

МИНИСТЕРСТВО ОБЩЕГО И ПРОФЕССИОНАЛЬНОГО ОБРАЗОВАНИЯ  
СВЕРДЛОВСКОЙ ОБЛАСТИ ГОСУДАРСТВЕННОЕ АВТОНОМНОЕ ПРОФЕССИОНАЛЬНОЕ  
ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ СВЕРДЛОВСКОЙ ОБЛАСТИ  
«КАМЫШЛОВСКИЙ ТЕХНИКУМ ПРОМЫШЛЕННОСТИ И ТРАНСПОРТА»

**МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ**  
**по выполнению практических работ**  
**по учебной дисциплине**  
**Иностранный (английский) язык**  
для студентов специальности  
**38.02.04 Коммерция**

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## **АННОТАЦИЯ**

Методические рекомендации разработаны в помощь студентам по программе подготовки специалистов среднего звена 38.02.04 «Коммерция (по отраслям) для выполнения практических работ по учебной дисциплине Иностранный (английский) язык.

Методические рекомендации содержат лексические и грамматические упражнения, задания к текстам, указания по выполнению практических работ, а также список рекомендованных источников.

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## ВВЕДЕНИЕ

Методические рекомендации представляют собой комплекс рекомендаций и разъяснений, позволяющих студентам организовать практическую работу по освоению темы или отдельных вопросов темы учебной дисциплины «Иностранный язык».

Методические рекомендации разработаны на основе УМК нового поколения, основанного на федеральном компоненте Государственного стандарта среднего (полного) общего образования и концепции профильного обучения.

Основной целью практического курса обучения иностранному языку является формирование у студентов иноязычной коммуникативной компетенции и развитие личности будущего профессионала, способного и желающего овладеть иностранным языком как средством общения и обучения, а также совершенствоваться в области иностранного языка.

Формирование иноязычной коммуникативной компетенции предусматривает отбор, методическую организацию и включение в учебный процесс образцов отечественной и зарубежной культуры. Последнее обуславливает включение в содержание обучения комплекса лингвострановедческих и страноведческих знаний о национально-культурных особенностях и реалиях страны (стран) изучаемого языка (безэквивалентной лексики, фразеологизмов, пословиц, афоризмов, географии и истории, национальных традиций и праздников, других особенностей страны изучаемого языка), минимум этикетных форм иноязычной речи для общения в социально-культурной сфере.

Задачи пособия:

- способствовать выработке у студентов базовых умений и навыков по основным видам речевой деятельности;
- развивать технику чтения и умение понимать аутентичный текст;
- развивать навыки письменной речи.

Настоящие методические рекомендации направлены на формирование следующих компетенций:

ОК 1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.

ОК 2. Организовывать собственную деятельность, исходя из цели и способов ее достижения, определенных руководителем.

ОК 3. Анализировать рабочую ситуацию, осуществлять текущий и итоговый контроль, оценку и коррекцию собственной деятельности, нести ответственность за результаты своей работы.

ОК 4. Осуществлять поиск информации, необходимой для эффективного выполнения профессиональных задач.

ОК 5. Использовать информационно-коммуникационные технологии в профессиональной деятельности.

ОК 6. Работать в команде, эффективно общаться с коллегами, руководством, клиентами

В результате выполнения практических работ по дисциплине «Иностранный язык» студент должен **уметь:**

### говорение

- вести диалог (диалог–расспрос, диалог–обмен мнениями/суждениями, диалог–побуждение к действию, этикетный диалог и их комбинации) в ситуациях официального и неофициального общения в бытовой, социокультурной и учебно-трудовой сферах, используя аргументацию, эмоционально-оценочные средства;
- рассказывать, рассуждать в связи с изученной тематикой, проблематикой прочитанных/прослушанных текстов; описывать события, излагать факты, делать сообщения;
- создавать словесный социокультурный портрет своей страны и страны/стран изучаемого языка на основе разнообразной страноведческой и культуроведческой информации;

### аудирование

- понимать относительно полно (общий смысл) высказывания на изучаемом иностранном языке в различных ситуациях общения;
- понимать основное содержание аутентичных аудио- или видеотекстов познавательного характера на темы, предлагаемые в рамках курса, выборочно извлекать из них необходимую информацию;
- оценивать важность/новизну информации, определять свое отношение к ней:

### чтение

- читать аутентичные тексты разных стилей (публицистические, художественные, научно-популярные и

технические), используя основные виды чтения (ознакомительное, изучающее, просмотровое/поисковое) в зависимости от коммуникативной задачи;

письменная речь

- описывать явления, события, излагать факты в письме личного и делового характера;
- заполнять различные виды анкет, сообщать сведения о себе в форме, принятой в стране/странах изучаемого языка;

**знать:**

- значения новых лексических единиц, связанных с тематикой данного этапа и с соответствующими ситуациями общения;
- языковой материал: идиоматические выражения, оценочную лексику, единицы речевого этикета и обслуживающие ситуации общения в рамках изучаемых тем;
- новые значения изученных глагольных форм (видо-временных, неличных), средства и способы выражения модальности; условия, предположения, причины, следствия, побуждения к действию;
- лингвострановедческую, страноведческую и социокультурную информацию, расширенную за счет новой тематики и проблематики речевого общения;
- тексты, построенные на языковом материале повседневного и профессионального общения, в том числе инструкции и нормативные документы по профессиям/специальностям СПО;

Практическая работа направлена на:

- систематизацию и закрепление полученных теоретических знаний и практических умений студентов;
- углубление и расширение теоретических знаний;
- формирование умений использовать нормативную, правовую, справочную документацию и специальную литературу;
- развитие познавательных способностей и активности обучающихся;
- формирование самостоятельности мышления, способностей к саморазвитию, развитие исследовательских умений;
- формирование общих и профессиональных компетенций.

Методические рекомендации по выполнению практических работ содержат тему, цель, время выполнения, содержание работы, формат выполнения работы, критерии оценки, формы отчетности, рекомендуемую литературу.

Наличие положительной оценки по всем практическим работам необходимо для получения зачета по дисциплине «Иностранный язык» и допуска к дифференцированному зачету.

# ПРАКТИЧЕСКИЕ РАБОТЫ ПО УЧЕБНОЙ ДИСЦИПЛИНЕ «Иностранный (английский) язык»

## Практическая работа к теме «Город Лондон»

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

### Содержание работы

#### Задание 1. Прочитайте и переведите текст

#### LONDON

London the capital of Great Britain. It lies in the south East of England on both banks of the river Thames. London is one of the largest cities in the world and the largest port and industrial town in England. London is more than twenty centuries old.

The heart of the capital is the City. The territory of the City is only about one square mile, but it is the financial and business center of the country.

The West End of London is famous for its beautiful monuments and palaces, fine parks, fashionable shops and big hotels. The East End is quite different from the West End. It is the district of factories, plants and the docks. The main branches of industry are machine building, shipbuilding, metal processing and others.

There are many places of interest in London. One of them is Trafalgar square with the Nelson's monument 185 feet high. Buckingham Palace is the royal residence. Westminster Abbey is one of the most beautiful buildings in London.

Across the road from Westminster Abbey are the Houses of Parliament, the seat of the British government. The clock tower is over the Houses of Parliament. It contains 'Big Ben' – one of the largest clocks in the world.

The Tower of London is one of the most interesting places in London. It was fortress, a royal residence, a prison, now it is a museum. London is famous for its green parks. Hyde Park is the most popular of them.

London is the center of the country's cultural life. There are many picture galleries and museums there. The National Gallery houses a priceless collection of paintings. The famous British Museum is one of the best museums in the world.

#### Задание 2. Перепишите предложения, определите в каждом из них видовременную форму и залог глагола-сказуемого. Переведите предложения на русский язык.

1. The admission to the London University had been finished by October 1.
2. The conditions of entry and admission to our university are compared to those in Great Britain.
3. In our library any information will be obtained on various subjects.
4. Today plastics are being widely used instead of metals.

#### Задание 3. Перепишите предложения и переведите их на русский язык, обращая внимание на разные значения слов **it, that, one**.

1. One can learn about the conditions of entry and admission to our university.
2. The territory of London is not larger than that of Moscow.
3. It was very difficult to enter Novosibirsk University.

#### Задание 4. Перепишите предложения и переведите их на русский язык, обращая внимание на разные значения глаголов **to be, to have, to do**.

1. Why do College authorities sometimes require the withdrawal of students?
2. The students are to get all the books in our library.
3. These computers will have to perform millions of operations per second.
4. Oxford University was founded in the 12th century.

#### Задание 5. Перепишите предложения и переведите их на русский язык, обращая внимание на бессоюзное подчинение.

1. The hostel our students live in is situated near the metro station.
2. I think he has already graduated from the university.

#### Задание 6. Перепишите предложения и переведите их на русский язык, обращая внимание на функцию инфинитива.

1. To enter a university one must pass entrance examinations.
2. To read ancient mathematical tables was very difficult.

#### Критерии самооценки выполненной работы

Very well	OK	A little
Содержание текста		
Организация текста		
Лексика		
Грамматика		
Орфография и пунктуация		
Устная речь		

#### **Список рекомендуемой литературы:**

1. Агабекян И.П. Английский язык для средних профессиональных заведений. Ростов-на-Дону: Феникс, 2009. – 319 с.
2. Безкоровайна Г.Т., Соколова Н.И., Койранская Е.А. и др. Planet of English: Учебник английского языка для учреждений НПО и СПО: (+CD): Рекомендовано ФГАУ «Фиро», 2008. - 256
3. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: Учебник: Рекомендовано ФГАУ «Фиро». М.: Издательский центр «Академия», 2008. – 336 с
4. Ломаев Б.Ф., Томских Г.П., Михина А.Э. English: Your way. Практический курс английского языка. Чита, 2011. – 300с.
5. Интернет – ресурсы.

#### **Практическая работа к теме «Город Вашингтон»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### **Содержание работы**

#### **Задание 1. Прочитайте и переведите текст**

#### **Washington**

Washington, the capital of the United States of America, is situated on the Potomac River in the District of Columbia. The district is a piece of land ten miles square and it does not belong to any separate state but to all the states. The district is named in honour of Columbus, the discoverer of America. The capital owes much to the first President of the USA -George Washington. It was G. Washington, who chose the place for the District and laid in 1790 the corner-stone of the Capitol, where Congress sits.

Washington is not the largest city in the USA. It has a population of 900 000 people. Washington is a one-industry town. That industry is government. It does not produce anything except very much scrap paper. Every day 25 railway cars leave Washington loaded with scrap paper.

Washington has many historical places. The largest and tallest among the buildings is the Capitol with its great House of Representatives and the Senate chamber. There are no skyscrapers in Washington because no other building must be taller than the Capitol. The White House is the President's residence. All American presidents except George Washington (the White House was not yet built in his time), have lived in the White House. It was built in 1799. It is a two-storied, white building.

Not far from the Capitol is the Washington Monument, which looks like a very big pencil. It rises 160 metres and is hollow inside. A special lift brings visitors to the top in 70 seconds from where they can enjoy a wonderful view of the whole city.

