine, enter, subtract, require**

1. The value of digit in abacus ... the position of the pebbles on the wire.
2. Relays ... by means of electromagnets.
3. Punched cards were used ... data into the computer.
4. Machine language information ... on magnetic drums.
5. With the help of abacus people can ..., multiply and divide.
6. Integrated circuit technology ... some discrete components and integrated the others on a single chip.
7. In the vacuum tubes resistors, inductors and capacitors ... in order to make the whole system work.

(ПЗ) № 8 Переведите текст

**Cloud Computing Advantages or Disadvantages
Storage and Scalability**

No more infrastructure investments or time spent adding new servers, partitioning silos – none of that mess. With the cloud, you basically have access to unlimited storage capability and scalability.

Control and Reliability

The biggest fear of cloud computing is founding its major benefit – the ability to outsource the IT burden to a specialized vendor or provider. Sure it sounds great, but with a move to the cloud you do give up the in-house control of a traditional IT department.

Security, Privacy and Compliance

Security can also be a concern in the cloud, particularly if you manage confidential data like customer information. Compliance in the cloud may also become an issue, which may require deploying a private cloud if you do have to secure private data.

Backup and Disaster Recovery

Those days of tape back-up are long gone. Most cloud providers across service types and platforms offer comprehensive backup and recovery capabilities.

Compatibility

Making sure every existing tool, software and computer is compatible with the Web based service, platform or infrastructure. While onsite IT may have a little more control in managing integration and compatibility, it is often "what you see is what you get" in the cloud.

Mobility

Your cloud, anywhere. Whether it's your development platform, suite of office tools or custom content management system – cloud mobility enables access anywhere with a Web connection (just about).

Unpredicted Costs

Sure, the cloud can substantially reduce staff and hardware costs, but the price could end up being more than you bargained for. Migrating to the cloud is also an understated cost, and making sure the current systems that support your business while moving to the cloud could raise operating costs substantially.

Contracts and Lock-Ins

Traditional IT could be downsized, upsized, contracted-in and otherwise controlled by you. On-site hardware, software, infrastructure and platforms always carried some obligations, but now the cloud service provider, for the most part, has all the decision power. Vendor lockin is also a major issue – as it was with old IT – and this could add up to cost and performance disadvantages later.

Cost Efficiency

Aside from storage and infrastructure costs, just think about all the other costs you can minimize with cloud services – updating and managing software or applications, hiring and training new staff and even decreased on-site energy costs.

Enable IT Innovation

Probably the most understated benefit of the cloud – it is reshaping IT into a proactively innovative bunch that focuses a lot less on manual system administration, and a lot more on improving the technology. From integration, mobility to even user personalization, giving your IT the cloud can make their jobs much easier – and more enjoyable.

Тема 7. Подготовка к трудоустройству.

(ПЗ) №1 Ответьте н вопросы

1. Have you chosen an appropriate job for yourself?

What responsibilities are you suitable for?

Here you can find some ideas:

- to work on the full range of development activities – analysis, design, coding, testing and implementation
- to perform formal analysis of operational needs
- to run data-processing equipment (data control and editing) -to facilitate systems integration
- to provide messaging, data storage, networking
- to develop and maintain web-based applications
- to possess analytical problem solving skills
- to handle customer support calls
- to set up equipment
- to maintain security of documents and customers
- to install, configure and maintain software and hardware systems
- to assess potential risks
- to conduct trainings to new hires, users and technical teams as needed
- to analyze system issues and provide resolutions.
- to recommend process improvements
- to ensure system reliability, security

ПЗ№ 2 Переведите образец CV

You will be given an example of CV.

What parts does a typical CV consist of?

Curriculum Vitae

Profile

Self-motivated, responsible and ambitious

Skilled organizer and problem solver with the ability to consider options with an open mind before making a decision

Determined to achieve results and be successful

Education

2003 – 2006 Computing with Business Management (BSc) at Kingston University.

Subjects studied: Operating System Networking, Management Accounting, System Analysis & Design, Accounting in a Business Context, Introductory Data Analysis, Business Modeling and etc.

2000 – 2003 A/S Maths & AVCE Information Communication Technology at Harrow College

Main modules included: Creating and managing website, Spreadsheet, Networking, Presenting Information, Visual Basic, Graphics and etc

1998 – 2000 GCSE at Harrow High School

10 GCSE's: Including Maths, English/ English Literature, Humanities, Art, Science, French and Technology

1999 – 2000 Diploma of Vocational Education in Art and Design

Experience

15.08.06 – 15.08.2007 Ocean Exchange UK Ltd: Data Entry Administrator

Main Duties: Administration of inbound and outbound data – Logging, checking and storing. Data Manipulation – Formatting, verifying and preparation of electronic data using MS Excel, MS Access Data Reporting – Delivery of internal reports on database compilation.

12.03.01 to Present Primark Stores Ltd: Sales Advisor

Involved in all aspects of customer service, including: answering questions, problem solving and providing assistance to the customers

21.06.99 - 02.07.99 Nationwide Building Society: Clerical Assistant

Responsibilities were amending records on computer, extracting information from computer and etc.

