

МИНОБРНАУКИ РОССИИ

Федеральное государственное бюджетное образовательное
учреждение высшего образования
«Юго-Западный государственный университет»
(ЮЗГУ)

Кафедра международных отношений и государственного
управления



Иностранный язык

Методические указания к практическим занятиям
для студентов специальности 38.03.04

Курск 2017

УДК 378

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Иностранный язык: методические указания к практическим занятиям / Юго-Зап. гос. ун-т; сост. И.А. Наджафов. Курск, 2017. 22 с. Библиогр.: с. 3-20.

Содержат задания по грамматике и лексике английского языка, по правилам речевого этикета.

Методические рекомендации соответствуют требованиям программы, утвержденной учебно-методическим объединением по специальности «Государственное и муниципальное управление».

Предназначены для студентов специальности 38.03.04

Текст печатается в авторской редакции

Подписано в печать Формат 60x84 1/16.

Усл. печ 1,3 л. Уч. - изд. 1,16 л. Тираж 100 экз. Заказ. Бесплатно.

Юго-Западный государственный университет.

305040, г. Курск, ул. 50 лет Октября, 94.

Методические указания к практическому занятию № 1 для студентов

Тема: Вводный курс. Фонетический курс. (2 часа).

СРС: Фонетика: звуки: гласные и согласные, особенности произношения, правила чтения букв и буквосочетаний, алфавит.

Транскрипция: общие сведения об английской транскрипции; основные правила записи.

Тренировка: выполнение упражнений

СРС: Фонетика: фонетическое и интонационное оформление при чтении и произношении.

СРС: Чтение: чтение и перевод текста. Разговорный язык: использование простого настоящего времени в монологической и диалогической речи по теме.

Вставить форму глагола “to be”:

1. Where ... you from?
2. How old ... you? How old ... your friend?
3. What ... your aunt's name?
4. I ... glad to see you. How ... you?
5. The cat ... in the garden.
6. Tom's parents ... travel agents.
7. ... your father a driver? - No, he ...
8. John ... (not) a student, he ... a doctor.
9. That book ... not very interesting. Take this one.
10. The best seats ... 10\$.
11. Moscow ... the capital of Russia.
12. I ... hot. Open the window, please.

13. What ... the weather like today?
14. I ...not interested in football at all.
15. ... Tom and Bob good football players?
16. ... you hungry?
17. The news ... not very bad today.
18. What ...your parents' address?
19. Your money ... in your handbag.

Прочитать и перевести текст:

At the Library

They all learn foreign languages in their office. There is a library of foreign literature near them. They like to read books in foreign languages, so they often go there. There are always a lot of people there. Miss Smirnova goes to the library, too, because she hasn't got English books at home. She is in the library now.

There are some interesting English books in the library. The librarian suggests to read the books of English writers. Miss Smirnova likes Dickens. She has read a lot of books by Dickens. She read them in Russian in her childhood. She didn't know English then. She began learning English two years ago. The librarian suggests Miss Smirnova to take a book by Oscar Wilde or Jack London because their books are easy for reading.

Miss Smirnova has chosen the "The White Fang" by Jack London. She was very grateful to librarian for the good service.

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Методические указания к практическому занятию № 2 для студентов

Тема: Формы обращения, приветствия, прощания, приглашения, благодарности, извинения. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: использование простого настоящего времени в монологической и диалогической речи по теме.

СРС: Грамматика: спряжение глагола to be в группе времен Indefinite, глагол to have, оборот there is/are.

Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

Письмо: составление рассказа по теме.

Лексика: активный словарь.

Выбрать правильный вариант ответа:

- | | |
|---|-----------------------------|
| 1. How much ...this sweater cost? | A is B does C do |
| 2. How much ...this sweater? | A is B does C do |
| 3. It rainy in summer. | A don't B doesn't C isn't |
| 4. It often rain in summer. | A don't B doesn't C isn't |
| 5. I ... stay at home on Sundays. | A am not B doesn't C don't |
| 6. I ... at home on Sundays. | A am not B doesn't C don't |
| 7. He ... have much money. | A isn't B doesn't C don't |
| 8. He ... rich. | A isn't B doesn't C don't |
| 9. Mag and her sister ... live in Rome. | A. aren't B doesn't C don't |
| 10. Mag and her sister ... in Rome. | A. aren't B doesn't C don't |
| 11. Pat's mother ...teach students. | A isn't B doesn't C don't |

12. Pat's mother ... a teacher. A isn't B doesn't C don't
13. It ... cost much to stay at that hotel. A doesn't B isn't C don't
14. That hotel ... expensive. A doesn't B isn't C don't

Dramatize the dialogue:

Telephone Conversation

- Hello, is that you, Mary? How are you? Why didn't you go to classes yesterday?
- Hello, Ann. I felt very ill yesterday. I couldn't even get up.
- What was the matter with you?
- I don't know, I haven't seen the doctor yet. I had a high temperature.
- Can you go to the institute today?
- o, I'm afraid I can't. The doctor is coming this morning. I feel I should stay in bed for a few days. I'm very sorry I have to miss several lectures.
- That's all right. You mustn't come if you are ill. You should certainly stay in bed. You can have my notes if you like. Can I come to see you today?
- Certainly. Please come round after classes.
- I'm sorry, but I have to go to the library after classes to get some.
- Don't go to the library. I've got a lot of interesting books at home. You can take any of them.
- All right. Can I get to your place by the 41 tram?
- Yes, but don't come by tram. There is a new underground station near my house now. It takes me fifteen minutes to get the Institute by underground.
- Very good, and now I must hurry to the Institute. See you later.
- Till this evening then. Don't forget to bring me your notes. Ring me up if you can't come.

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Методические указания к практическому занятию № 3 для студентов

Тема: Телефонный этикет. (2 часа).

СРС: Разговорный язык: монологическая и диалогическая речь с использованием активной лексики и грамматики.

Письмо: выполнение упражнений по теме.

Лексика: активный словарь.

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: множественное число существительных: исчисляемые и неисчисляемые существительные, притяжательный падеж существительных, артикли.