The Jefferson Memorial was built in memory of the third President of the USA, Thomas Jefferson, who was also the author of the Declaration of Independence. The memorial is surrounded by cherry-trees. The Lincoln Memorial devoted to the memory of the 16th President of the US, the author of the Emancipation Proclamation, which gave freedom to Negro slaves in America.

On the other bank of the Potomac lies the Arlington National Cemetery where President Kennedy was buried. American soldiers and officers, who died in World Wars I and II are buried there too.

#### **Задание 2. Ответьте на вопросы**

1. What city is the capital of the USA?
2. Where is Washington situated?
3. To which state does the city of Washington belong?
4. In whose honor is the District of Columbia named?
5. Who was the first President of the USA?
6. Who chose the place for the District?
7. Is Washington the largest city in the USA?

8. What is the population of Washington?
9. What industries are situated in the city?
10. What do 25 railway cars leave Washington loaded with?
11. Why are there no sky-scrapers in Washington?
12. Where is the President's residence?
13. When was the White House built?
14. In whose memory was the Jefferson Memorial built?
15. Who is the author of the Declaration of Independence?
16. Which document gave freedom to Negro slaves in America?
17. Who was buried at the Arlington National Cemetery?

**Задание 3. Перепишите и письменно переведите предложения на русский язык, обращая внимания на формы и степень сравнения прилагательных.**

1. Foreigners working in Russia get far larger incomes than those working in many other countries.
2. The mobile phone retail market is one of the most shadowy sectors of Russian economy.
3. With no economic recovery in sight the problem is likely to get worse before it gets better.
4. It has become much harder to obtain permits for land and building registration.

**Задание 4. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод местоимений. Подчеркните местоимения в предложении.**

1. There are a number of ways in which a government can organize its economy.
2. Workers are paid wages by employers according to how skilled they are and how many firms wish to employ them.
3. In mixed economics some resources are controlled by the government while others are used in response to the demands of consumers.
4. In some situations you will need to take money from the business each month to pay part or all of your personal living expenses.

**Задание 5. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.**

1. I usually drive to my work. Be careful! You are driving too fast.
2. A recent National Industrial Board study had shown that most companies were continuing to broaden their marketing research.
3. The plant has been producing airplanes for 10 years since 1950.
4. Some franchisers will wait until they have found a suitable location for your outlet, usually within a predetermined period of time.

**Задание 6. Задайте вопросы к выделенным словам.**

1. International marketing as a set of skills has recently attracted great attention.
2. The introduction of zip codes had been especially helpful to marketing research experts.
3. The company is looking for new employees at the moment.
4. Companies have found that they can charge more for goods sold overseas.

**Критерии самооценки выполненной работы**

Very well	ОК	A little

**Список рекомендуемой литературы:**

1. Агабекян И.П. Английский язык для средних профессиональных заведений. Ростов-на-Дону: Феникс, 2009. – 319 с.
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3. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: Учебник: Рекомендовано ФГАУ «Фиро». М.: Издательский центр «Академия», 2008. – 336 с



4. Ломаев Б.Ф., Томских Г.П., Михина А.Э. English: Your way. Практический курс английского языка. Чита, 2011. – 300с.

5. Интернет – ресурсы.

### **Практическая работа к теме «Город Ростов»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### **Содержание работы**

#### **Задание 1. Прочитайте и переведите текст**

##### **Rostov**

The initial period of Rostov's history is connected with the Temernik custom-house. At that time it was the only port in the Southern part of Russia. The first settlements appeared long before the construction of the Temernik custom-house. The modern city sprang from a small village called Bogatyanovka. During that time the village was the extreme Southern frontier of Russia and the life there was very far from being peaceful. After the construction of Temernik custom-house the problem of defense became more urgent. It was decided to lay a fortress there. The fortress was named after Dmitry Rostovsky.

Rostov was founded on December 15-th, 1749 according to an edict of the Empress Elizabeth, the daughter of Peter the Great. By the XIX century Rostov had become a big industrial and commercial center in the South of our country. Now it is the capital of the Don area and the Southern Federal District of Russia. It is situated on the right bank of the river Don, at the cross of all roads leading to the South. We call it "The gates of the Caucasus". The territory of Rostov-on-Don is 380 square kilometers and the population is more than one million people.

During the Second World War (the Great Patriotic War) Rostov-on-Don was occupied twice (1941 and 1942). The city was greatly damaged. The war cost Rostovites huge losses in life. That is why in the city there are a lot of monuments devoted to the war years and people who gave their lives for our peaceful life.

It is not only a big knot of railways and airways but it is also the port of five seas (the Baltic, the White, the Caspian, the Black and the Sea of Asov). Our city is also a big industrial, scientific and cultural centre in the South of Russia.

The plants "Rostselmash" and "Rostvertol" are known not only in our country but abroad as well. They produce harvest combines and helicopters. In Rostov there are four theatres: The Gorky Drama Theatre, The Musical Comedy, The Puppet Show, and The Theatre of Young Spectators. The Gorky Theatre is surrounded by a large park named after the October Revolution. It is one of many parks and gardens which make Rostov a green city. There are also many cinemas, libraries, a Palace of Sports, a circus, and a zoo. The Don State Public Library is the biggest in the South of Russia.

There is never a dull moment in Rostov. There are lots of shopping centers, cafes, restaurants, different parks, squares and clubs everywhere. Our city has also some markets. The biggest one is our central market. It has over 500 stalls which sell all kinds of goods. People come here from all Rostov area. The air is filled with the voices of traders shouting and hawking their goods. The hustle and bustle of shoppers and traders continues all day.

The central street is Bolshaya Sadovaya Street. It is a very busy one, but nice, it has a variety of expensive shops and as Rostovites always chat, there is some constant noise in this street. Of course there are a lot of cars and their exhaust fumes produce air pollution. But this is a small price to pay if you live in a big city.

Nowadays Rostov-on-Don is getting bigger and bigger and it is one of the largest and important cities in Russia.

#### **Задание 2. Ответьте на вопросы**

1. What holiday do Rostovites celebrate on the 3-d Sunday of September?
2. What facts show the initial period of Rostov' history?
3. Was the life in the village Bogatyanovka peaceful?
4. When was Rostov founded?
5. Was Rostov occupied during the Great Patriotic War?
6. What is the city famous for?
7. Which historical places in Rostov do you know?

8. Rostov is a big industrial, scientific and cultural centre in the South of Russia, isn't it? (prove it)
9. Is Rostov a dull city? Why (not)?
10. What price should we pay if we live in a big city?

**Задание 3. Найдите русские эквиваленты к следующим словам**

To be situated, population, according to, an edict, a custom house, favourable geographical position, promote, to be occupied, to damage, a slave, to liberate, to produce, to be famous for, to raise the city from the ruins.

**Задание 4. Найдите английские эквиваленты к следующим словам**

На юго-западе, был основан, крепость, на перекрестке торговых путей, быстрое экономическое развитие, железнодорожный узел, «Ворота на Кавказ», восстановить (реставрировать), комбайны, вертолеты, краски, лекарства, одежда, обувь, научный центр, главная улица.

**Задание 5. Закончите предложения словами из текста**

- 1) Rostov-on-Don is a big city in ..... of Russia
- 2) It is situated mostly .....
- 3) The ..... is more than 1000000 people
- 4) Rostov was founded .....
- 5) At first it was ....., then .....
- 6) It is called .....
- 7) The city was .....
- 8) In 1952 Rostov became .....
- 9) As an educational centre .....

**Задание 6. Переведите на английский**

- 1) Ростов-на-Дону – это большой город на юго-западе России.
- 2) Это административный, промышленный, научный и культурный центр страны.
- 3) Население города – более 1млн. человек.
- 4) Ростов был основан в 1749 г. по указу императрицы Елизаветы Петровны.
- 5) Сейчас это стратегический железнодорожный узел и речной порт.
- 6) Его называют «Ворота Кавказа».
- 7) Во время Второй мировой войны город был разрушен, а затем после войны восстановлен.
- 8) После строительства в 1952 году Волго-Донского судоходного канала Ростов стал портом пяти морей.
- 9) В городе много заводов и фабрик, которые выпускают зерноуборочные комбайны, вертолеты, краски и лекарства, продукты питания и напитки, одежду и обувь.
- 10) Город известен своими университетами, театрами, музеями, Публичной библиотекой, парками и садами.

**Критерии самооценки выполненной работы**

Very well	OK	A little

**Список рекомендуемой литературы:**

1. Агабекян И.П. Английский язык для средних профессиональных заведений. Ростов-на-Дону: Феникс, 2009. – 319 с.
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5. Интернет – ресурсы.

## Практическая работа к теме «Высшее образование в России»

**Цель:** совершенствование и развитие навыков устной и письменной речи, навыков чтения и перевода текста профессиональной направленности на английском языке.

### Содержание работы

#### Задание 1. Прочитайте и переведите текст

##### Student Life

It's great to be a student. Many colleges and universities offer great opportunities for studying and for social life. Some students even choose to study abroad.

There are several reasons why student life is exciting. First of all, students learn what they need for their future profession. It's even better if the student really enjoys the direction he or she chose. Secondly, being a student doesn't mean to work and study all the time. They get plenty of free time for their hobbies and favourite pastimes. Thirdly, students' social life is very interesting.

When students decide to study in foreign colleges, it's also rather exciting. They get to meet lots of new people from other countries. They can practice and improve their language skills. To study at a college students usually have to pay additional fee.

College life is amazing in many ways. First of all, there are many interesting lectures and training sessions. Secondly, students find all sorts of entertainment there. For example, the ones who like sport join the local sports teams. For many people college years are the best in life. Almost everyone has good memories of student life. It is even more interesting to be a student if you live in a dormitory. After the sessions they can play the guitar and sing songs. The ones, who like dancing, go to local discos. Others get together simply to chat and discuss the topics they've learned. Student life is never boring. It is always full of excitement and interesting experiences.

#### Задание 2. Переведите на русский язык

Opportunity for studying, social life, abroad, future profession, to enjoy, free time, hobby and pastime, practice and improve language skills, fee, lecture and training session, dormitory, to chat, boring, excitement.

#### Задание 3. Переведите на английский язык

Университет, причина, направление, любимый, колледж, страна, платить, развлечение, память, играть на гитаре, петь песню, местный, обсуждать, опыт.

#### Задание 4. Перепишите и письменно переведите предложения на русский язык, обращая внимания на формы и степень сравнения прилагательных.

1. The mobile retail industry has one of the highest profit margins among different sectors of Russian economy.
2. The main subsidy came in the form of purchases of sugar, Cuba received much more money (from the former Soviet Union) for its sugar than the world market price.
3. Our company charges less than others.
4. Korkunov says that by the time he decided to build a confectionary factory he had realized that there was a far greater chance of building a booming business in Russia instead of being a trader.

#### Задание 5. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод местоимений. Подчеркните местоимения в предложении.

1. Everyone in society receives enough goods and services to enjoy a basic standard of living.
2. In quite a different area, government supports individuals who cannot adequately care for themselves by making grants.
3. One should always have business cards available and exchange them with everyone with whom business is being conducted.
4. On the other hand the consumer frequently does not have all the information he needs to make the best buy.