Computer skills

Highly proficient in using the following software packages: Microsoft Word, Excel, Access, Front

Nationality: British

Marital Status: Single

Referees:

Professor Jones, Kingston University, Penrhyn Road, Kingston upon Thames Mr Burke (Store Manager) Primark Stores Ltd, 13 St Ann's Shopping Centre, St Ann's Road, Harrow

(ПЗ) № 3 переведите описания вебсайтов

To which website does each sentence 1-7 refer?

a) paralegal.com Fed up with paying exorbitant legal fees? Get leading-edge legal services at a fraction of the cost of going to a law firm. E-mail our legal team for low-cost advice on all aspects of company and tax law. *Download* specialist up to- the-minute documents for a small *charge*. Conduct your own court cases with our help and save thousands of euros! No win, no fee!

b) bespontaneous.com Be spontaneous! Do something on the spur of the moment.

Book otherwise impossible-to-get tickets to theatre and sports events. Ready to fly tomorrow? Take a break to one of our popular destinations: beach or city.

Worry-free booking by credit card on our secure *server*. Next-day courier delivery of tickets to your door.

c) worldweather.com Want to see what the weather's like anywhere in the world?

Come to worldweather.com! Consult free forecasts for 100 world cities.

Download stunning satellite pictures of the world's increasingly unpredictable weather for free.

Deluxe, framed versions of these pictures make beautiful gifts.

Order on-line. Delivery within 48 hours.

d)goinggoinggone.com Consumer electronics products auctioned daily: computers, TVs, washing machines, you name it. It's so simple: put in your bid and we'll notify you by e-mail of the competing *bids*. You can raise your bid as many times as you like over a three-day period. If your bid is the highest at the end of three days, pay by credit card and goods are delivered to you within 24

hours.

1. You consult this site if you are not sure what clothes to take with you on a trip.
2. This site tries to reassure users who may be worried about giving their credit card details on-line.
3. This site mentions a delivery method that does not use the ordinary post office service.
4. This site does not mention physical delivery of goods or documents.
5. On this site, you can order a picture to put on your wall.
6. On this site, you can offer a price for something, but you won't necessarily get it.
7. On this site, there is a service that you may have to pay for or that may be free, depending on the results.

(ПЗ) №4 Заполните анкету

APPLICATION FORM

NAME.....

AGE

DATE OF BIRTH.....

ADDRESS

PHONE

E-mail

PLACE OF BIRTH.....

DO YOU HAVE A VALID DRIVER LICENCE yes \ no

PERSONAL.....

OF DEPENDENTS

EDUCATION:

NAME OF SCHOOL

YEAR GRADUATED

COURSE TAKEN or DEGREE

LANGUAGES

EXPERIENCE

COMPANY

Fromtill

TYPE OF BUSINESS

INDUSTRY

POSITION HELD.....

DESCRIBE YOUR DUTIES

WHY DID YOU LEAVE

PERSONAL

ППЗ) №5 Составьте резюме по шаблону

... (First Name, Surname)

... (Address (Number of your house, Street, City, Region, Country))

... (Date of birth)

Cellular phone: ...(*Number*), Home phone: ... (*Number*)

E-mail

OBJECTIVE To obtain a position as ...

or

Apply my skills as ...

or

A career in ...

WORK EXPERIENCE

... (*Dates*) ... (*Position*)

... (Title of company)

... (*City*)

Type of business - ...

Major Duties:

- ...;

-

Accomplishments:

- ...;

-
... (*Dates*) ... (*Position*)
... (Title of company)

... (*City*)

Type of business - ...

Major Duties:

- ...;

-

EDUCATION

... (Dates) ... (Title of educational institution, Major, Degree)

... (Dates) ... (Title of educational institution, Major, Degree)

SKILLS Computer: ... (*Name of program*)

Languages: ... (*Native and foreign*)

HONORS ... (Title, Awarding Organization, Date(s))

PUBLICATIONS ... (Title and Type, Title of Publication, Publisher, Date Published)

PERSONAL ... (*Hobby etc.*)

INFORMATION

REFERENCES Available upon request

(ПЗ) № 6 Составьте письмо о приеме на работу из фраз

I am applying for this vacancy as I reckon on progress from a senior manager to a managerial position with further career advancement opportunities.

I have always been interested in sales and

I have been striving for professional and personal development and strongly believe your organization is a well-run business.

I would like to work for your company.

Yours sincerely, / Yours faithfully,

I would be glad to have an interview with you to give you a better idea about my experience and working potential.

I look forward to hearing from you at your earliest convenience.

I am writing to apply for the vacancy of a deputy sales manager advertised in the Jobs Today of 14 January 2017.

Тема 8. Правила телефонных переговоров

(ПЗ) № 1 переведите текст

One of the most important practices to which office workers may face on a daily basis, is the ability to negotiate (ability to negotiate). What is the talks (negotiations)? The idea is that this solution to the conflict (resolution of conflict). We are starting negotiations (enter negotiations) in order to start (to start) or continue (continue) the business relationship (relationship), and to resolve the issue (resolve an issue). Even when we act on your first job, or start a career (begin career), we learn to negotiate. For one talks begin with a discussion of cash benefits (allowance), issued by the parents, for another - with a dispute with a brother or sister about what TV show would look. Some people are strong negotiators from nature (naturally stronger negotiators) and are able to more easily achieve the desired result. Not being able to negotiate, people stop relations (break off relationships), leave from work (quit jobs), or deliberately avoid conflict situations

(ПЗ) № 2 Переведите правила переговоров

- 1) Always try to continue the negotiations for at least 15 minutes. If negotiations are held in less time, the parties are unlikely to form a correct opinion about each other. Usually, the seriousness of the negotiations determines the period of time necessary for discussion. Approximately 90% of the questions are solved in the last 10% of discussion.
- 2) Always offer the other side to speak first. This is especially important if you ask the chief to raise wages. Your boss may reevaluate the situation and offer you more than you are going to ask.