СРС: Грамматика: части речи: существительное, прилагательное, числительное, местоимение: личные, притяжательные, указательные, вопросительные, относительные, возвратные, усилительные, неопределенные; глагол, наречие, предлог, союз, междометие; члены предложения: подлежащее, сказуемое, дополнение, обстоятельство.

Read and write your own letter:

A Letter to a Friend

Dear Victor,

I'm very sorry I couldn't write to you last week, because I was very busy. At last I have taken my Literature examination and I'm quite free.

When my sister takes her last exam next week, we will go to Sochi for a holiday. I hope we will have a good time there. We love the sea very much. We should like to swim, lie on the beach, and sunbathe two hours a day. We are awfully sorry you will not be able to go with us this year.

When are you going to have your holiday?

How long do you intend to stay in the country?

Is there a river and a wood there?

I'm looking forward to read your answers as soon as possible.

I'll be back early in August. I think I will be able to go to see you some time at the end of the month. We will be very glad to hear from you before we leave.

Love to you all,
John.

Вставить форму глагола “to be”:

1. – Hello, I Kate Kern. And what your name?
2. – Hi, my name Ann Brown. I glad to meet you.
3. – Where you live, Ann?
4. – I from Leeds. And where you from?
5. – I from London, there a sports centre in Leeds?
6. – Yes, there three big sports centers in my town.
7. – What your favorite sport?
8. – I like swimming. And what about you?you like swimming?
9. – No, I – But my best friend And I like tennis.
10. – you any hobbies? you like reading?
11. – Yes, I
12. – What your favorite books?
13. – I like detective stories. Do you?
14. – No, I you any brothers or sisters?
15. – No, Ian only child.
16. – And I a brother.
17. – How old he?
18. – He4. He go to school. I help him much.
19. – You a happy girl.

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Методические указания к практическому занятию № 4 для студентов

Тема: Основные понятия в грамматике.

Части речи: существительное, прилагательное, числительное, местоимение, глагол, наречие.

Члены предложения. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: обозначение времени, порядок слов в английском предложении, безличные и неопределенно-личные предложения, повелительное наклонение.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

Домашнее чтение: краткий обзорный пересказ прочитанных глав.

СРС: Письмо: составление рассказа по теме.

Лексика: активный словарь.

Выбрать правильный вариант ответа:

1. My mother ... a bad headache.

A have got B am C has got

2. Where the Johnsons (live)?

A Where do the Johnsons live?

B Where are the Johnsons live?

C Where does the Johnsons live?

3. Margie and her sister wonderful voices.

A does B has got C have got

4. I (not/understand) that man because I (not/know) English.

A not understand, don't know

B don't understand, not know

C don't understand, don't know

5. – ... you ... any time to help me? – Sorry, I

A Do you have, don't

B Have you got, am not

C Do you have, have got

6. Everybody in our family (help) Mummy about the house. Dad (walk) the dog, I (water) the flowers, and my brothers (clean) the rooms.

A help, walks, water, clean

B helps, walks, water, clean

C help, walks, water, cleans

7. Jane Smith (speak) English?

A Is ... speak B Does ... speak C Do ... speaks

8. The Browns a nice house in the country.

A has got B have got

9. you (like) swimming?

A Do you like B Does you like C Are you like

10. Dad any brothers or sisters?

A Have Dad got B Does Dad have C Does Dad has

11. your sister often (go) to the theatre?

A Is ... go B Does ... go C Do ... goes

12. We a car, but we are going to buy it.

A don't have B aren't have C hasn't

13. Bob (know) what I want?

A Bob knows B Do Bob knows C Does Bob know

14. They can't go out because they rain-coats and umbrellas.

A have got B aren't have C don't have

15. Jack lives not far from us, but we (not / see) him often.

A not see B doesn't see C don't see

16. Don't give him cigarettes. He (not / smoke).

A isn't smoke B doesn't smoke C don't smokes

17. Can you help me? I (not / know) the way to the market.

A am not know B not know C don't know

18. Pete any beer in the fridge?

A Does Pete have B Do Pete has C Have Pete got

19. My daughter Mary (not / like) apples, but she likes oranges.

A not likes B doesn't likes C doesn't like

20. What's the matter? You (look) very happy.

A look B looks

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Методические указания к практическому занятию № 5 для студентов

Тема: Моя биография. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: понятие о причастии, настоящее время группы Perfect, отсутствие артикля перед названиями наук и учебных предметов.

Словообразование: наиболее употребительные суффиксы и префиксы существительных, глаголов и прилагательных, конверсия.

СРС: Чтение: чтение и перевод текста.

Домашнее чтение:

СРС: Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

Вставить нужную форму глаголов “to be” и “to do”:

1. – your brother (live) in Moscow?

– No, he (not). He (live) in Kiev.

2. There a policeman at the door.

3. – you (like) reading books?

–Yes, I I (like) to read very much.

4. She pretty and friendly:

5. There some mistakes in your dictation.

6. Where the nearest bus stop, please?

7. – the shops open at 8 o ' clock? – No, they closed.

8. It (sound) interesting.

9. You a teacher, aren't you?

10. The Hays (seem) to be a really happy family.

11. When it cold, we (put on) warm clothes.

12. that hotel expensive?

13. He (think) he right.

14. The sweater nice, the trousers nice, too.

15. Bad news (travel) fast.
16. My hair (not) clean. I must wash it.
17. Mary (teach) Mathematics at school.
18. There a programme for youth and two films on TV.

Make the dialogue:

A Lunch at the Company office

I usually have lunch at half past one, but yesterday I went to the office without breakfast and by twelve o'clock I was already hungry. I don't like having lunch alone, so I suggested Nick to have a lunch with me. Then we went to the canteen. We got tickets for lunch, sat down at a table near the window, and called the waitress. She brought knives, forks, spoons and plates and took our tickets. We ordered some mineral water, salad, meat and potatoes, and ice—cream for the sweet.

In a few minutes the waitress came up to us and asked if we would have coffee, or tea. We ordered two cups of tea with lemon. When lunch was over, we talked a little and then went back to the office. We had a little time before work to read the newspaper. We began work again half an hour later.