#### Задание 6. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.

1. The company is looking for new employees for the time being.
2. Most businessmen deny the influence that government has had on the business sector of our economy, lately.
3. The producer will sell the product at a relatively low price.
4. An applicant has been waiting for the interview since morning.

#### Задание 7. Задайте вопросы к выделенным словам.

1. One of the recent oddities in the American economy has become the growth of unemployment at the same time.

2. The courts will have already influenced business and commerce in our country by the beginning of the next country.

3. A wholesaler sometimes called a distributor sells to retailers.

4. To give every employee a shave in this company will be financially impossible.

#### **Критерии самооценки выполненной работы:**

Very well            ОК            A little

Содержание текста

Организация текста

Лексика

Грамматика

Орфография и пунктуация

Устная речь

#### **Список рекомендуемой литературы:**

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5. Интернет – ресурсы.

### **Практическая работа к теме «Моя будущая профессия»**

**Цель:** совершенствование и развитие навыков устной и письменной речи, навыков чтения и перевода текста профессиональной направленности на английском языке.

#### **Содержание работы**

#### **Задание 1. Прочитайте и переведите текст**

##### **Kamyshlov Technical School of Transport Industry**

The Kamyshlov Technical School of Transport Industry was founded in 1930 and it is one of the oldest educational college of Kamyshlov. The College has two five-storied buildings. They are located in Lenin and Engels Street.

The College graduates approximately 200 students each year.

The academic program of every faculty consists of special and general educational subjects.

The College Course lasts 3 or 4 years. The academic year includes two terms, each lasting 17 weeks.

The students receive state grants and are provided with the hostels. All the students may use College library and sport facilities. Special elective courses are offered to students. All students must fulfill research papers during their graduate course work.

On graduating the students receive diplomas and different certificates which give them the right to work in their sphere.

#### **V o c a b u l a r y**

to graduate - 1. зд. давать диплом, выпускать; 2. заканчивать учебное заведение

research paper - курсовая работа

term - семестр

to provide (with) - обеспечивать

to hold (held) - иметь

offering - предложение

elective course – дополнительный курс

#### **Задание 2.**

1. What College do you study at?

2. When was our College founded?

3. How many storied buildings does our College have?

4. Where is College situated?

5. What faculties does include?
6. How many terms does the academic year include?
7. How long does each term last?
8. How long does the College course last?
9. Where do students of our College prepare for their classes?
10. Why did you decide to study at our College?

**Задание 3. Прочитайте и переведите текст**

**A New Scholar**

A Californian gold-digger had become very rich and could afford to buy whatever he liked. Among other things he wanted his friend, an educated man, to supply him with a library of books. His friend did as he had been asked and soon got a letter of thanks. The ex-gold-digger wrote, I am much obliged to you for your kindness. I am greatly pleased with your selection. I particularly admire a long religious poem about paradise by a Mr. Milton and a set of plays (delightful ones) by a Mr. Shakespeare. Should any of them publish anything else, I hope you would send me a copy of each.

Notes:

- gold-digger - золотоискатель
- to afford - позволять
- to supply (with) - снабжать; поставлять
- to be obliged (to) - быть благодарным
- kindness - доброта, доброжелательность
- to please - нравиться
- to admire - восхищаться
- paradise - рай
- delightful - очаровательный, восхитительный
- delight - удовольствие, наслаждение
- to send - посылать
- copy – экземпляр

**Критерии самооценки выполненной работы:**

Very well      ОК      A little

- Содержание текста
- Организация текста
- Лексика
- Грамматика
- Орфография и пунктуация
- Устная речь

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5. Интернет – ресурсы.

**Практическая работа к теме «Экономика США»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

**Содержание работы**

**Задание 1. Перепишите и письменно переведите предложения на русский язык, обращая внимания на формы и степень сравнения прилагательных**

1. The English Channel is wider than the Straits of Gibraltar.
2. The joint venture named Korus is the biggest enterprise in terms of investment.

3. The more rapidly the domestic market of the country is developing the higher is a basic standard of living of its people.

4. APR countries are one of the world's most dynamic regions in economic growth rates today.

**Задание 2. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод местоимений. Подчеркните местоимения в предложении.**

1. When we exercise our choice for buying these or those commodities, we do so according to our personal scale of preferences.

2. Most countries engage in some form of protectionism; that is, in one way or another they restrict the importation of goods.

3. There is an undeniable core of inborn attributes which you either have or you don't but it is apparent that merely possessing them does not necessarily make you an entrepreneur.

**Задание 3. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.**

1. Business was invented by men and to a certain extent it is still "a boy's game".

2. Federal properties will be jointly controlled by the territorial administration and the central government.

3. Until the beginning of 1992 trade in the Far East was almost exclusively in the hands of the state.

4. Transportation plays an exceptionally important role in the social and economic development of the Far East because of the special character of its economic and geographic position and the territorial organization of production.

**Задание 4. Перепишите и письменно переведите предложения на русский язык. Задайте вопросы к выделенным словам.**

1. We are informed that a new advertising manager has been appointed.

2. This will have been reflected in peoples purchasing patterns and how they will have spent their money.

3. The negotiations are being much spoken about.

4. Because of potential for growth, the idea of offering a new product could be very attractive to a company.

**Задание 5. Перепишите предложения. Подчеркните модальные глаголы или их эквиваленты. Переведите предложения на русский язык.**

1. A foreign company has to give certain information about itself to the government offices.

2. An economist should rely on all the information that he will be able to find.

3. In a command economy the government is to make all decisions about production and consumption.

4. The Financial Manager wasn't allowed to transfer the money.

**Задание 6. Перепишите и письменно переведите предложения на русский язык. Определите, какой частью речи являются выделенные слова:**

a) герундий;

b) причастие I, II;

c) инфинитив.

1. Ideas that succeed are difficult to find and evaluate but they are crucial to the entire process.

2. Every manager has goals and ambitions for the business and the strategy for achieving them.

3. The result obtained were extremely helpful.

4. Most states require far returns from corporations doing any business.

**Задание 7. Перепишите и письменно переведите экономический текст.**

### **What is Economics?**

Economics studies how individuals, firms, governments, and other organizations within our society make choices and how those choices determine the way the resources of society are used. Scarcity figures prominently in economics: choices matter because resources are scarce. Imagine an enormously wealthy individual who can have everything he wants. We might think that scarcity is not in his vocabulary, until we consider that time is a resource and he must decide what expensive toy to devote his time to each day. Taking time into account, then, scarcity is a fact in everyone's life.

To produce a single product, like an automobile, thousands of decisions and choices have to be made. Since any economy is made up not only of automobiles but of millions of products, it is a marvel that the economy functions at all, let alone as well as it does most of the time. This marvel is particularly clear if you consider instances when things do not work so well: the Great Depression in the 1930s, when almost 25 percent of the work force could not find a job; the countries of the former Soviet Union today, where ordinary consumer goods like carrots or toilet paper are other simply unavailable; the developing economies of many

countries in Africa, Asia, and Latin America, where standards of living have remained stubbornly low and in some places have even been declining.

### **Критерии самооценки выполненной работы**

Very well	OK	A little
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Содержание текста  
Организация текста  
Лексика  
Грамматика  
Орфография и пунктуация  
Устная речь

### **Список рекомендуемой литературы:**

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5. Интернет – ресурсы.

### **Практическая работа к темам «Международные экономические отношения и проблемы экономики»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### **Содержание работы**

#### **Задание 1. Прочитайте и переведите экономический текст**

What is Finance?

Finance is the function in a business that is responsible for acquiring funds for the firm and managing funds within the firm (for example, preparing budgets, doing cash flow analyses, and planning for the expenditure of funds on such assets as plant, equipment, and machinery). Without a carefully calculated financial plan, the firm has little chance for survival regardless of its product or marketing effectiveness. The fundamental charge of a finance person is to obtain money and then plan, use, and control money effectively.

To start up or begin business, a company needs funds to purchase essential assets, support research and development, and buy materials for production. Capital is also needed for salaries, credit extension to customers, advertising, insurance, and many other day-to-day operations. In addition, financing is essential for growth and expansion of a company. Because of competition in the market, capital needs to be invested in developing new product lines and production techniques and in acquiring assets for future expansion. The financial manager has to take these decisions with reference to the objectives of the firm. Credit and collection are also finance functions (for example the idea of buying merchandise on credit and collecting payment from buyers of the firm's merchandise). The finance manager must also be sure that the company doesn't lose too much money to bad debt losses (people or firms that don't pay). This means that finance is responsible for collecting overdue payments.

#### **Задание 2. Составьте десять вопросов к тексту**

#### **Задание 3. Прочитайте и переведите текст**

The Two Branches of Economics

The detailed study of product, labor, and capital markets is called microeconomics. Microeconomics focuses on the behavior of the units – the firms, households, and individuals – that make up the economy. It is concerned with how the individual units make decisions and what affects those decisions. By contrast, macroeconomics looks at the behavior of the economy as a whole, in particular the behavior of such aggregate measures as overall rates of unemployment, inflation, economic growth, and the balance of trade. The aggregate numbers do not tell us what any firm or household is doing. They tell us what is happening in total or on average.

It is important to remember that these perspectives are simply two ways of looking at the same thing. Microeconomics is the bottom-up view of the economy; macroeconomics is the top-down view. The behavior of the economy as a whole is dependent on the behavior of the units that make it up.

The automobile industry is a story of both micro- and macroeconomics. It is a story of microeconomic interactions of individual companies, investors, and trade unions. It is also a story of global macroeconomic forces such as oil shortages and economic fluctuations. When car companies cut employment because demand has fallen, their problems boost the overall unemployment rate.

**Задание 4. Поставьте слова официанта в правильном порядке и составьте предложение. Соотнесите получившиеся вопросы с ответами ниже.**

Example: I/ Shall/ ice/ in/ whisky/ put/ your?

Shall I put ice in your whisky? – That'll be fine.

1. order/ Are/ to/ ready/ you?
2. What/ a/ like/ you/ as/ would/ starter?
3. salad/ Will/ have/ a/ you?
4. like/ would/ dish/ What/ main/ you?
5. Would/ dessert/ like/ a/ you?
6. variety/ We've/ got/ a/ ice-creams/ of/ pies/ and.
7. else/ anything?
8. meal/ your/ Enjoy.
  - a. Fried trout.
  - b. I'll have a piece of apple pie and a cup of coffee.
  - c. Yes, I'm ready, please.
  - d. What have you got?
  - e. I'd like some vegetables.
  - f. No, I don't want any salad, just fresh vegetables assorted. No, that is all

**Задание 5. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод местоимений. Подчеркните местоимения в предложении.**

1. When we exercise our choice for buying these or those commodities, we do so according to our personal scale of preferences.
2. Most countries engage in same form of protectionism; that is, in one may or another they restrict the importation of goods.
3. There is an undeniable core of inborn altitudes which you either have or you don't but it is apparent that merely possessing them does not necessarily make you an entrepreneur.
4. Retail sellers sometimes sell a few items below their cost to attract more customers, so that they can sell them other products on which they can build their profit.