- 3) Always show respect and listen to what your opponent says. This is important, even if he or she does not exhibit the same courtesy towards you. Do everything to remain calm and courteous, even if the other party shows signs of irritation or anger. Remember that some people deliberately try to intimidate or provoke you.
- 4) Confirm that says the opposite side. Everyone likes to know that what they say - it is important. If the other party starts talking first to use this advantage to remember what you heard. Be aware of important ideas before you present your arguments.
- 5) Keep track of your and other people's gestures. We will help you to deal with sign language later. To restrain from negative sign.

(ПЗ) № 4 переведите фразы - клише

- I agree with you on that point —
- That's a fair suggestion —
- So what you're saying is that you... —
- In other words, you feel that... —
- You have a strong point there —
- I think we can both agree that... —
- I don't see any problem with/harm in that —

(ПЗ) № 4 переведите фразы - клише

- I understand where you're coming from; however,... —
- I'm prepared to compromise, but... —
- The way I look at it... —
- The way I see things... —
- If you look at it from my point of view... —
- I'm afraid I had something different in mind
- That's not exactly how I look at it —
- From my perspective... —
- I'd have to disagree with you there —
- I'm afraid that doesn't work for me —
- Is that your best offer? —

(ПЗ) № 5 Скажите на английском

- приятно познакомиться
- могу я представить это
- Вы встречали?
- я/мы предлагаем
- Как насчет ...?
- Будет ли это возможным
- Что Вы думаете насчет

- Вы рассмотрите?
- Вы примите?
- существует вероятность ...
- возможно ...
- по всей вероятности
- этого следует ожидать ...
- это невозможно ...
- и речи не может идти ...
- к сожалению, это невозможно выполнить!
- мы можем исключить возможность
- сомнительно, что
- очень мала вероятность того, что ...
- вы предлагаете ...
- вы предлагаете ...
- Вы имеете ввиду?
- что вы имеете ввиду под ...?
- Если я Вас правильно понимаю, то ...?
- по моему мнению/я думаю ...
- по моему мнению/я думаю ...
- мы говорим о

(ПЗ) № 5 Переведите фразы - клише

- I am of the opinion that-
- I strongly believe that-
- I am confident that ...-
- We imagine it's something like-
- That would depend on ...-
- Considering this ...-
- It sounds like an alternative/option/possibility ...- ...
- We think we should ... -
- It would be an option ... -
- It might be possible to ... -
- It would be helpful ... -
- From our experience, the best way ... -
- Could the problem be solved by ... -
- That is not how we see it –
- Could you clarify that, please? –
- Could you explain that more fully, please? –
- I'm afraid we couldn't agree to that –

Тема 9. Официальная и неофициальная переписка.

(ПЗ) № 1 Переведите письмо

Dear Mr Brams

I am writing with reference to your advertisement in Guardian. Can you give me some information about your proposal? I would like to receive a copy of your latest price-list. I also wonder if it is possible to get discounted price for buying in volume.

Thank you and I am looking forward to hearing from you.

Yours sincerely,

Kate Gordon

Sales Manager

T&K Corporation

(ПЗ) №2 Переведите письмо

Dear Mr Murray,

Please accept our apologies for the recent problems you had regarding our delivery service.

Our company recently had experienced some problems with the software. The vendor has since applied a patch, and our systems are now 100% functional. Please be assured that you will receive your order not later, than the day after tomorrow.

To compensate for the inconvenience caused we have applied a 20% discount on equipment you ordered. We value your custom highly.

Sincerely, Nick Harley

Customer Service Manager

(ПЗ) № 3 Составьте договор, заполните пробелы

«__»_____ 20__

1. PARTIES

(A) _____, a legal entity established and organized under the laws of _____, located at _____ ("Supplier") and

(B) _____ LLC, a legal entity established and organized under the laws of the _____ ("Purchaser")

have concluded the present Contract as provided herein below:

2. SUBJECT MATTER

2.1. The Supplier shall manufacture, deliver equipment _____. The Purchaser shall accept and pay for equipment, tooling, facilities, spare parts and other related goods (hereinafter - "Goods"), in accordance with the Invoice. The Invoices are stated in accordance with purchase notifications (Annex №1) and specification №1 (Annex №2).

2.2. While performing their obligations under the Contract, the Parties are required to follow the provisions of the Contract and the _____ (_____) dated _____ (hereinafter - the "Global Terms and Conditions"), which are submitted to the Supplier at the time of signing this Contract. The Global Terms and Conditions shall apply as long as they do not contradict the applicable Russian legislation.

2.3. Term delivery of the Goods – not later than _____ - _____

3. REQUIREMENTS TO GOODS

3.1. All goods must be accompanied by relevant certificates issued in accordance with the laws of the Russian Federation.