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Методические указания к практическому занятию № 6 для студентов

Тема: Образование. Жизнь студента. (2 часа).

СРС: Грамматика: спряжение глагола to be в группе времен Indefinite, глагол to have, оборот there is/are.

СРС: Письмо: составление рассказа по теме.
Лексика: активный словарь.

СРС: Чтение: чтение и перевод текста.
(ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики. Разговорный язык.

Retell the text:

Financial Reporting

At one of the sessions the participants of the Group discussed the .subject of Accounting and International Accounting Standards. *Here is a part of the lecture:*

What is accounting?

Accounting can be defined as **the** measuring and **recording of all** relevant **financial data** concerning a particular entity, **that is** business, government organization.

Financial reporting is the communicating of such information in appropriately summarized form. In the UK such summarized form is called "Accounts". In the USA it is called "Financial statements". These accounts or statements are communicated to interested parties both within and outside the organization.

Financial reporting provides information that is useful to present and potential investors, creditors and other users in making rational investment, credit and other economic decisions.

Accounting is often referred to as the "language of business". And, as a direct result of the work of accountants and auditors. A wide range of different users of financial reporting are able to answer questions such as:

How much profit did the company make last year?

How much should I lend to the company?

Is this company more successful than its competitors?

How much can I withdraw from the company?

Was last year an improvement over the year before?

Accountants are therefore those individuals specialized in the "art" of capturing the correct data, and preparing the most meaningful financial reports from that data. They are "producers" of financial information, which is then made available to "consumers such as owners and lenders.

Accountants are assisted in their work by bookkeepers, who operate some form of accounting system, usually computerized, to help capture, accumulate, categorize, summarize and report the many thousands of transactions that affect an economic entity every year.

Выбрать правильный вариант ответа:

1. It's *my mother's* birthday next week.

A *Who* B *Whose* C *Whom*

2. *My best friend Jeff* lives in Walton Street.

A *Whom* B *Whose* C *Who*

3. Mrs. Laura is *in her office*.

A *When* B *Where* C *How*

4. I've got *two* bottles of lemonade at home.

A *How many* B *How much* C *What*

5. Mr. Williams usually walks his dog early *in the morning*.

A *Where* B *When* C *'How often*

6. – doesn't you Dad use a dictionary when he translates from Russian into English? - He knows English well.

A *How* B *What* C *Why*

7. You've got a fine collection of coins. coin do you like best

A *What* B *Which* C *Whose*

8. I see a pretty little *girl* in the yard.

A *Who* B *What* C *Which'*

9. – does Eddy do for living? – He's a travel agent.

A *How* B *Where* C *What*

10. is the weather like today?
A *What* B *How* C *Which*
11. money do you want?
A *How many* B *How much* C *Which*
12. is the cheapest way to get to London: by plane or b fain?
A *What* B *How* C *Which*

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Методические указания к практическому занятию № 7 для студентов

Тема: Москва - столица России. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: степени сравнения прилагательных и наречий, синонимы и антонимы.

СРС: Чтение: чтение и перевод текста.

Разговорный язык: монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление рассказа по теме.

Лексика: активный словарь.

Раскрыть скобки, используя форму настоящего продолженного времени:

1. – Where are our children? It's quiet at home.
– They (lie) on the carpet and (draw).
2. – What you (do) now?
– I (look for) my key. I can't open the door.
3. Listen! Somebody (sing) a lovely song.
4. Why you (put on) the coat? It's sunny today.
5. Don't make so much noise. I (try) to work.
6. Why you (cry)? Is something wrong?
7. Let's go for a walk. It (not / rain) now.
8. Why you (not / hurry)? I (wait) for you.
9. I don't speak any foreign language, but I (learn) English now.
10. We (spend) next weekend at home.
11. I (meet) Liz tonight. She (come) from Cork.
12. He (go) to speak to his parents.
13. My Dad (work) overtime this week.
14. They (live) in a rented house these days.

15. I (take) dancing lessons this winter.
16. At the moment we (fly) over the desert.
17. Have some hot tea. It (get) chilly.
18. I (die) to see him.

Retell the text:

BUSINESS MEETING

On a certain day Ivan, one of the participants of the group decided to telephone the English businessman with whom he had been doing business for some time. Before he left Moscow he had contacted the Englishman and told him he would be in London soon. And they decided to meet in the London office of the Englishman. Thus he telephoned the Englishman to make an appointment for the next day. His surname is Smirnov. He'd like to speak to Mr. Fraser. He came from Moscow a few days ago and he wanted to Mr. Fraser. They spoke about their meeting while Mr. Smirnov was still in Moscow. He is staying at the Sherlock Holmes Hotel. His room number is 346. He will be in at about six in the evening.

He also has some free time tomorrow morning. It was splendid. So they decided to make an appointment for ten. It suits both of them all right. Then Mr. Fraser's driver will pick Mr. Smirnov up at the hotel at a quarter to ten. Their office is not far away. During the meeting Mr. Smirnov and Mr. Fraser will discuss the details of the enquiry. After that they will have their lunch together.

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Методические указания к практическому занятию № 8 для студентов

Тема: Англоговорящие страны. (Великобритания) (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: обозначение времени, порядок слов в английском предложении, безличные и неопределенно-личные предложения, повелительное наклонение.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Домашнее чтение: краткий обзорный пересказ прочитанных глав.

Письмо: составление рассказа по теме.

Лексика: активный словарь.

Choose the right answer:

1. It (often / rain) in this part of the world.

A *is often raining* **B** *often rains*

2. Take your umbrella. It (rain") cats and dogs.

A *rains* **B** *is raining*

3. Granny is in the kitchen. She (make) a plum-cake.

A *is making* **B** *makes*

4. My wife (often / make) plum-cakes.

A *is often making* **B** *often makes*

5. Can you phone a bit later, please? Jane (have a bath).

A *is having a bath* **B** *has a hath*

6. Run downstairs. Your sister (wait) for you.

A *is wailing* **B** *waits*

7. I don't know Spanish, but I (learn) it now.

A *am learning* **B** *learn*

8. John (still / work) in the garden.

A *is still working* **B** *still works*

9. Dad (usually / work) on Saturdays.

A *is usually working* **B** *usually works*

10. Usually I (have coffee) in the morning, but now I (drink) tea.

A *am having coffee* **A** *drink*

11. We (sometimes / go) to the cinema.

A *are sometimes going* **B** *sometimes go*

12. –What she (do)? - She is a secretary at our college.