**Задание 6. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.**

1. As the American economy becomes more complex marketing research is increasing in importance for business firms.
2. The courts will have already influenced business and commerce in our country by the beginning of the next century.
3. We have been operating our own business for several years and now have attained technical skills.
4. H. G. Heinz Company discovered that many aged people were eating the company's baby food so it installed a special line of "senior foods".

**Задание 7. Задайте вопросы к выделенным словам.**

1. The old idea of marketing emphasized customer satisfaction.
2. The economic situation has lately changed the entire concept of marketing.
3. An applicant has been waiting for the interview since morning.
4. In choosing a partner it is better to avoid persons with personalities similar to yours.

**Задание 8. Прочитайте и переведите текст**

#### The Science of Economics

Economics is a social science. It studies the social problem of choice from a scientific viewpoint; this means that it is built on a systematic exploration of the problem of choice. This systematic exploration involves both the formulation of theories and the examination of data.



A theory consists of a set of assumptions (or hypotheses) and conclusions derived from those assumptions. Theories are logical exercises: if the assumptions are correct, then the results follow. If all college graduates have a better chance of getting jobs and Ellen is a college graduate, then Ellen has a better chance of getting a job than a no graduate. Economists make predictions with their theories. They may use a theory to predict what will happen if a tax is increased or if imports of foreign cars are limited. The predictions of a theory are of the form "If a tax is increased and if the market is competitive, then output will decrease and prices will increase."

In developing their theories, economists use models. Just as engineers construct different models to study particular features of a car, so too economists construct models of the economy to depict particular features of the economy. An economic model may describe a general relationship ("When incomes rise, the number of cars purchased increases"), describe a quantitative relationship ("When incomes rise by 10 percent, the number of cars purchased rises, on average, by 12 percent"), or make a general prediction ("An increase in the tax on petrol will decrease the demand for cars").

### **Критерии самооценки выполненной работы**

Very well	OK	A little
Содержание текста		
Организация текста		
Лексика		
Грамматика		
Орфография и пунктуация		
Устная речь		

### **Список рекомендуемой литературы:**

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5. Интернет – ресурсы.

### **Практическая работа к темам «Структура рынка и конкуренции и рынок рабочей силы»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### **Содержание работы**

**Задание 1. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.**

1. Gillette has been accused at various times of selling its razors below cost.
2. Until 1933 major pieces of legislation were formulated as a result of the efforts of the Theodore Roosevelt administrations.
3. The training is being provided for the manager of your franchise business now.
4. The commissions paid to the agents will have been increased by the sales manager by the beginning of the year.

**Задание 2. Соедините вопросы с ответами**

1. Could I speak to your manager?
2. Can I reserve a table for two at the weekend?
3. Can I book a single room for tonight?
4. Can I have lunch at the moment?
5. Could you translate that?
6. Could I have a family room for Christmas?
  - a. I'm afraid we haven't any tables left this weekend.
  - b. I'm awfully sorry but I really don't know a word in Spanish.

- c. I'm afraid we have nothing left for Christmas.
- d. I'm sorry he is not here at the moment.
- e. I'm really very sorry, but we are fully booked for tonight.
- f. Excuse me, but it is impossible. We don't serve lunch before

**Задание 3. Подумайте о возможных вопросах. Ответы посетителя даны**

a) *Example:* - Shall I bring a bottle of it?

- No, just a glass.
- 1. - ....
- Smoked halibut.
- 2. - ....
- No, fresh vegetable assorted.
- 3. - ....
- I'll have some caviar.
- 4. - ...
- Steak with potatoes.
- 5. - ...
- I'd like it well done.

**Задание 4. Перепишите и письменно переведите предложения на русский язык. Подчеркните сложное дополнение.**

- 1. We have never heard her speak German.
- 2. Everybody watched a young lady dancing and talking to our President.
- 3. Nobody noticed Kate go out.
- 4. When I came into the hall, I saw the president of our company making a report.

**Задание 5. Прочитайте и переведите текст**

Money as a unit of account

In performing its roles as a medium of exchange and a store of value, money serves a third purpose. It is a way of measuring the relative values of different goods. This is the unit of account function of money. If a banana costs 25 pence and a peach 50 pence, then a peach is worth twice as much as banana. A person who wishes to trade bananas for peaches can do so at the rate of two bananas for one peach. Money thus provides a simple and convenient yardstick for measuring relative market values.

Imagine how difficult it would be for firms to keep track of how well they were doing without such a yardstick. The leaders might describe how many of each item the firm bought or sold. But the fact that the firm sold more items than it purchased would tell you nothing about how well that firm was doing. You need to know the value of what the firm sells relative to the value of what it purchases. Money provides the unit of account, the means by which the firm and others take these measurements. Money is anything that is generally accepted as a medium of exchange, a store of value, and a unit of account. Money is, in other words, what money does.

One of the problems of defining money is that there are many financial assets differing in the ease or convenience or effectiveness with which they can be used as a means of payment or store of value. Each tends to be very similar to the next, so that it is not clear where to draw the line in deciding what is and what is not money.

**Задание 6. Переведите условные предложения. Обратите внимание на конструкции с реальным и маловероятным условием.**

- 1. In Russia it would be quite sensible for the state to own an oil major. In this context it would have been more logical for Rosneft – and not Gazprom – to take over Sibneft.
- 2. Had a company like Statoil emerged from the assets of Yukos and Sibneft, it would only have been welcomed.
- 3. If one invents a new product he will have to apply for a patent to the US Patent Office.
- 4. If you are not qualified for the job, you won't get it.

**Задание 7. Перепишите предложения. Переделайте прямую речь в косвенную. Переведите предложения на русский язык.**

- 1. The President of the International Air Transport Association said: "Airlines fuel costs will rise by 31% next year".

2. The rector of the university said: "In doctoring, female medical students have outnumbered male ones".
3. The journalist asked: "What can business do to combat the AIDS epidemic?"
4. The experts said: "We support the president's and government's intention to increase the well – being of Russian, citizens, but believe that the task cannot be solved with budgetary policy only."

**Задание 8. Перепишите и письменно переведите предложения.**

Gentlemen:

We have received an order for 150.000 from Messrs. Roger Blake and Co. They have given us the name of your firm as a reference.

We venture to ask you to advise us whether they are good for this amount and whether they are trustworthy.

Any information which you may give us will be gratefully appreciated and treated strictly confidentially.

We enclose a stamped addressed envelope for your reply and thank you in advance for your courtesy.

Sincerely

**Критерии самооценки выполненной работы**

Very well	OK	A little
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Содержание текста

Организация текста

Лексика

Грамматика

Орфография и пунктуация

Устная речь

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5. Интернет – ресурсы.

**Практическая работа к темам «Страхование товара и что такое инфляция»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

**Содержание работы**

**Задание 1. Перепишите и письменно переведите предложения на русский язык. Задайте вопросы к выделенным словам.**

1. Retailers are getting into manufacturing while wholesalers and manufacturers are moving into relating.
2. Our scientists have been carrying out a close study of this phenomenon for a number of years.
3. The analysis has been conducted outside the companies by other parties.
4. We appear to be making a very good progress.

**Задание 2. Перепишите предложения. Подчеркните модальные глаголы или их эквиваленты.**

**Переведите предложения на русский язык.**

1. Professional marketing services are to be of great value to producers and sellers.
2. They will be able to dispatch the goods next month.
3. He ought to take a more active part in decision making on the exports strategy of the company.
4. The company couldn't make a reduction in price but it had to deliver the equipment in shortest time.

**Задание 3. Перепишите и письменно переведите предложения на русский язык. Определите, какой частью речи являются выделенные слова:**

- a) герундий;
- b) причастие I, II;
- c) инфинитив.

1. Another problem is the difficulty in increasing productivity or efficiency in the service sector.

2. While checking the figures given we had to correct some of them.
3. Most large concerns have a number of economists on their staff to help them to forecast to expected fluctuations.
4. To build more capacity than needed means to use money that is not producing income.

**Задание 4. Прочитайте и переведите текст**

Bookkeepers and accounting clerks

Every business needs systematic and up-to-date records of accounts and business transactions. Bookkeepers and accounting clerks maintain these records in journals and ledgers or in the memory of a computer. They also prepare periodic financial statements showing all money received and paid out. The duties of bookkeepers and the "tools of the trade" vary with the size of the business. However, virtually all of these workers use calculating machines and many work with computers.

In small firms, a general bookkeeper handles all the bookkeeping. He or she analyzes and records all financial transactions such as orders and cash sales. General bookkeepers also check money taken in against money paid out to be sure accounts balance, calculate the firm's payroll, and make up employee's paychecks. General bookkeepers also prepare and mail customer's bills and answer telephone requests for information about orders and bills.

In large businesses, several bookkeepers and accounting clerks work under the direction of a head bookkeeper or accountant. In these organizations, bookkeeping workers often specialize in certain types of work. Some, for example, prepare statements of a company's income from sales or its daily operating expenses. Some enter information on accounts receivable and accounts payable into a computer and review computer printouts for accuracy and completeness. Others record business transactions and compute interest, rental, and freight charges.

**Задание 5. Сделайте пересказ текста**

**Критерии самооценки выполненной работы**

	OK	A little
Содержание текста		
Организация текста		
Лексика		
Грамматика		
Орфография и пунктуация		
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5. Интернет – ресурсы.

**Практическая работа к темам «Деловая корреспонденция  
Контракт»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

**Содержание работы**

**Задание 1. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.**

1. In recent years large metal containers easily transferred from one type of carrier to another have been developed.
2. Advertising is increasingly being attacked for its distortions of the product quality in this country.
3. During the war most businesses were hurt because of the serious disruption.

4. His marketing decisions will be founded on that strategy.

**Задание 2. Перепишите предложения. Подчеркните модальные глаголы или их эквиваленты. Переведите предложения на русский язык.**

1. Professional marketing services are to be of great value to producers and sellers.
2. They will be able to dispatch the goods next month.
3. He ought to take a more active part in decision making on the exports strategy of the company.
4. The company couldn't make a reduction in price but it had to deliver the equipment in shortest time.

**Задание 3. Перепишите и письменно переведите предложения на русский язык, обращая внимание на пассивный залог**

- 1) The flowers were bought by me yesterday.
- 2) The flowers are often bought.
- 3) The flower has been adopted as England's emblem since the time of the Wars of the Roses.
- 3) The flowers will be bought by me tomorrow.
- 4) The flowers are being bought now.
- 5) The flowers were being bought at five o'clock yesterday.
- 6) The flowers have already been bought.
- 7) The flowers had been bought when I came.
- 8) The flowers will have been bought by five tomorrow.

**Задание 4. Перепишите и письменно переведите предложения на русский язык. Подчеркните сложное дополнение.**

1. The director wishes the work to be done at once.
2. The customs officer allowed the goods to be discharged.
3. I hope them to be in time.
4. I saw the students doing practical work on chemistry.