3.2. This product and all its parts, and materials used must be new, not previously installed.

3.3. Supplied goods should be quantitative measures in accordance with the Annexes to the agreement.

4. DOCUMENTS

4.1 The Goods to be supplied shall be accompanied by the documents listed below. Any other documents will be subject to additional negotiations between Purchaser and Supplier.

4.2. The copies of the documents mentioned in items 1-8 shall be faxed and e-mailed by the Supplier within 24 hours after the shipment of the Goods at the addresses given by the Purchaser.

5. DELIVERY TERMS

5.1. The term of delivery shall be _____, Russian Federation in accordance with INCOTERMS 20_____.

5.2. In case of any changes in the mentioned above delivery address (4.6 3), the Purchaser shall send a written notice to the Supplier informing about the new delivery address two (2) weeks prior to the date of shipment and will agree with the Supplier about the modification of the Letter of credit , if necessary.

6. ACCEPTANCE OF GOODS

6.1. The Purchaser shall check the Goods on conformity with the quantity, quality, and integrity of the packing as well as the conformity to the data specified in the shipping documentation, at the delivery address. The Purchaser shall confirm the receipt by the signing of the documents hereof

7. PACKING

7.1. Goods should be packed up meeting requirements of normative documents and ensuring safety and quality of product during its transportation and storage.

8. PRICE

8.1. The price of the Goods will be in Euro and will be indicated in the Annex №2. More detailed schedule of the Goods shall be specified in the Purchase Notification and in the Invoice.

9. VALUE OF THE CONTRACT

9.1. The total maximum value of the Goods to be supplied under this Contract is

_____ Euro 00 eurocents (_____ Euro 00 eurocents).

9.2. The total aggregate purchase price of all Goods purchased hereunder shall not exceed such amount.

10. PAYMENT

10.1. All payments for Goods shall be made by means of documentary, irrevocable letter of credit opened in favor of the Supplier on the contract sum without VAT _____

Euro 00 eurocents (_____ Euros 00 eurocents).

11. NOTICES

11.1. All notices, inquiries, invoices and other communications provided hereunder shall be forwarded by the Purchaser at the addresses and to the numbers set forth below:

12. LIABILITY OF THE PARTIES.

12.1. If obligations for this Contract, annexes or additional agreements failed to be performed or are improperly performed, the Parties shall bear responsibility in accordance with the legislation of the Russian Federation.

13. FORCE MAJEUR

13.1. The Parties shall be exempt from liability for full or partial failure to perform obligations under this Contract in case of force majeure; the circumstances shall be testified by the Chamber of Commerce of the Russian Federation or by another appropriate body according to its established procedure.

14. CONFIDENTIALITY

The Parties shall treat all information under this Contract, financial, commercial and other information, including the information on costs and validity of the Contract, volume of supplies and plans on future cooperation of the Parties as confidential.

15. ARBITRATION

The Parties shall take efforts to resolve any disputes and claims resulting from or in connection with this Contract by negotiations.

16. TERMS OF VALIDITY AND CONTRACT TERMINATION

This Contract shall become effective from the moment of its signing by the Parties and will be valid till _____, but in any case until the full implementation of its obligations.

17. SPECIAL CONDITIONS

The Purchaser shall have the right to send its authorized representatives at any reasonable time to inspect and review any documents and materials in or under the Supplier's possession or control, which concern the performance by the Supplier of its obligations.

18. MISCELLANEOUS

18.1. This Contract has been executed in 2 (two) originals, each in the English and Russian languages. In case of any discrepancies the Russian text shall prevail.

18.2. All changes to this Contract are valid only if they are made in writing and signed by both parties.

19. WARRANTY

19.1. The Supplier warrants:

19.1.1. That the delivered new goods meet the high standards for this kind of the goods by the date of signing the contract.

20. LEGAL ADDRESSES AND BANK INFORMATION OF THE PARTIES

КОНТРОЛЬНЫЕ РАБОТЫ

Контрольная работа №1

Методические указания к контрольной работе:

Данная работа может быть использована на этапе повторения и контроля знаний. Разработано 2 варианта заданий. Все варианты работы равноценны.

Критерии оценки:

Отлично – верно выполнены все 5 заданий;

Хорошо – верно выполнены 4 задания из 5;

Удовлетворительно – верно выполнены 3 задания из 5;

Неудовлетворительно – верно выполнено менее 3 заданий из 5.

Вариант 1

SPORTS IN THE USA

American people are fond of such sports and activities as bicycling, fishing, jogging, gymnastics, swimming, tennis, marathons, bowling, archery, skiing, skating and badminton. But the four major American sports are hockey, baseball, football and basketball.

The variety and size of the country explain the large choice of sports in America, its different climates and the people's love of competitions of any type help to develop different sports. In addition, public sports facilities are always available for great number for participants.

American schools and colleges use sports activities as a way of teaching social values. The school offers its students a great variety of sports, including wrestling, tennis and golf. And this explains why Americans have traditionally success in many of these sports. As a result, being intelligent and being good in sports are an ideal. There are many colleges in this country, which have excellent academic reputation and are also good in sports.

At present professional sportsmen try to get a good education, that allows them to find good jobs, when their playing days are over.

The most recent unusual sport, that first reaches popularity in the USA, is triathlon. It includes swimming, bicycle racing and long-distance running. Everyone in America can participate in sports activities.