A *is she doing* **B** *she does* **C** *does she do*

13. Why you (sit) at my desk? Could you take your place, please?

A *Why you are sitting* **B** *Why do you sit* **C** *Why are you sitting*

14. We've got tickets, and tomorrow evening we (go) to the cinema.

A *go* **B** *are going*

15. – you (do) anything tomorrow afternoon? – I (play) tennis with my friend.

A *Are you doing* **A** *am playing*

B *Do you do* **B** *play*

Retell the text:

London

London is the capital of Great Britain, its political, economic and commercial centre.

It is one of the largest cities in the world and the largest city in Europe. Its population is about 8 million. London is one of the oldest and most interesting cities in the world.

Traditionally it is divided into several parts: the City, Westminster, the West End and the East End. They are very different from each other and seem to belong to different towns and epochs.

The heart of London is the City, its financial and business centre. Numerous banks, offices and firms are situated there, including the Bank of England, the Stock Exchange and the Old Bailey. Few people live here, but over a million people come to the City to work. There are some famous ancient buildings within the City. Perhaps the most striking of them is St Paul's Cathedral, the greatest of English churches. The Tower of London was founded by Julius Caesar and in 1066 rebuilt by William The Conqueror. It was used as a fortress, a royal palace and a prison. Now it is a museum.

Westminster is the historic, the governmental part of London.

Westminster Abbey has more historic associations than any other building in Britain.

Nearly all English kings and queens have been crowned here. Many outstanding statesmen, scientists, writers, poets and painters are buried here: Newton, Darwin, Chaucer, Dickens, Tennyson, and Kipling.

Across the road from Westminster Abbey is Westminster palace, or the Houses of Parliament, the seat of the British Parliament. The Clock Tower of the Houses of Parliament is famous for its big hour bell, known as "Big Ben".

Buckingham Palace is the official residence of the Queen.

Trafalgar Square is the geographical centre of London. It was named in memory of Admiral Nelson's victory in the battle of Trafalgar in 1805.

On the north side of Trafalgar Square is the National Gallery and the National Portrait Gallery. Not far away is the British museum – the biggest museum in London. It contains a priceless collection of ancient manuscripts, coins, sculptures and is famous for its library.

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Методические указания к практическому занятию № 9 для студентов

Тема: Соединенные Штаты Америки. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: понятие о причастии, настоящее время группы Perfect, отсутствие артикля перед названиями наук и учебных предметов.

СРС: Словообразование: наиболее употребительные суффиксы и префиксы существительных, глаголов и прилагательных, конверсия.

Чтение: чтение и перевод текста.

СРС: Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

Письмо: составление рассказа.

Retell the text:

Shopping

It's eleven o'clock in the morning. Helen Petrova is in one of the biggest department stores in the city which only opened a few weeks ago. Many things are bought and sold here every day. Though it is still early and the store has just opened, there are a lot of customers near the counters: some are buying things, others are just looking round.

Then Helen goes to the shoe department. She asks a shop assistant to show her a pair of boots. Her size is thirty—four, and she wants very warm boots because it's very cold outside. A shop assistant finds a lovely pair; but it is very expensive. For Helen it doesn't matter. It feels more comfortable for her. At last she realizes to take these boots.

She goes to the cash—desk and pays for the boots. A little bit later Helen buys some dark—brown gloves to match her new boots and looks at her watch. She sees that it is rather late, so she quickly leaves the store and hurries home.

Correct the wrong-made sentences:

A *right*

B *wrong* (in this case correct the sentence, please)

1. Tom is in his room. He plays the piano.
2. Jill is speaking five languages.
3. I am looking for my glasses. Where are they?
4. My brother is smoking 20 cigarettes a day.
5. I am not understanding what he is speaking about.
6. John is tired, so he has a short sleep.
7. The man in the dark grey coat is looking like Tom Garrett.
8. He doesn't like ballroom dancing.
9. I'm looking out of the window, but I'm not seeing him.
10. I am remembering that holiday we had in France a few years ago.
11. How much is it costing to send a letter to Paris?
12. My parents are never drinking strong coffee.
13. I hate big cities.
14. The play is beginning at half past seven.
15. What are you thinking of that novel?
16. What are you thinking about?
17. I am hoping Mag comes out of hospital soon.

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Методические указания к практическому занятию №10 для студентов

Тема: Путешествия. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: времена групп: Indefinite, Continuous, Perfect.

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: времена групп: Indefinite, Continuous, Perfect.

СРС: Домашнее чтение: краткий обзорный пересказ прочитанных глав.

Письмо: составление диалогов по теме.

Лексика: активный словарь.

Open the brackets, using the correct form of the verb:

1. I'm tired. I (go) to bed.
2. It's late. I think I (take) a taxi.
3. I (answer) the question?
4. We don't know their address. What (we / do) ?
5. Our test (not / take) long.
6. I'm afraid they (not / wait) for us.
7. Diana (come) to the party tomorrow ?
8. You (arrive) in Paris tomorrow evening.
9. The boy (remember) this day all his life.
10. Perhaps they (buy) a new house this year.
11. He (be) fourteen next year.
12. I'm not sure I (find) Jim at the hotel.
13. We (not / book) the tickets in advance.
14. Do you think it (rain) ?
15. Everybody thinks they (not / get) married.
16. There (not / be) any wars in the world.
17. Dad (present) Mag a personal computer, he?
18.there (be) drugs for every kind of disease in 50 years' time?

Retell the text:

Changing Money

In the evening a few participants went to a bureau de change next to the hotel to change some dollars into pounds.

In London money can be changed either at banks, at bureaux de change or at customers' services desks in big department stores.