**Задание 5. Прочитайте и переведите текст**

#### Money as a store of value

People will only be willing to exchange what they have for money if they believe they can later exchange the money for the goods or services they want. Thus, for money to serve its role as a medium of exchange, it must hold its value, at least for a short while. This function is known as the store of value function of money. There was a time when governments feared that paper money by itself would not be accepted in the future, and so paper money was not as good a store of value as gold. People had confidence in paper money only because it was backed by gold (if you wished, you used to be able to exchange your paper money for gold).

Today, however, all major economies have inconvertible paper money – money that has value only because the government says it has value and because people are willing to accept it in exchange for goods. The banknotes issued by the Bank of England attempt to make their owners feel secure with the words, "I promise to pay the bearer on demand the sum of five pounds," in the case of the five pound note. This is in fact a meaningless statement. Once upon a time, when the pound sterling was backed by gold, the Bank of England had an obligation to exchange notes for gold. But nowadays, the only thing the Bank of England will offer in exchange for one five pound note is another five pound note.

**Задание 6. Переведите условные предложения. Обратите внимание на конструкции с реальным и маловероятным условием.**

1. Had the firm made money on the blades at the 15% price it would have increased its short-run profits.
2. You would have to pay interest if you didn't settle the bill within 60 days.
3. If the administration wants to stimulate economic activity it will have to lower tax rates.
4. If we are given a good discount, we'll sign the contract.

**Задание 7. Перепишите предложения. Переделайте прямую речь в косвенную. Переведите предложения на русский язык.**

1. The president of the Russian union of Industrialists and Entrepreneurs said: "Small and medium sized business is the driving force of economic growth and investment activity".
2. The Financial Times reported: "Hurricane Rita has caused more damage to oil rigs than any other storm in history".
3. The journalist asked: "Did you study the Russian media work with documents, talk with people who knew the president?"
4. The World watch institute wrote: "The number of transnational corporations world wide grew from 7.000 in 1970 to some 60.000 today".

**Задание 8. Перепишите и письменно переведите предложения.**

Dear Mrs. Crossman,

This is a reminder about invoice number 378 for 5,000, which is now over 30 days past due.

If there is a problem with this invoice, please call me at once so we can correct it.

Thank you for your prompt attention to this matter.

Yours sincerely.

P.S. If your payment is already in the post, please accept our thanks and disregard this notice.

**Задание 9. Перепишите и письменно переведите деловое письмо**

STANDARD ELECTRIC CORPORATION

2120 Oak Terrace Lake Bluff,

Illinois 60044

February 7.

Ms. Peggy Sawyer Branch Manager

The First Bank of Chicago

1160 State Street Chicago,

Illinois 60688

Dear Ms. Sawyer: Kretchmer's Appliance Store, 1135 State Street, Chicago, has placed an order with us \$120 worth of merchandise and listed you as a credit reference. We would appreciate your sending us information regarding Kretchmer's credit rating. We would especially like to know how long the owner, Bruce Kretchmer, has had an account with you and whether or not any of his debts are past due. We will, of course, keep any information we receive in the strictest confidence. A reply envelope is enclosed for your convenience.

Sincerely yours,

Standard electric corporation

Milton Smedley Credit Department

**Критерии самооценки выполненной работы**

Very well                      ОК                      A little

Содержание текста

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5. Интернет – ресурсы.

**Практическая работа к теме «Техника перевода инфинитивного перевода «сложное подлежащее»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

**Содержание работы**

**Изучите таблицу**

Следующая таблица поможет вам переводить предложения, содержащие **Complex Subject**.

<b>He was said to work a lot.</b>	— Говорили, что он много <b>работает</b> .
... <b>was said to ...</b>	— Говорили, что...
... <b>was seen to ...</b>	— Видели, что...
... <b>was heard to ...</b>	— Слышали, что...
... <b>was supposed to ...</b>	— Предполагали, что...
... <b>was believed to ...</b>	— Полагали, что...
... <b>was expected to ...</b>	— Ожидали, что...
... <b>was reported to ...</b>	— Сообщали, что...
... <b>was considered to ...</b>	— Считали, что...
... <b>was thought to ...</b>	— Думали, что...
... <b>was found to ...</b>	— Обнаружили, что...
... <b>was announced to ...</b>	— Объявили, что...
... <b>was known to ...</b>	— Было известно, что...

**Задание 1. Переведите на русский язык, обращая внимание на сложное подлежащее**

1. He is said to know all about it.
2. He was said to have known the whole truth about it.
3. Juri Gagarin is known to be the first man in the world to travel into space on the 12th of April, 1961.
4. He is supposed to be a very good film actor.
5. He is believed to be innocent of the crime.
6. Innocent people were announced to have been murdered by terrorists.
7. The terrorist was announced to have been killed by his own bomb.
8. The exhibition of 19th century French painting is expected to open by the end of next week.
9. Monet's painting is reported to be on exhibition until the end of the month.
10. The President of Russia was reported to speak to the nation on television tonight.
11. The American astronaut Neil Armstrong is known to be the first man to walk on the moon.
12. He was said to be one of the most promising nuclear physicists.
13. He is said to be a good translator.
14. Roberta was known to be an honest and hard-working girl.
15. Clyde was expected to arrive at the weekend.

**Задание 2. Перефразируйте следующие предложения, употребляя сложное подлежащее**

1. People consider the climate there to be very healthy.
2. It was announced that the Chinese dancers were arriving next week.
3. It is expected that the performance will be a success.
4. It is said that the book is popular with both old and young.
5. It is believed that the poem was written by an unknown soldier.
6. It is supposed that the playwright is working at a new comedy.
7. It is reported that the flood has caused much damage to the crops.
8. It was supposed that the crops would be rich that year.
9. It has been found that this mineral water is very good for the liver.
10. Scientists consider that electricity exists throughout space.
11. It is said that the weather in Europe was exceedingly hot last summer.
12. It was reported that five ships were missing after the battle.

**Задание 3. Переведите на английский язык, используя конструкцию Complex Subject**

1. Говорят, что это здание было построено в 15 веке.
2. Предполагают, что собрание закончится в 10 часов.
3. Никак не ожидали, что холодная погода наступит так рано.
4. Из трех сестер Бронте Шарлотта считается наиболее талантливой.
5. Как известно, английская писательница Войнич жила в течение нескольких лет в Петербурге и изучала русскую литературу.

6. Считают, что русская литература оказала влияние на ее творчество.
7. Известно, что римляне построили на Британских островах хорошие дороги.
8. Полагают, что поэма «Беовульф» была написана в 15 веке.
9. Вальтер Скотт считается создателем исторического романа.
10. Сообщают, что экспедиция достигла места назначения.
11. Полагают, что они знают об этом больше, чем хотят показать.
12. Говорят, что он работает над своим изобретением уже несколько лет.
13. Говорят, что эта статья переведена на все языки мира.
14. Ожидают, что они выиграют этот матч.

#### **Критерии самооценки выполненной работы**

Very well	OK	A little

#### **Список рекомендуемой литературы:**

1. Агабекян И.П. Английский язык для средних профессиональных заведений. Ростов-на-Дону: Феникс, 2009. – 319 с.
2. Безкороваина Г.Т., Соколова Н.И., Койранская Е.А. и др. Planet of English: Учебник английского языка для учреждений НПО и СПО: (+CD): Рекомендовано ФГАУ «Фиро», 2008. - 256
3. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: Учебник: Рекомендовано ФГАУ «Фиро». М.: Издательский центр «Академия», 2008. – 336 с
4. Ломаев Б.Ф., Томских Г.П., Михина А.Э. English: Your way. Практический курс английского языка. Чита, 2011. – 300с.
5. Интернет – ресурсы.

#### **Практическая работа к темам «Обучение рецензированию и аннотированию и реферирование газетной статьи «Robbery sets a record in London»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### **Содержание работы**

##### **Задание 1. Прочитайте план работы со статьёй**

План работы со статьёй

1. Прочитайте текст. Обратите внимание на заголовки, графики, рисунки и т.д.
2. Прочитайте текст второй раз более внимательно для ознакомления с общим содержанием и для целостного восприятия. Определите значение незнакомых слов по словарю. Необходимо досконально понять все нюансы содержания, разобраться в научно-технической стороне освещаемого вопроса и, если необходимо, то пополнить свои знания по этому вопросу из других доступных источников.
3. Определите основную тему текста.
4. Проведите смысловой анализ текста с целью выделения абзацев, содержащих информацию, которая подтверждает, раскрывает или уточняет заглавие текста, а, следовательно, и основную тему. Абзацы, содержащие информацию по теме, отмечаются знаком (+), где нет существенной информации знаком (-). Абзацы, требующие проведения дополнительного анализа, отмечаются знаком (?). Часто уже сам источник имеет разбивку на главы.
5. Перечитываются абзацы, вызвавшие трудность в понимании. Если возникает необходимость, делается перевод. После выяснения смысла отрывка он помечается знаком (+) или (-).
6. Распределяется весь материал статьи на три группы по степени его важности:
  - А) выделение наиболее важных сообщений, требующих точного и полного отражения в реферате;
  - Б) выделение второстепенной информации, которую следует передать в сокращенном виде;
  - В) выделение малозначительной информации, которую можно опустить.
7. Определяется ключевая мысль каждого абзаца ,отмеченного знаком (+), которая записывается с номером абзаца. Таким образом, составляется логический план текста. Желательно все пункты плана



формулировать назывными предложениями, оставляя на бумаге после каждого пункта плана свободное место для последующего формулирования главной мысли этого раздела. Назывные предложения плана легче всего преобразовать в предложения, формулирующие главную мысль каждого раздела и важнейшие доказательства, подкрепляющие эту мысль, что и составляет суть самого реферирования. Главная мысль и доказательства записываются одним или двумя краткими предложениями. Завершив таким образом обработку всех пунктов плана, необходимо сформулировать главную мысль всего первоисточника, если это не сделано самим автором.

**Фразы, необходимые для пересказа статьи**

ANNOTATION PLAN	
1. The title of the article.	<p>The article is headlined...</p> <p>The headline of the article I have read is...</p> <p>As the title implies the article describes ...</p>
2. The author of the article, where and when the article was published.	<p>The author of the article is...</p> <p>The author's name is ...</p> <p>Unfortunately the author's name is not mentioned ...</p> <p>The article is written by...</p> <p>It was published in ... (<i>on the Internet</i>).</p> <p>It is a newspaper (scientific) article (published on <i>March 10, 2012 / in 2010</i>).</p>
3. The main idea of the article.	<p>The main idea of the article is...</p> <p>The article is about...</p> <p>The article is devoted to...</p> <p>The article deals (<i>is concerned</i>) with...</p> <p>The article touches upon the issue of...</p> <p>The purpose of the article is to give the reader some information on...</p> <p>The aim of the article is to provide the reader with some material on...</p>
4. The contents of the article. Some facts, names, figures.	<p>The author starts by telling (the reader) that...</p> <p>The author (of the article) writes (<i>reports, states, stresses, thinks, notes, considers, believes, analyses, points out, says, describes</i>) that... / <i>draws reader's attention to...</i></p> <p>Much attention is given to...</p> <p>According to the article...</p> <p>The article goes on to say that...</p> <p>It is reported (<i>shown, stressed</i>) that ...</p> <p>It is spoken in detail about...</p> <p>From what the author says it becomes clear that...</p> <p>The fact that ... is stressed.</p> <p>The article gives a detailed analysis of...</p> <p>Further the author reports (<i>writes, states, stresses, thinks, notes, considers, believes, analyses, points out, says, describes</i>) that... / <i>draws reader's attention to...</i></p> <p>In conclusion the author writes (<i>reports, states, stresses, thinks, notes, considers, believes, analyses, points out, says, describes</i>) that... / <i>draws reader's attention to...</i></p>

	The author comes to the conclusion that... The following conclusions are drawn: ...
5. Your opinion.	I found the article (rather) interesting (important, useful) <i>as / because...</i> <i>I think / In my opinion</i> the article is (rather) interesting (important, useful) <i>as / because...</i> I found the article too hard to understand / rather boring <i>as / because...</i>

## Задание 2. Сделайте пересказ статьи по плану

### World's Biggest Heists – London Hatton Garden £200m Diamond Robbery, Easter 2015.



Strange Mysteries and Unexplained Stuff | Discover the mysteries of the world .