1. Find Russian equivalents:

- 1) a jogging
- 2) an archery
- 3) competitions of any type
- 4) social values
- 5) a great variety
- 6) being intelligent and being good in sports are an ideal

7) the most recent unusual sport

2. Find English Equivalents:

- 1) 4 главных американских вида спорта
- 2) любовь населения
- 3) к тому же (вдобавок)
- 4) способ обучения
- 5) отличная академическая репутация
- 6) когда заканчивается спортивная карьера
- 7) принимать участие

3. Answer my question (in the Russian language):
What is sport for this country?

4. Put 5 questions to the underlined sentence.

5. Find in the text and write out:

- 1) sentences with the verb to be in the 3. p.sg. (Present Indefinite Tense)
- 2) sentences with the verb to have in the 3. p.pl. (Present Indefinite Tense)
- 3) 3 verbs – in Present Indefinite, define the form.

Вариант 2

SPORTS IN BRITAIN

Sports play an important role in the life of the English people. Such national British sports as football, golf, cricket, table tennis, lawn tennis, steeplechase, racing, darts are popular among the British. They are proud that many sports originated in their country and then spread throughout the world.

Football, the most popular game in the world, is of two kinds in Britain: association football (soccer) and rugby. Soccer, played almost in all countries, remains one of the most popular games in Great Britain. Rugby football originated at Rugby public school. In this game players carry the ball. Two teams of 15 men play rugby with an oval ball.

Golf, one of the popular sports in Britain, is from Scotland.

Englishmen are fond of cricket. Cricket is popular in schools, colleges, universities. Test matches with other countries take place regularly.

Table tennis is from England, it was invented in 1880. But the British players are not lucky in tennis international championships.

Everyone in the world knows Wimbledon as the centre of lawn tennis. Millions of people watch the Championships on TV live and at full length.

Steeplechase, a cross country running, has a great popularity in European countries. The first cross country race was in 1837.

Englishmen like all kinds of racing. Horse-racing, motor-car racing, boat-racing, dog-racing, donkey-racing are very popular in England. The most famous boat race in England is between Oxford and Cambridge. The first boat race was in 1820 and it takes place almost every spring since 1836. A lot of people come to watch it.

1. Find Russian equivalents:

- 1) a soccer
- 2) throughout the world
- 3) public school
- 4) are fond of cricket
- 5) players are not lucky
- 6) at full length

7) the first boat race

2. Find English Equivalents:

- 1) большой теннис
- 2) остается одной из самых популярных игр
- 3) зародился
- 4) регулярно проходят
- 5) в прямом эфире
- 6) бег с препятствиями
- 7) все виды

3. Answer my question (in the Russian language):
What is sport for this country?

4. Put 5 questions to the text.

5. Find in the text and write out:

- 1) sentences with the verb to be in the 3. p.sg. (Present Indefinite Tense)
- 2) sentences with the verb to be in the 3. p.pl. (Present Indefinite Tense)
- 3) 3 verbs – in Present Indefinite, define the form.

Контрольная работа №2

Методические указания к контрольной работе:

Данная работа может быть использована на этапе контроля знаний.
Разработано 2 варианта заданий. Контрольная работа состоит из 5 заданий.
Все варианты работы равноценны.

Критерии оценки:

Каждое задание приносит определённое количество баллов.

Отлично – 35-40 баллов;

Хорошо – 30-34 балла;

Удовлетворительно – 21-29 баллов;

Неудовлетворительно – 20 баллов и менее.

ВАРИАНТ 1

I. a) Translate into English (10 баллов — 1 балл за каждый правильный ответ);

b) Make up 4 sentences with these words and word combinations. Choose any you like (8 баллов — 2 балла за каждое правильное предложение):

1. выйти на пенсию
2. подавать заявление о приеме на работу
3. работодатель

4. рабочая обстановка
5. зарабатывать
6. текучесть кадров
7. работа на неполный день
8. резюме
9. достижение
10. вести дела с

II. Complete the sentences with the suitable expressions (16 баллов — 2 балла за каждый правильный ответ):

1. I don't care who's at the meeting – I'm going to ... my mind about the new proposals.
2. The dress ... my ... in the window, so I went into the shop to try it on.
3. My sister ... her own ... so she's studying art instead of following my father into the business.
4. Can you ... all the windows are shut before we leave?
5. I missed the meeting, but Alex ... me ... what was said.
6. If you don't ... the problem ..., it will just get worse.
7. Despite the rain, the climbers ... their ... and got to the top of the mountain.
8. The gambler went with his ... and put all his money on the same horse.

III. a) Write out the linker that is NOT possible in the sentences (6 баллов — 1 балл за каждый правильный ответ):

1. The workers covered the furniture with sheets **so as not to / not to / in order not to** splash it with paint.
2. After his accident my brother sold his car **as / since / because of** he couldn't afford the insurance.
3. We admit full responsibility for the error and **nevertheless / consequently / therefore** wish to offer you a full refund.
4. I agreed to help on the stall **although / in case / even though** I didn't feel like it.
5. We enjoyed the concert **although / since / though** we didn't have very good seats.
6. At the meeting Carla didn't change her mind **due to / on spite of / despite** the fact that everybody was against her.