Banks are usually open from 9.30 a. m. until 3.30 p. m. Some are open on Saturday, but never on Sunday. They accept plastic cards Visa, Access as well as Eurocheques, traveler's cheques and, of course, cash. Many banks have cash dispensing machine services.

Bureaus de change are usually open for longer hours and every day. They often charge a bigger commission than banks.

The exchange rates are often shown in the running lines placed in the windows or on the walls of the bureaux de change for everybody to see.

Now Sergey comes up to the counter of the bureau de change:

Sergey: Good evening.

Cashier: Good evening, sir. Can I help you?

Sergey: Could I change two hundred dollars into pounds, please?

Cashier: Yes, certainly.

Sergey: How much will it be?

Cashier: About one hundred and twenty pounds.

Sergey: Good. Here you are.

Cashier: Thank you. And how would you like it, in twenties, tens or smaller notes?

Sergey: In tens, please.

Cashier: Fine. Here is the money and your receipt, please.

Sergey: Thanks. Excuse me, will you be open tomorrow, on Sunday?

Cashier: Yes. But we work shorter hours on Sundays. We'll close at 7 p. m.

Sergey: Thank you. And one more thing. Can I change these coins of fifty cents each.

Cashier: I'm afraid I can't take small change. We change only notes.

Sergey: Do you believe I can change them somewhere else?

Cashier: I'm afraid you can't. This is a rule with banks and bureaux de change.

Sergey: I see. Thank you.

Cashier: You are welcome.

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Методические указания к практическому занятию №11 для студентов

Тема: Отпуск (каникулы). (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: страдательный залог.

СРС: Чтение: чтение и перевод текста.

Разговорный язык: монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление диалогов по теме.

Лексика: активный словарь.

Retell the text:

The underground

After their visit to the museum of the Bank of England the Group returns to the hotel by underground. Londoners call their underground train network "the tube". It covers the whole city. It's a fast, convenient and easy way to travel. Stations are never far apart, especially in central London. Each of the eleven lines has its own name and a distinctive color to aid recognition.

There are two kinds of tube tickets: single and return tickets sold at tube stations. Besides they sell Travel cards for the tube, buses and the Docklands Light Railway, or **DLR**. Travel cards can be bought at underground stations, Travel Information Centers, British Rail stations and selected newsagents. Travel cards are valid either for one day or seven days.

At the tube station the participants buy single tickets and come up to the electronic gate. They put the tickets, magnetic strip down, into the slot machine on the right side of the gate. The gate opens and after removing the ticket each passes the gate. Then they go down by moving stairs.

Choose the right answer:

1. The day before yesterday we (invited) to the restaurant by Tom Jenkins.
 - A. are invited
 - B. were invited
 - C. invite
2. Look! The bridge (repair).
 - A. is being repaired
 - B. is been repaired

- C** has being repaired
3. The letter and the parcel (post) tomorrow.
A will be post
B will have been posted
C will be posted
4. Margaret (know) to be a very industrious person.
A has been known
B is known
C is been known
5. In Greece the Olympic Games (hold) once in four years.
A were held
B are being held
C are held
6. The problem (study) for three years, but they haven't got any results.
A has been studied
B has being studied
C was studied
7. This book (republish) by the end of September.
A would been republished
B will have been republished
C will been republished
8. The doctor said that Tommy's leg (X-rayed) the following day.
A will be X-rayed
B would be X-rayed
C will have been X-rayed
9. A police car came when the injured man (carry off) the road.
A was being carried off
B was been carrying off
C has been carried off
10. I (bear) in a small Russian town hot far from Samara.
A was borne
B am born
C was born
11. Dad phoned us and asked if our luggage (already/pack).
A was already being packed
B had already been packed
C was packed
12. What a pity, John won't come. He (tell) about the meeting beforehand.
A should have been told
B should be told
C should been told

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Методические указания к практическому занятию №12 для студентов

Тема: Покупки. (2 часа).

СРС: Фонетическое и интонационное оформление текста при чтении.

Грамматика: числительные: количественные, порядковые, дробные, математические действия, меры длины, веса, объема, геометрические фигуры.

СРС: Чтение: чтение и перевод текста.

Разговорный язык: монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление диалога «В супермаркете».

Лексика: активный словарь.

PASSIVE (2) open the brackets

The Tower of London

The Tower of London (build)_____ by William the Conqueror in 1078 as a castle and palace. Since that time it (expand)_____ to its present size, and (use)_____ as an armory, a zoo, a royal mint, a prison, and a museum. At the time when it was a prison a lot of people (lock)_____ in the Tower for their religious beliefs or suspected treason. Anne Boleyn, Sir Walter Raleigh and Elizabeth the First (shut up)_____ there, too. Spies (imprison)_____ in the Tower during both World Wars. Some of the prisoners (allow)_____ to walk in the grounds, live in comfortable rooms and receive visitors. Many convicted (publicly/execute)_____ on Tower Hill. They (behead)_____ with the block and axe, which (keep)_____ and (show)_____ in the Tower Armory now. The Jewel House (situate)_____ at the Tower. The collection of the Crown Jewels (keep)_____ in it. Saint Edward's Crown, the Imperial State Crown, and the royal guard _____ there. Saint Edward's

Crown (use)_____ for the coronation ceremonies. 3000 precious jewels (contain)_____ in the Imperial State Crown. In 1671 a daring attempt (make)_____ to steal the Crown Jewels by a man named Captain Blood.

Retell the text:

Shopping

It's eleven o'clock in the morning. Helen Petrova is in one of the biggest department stores in the city which only opened a few weeks ago. Many things are bought and sold here every day. Though it is still early and the store has just opened, there are a lot of customers near the counters: some are buying things, others are just looking round.

Then Helen goes to the shoe department. She asks a shop assistant to show her a pair of boots. Her size is thirty—four, and she wants very warm boots because it's very cold outside. A shop assistant finds a lovely pair; but it is very expensive. For Helen it doesn't matter. It feels more comfortable for her. At last she realizes to take these boots.

She goes to the cash-desk and pays for the boots. A little bit later Helen buys some dark-brown gloves to match her new boots and looks at her watch. She sees that it is rather late, so she quickly leaves the store and hurries home.