Over the Easter weekend in 2015 daring thieves made away with an estimated £200m haul of diamonds and other jewellery after robbing safe deposit boxes at Hatton Garden Safe Deposit Ltd in London's famous diamond quarter district of Hatton Garden.

The complex planning behind the robbery, led police investigating the crime to suspect the notorious British mastermind "The king of Diamonds".

#### The king of Diamonds

The king of Diamonds last confirmed heist was as a Panama hat-wearing "Mr Big" who turned up to a jewel raid in 2007 driving a Bentley. Dubbed the King of Diamonds, the mystery man was one of two smartly dressed raiders who posed as rich customers to rob the Graff diamond store in London.

During that heist, the pair escaped with millions of pounds worth of jewels including a necklace decorated with 270 diamonds – worth more than £1million on its own.

The loot vanished with barely a trace until one gem allegedly turned up in a Hong Kong pawn shop.

The King of Diamonds thief also had alleged links to Britain's biggest ever jewellery robbery in 2009, which saw £40million of gems taken from another London Graff store.

Known to be in Spain, the King of Diamonds is reported to have arrived back just before Easter.



#### The mastermind planning of the 2015 Hatton Garden Heist

Police claimed the robbers behind the Hatton Garden heist could have started the major underground fire that burned near the crime scene the day before the Easter break. The mysterious fire knocked out power to the area, including the Hatton Garden Safety Deposit Ltd building.

Conveniently, that fire disabled the power and the complicated, but old, alarm system within the building the raiders robbed. The fire also diverted emergency services, and the general public's attention.

With the diversion fire in place, on the Thursday afternoon, the raiders broke into an office that adjoins the Hatton Garden Safety Deposit Ltd building and headed for its roof.

From the roof they then broke through a wall.

This allowed them to gain access to a lift shaft within the target building.

The raiders then abseiled down the lift shaft in Hatton Garden Safety Deposit Ltd.

They are then believed to have disabled the remaining alarms for the vault before cutting through its 18inch thick steel reinforced concrete walls



### **A well timed heist!**

The vault in question is also reinforced with concrete protection doors that are 2m thick.

The raiders then managed to break into about 70 of the 600 safety deposit boxes, which are used by the local diamond and jewellery traders.

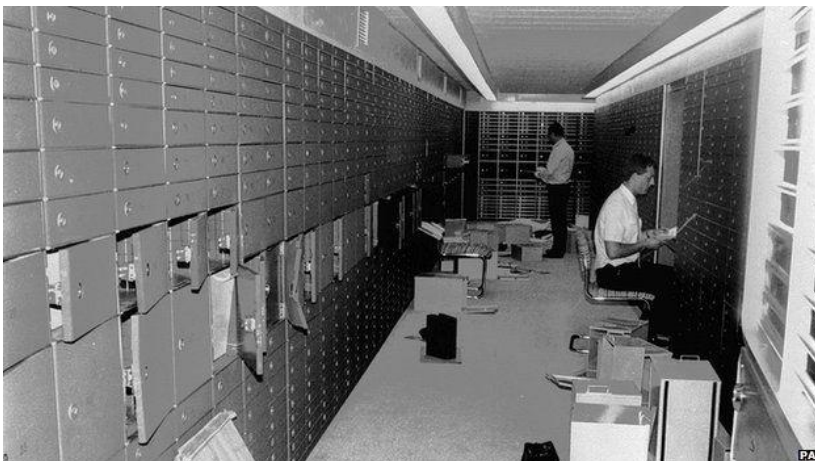
It is a well known fact that the London diamond and jewellery traders move stock to the safety deposit boxes over the holiday weekends (for added security). Therefore the timing of the heist ensured a bigger than average haul.

Hatton Garden has been at the centre of London's diamond trade since medieval times and is made up of over 300 jewellery businesses and 55 shops – the most concentrated cluster of jewellers in the UK.

Many of the boxes contents still remain unconfirmed, as traders are reluctant to reveal what they contained. It is known that most of the boxes were used to store both jewellery and loose diamonds.

On the Friday, the second day of the heist, an alarm was activated in the building – this likely resulted in the raiders fleeing earlier than planned – leaving over 500 boxes, and possibly over £1.5 Billion worth of diamonds intact.

An estimate of the value of diamonds from the 70 boxes raided is believed to be £200m including a number of large stones worth over £500,000 each.



Many jewellers of Hatton Garden teamed up to employ a security firm in 2001 out of fear that the police were not doing enough to deter raiders. The security workers claimed to be ex-SAS and former members of Soviet special forces. Once the alarm was activated members of the

security team turned up, but failed to notice a heist was taking place.

The raiders would have had four days to break into all the boxes, before the building reopened on the Tuesday following the Easter holidays.

It is also believed the haul of diamonds left the UK before the robbery was even discovered. Diamonds, once recut and relished are untraceable.

<http://coolinterestingstuff.com/worlds-biggest-heists-london-hatton-garden-200m-diamond-robbery-easter-2015>

### Критерии самооценки выполненной работы

Very well	OK	A little

### Список рекомендуемой литературы:

1. Агабекян И.П. Английский язык для средних профессиональных заведений. Ростов-на-Дону: Феникс, 2009. – 319 с.
2. Безкоровайная Г.Т., Соколова Н.И., Койранская Е.А. и др. Planet of English: Учебник английского языка для учреждений НПО и СПО: (+CD): Рекомендовано ФГАУ «Фиро», 2008. - 256
3. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: Учебник: Рекомендовано ФГАУ «Фиро». М.: Издательский центр «Академия», 2008. – 336 с
4. Ломаев Б.Ф., Томских Г.П., Михина А.Э. English: Your way. Практический курс английского языка. Чита, 2011. – 300с.
5. Интернет – ресурсы.

### Практическая работа к теме «Инфинитивный оборот, сложное дополнение»

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### Содержание работы

Изучите таблицу

Complex Object			
Somebody	want expect would like wish	us me him	to do smth.
	hear see feel notice	her the girl their colleagues my friends our relatives	do (doing) smth.
	let make	Olga Peter and John	do smth.

#### Задание 1. Дополните предложения, используя сложное дополнение

1. The teacher said to the pupils: "Learn the rule." — The teacher wanted ...
2. "Be careful, or else you will spill the milk," said my mother to me. — My mother did not want...
3. "My daughter will go to a ballet school," said the woman. — The woman wanted ...
4. The man said: "My son will study mathematics." —The man wanted ...
5. "Oh, father, buy me this toy, please," said the little boy. — The little boy wanted ...
6. "Wait for me after school," said Ann to me. — Ann wanted ...

7. "Fix the shelf in the kitchen," my father said to me. — My father wanted ...
8. "It will be very good if you study English," said my mother to me. — My mother wanted ...
9. "Bring me some water from the river, children," said our grandmother. — Our grandmother wanted ...
10. "Come to my birthday party," said Kate to her classmates — Kate wanted ...
11. The biology teacher said to us: "Collect some insects in summer." — The biology teacher wanted ...
12. "Don't eat ice cream before dinner," said our mother to us. Our mother did not want...

**Задание 2. Раскройте скобки, используя сложное дополнение. Переведите**

1. I want (she) to be my wife.
2. My brother taught ( I ) to swim and dive.
3. They would like (we) to read aloud.
4. Bob advised (she) to stay for another week.
5. We expect (he) to arrive at noon.
6. I heard (you) open the door.
7. Dad always makes ( I ) go fishing with him every weekend.
8. Our parents expect (we) to stop quarreling.
9. Sara never lets (he) drive her car.
10. I saw (you) cross the street.

**Задание 3. Поставьте «to» там, где необходимо**

1. We heard the lorry ... stop near the house.
2. I want my elder sister ... take me to the zoo.
3. I believe the Internet ... be the greatest invention ever.
4. The teacher doesn't let us ... use our mobile phones.
5. They didn't expect her ... be late.
6. The police officer made him ... tell the truth.
7. I would like you ... admit your fault.
8. Swan believes Vicky ... be the best manager in our store.
9. Nick persuaded me ... go in for sports.
10. We saw Jacob ... break the window.
11. I consider this sculpture ... be a masterpiece.
12. She noticed Mary suddenly ... turn pale.

**Задание 4. Перефразируйте предложения, используя сложное дополнение**

Н-р: I want that she will cook mushroom soup. (Я хочу, чтобы она приготовила грибной суп.) – I want her to cook mushroom soup.

1. The children were laughing and enjoying themselves on the beach. Their parents saw them. – Their parents saw ...
2. They said: "He is an expert in our industry." – They consider ...
3. The bike disappeared in the forest. The policeman noticed it. – The policeman noticed ...
4. Elvis said to his son: "Don't watch horror films." – Elvis doesn't let ...
5. "Mummy, please, buy me that doll", said the little girl. – The little girl would like ...
6. Dad says that I can travel to China with you. – Dad allows ...
7. He swears a lot. Many people heard that. – Many people heard ...
8. "Bring me some water from the well," my grandmother said. – My grandmother wanted ...
9. Somebody was watching me. I felt that. – I felt ...
10. Daniel said: "Helen, you can go to a night club tonight." – Daniel let ...

**Критерии самооценки выполненной работы**

Very well	OK	A little
Содержание текста		
Организация текста		
Лексика		
Грамматика		
Орфография и пунктуация		
Устная речь		

### Список рекомендуемой литературы:

1. Агабекян И.П. Английский язык для средних профессиональных заведений. Ростов-на-Дону: Феникс, 2009. – 319 с.
2. Безкоровайная Г.Т., Соколова Н.И., Койранская Е.А. и др. Planet of English: Учебник английского языка для учреждений НПО и СПО: (+CD): Рекомендовано ФГАУ «Фиро», 2008. - 256
3. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: Учебник: Рекомендовано ФГАУ «Фиро». М.: Издательский центр «Академия», 2008. – 336 с
4. Ломаев Б.Ф., Томских Г.П., Михина А.Э. English: Your way. Практический курс английского языка. Чита, 2011. – 300с.
5. Интернет – ресурсы.

### Практическая работа к темам «Что такое инфляция»

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### Содержание работы

#### Задание 1. Сделайте пересказ статьи по плану

Inflation: What Is Inflation?