ВАРИАНТ 2

I. a) Translate into English (10 баллов — 1 балл за каждый правильный ответ):

b) Make up 4 sentences with these words and word combinations. Choose any you like (8 баллов — 2 балла за каждое правильное предложение):

1. поощрять
2. искать работу
3. работник
4. выполнять различную работу
5. работа на полный день
6. заработная плата
7. быть частью успешной команды
8. коллега
9. сокращение кадров
10. достижение

II. Complete the sentences with the suitable expressions (16 баллов — 2 балла за каждый правильный ответ):

1. Lucinda's boyfriend really ... her ... when he said she was overweight.
2. It never ... his mind that he might be sacked for what he'd done.
3. The meeting was a disaster because we hadn't planned it
4. The leader was so far in front that the other runners could not ... with her.
5. Maria ... question 4 so she had to phone a friend and ask for help.
6. His advisers told him to sell the shares, but he is ... his to ... and keeping them.
7. Why don't you mind your ... and stop asking me about my private life.
8. The manager told me to ... the meeting ... because he had to leave early.

III. a) Write out the linker that is NOT possible in the sentences (6 баллов — 1 балл за каждый правильный ответ):

1. **In spite of / Even though / Despite** being the better player, Richard lost the match.
2. Laila's mother-in-law was a very difficult woman. **However / Nevertheless / Consequently** Laila couldn't help liking her.
3. We set off at dawn **owing to / in order to / so as to** avoid the rush hour traffic.
4. Sales figures have fallen drastically **due to / because / owing to** the recession.
5. The restaurant chain has had a very difficult year. **However / As a result / Nevertheless**, they haven't had to close any of their restaurants.

6. Sales decreased over the last three months. **So / Therefore / Consequently** we will not be taking on any new staff.

Контрольная работа №3

Методические указания к контрольной работе

Данная работа может быть использована на этапе контроля знаний.
Разработано 2 варианта заданий. Контрольная работа состоит из 5 заданий.
Все варианты работы равноценны.

Критерии оценки:

Отлично – верно выполнены все 5 заданий;

Хорошо – верно выполнены 4 задания из 5;

Удовлетворительно – верно выполнены 3 задания из 5;

Неудовлетворительно – верно выполнено менее 3 заданий из 5.

ВАРИАНТ 1

I. Match the numbers on the envelope with their meanings.

(1) Hanston Electrics,
48 (2) Golden Road,
Manchester (3) M11 4NS
England

(4) The Music Shop,
45 (5) Winston Road,
London (6) WC2 10H

χ the sender's name

χ the Zip Code in the return address

χ the street name in the mailing address

χ the addressee's company name

χ the street name in the return address

χ the Zip Code in the mailing address

II. Define the type of the business letter.

Dear Sir or Madam,

I am writing in connection with my forthcoming visit to your company and my letters of 12 and 13 January.

Unfortunately, I will not be in Hong Kong until 12 March because all the flights before then are full.

(From Company to Company by A. Littlef)

χ Simple commercial letter

χ CV

χ Memo

χ Contract

III. Put the parts of the business letter in the right order.

χ Messrs Morgan & Co., 47 Tilbury Square, London

N.W.

χ Yours faithfully,

Robert Bear

χ Sales Manager

The Sheffield Electronics Corp., 51 Gooseberry
Street, Sheffield BN 3OX, GB

21 December 2002

χ We would be grateful if you could send us your latest catalogue and price list of car appliances advertised in the current issue of Motoring Monthly.

χ Dear Sirs,

IV. Choose the words or word combinations for filling the gaps of the memo.

(1) _____: Caroline Burton
From _____: Sue Swiss
Subject : meeting with a client
Date : (2) _____

I have to change the date of a meeting with Mr. John Williams scheduled for (3) _____ because of the urgent trip to the headquarters of our company from 4 May to 10 May.

Will you please make new arrangements with him.

(4) _____

☐ Monday, 30 April

☐ To

☐ 6 May

☐ Thanks

V. Write your own business letter.

ВАРИАНТ 2

I. Match the numbers on the envelope with their meanings.

(1) A & P Accountants
4563 Presley Avenue
Memphis, (2) Tennessee
50647

(3) Tech Tools, Inc.
(4) 3553 Johnson Avenue
(5) Houston, Texas (6)

☐ the Zip Code in the mailing address

☒ the house number in the mailing address

☐ the sender's company name

- ☐ the town the letter is sent to
- ☐ the addressee's company name
- ☐ the state the letter comes from

II. Define the type of the business letter.

<p>Education</p> <p>:</p> <p>Experience:</p> <p>Skills:</p>	<p>Park High School</p> <p>Twenty years in US army – Physical Fitness Instructor. Travelled all over the world. Left army three years ago. Has taken courses in marketing, management and computing. Over the last two years has run a fitness centre in Lower Manhattan very successfully.</p> <p>Speaks Spanish fluently. Is a successful disc jockey in a downtown club.</p> <p><i>(From Market Leader by D.Cotton, D. Falvey, S.Kent)</i></p>
--	--

- ☐ Memo
- ☐ CV
- ☐ Letter of application
- ☐ Letter of complaint

III. Put the parts of the business letter in the right order.

- ☐ Messrs Morgan & Co., 47 Tilbury Square, London
N.W.