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Методические указания к практическому занятию №13 для студентов

Тема: Еда. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: модальные глаголы: can, may, must, should, would, need, shall.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление диалога «Встреча в кафе».

Лексика: активный словарь.

Retell the text:

Changing Money

In the evening a few participants went to a bureau de change next to the hotel to change some dollars into pounds.

In London money can be changed either at banks, at bureaus de change or at customers' services desks in big department stores.

Banks are usually open from 9.30 a. m. until 3.30 p. m. Some are open on Saturday, but never on Sunday. They accept plastic cards Visa, Access as well as Eurocheques, traveler's cheques and, of course, cash. Many banks have cash dispensing machine services.

Bureaus de change are usually opened for longer hours and every day. They often charge a bigger commission than banks.

The exchange rates are often shown in the running lines placed in the windows or on the walls of the bureaus de change for everybody to see.

Now Sergey comes up to the counter of the bureau de change:

Sergey: Good evening.

Cashier: Good evening, sir. Can I help you?

Sergey: Could I change two hundred dollars into pounds, please?

Cashier: Yes, certainly.

Sergey: How much will it be?

Cashier: About one hundred and twenty pounds.

Sergey: Good. Here you are.

Cashier: Thank you. And how would you like it, in twenties, tens or smaller notes?

Sergey: In tens, please.

Cashier: Fine. Here is the money and your receipt, please.

Sergey: Thanks. Excuse me, will you be open tomorrow, on Sunday?

Cashier: Yes. But we work shorter hours on Sundays. We'll close at 7 p. m.

Sergey: Thank you. And one more thing. Can I change these coins of fifty cents each.

Cashier: I'm afraid I can't take small change. We change only notes.

Sergey: Do you believe I can change them somewhere else?

Cashier: I'm afraid you can't. This is a rule with banks and bureaux de change.

Sergey: I see. Thank you.

Cashier: You are welcome.

Insert the form of the verb “to be”:

1. – Hello, I ... Kate Kern. And what ... your name?
2. – Hi, my name ... Ann Brown. I ... glad to meet you.
3. – Where ... you live, Ann?
4. – I ... from Leeds. And where ...you from?
5. – I ... from London, ... there a sports centre in Leeds?
6. – Yes, there ... three big sports centers in my town.
7. – What ... your favorite sport?
8. – I like swimming. And what about you? ...you like swimming?
9. – No, I – But my best friend And I like tennis.
10. – ...you ... any hobbies? ... you like reading?
11. – Yes, I
12. – What ... your favorite books?
13. – I like detective stories. Do you?
14. – No, I you ...any brothers or sisters?
15. – No, I ...an only child.
16. – And I ... a brother.
17. – How old ...he?
18. – He ...4. He ...go to school. I help him much.
19. – You ... a happy girl.

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Методические указания к практическому занятию №14 для студентов

Тема: Защита окружающей среды. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: герундий, инфинитив, сложное дополнение, согласование времен, условные предложения, сослагательное наклонение.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуативное задание по теме) монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

Домашнее чтение: краткий обзорный пересказ прочитанных глав.

СРС: Письмо: составление рассказа по теме.

Лексика: активный словарь.

Choose the right answer:

1. John said, 'I'm sorry to disturb you, Eliza'.
A John told that he was sorry to disturb Eliza.
B John told Eliza he was sorry to disturb her.
C John said to Eliza he had been sorry to disturb her
2. He said, 'Where is Jill going?'
A He asked where was Jill going.
B He asked where Jill went.
C He asked where Jill was going.
3. Sally said, 'I would like to buy it'.
A Sally said that she would like to buy it.
B Sally said she would have liked to buy it.
C Sally said that she liked to buy it.
4. 'If I had any instructions, I would know what to do', said Mag.
A Mag said that if she had had any instructions she would have known what to do.
B Mag said if she had any instructions she knew what to do.
C Mag said that if she had any instructions she would know what to do.

5. Robby asked, 'Bobby, do you know 'Old Barn'? It's on the Shrewsbury Road'.
A Robby asked Bobby if he knew 'Old Barn' that was on the Shrewsbury Road.
B Robby asked Bobby did he know ' Old Barn'; it was on Shrewsbury Road.
C Robby asked Bobby where 'Old Barn' was.

The underground

After their visit to the museum of the Bank of England the Group returns to the hotel by underground. Londoners call their underground train network "the tube". It covers the whole city. It's a fast, convenient and easy way to travel. Stations are never far apart, especially in central London. Each of the eleven lines has its own name and a distinctive color to aid recognition.

There are two kinds of tube tickets: single and return tickets sold at tube stations. Besides they sell Travel cards for the tube, buses and the Docklands Light Railway, or **DLR**. Travel cards can be bought at underground stations. Travel Information Centers, British Rail stations and selected newsagents. Travel cards are valid either for one day or seven days.

At the tube station the participants buy single tickets and come up to the electronic gate. They put the tickets, magnetic strip down, into the slot machine on the right side of the gate. The gate opens and after removing the ticket each passes the gate. Then they go down by moving stairs.

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Методические указания к практическому занятию №15 для студентов

Тема: Деловой английский. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: предлоги, глаголы с предлогами.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: написание делового письма.

Лексика: активный словарь.

Arrange the role play:

INTERVIEW with the winners of the contest “Qualified Secretary”

Anchorman: Let me introduce you the winners of the contest “Qualified Secretary”. You may give them some questions in order to understand the importance of secretary’s job.

Chairman of the contest: Some people have a philosophy that a secretary works only when her boss is around. And if he isn’t in, a secretary can relax and does whatever she wants. But in reality she never sits idle or does nothing. A secretary owes her boss her time, as he is paying for it.

The student: Everybody knows that the secretary must know her boss’s whereabouts and timetable so as to provide satisfactory answers and make appointments. She must know how to answer the telephone, make telephone calls, faxes, telexes and e-mail.