By [Investopedia Staff](#)

Inflation is defined as a sustained increase in the general level of prices for goods and services. It is measured as an annual percentage increase. As inflation rises, every dollar you own buys a smaller percentage of a good or service.

The value of a dollar does not stay constant when there is inflation. The value of a dollar is observed in terms of purchasing power, which is the real, tangible goods that money can buy. When inflation goes up, there is a decline in the purchasing power of money. For example, if the inflation rate is 2% annually, then theoretically a \$1 pack of gum will cost \$1.02 in a year. After inflation, your dollar can't buy the same goods it could beforehand.

There are several variations on inflation:

- **Deflation** is when the general level of prices is falling. This is the opposite of inflation.
- **Hyperinflation** is unusually rapid inflation. In extreme cases, this can lead to the breakdown of a nation's monetary system. One of the most notable examples of hyperinflation occurred in Germany in 1923, when prices rose 2,500% in one month!
- **Stagflation** is the combination of high unemployment and economic stagnation with inflation. This happened in industrialized countries during the 1970s, when a bad economy was combined with **OPEC** raising oil prices. In recent years, most developed countries have attempted to sustain an inflation rate of 2-3%.

#### Causes of Inflation

• Economists wake up in the morning hoping for a chance to debate the causes of inflation. There is no one cause that's universally agreed upon, but at least two theories are generally accepted: **Demand-Pull Inflation** - This theory can be summarized as "too much money chasing too few goods". In other words, if demand is growing faster than supply, prices will increase. This usually occurs in growing economies.

**Cost-Push Inflation** - When companies' costs go up, they need to increase prices to maintain their **profit margins**. Increased costs can include things such as wages, taxes, or increased costs of imports.

#### Costs of Inflation

• Almost everyone thinks inflation is evil, but it isn't necessarily so. Inflation affects different people in different ways. It also depends on whether inflation is anticipated or unanticipated. If the inflation rate corresponds to what the majority of people are expecting (anticipated inflation), then we can compensate and the cost isn't high. For example, banks can vary their **interest rates** and workers can negotiate contracts that include automatic wage hikes as the price level goes up.

Problems arise when there is unanticipated inflation:

- Creditors lose and debtors gain if the lender does not anticipate inflation correctly. For those who borrow, this is similar to getting an interest-free loan.

- Uncertainty about what will happen next makes corporations and consumers less likely to spend. This hurts economic output in the long run.
- People living off a fixed-income, such as retirees, see a decline in their purchasing power and, consequently, their standard of living.
- The entire economy must absorb repricing costs ("menu costs") as price lists, labels, menus and more have to be updated.
- If the inflation rate is greater than that of other countries, domestic products become less competitive.

People like to complain about prices going up, but they often ignore the fact that wages should be rising as well. The question shouldn't be whether inflation is rising, but whether it's rising at a quicker pace than your wages. Finally, inflation is a sign that an economy is growing. In some situations, little inflation (or even deflation) can be just as bad as high inflation. The lack of inflation may be an indication that the economy is weakening. As you can see, it's not so easy to label inflation as either good or bad - it depends on the overall economy as well as your personal situation.

(<http://www.investopedia.com/university/inflation/inflation1.asp>)

### Критерии самооценки выполненной работы

Very well	OK	A little
Содержание текста		
Организация текста		
Лексика		
Грамматика		
Орфография и пунктуация		
Устная речь		

### Список рекомендуемой литературы:

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3. Голубев А.П., Балюк Н.В., Смирнова И.Б. Английский язык: Учебник: Рекомендовано ФГАУ «Фиро». М.: Издательский центр «Академия», 2008. – 336 с
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5. Интернет – ресурсы.

### Практическая работа к теме «Контракт»

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### Содержание работы

**Задание 1. Заполните форму договора и напишите сопроводительное письмо к нему**

#### Sample Employment Contract

This contract of employment is entered into \_\_\_\_\_ (hereinafter between

referred to as \_\_\_\_\_ hereinafter referred to as 'Employer') and \_\_\_\_\_ Employee')

on \_\_\_\_\_ under the terms and conditions of employment below :

**1. Commencement** Effective from \_\_\_\_\_

**of Employment**  until either party terminates the contract.  
 for a fixed term contract for a period \* day(s) /week(s)/ month(s)/  
of \_\_\_\_\_ year(s),  
ending on \_\_\_\_\_.

**2. Probation Period**  No  Yes \*day(s) / week(s)/ month(s)

**3. Position and Section Employed**

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**4. Place of Work**

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**5. Working Hours**  Fixed, at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day  
from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
and \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
 Shift work required, \_\_\_\_\_ hours per day  
from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
or \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm  
 Shift work required, \_\_\_\_\_ working day(s) per \*week/ month, \_\_\_\_\_ hour(s).  
at \_\_\_\_\_ totalling \_\_\_\_\_  
 Others \_\_\_\_\_

(details of the arrangement on working hours and total working hours)

**6. Meal Break**  Fixed, from \_\_\_\_\_ \*am/pm to \_\_\_\_\_ \*am/pm \*with/without pay  
o \_\_\_\_\_ ,  
 Not-fixed, at \_\_\_\_\_ \*minutes/hour(s) per day, \*with/without pay  
\_\_\_\_\_ )

Meal break \*is/ is not counted as working hour(s).

**7. Rest Days**  On \_\_\_\_\_ , \*with / without  
every \_\_\_\_\_ pay  
 On \_\_\_\_\_ day(s)per \*week/month, \*with / without pay  
rotation, \_\_\_\_\_  
(The employee is entitled to not less than 1 rest day in every period of 7 days)

**8. Wages**

(a) wage rate  Basic wages of \$ \_\_\_\_\_ per \* hour/ day /week/month;



**plus** the following allowance(s) :

Meal allowance of \_\_\_\_\_ per \* *day / week / month*  
\$ \_\_\_\_\_

Travelling allowance of \_\_\_\_\_ per \* *day / week / month*  
\$ \_\_\_\_\_

Please put a “✓” in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate  
(6/2015)

Attendance allowance of (amount)  
\$ \_\_\_\_\_

\_\_\_\_\_  
(details of criteria and calculation of payment)

Others (e.g. commission, tips) \$ (amount)  
\_\_\_\_\_

\_\_\_\_\_  
(details of criteria and calculation of payment and date of payment)

**(b) overtime pay**  At the rate of \_\_\_\_\_ per hour  
\$ \_\_\_\_\_

At the rate according to \*normal wages \_\_\_\_\_ % of normal wages  
/ \_\_\_\_\_

**(c) payment of**  Every \_\_\_\_\_ month, \_\_\_\_\_ day of the month  
on \_\_\_\_\_

**wages & wage** for wage period \_\_\_\_\_ day of the month \_\_\_\_\_ day of \*the month/ the following  
from \_\_\_\_\_ to \_\_\_\_\_ month.

**period(s)**

Twice monthly, payable on

**(i)** \_\_\_\_\_ day of \*the month / following month

\_\_\_\_\_ for wage period \_\_\_\_\_ day of the month \_\_\_\_\_ day of \*the month/ the following  
from \_\_\_\_\_ to \_\_\_\_\_ month.

**(ii)** \_\_\_\_\_ day of \*the month / following month

\_\_\_\_\_ for wage period \_\_\_\_\_ day of the month \_\_\_\_\_ day of \*the month/ the following  
from \_\_\_\_\_ to \_\_\_\_\_ month.

Once for every \_\_\_\_\_ \*day(s)/week(s)  
\_\_\_\_\_

for wage period \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_

**9. Holidays**

The Employee is entitled to:

- statutory holidays as specified in the Employment Ordinance
- public holidays
- plus** other holidays (please specify) \_\_\_\_\_

**10. Paid Leave**

**Annual**  The Employee is entitled to paid annual leave according to the provisions of the Employment Ordinance (ranging from 7 to 14 days depending on the Employee's length of service).

- The Employee is entitled to the following paid annual leave according to the rules of the \_\_\_\_\_ company (please specify) \_\_\_\_\_

**11. Maternity Benefits**

- The Employee is entitled to maternity leave and maternity leave pay according to the provisions of the Employment Ordinance.
- The Employee is entitled to the following maternity leave and maternity leave pay according to the rules of the company (please specify) \_\_\_\_\_

**12. Paternity Benefits**

- The Employee is entitled to paternity leave and paternity leave pay according to the provisions of the Employment Ordinance.
- The Employee is entitled to the following paternity leave and paternity leave pay according to the rules of the company (please specify) \_\_\_\_\_

**13. Sickness Allowance**

- The Employee is entitled to sickness allowance according to the provisions of the Employment Ordinance.
- The Employee is entitled to sickness allowance according to the rules of the company under the following circumstances:
  - If the number of sickness days taken is \_\_\_\_\_ day(s) or below, an appropriate medical certificate in support of the sick leave *\*is /is not* required.
  - If the number of sickness days taken is \_\_\_\_\_ day(s) or more, an appropriate medical certificate in support of the sick leave is required.
- Others (please specify) \_\_\_\_\_

Please put a "✓" in the clause(s) as appropriate

\* Please delete the word(s) as inappropriate  
(6/2015)

**14 Termination of** A notice period \_\_\_\_\_ \* day(s) /week(s)/ month(s) or  
of \_\_\_\_\_  
**Employment** an equivalent amount of wages in lieu of notice (notice period not less than 7 days).  
**Contract**<sup>□</sup> During the probation period (if applicable) :  
- within the first month : without notice or wages in lieu of notice  
- after the first month : a notice period \_\_\_\_\_ \* day(s)/week(s)/ month(s)  
of \_\_\_\_\_  
or an equivalent amount of wages in lieu of notice (notice period not less than 7 days).

**15 End of Year** An amount of \* \$ \_\_\_\_\_ or equivalent to \_\_\_\_\_ month's basic/ normal  
.  
**Payment**<sup>□</sup> wages upon completion of each \_\_\_\_\_  
 \*calendar / lunar year  
 specified period : from \_\_\_\_\_ to \_\_\_\_\_  
Payment is to be made \_\_\_\_\_ days before commencement of the following  
within \_\_\_\_\_  
\* calendar /lunar year.

**16 Mandatory** The Employer and the Employee are to make contributions towards the Mandatory  
.  
**Provident** Provident Fund Scheme in accordance with the requirements specified in the Mandatory  
**Fund Scheme**<sup>□</sup> Provident Fund Schemes Ordinance.  
 **In addition to the mandatory contribution,** the Employer provides monthly  
voluntary  
contribution to the Mandatory Provident Fund Scheme \* in the  
amount of \$ \_\_\_\_\_  
/ at a rate of \_\_\_\_\_ % of the Employee's monthly wages.  
 **In addition to the mandatory contribution,** the Employee provides monthly  
voluntary  
contribution to the Mandatory Provident Fund Scheme \* in the  
amount of \$ \_\_\_\_\_  
/ at a rate of \_\_\_\_\_ % of the Employee's monthly wages.

**17 Work**  The Employee is required to work when typhoon signal no.8 or above is hoisted. In  
.  
addition

**Arrangements** to wages, the employee is entitled to *\*typhoon allowance / travelling allowance at*  
**during** \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages.