Yours faithfully,

☐ _____

Robert Bear

Sales Manager

The Sheffield Electronics Corp., 51 Gooseberry

☐ Street, Sheffield BN 3OX, GB

21 December 2002

We would be grateful if you could send us your latest

☐ catalogue and price list of car appliances advertised in
the current issue of Motoring Monthly.

☐ Dear Sirs,

IV. Choose the words or word combinations for filling the gaps of the memo.

To : Eric Ford, Purchasing
(1) _____ : Helen Wong, Marketing
Subject : (2) _____

Would you please (3) _____ for our new
employee, and tell me when the furniture will
arrive?

(4) _____

☐ H. W.

☐ buy a swivel chair and a desk

☐ From

☐ buying new furniture

V. Write your own business letter.

Контрольная работа № 4

Методические указания к проверочной работе:

Данная работа может быть использована на этапе повторения и контроля знаний. Разработано 3 варианта заданий. Все варианты работы равноценны.

Критерии оценки:

34-28 правильных ответов – оценка “5”

27-20 правильных ответов – оценка “4”

19-11 правильных ответов – оценка “3”

менее 11 – оценка “2”

Вариант 1

I. Choose the correct answer:

1. We take examinations ... January and June.
a) in; b) at; c) on
2. He is a doctor and he ... help you.
a) need; b) may; c) can
3. Give the antonym to the word ‘*car with reserved seats*’
a) carriage; b) compartment; c) taxi
4. The students ... an interesting discussion when the teacher came in.
a) was having; b) are having; c) were having
5. John goes ... school.
a) at; b) to; c) in
6. Give the antonym to the verb ‘*pollute*’
a) keep clean; b) destruct; c) protect
7. ... she get home?
a) Where does; b) When does; c) What do
8. You ... open the window, it is hot here.
a) may; b) need; c) can
9. He ... to the stadium to play football tomorrow.
a) went; b) goes; c) will go
10. Give the synonym to the word ‘*litter*’
a) rubbish; b) safety; c) disease

II. Fill in the gaps with the appropriate words

can, ordinary, before, of, leisure time, cartoons, feature, audience, television, amusing, educational, on, worth seeing, from, laugh, sound, go to the cinema, to, shows, opinion

Cinema

Cinema plays an important role in the life ... (1) any society. The cinema has become part of the modern way of life. There is no denying the fact that the cinema is an excellent vehicle of culture.

There are a lot of different kinds of films: ... (2) films, theatrical films, horror films, thriller films, popular science films, travelogues, mystery films, documentaries, animated cartoon films. Besides, the films may be colour or black and white, full-length or short, ... (3) or silent, dubbed in mother tongue.

We can see films either in the cinema or on the TV. As I am often short of time, I have practically no time for going to the cinema. For this reason I see films ... (4) television more frequently. But sometimes I manage to ... (5). I prefer feature films and ... (6) comedies. It's a pity the life is so difficult nowadays and I want to relax a little, sometimes even to ... (7). But at the same time I am fond of true-to-life films describing the life of the ... (8) people, their feelings and problems. Such films move me deeply, they arouse the feelings of sympathy or hatred for the heroes. As a rule such films leave a deep and lasting impression upon me.

A modern cinema program contains a newsreel which ... (9) us pictures of important recent developments. It is usually shown ... (10) a feature film and it's often ... (11). Sometimes they show animated cartoon film at seeing which the ... (12) is in a state of excitement ... (13) the beginning ... (14) the end. Especially I like Walt Disney's ... (15) "Duck Tales", or "Vinnie-the-Pooh's Adventures". In my ... (16) the animated cartoon films are popular both with children and adults. Showing the ... (17) films is arranged mainly for schoolchildren and students.

In Great Britain and the USA the cinemas ("movies" as they often call them) sell more than one billion tickets a year. Movies are also shown on television and ... (18) be rented or purchased as a DVD-recorder. People in these countries are equipped with video recorders in their majority. Although people once feared that ... (19) would ruin movie

industry, movie popularity has soared in recent years in these countries. Attending movies is a relatively inexpensive ... (20) activity that is very popular.

III. Put the sentence “ In Great Britain and the USA the cinemas sell more than one billion tickets a year.” in Past Continuous and Future Simple (make the necessary changes)

Вариант 2

I. Choose the correct answer:

1. We do not study ... summer.
a) in; b) at; c) on
2. If you see anything unusual you ... call the police.
a) can; b) need; c) should
3. Give the synonym to the word ‘*subway*’
a) taxi; b) underground; c) train
4. ... you buy at the shop yesterday?
a) When will; b) Where do; c) What did
5. We have no lectures ... Sunday.
a) in; b) at; c) on
6. Give the antonym to the verb ‘*increase*’
a) decrease; b) disease; c) disaster
7. Mary ... at the kitchen now.
a) is cooking; b) was cooking; c) will be cooking
8. He ... drink alcohol when he drives.
a) mustn’t; b) shouldn’t; c) can
9. Tom and Nick ... from 2 till 4 next Saturday.
a) were skiing; b) are skiing; c) will be skiing
10. Give the synonym to the word ‘amusing’
a) dramatic; b) funny; c) boring

II. Fill in the gaps with the appropriate words

plane, abroad, seat, comfortable, activity, accidents, can, communicate, of, luggage, by car, tired, buy, on, stop, can’t, advantage, dangerous, seasick, journey

Travelling

Nowadays travelling is a popular ...(1) among people. It is very interesting to see new places, another towns and countries. People like travelling and they travel a lot. They can travel for pleasure or on business.