First secretary: Any organization always has visitors or guests coming and going. It is important to receive them and send them off properly. Often a secretary has to receive hotel rooms, book tickets for trains, planes and even theater seats. At the same time it is necessary to show them around, to introduce your staff and your company. The secretary’s task is to make the visitors feel at ease, make them feel that they have been expected.

Second student: Is a secretary to serve a cup of coffee or a cup of tea?

Second secretary: A really good secretary must organize coffee or tea just in case.

Third student: What characteristics are important for secretaries?

Third secretary: They are loyalty, conscientiousness, initiative, ability to write, professionalism, good dress and presentation.

Chairman of the contest: You have forgotten to state that typing is essential and shorthand is useful. A modern secretary must be able to work on the computer.

Fourth student: I know that a secretary spends much time for telephone talks. Are there any rules of the telephone conversation?

Fourth secretary: Certainly, they are. While answering the phone secretaries should be tactful, efficient, prompt, helpful and very courteous. They must have a polite manner, sound friendly, address people correctly and keep their private calls to a minimum.

Chairman of the contest: We have printed the rules of making the telephone conversation. Right now our future office managers will read them to you.

Anchorman: Our guest is a manager of the company office. Let's give him a chair. Here you are.

Manager: I hope you can catch how complete and various is the job of secretary. We try to provide them a high salary. At our office the secretary keeps 5 Golden Rules of Secretary's Work. Here they are.

Anchorman: I thank everybody for the participation at this programme. Thanks a lot. See you later.

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Методические указания к практическому занятию №16 для студентов

Тема: Рабочий день бизнесмена. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: глагол to be, местоимения (личные, притяжательные, указательные, вопросительные).

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Домашнее чтение: краткий пересказ прочитанных глав.

Письмо: составление рассказа по теме.

Лексика: активный словарь.

Find an issue and discuss it:

LINE AND STAFF POSITIONS

In business, organization structure means the relationship between positions and people who hold the positions. Organization structure is very important because it provides an efficient work system as well as a system of communication.

Historically, line structure is the oldest type of organization structure. The main idea of it is direct vertical relationships between the positions and tasks of each level, and the positions and tasks above and below each level. For example, a sales manager may be in a line position between a vice-president of marketing and a salesman. Thus a vice-president of marketing has direct authority over a sales manager. A sales manager in his turn has direct authority over a salesman. This chain of command simplifies the problems of giving and taking orders.

When a business grows in size and becomes more complex, there is a need for specialists. In such case administrators may organize staff departments and add staff specialists to do specific work. These people are usually busy with services, they are not tied in with the company product.

The activities of the staff departments include an accounting, personnel, credit and advertising. Generally they do not give orders to other departments.

Active Vocabulary:

Relationship--взаимоотношение

To hold a position--занимать должность

Sales manager--управляющий по торговле
и маркетингу

To have direct authority over smb.--иметь прямую власть
над кем—либо

Staff--штат

To be tied in with the company product--иметь отношение
к конечному продукту.

Choose the right answer:

1. Will you be here next weekend?

A No, I won't

B No, I don't.

C No, I'm not

2. Have you got any time for me?

A Yes, it is.

B Yes, there is

C Yes, I do.

3. Did Julia phone you earlier?

A Yes, she did.

B Yes, she had

C Yes, she has

4. Would you like a cup of hot tea?

A I'd love to.

B Yes, I am.

C Yes, I do.

5. Do you like hot tea?

A Yes, I'd like.

B Yes, please.

C Yes, I do.

6. It wasn't a bad day, was it?

A Yes, it wasn't.

- B No, it wasn't.
C Yes, it was.
7. Are you married?
A Yes, I do.
B Yes, I am.
C Yes, I was
8. Are there a lot of children in your group?
A Yes, they, are
B Yes, they do
C Yes, there are
9. Terry doesn't eat meat, does he?
A No, he doesn't
B Yes, he doesn't
C No, it doesn't
- 10 Had Jenny rung before she came?
A Yes, she did
B Yes, she had
C Yes, she rang
11. Can I give you a lift?
A Yes, you can
B Yes, please
C Yes, of course

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Методические указания к практическому занятию №17 для студентов

Тема: Роль телефонных разговоров в жизни бизнесмена. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: множественное число существительных, притяжательный падеж существительных.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление диалога по теме.

Лексика: активный словарь.

Dramatize the dialogue:

Telephone Conversation

- Hello, is that you , Mary? How are you? Why didn't you go to classes yesterday?
- Hello, Ann. I felt very ill yesterday. I couldn't even get up.
- What was the matter with you?
- I don't know , I haven't seen the doctor yet. I had a high temperature.
- Can you go to the institute today?
- o, I'm afraid I can't. The doctor is coming this morning. I feel I should stay in bed for a few days. I'm very sorry I have to miss several lectures.
- That's all right. You mustn't come if you are ill. You should certainly stay in bed. You can have my notes if you like. Can I come to see you today?
- Certainly. Please come round after classes.
- I'm sorry, but I have to go to the library after classes to get some.
- Don't go to the library. I've got a lot of interesting books at home. You can take any of them.
- All right. Can I get to your place by the 41 tram?

- Yes, but don't come by tram. There is a new underground station near my house now. It takes me fifteen minutes to get the Institute by underground.
- Very good, and now I must hurry to the Institute. See you later.
- Till this evening then. Don't forget to bring me your notes. Ring me up if you can't come.

Answer the following questions:

- 1) What are the duties of a customs inspector?
- 2) What is the meaning of the question "Have you anything to declare" one hears at the customs-house so often?
- 3) What is the phrase "I have nothing to declare" mean?
- 4) Do customs restrictions vary in different countries?
- 5) Have you ever gone through a customs inspection? If so relate your experience.
- 6) What is a duty-free item?
- 7) What do we mean by saying that something is an item liable to duty?
- 8) Why is smuggling punishable by law?
- 9) What does the Customs Inspected stamp stand for?
- 10) Can you name some of the "personal effects" one usually takes along on a journey?

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Методические указания к практическому занятию №18 для студентов

Тема: Прием на работу. (2 часа).

СРС: Фонетическое и интонационное оформление текста при чтении.