**Typhoon**  The Employee is not required to work when typhoon signal no.8 or above is hoisted and no  
Wages will be deducted during the period. The Employee is required to resume duty if the  
typhoon signal no.8 is lowered not less \_\_\_\_\_ hours before close of working hours.  
than \_\_\_\_\_

**18. Work**  The Employee is required to work when black rainstorm warning is hoisted. In addition to

**Arrangements** wages, the employee is entitled to *\*rainstorm allowance / travelling allowance at*  
**during Black** \$ \_\_\_\_\_ or \_\_\_\_\_ % of normal wages.

**Rainstorm**  The Employee is not required to work when black rainstorm warning is hoisted and no  
**Warning**  wages will be deducted during the period. The Employee is required to resume duty if the black  
rainstorm warning is cancelled not less \_\_\_\_\_ hours before close of working  
than \_\_\_\_\_ hours.

**19. Others** The Employee is entitled to all other rights, benefits or protection under the Employment Ordinance, the Minimum Wage Ordinance, the Employees' Compensation Ordinance and any other relevant Ordinances.

(If appropriate) Additional rules and regulations , rights, benefits or protection promulgated under the *\* Company Handbook* / \_\_\_\_\_  
also form part of this contract.

Please put a "✓" in the clause(s) as appropriate

*\*Please delete the word(s) as inappropriate*  
(6/2015)

**The Employer and the Employee hereby declare that they understand thoroughly the above provisions and agree to sign to abide by such provisions. They shall each retain a copy of this contract for future reference.**

*Signature of Employee*

*Signature of Employer or Employer's Representative*

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Name in full:

---

Name in full:

---

HK I.D. No:

---

Position held:

---

Date:

---

Date:

---

Chop of the Company

### Критерии самооценки выполненной работы

Very well	OK	A little

### Список рекомендуемой литературы:

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5. Интернет – ресурсы.

### Практическая работа к темам «Техника перевода условных предложений»

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### Содержание работы

**Задание 1. Перепишите, в каждом предложении подчеркните глагол-сказуемое, определите его видовременную форму и залог. Письменно переведите предложения на русский язык.**

1. The agreement states how and by whom the fund will be administrated next month.
2. Many reasons are given for the existence and durations of business cycles, including the following factors.
3. The department will have been reorganized by May, 5.
4. Recently the term "salesman" has been replaced by "representative".

**Задание 2. Перепишите предложения. Подчеркните модальные глаголы или их эквиваленты. Переведите предложения на русский язык.**

1. Prices are to regulate production and consumption in a market economy.
2. Economists' recommendations will be able to be of high value to governments.
3. The Sales Manager shouldn't sign the contract before he studies all the documents carefully.
4. The buyers have to reconcile what they want to do and what the market will allow them to do.

**Задание 3. Перепишите и письменно переведите предложения на русский язык. Определите, какой частью речи являются выделенные слова:**

- a) герундий;
- b) причастие I, II;
- c) инфинитив.

1. The firm produced the goods and services demanded by society.
2. An advertisement supports personal sale making salesmen more effective.
3. Sometimes you feel that motivation research is something to be feared.
4. The way to marketing success is in serving wants of customers.

**Задание 4. Перепишите и письменно переведите предложения на русский язык. Подчеркните сложное дополнение.**

1. When we came in, we saw them signing the contract.
2. What made you change your mind about this problem?
3. When I came in, I heard somebody arguing with the director.
4. I'd like my children to become good doctors.

**Задание 5. Прочитайте и переведите текст**

#### Money as a medium of exchange

We use the term money to mean much more than just bank notes and coins. When someone asks how much money you make, he means what is your income. When someone says, "He has a lot of money", she means he is wealthy, not that he has stashed away lots of cash. When someone accuses corporations of being "interested only in making money," she means they are interested only in making profits.

Economists define money by the functions it serves. Money's first function is to facilitate trade – the exchange of goods or services for mutual benefit. This is called the medium of exchange function of money. Trade that occurs without money is called barter. Barter involves a direct exchange of one good or service for another. Two families agree to take turns baby-sitting for each other, or a doctor and a lawyer agree to trade consultations. Nations sometimes sign treaties phrased in barter terms. A certain amount of oil, for example, might be traded for a certain amount of machinery or weapons.

Any easily transportable and storable good can, in principle, be used as a medium of exchange. And a wide variety of items have served that function. Indeed, the item chosen as money can be thought of as a social convention. The reason you accept money in payment for what you sell is that others will accept it for things you want to buy. Different cultures in different times have used all sorts of items as money.

#### Критерии самооценки выполненной работы

Very well	OK	A little

#### Список рекомендуемой литературы:

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5. Интернет – ресурсы.

#### Практическая работа к темам «Найм на работу и реферирование газетной статьи «Job hunting»

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

#### Содержание работы

**Задание 1. Сделайте пересказ статьи по плану**

## Job Hunting

The process of job-hunting is a complicated process.

It has several stages.

The first stage is writing an application letter and a resume.

The purpose of a letter of application is to get a job, position or grant etc.

Letters of application may be of different types: solicited (invited) and unsolicited (prospecting letters).

A solicited letter of application is one that responds to a company advertisement or other offering of a job opening.

An unsolicited letter of application is one that is written when the company has not announced any vacancies and that is why it is important to catch the reader's interest from the first lines of the letter.

In the letters you should write, for e.g., about your qualifications, job experiences. A resume is a 1 or 2 page summaries of your education, skills, accomplishments, experience.

To prepare a successful resume you need to know how to review, summarize and present your experience and achievements on one page.

A resume is a ticket to an interview where you can sell yourself.

If you are looking for a job, then it is very important that you understand how to offer yourself in the best way to an employer.

This is done by writing a CV (called in some countries "a resume") A CV (resume) is quite simply an "advertisement" to sell yourself to an employer.

You should send a CV to an employer when they ask for one.

So, the purpose of your CV is to make you attractive, interesting, worth considering to the company.

Your CV should include the following information: personal details, education, work experience, interests, skills, references.

The length of a CV may differ.

There are 2 main types of CV:

chronological where information is included under general headings: education, work experience etc, with the most recent events first.

Skills based.

You think through the necessary skills needed for the job you are applying for.

Then you list all your personal details under these skill headings.

This is called "targeting your CV".

It can be good to start with a personal Profile/ Objective statement.

This is a 2 or 3 sentence overview of your skills, qualities, hopes, plans.

It should encourage the employer to read the rest.

You could add a photo of yourself, but make sure it is a good one.

There is another and very important stage in the process of job hunting – an interview.

Getting invited to an interview means your application must have made a good impression.

You need to prepare yourself for the interview to make sure you don't waste the opportunity.

Before the day one should think about the interview itself, then prepare for questions one might be asked.

It is important to think about the clothes to wear for an interview.

During the interview you will make an impression in the first few minutes.

It takes this time for people to assess someone and store this information.

It is important to make the first impression work for you.

It is important to realize that a humanities degree is a qualification for a very wide variety of jobs in industry and business, the Civil Service and local government and elsewhere.

Very many employers are looking for people who, in addition to a good educational achievements, are articulate, capable of thinking for themselves and able to tackle problems intelligently.

The degree schemes offered at the University are an excellent preparation for a wide range of interesting and rewarding careers.

(<http://lingualeo.com/ru/jungle/job-hunting-284156#/page/1>)

### Критерии самооценки выполненной работы

Very well                      OK                      A little

Содержание текста

Организация текста

Лексика  
Грамматика  
Орфография и пунктуация  
Устная речь

**Список рекомендуемой литературы:**

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5. Интернет – ресурсы.

**Практическая работа к темам «Условные предложения разных типов  
Организация бизнеса**

**Техника перевода сложных грамматических конструкций»**

**Цель:** совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке.

**Содержание работы**

**Задание 1. Перепишите и письменно переведите предложения на английский язык**

- 1) Деревья были посажены прошлой осенью.
- 2) Деревья сажают каждый день.
- 3) Деревья будут сажать завтра.
- 4) Деревья сажают сейчас.
- 5) Деревья сажали вчера в 6 часов.
- 6) Вы когда-либо сажали деревья?
- 7) Деревья уже посадили, когда я пришел.
- 8) Деревья уже посадят завтра к часам.

**Задание 2. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод местоимений. Подчеркните местоимения в предложении.**

1. There are a number of ways in which a government can organize its economy.
2. Workers are paid wages by employers according to how skilled they are and how many firms wish to employ them.
3. In mixed economics some resources are controlled by the government while others are used in response to the demands of consumers.
4. In some situations you will need to take money from the business each month to pay part or all of your personal living expenses.

**Задание 3. Перепишите и письменно переведите предложения на русский язык. Задайте вопросы к выделенным словам.**

1. The expert has been consulting the management of our firm since it was founded.
2. This fact will have been reflected in people's purchasing patterns and how they will have spent their money.
3. The final decision was affected by the president of the company.
4. These models will be used for studying international business.

**Задание 4. Перепишите и письменно переведите предложения на русский язык. Подчеркните модальные глаголы или их эквиваленты.**

1. Prices are to regulate production and consumption in a market economy.
2. Economists' recommendations will be able to be of high value to governments.
3. The Sales Manager shouldn't sign the contract before he studies all the documents carefully.
4. The buyers have to reconcile what they want to do and what the market will allow them to do.

**Задание 5. Перепишите и письменно переведите предложения на русский язык. Заполните пропуски**

- 1) I like to put together the beautiful flowers in ....
- 2) Yesterday my mother had her birthday. She got many bright and ... flowers.
- 3) A ... is a colorful flowers that is shaped like a cup.
- 4) A ... is a large flower in the shape of a bell.
- 5) A ... is a tall, usually purple, flower.
- 6) The leaves of a plant or tree are called ...
- 7) A ceremony in which two people get married is called ...
- 8) ... is a tall yellow flower that grows in spring in our country.
- 9) She has worked hard to gain the ... of her colleagues.
- 10) He died of lung ...

**Задание 6. Прочитайте и переведите текст**



## Levels of Management

Each organization can be represented as a three-story structure or a pyramid. Each story corresponds to one of the three general levels of management: top managers, middle managers, and first-line managers. At the basic level of this pyramid there are operating employees.

A top manager is an upper-level executive who guides and controls the overall activities of the organization. Top managers constitute a small group. They are generally responsible for the organization's planning and developing its mission. They also determine the firm's strategy and its major policies. It takes years of hard work as well as talent and good luck, to reach the ranks of top managers. They are president, vice president, chief executive officer, and member of the Board.

A middle manager is a manager who implements the strategy and major policies handed down from the top level of the organization. Middle managers develop tactical plans, policies, and standard operating procedures, and they coordinate and supervise the activities of first-line managers. Titles at the middle-management level include division manager, department head, plant manager, and operations manager.

A first-line manager is a manager who coordinates and supervises the activities of operating employees. First-line managers spend most of their time working with employees, answering questions, and solving day-to-day problems. Common titles for first-line managers include office manager and supervisor, foreman and project manager.

### Критерии самооценки выполненной работы

Very well	OK	A little

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