There are different methods of travelling. You can travel by plane, by ship, by train or by car. Some people travel ...(2) foot. You can go along little lanes where the fast car ...(3) go. You can wander through meadows, pass quite lakes and wonderful woods. Also you can see wild animals and flowers in the forest. You can feel the beauty ...(4) nature. But I think, it's not a very ...(5) way of traveling, because you can get ...(6) very quickly.

I'm very fond of travelling and I prefer to travel by train. I think it's very pleasant. Especially if you have a comfortable ...(7) in a railway carriage you can have a splendid view of the countryside. If the ...(8) is long, you can sleep and have a good rest. Moreover, I consider, big railway stations are quite excited places. There are crowds of people, the porters pull the ...(9) along the platforms, and hungry passengers hurry to the refreshment rooms.

Some people prefer to travel by ...(10). I can say it is, of course, comfortable and convenient method of travelling. And it is much quicker than any other method, but, I think, it's more ...(11). Moreover nowadays there are a lot of ...(12) and plane wrecks.

For a change you can travel by ship. During such voyage you can enjoy the sea or the ocean. It's very exciting to watch the rise and fall of waves, to feel the fresh wind and hear the cry of the seagulls. But everything will be pleasant on board if you are not ...(13).

Tours ...(14) are also very popular. The main ...(15) of this method is that you are quite independent. You don't have to watch a timetable or ...(16) any tickets. You can ...(17) at any place you like and see sights at a short time. And you ...(18) drive in any direction.

I think that if you go ...(19) you should know foreign languages, because they can help you to ...(20) with people in a foreign country, and you will feel more comfortable.

III. Put the sentence "Hungry passengers hurry to the refreshment rooms." in Past Continuous and Future Simple (make the necessary changes).

Контрольная работа № 5

Методические указания к проверочной работе

Данная работа может быть использована на этапе закрепления знаний.
Разработано 2 варианта заданий. Все варианты работы равноценны.

Критерии оценивания:

Каждое верно выполненное предложение приносит по 1 баллу
«Отлично» - 14-15 баллов;

«Хорошо» - 12-13 баллов;
«Удовлетворительно» - 9-11 баллов;
«Удовлетворительно» - 8 баллов и менее.

ВАРИАНТ 1

1. Translate the italicized parts of the sentences from Russian into English

- 1) Если бы я был на твоём месте, I would learn to drive a car.
- 2) If he had come a minute earlier, он не опоздал бы на поезд.
- 3) Если бы он использовал новые материалы, the device would have been more reliable.
- 4) If the transportation costs are reduced, стоимость товара будет тоже уменьшена.
- 5) If there were no electricity, у нас не было бы ни радио, ни телевидения, ни компьютеров.

2. Look at the dictionary for the meaning of the following compound conjunctions: as...as, as long as, as high as, as wide as, as soon as, as well as, both...and, either...or, neither...nor, so that, the...the. Translate the sentences into Russian.

- 1) The construction of both the bridge and the dam will be completed before the navigation season.
- 2 You can get to that part of the city either by bus or by underground.
- 3) As soon as the calculations are completed, we will begin the tests.
- 4) The more information we feed into a computer, the more correct answer we receive.
- 5) The strength of this synthetic material is as high as that of steel.

3. Fill in the blanks with the required compound conjunctions

- 1) ___ shorter the lever arm, ___ greater effort is needed to lift the weight.
- 2) ___ longer I think of your plan, ___ more I like it.
- 3) ___ the comfort of the driver may be improved, the design of the seat was changed.
- 4 ___ the bridge ___ the tunnel will be constructed next year.
- 5) The invitations were sent beforehand ___ the delegates might arrive in time for the conference.

ВАРИАНТ2

1. Translate the italicized parts of the sentences from Russian into English

- 1) Если они получают всё необходимое оборудование, they will be able to carry out their experiment.
- 2) Директор не примет тебя, unless you phone him at least two days in advance.
- 3) I had to walk from the station. If I had had more money on me, я бы взял такси.
- 4) Если бы он получил билет вовремя, he would have gone with others.
- 5) Were the mechanic here, он бы отремонтировал двигатель.

2. Look at the dictionary for the meaning of the following compound conjunctions: as...as, as long as, as high as, as wide as, as soon as, as well as, both...and, either...or, neither...nor, so that, the...the. Translate the sentences into Russian.

- 1) The more information we feed into a computer, the more correct answer we receive.
- 2) The strength of this synthetic material is as high as that of steel.
- 3) The sun gives us both light and heat; it gives us energy as well.
- 4) We decided to cross the mountains so that we could reach the railway station in the daytime.
- 5) The electric power is transmitted from the powerhouse to the trains either by means of a third rail or by means of an overhead system of wires.

3. Fill in the blanks with the required compound conjunctions

- 1) The invitations were sent beforehand ____ the delegates might arrive in time for the conference.
- 2) I shall leave ____ tonight ____ tomorrow.
- 3) I gave him the book ____ he could prepare the task at home.
- 4) Franklin is known all over the world ____ as a scientist ____ as a political leader.
- 5) ____ I arrive in the city, I shall phone you.