Грамматика: употребление артикля.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление диалога по теме.

Лексика: активный словарь.

Retell the text:

Management

Management is based on scientific theories. Management is the process of coordinating the resources of an organization to achieve the primary organizational goals. Managers are concerned with the following main resources: material, financial, human and information. The most important resources of any organization are its human resources.

Each story corresponds to one of the three general levels of management: top managers, middle managers and first-time managers. A top manager is an upper-level executive who guides and controls the overall activities of the organization. They also determine the firm's strategy and its major policies.

A middle manager is a manager who implements the strategy and major policies handed down from the top level of the organization. A first—line manager is a manager who coordinates and supervises the activities of operating

employees. A marketing manager is responsible for the exchange of products between the organization and its customers or clients.

Complete the dialogue with the correct forms of the verbs in brackets:

- Anna: Did you remember (pack) the beach towels?
Pete: Sorry, I forgot (do) that. Look, they're here in the bath.
Anna: O.K., my bag 's pretty full but I'll try (put) them all.
Pete: Oh, I really dislike (pack). It's so boring!
Anna: Never mind it. It's all worth it. Do you remember (go) to India last year?
Pete: Of course. I'll certainly never forget (have) all those injections. And I'm glad I tried (eat) all that spicy Indian food – it was delicious.
Anna: In fact you didn't stop (eat) all the time we were there!
Pete: We had some strangest experiences, didn't we? Do you remember when you stopped (give) money to a blind man and within thirty seconds we were surrounded by beggars?

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Методические указания к практическому занятию №19 для студентов

Тема: Деловая поездка. (2 часа).

СРС: Фонетика: фонетическое и интонационное оформление текста при чтении.

Грамматика: оборот *there is/are*, безличные и неопределенно-личные предложения.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление рассказа по теме.

Лексика: активный словарь.

Retell the text:

Types of Stores

Retailing is selling goods and services to the ultimate consumer. Thus, the retailer is the most expensive link in the chain of distribution. Being middlemen, they make their profit by charging the customer 25 to 100 per cent more than the price they paid for the item.

The retailers operate through stores, mail-order houses, vending machine operators. There are different types of retail stores: department stores, discount houses, cooperatives, single line retailers. The major part (over 95 per cent) of retail establishments concentrate on a single line of merchandise for example, food, hardware, etc. But nowadays there is a trend for many single line stores to take on a greater variety of supplies.

The retailer performs many necessary functions. First, he may provide a convenient location. Second, he often guarantees and services the merchandise he sells. Third, the retailer helps to promote the product through displays, advertising or sales people. Fourth, the retailer can finance the customer by extending credit. Also the retailer stores the goods in his outlet by having goods available.

Supply prepositions or adverbs where necessary:

- 1) It is the porters who always carry the passenger's luggage the hold of a ship or the luggage-van of a train the customs-house and inspection.
- 2) This is duty-free according .. our customs regulations.
- 3) Do you know whether there are any restrictions imported cameras in this country?
- 4) Personal effects are usually duty-free if one does not exceed a certain quota.
- 5) In a number of countries furs do not fall... customs restrictions.
- 6) Customs duties are taxed both .. imported as well as exported good

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Методические указания к практическому занятию №20 для студентов

Тема: Типы зарубежных компаний. (2 часа).

СРС: Фонетическое и интонационное оформление текста при чтении.

Грамматика: словообразование.

СРС: Чтение: чтение и перевод текста.

Разговорный язык (ситуационное задание по теме): монологические и диалогические высказывания по теме с использованием активной лексики и грамматики.

СРС: Письмо: составление рассказа по теме.

Лексика: активный словарь.

Make the dialogue:

THE RUSSIAN FEDERATION

The Russian Federation is the largest country in the world. It occupies about one seventh of the earth's surface. It covers the eastern part of Europe and the northern part of Asia. Its total area is about 17 million square kilometers. The country is washed by 12 seas of 3 oceans: the Pacific, the Arctic and the Atlantic. In the south Russia borders on China, Mongolia, Korea, Kazakhstan, Georgia and Azerbaijan. In the west it borders on Norway, Finland, the Baltic States, Byelorussia, the Ukraine. It also has a sea-border with the USA.

There is hardly a country in the world where such a variety of scenery and vegetation can be found. We have steppes in the south, plains and forests in the midland, tundra and taiga in the north, highlands and deserts in the east.

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

There are over two million rivers in Russia. Europe's biggest river, the Volga, flows into the Caspian Sea. The main Siberian rivers — the Ob, the Yenisei and the Lena — flow from the south to the north. The Amur in the Far East flows into the Pacific Ocean.

Russia is rich in beautiful lakes. The world's deepest lake (1,600 meters) is Lake Baikal. It is much smaller than the Baltic Sea, but there is much more water in it than in the Baltic Sea. The water in the lake is so clear that if you look down you can count the stones on the bottom.

Russia has one-sixth of the world's forests. They are concentrated in the European north of the country, in Siberia and in the Far East. On the vast territory of the country there are various types of climate, from arctic in the north to subtropical in the south. In the middle of the country the climate is temperate and continental.

Russia is very rich in oil, coal, iron ore, natural gas, copper, nickel and other mineral resources.

Russia is a parliamentary republic. The Head of State is the President. The legislative powers are exercised by the Duma.

The capital of Russia is Moscow. It is its largest political, scientific, cultural and industrial center. It is one of the oldest Russian cities. At present, the political and economic situation in the country is rather complicated. There are a lot of problems in the national economy of the Russian Federation. The industrial production is decreasing. The prices are constantly rising, the rate of inflation is very high. People are losing their jobs because many factories and plants are going bankrupt.

Translate the following sentences from Russian into English:

- 1) Я не знаю, что разрешается провозить беспошлинно.
- 2) Вы не превысили норму. Оплате пошлиной эти вещи не подлежат.
- 3) Я ничего не имею предъявить вам.
- 4) Я не знал, что на эти предметы распространяются таможенные ограничения.
- 5) Эти предметы подлежат таможенному обложению в размере 100 процентов их стоимости.
- 6) При переезде через границу вы обязаны сообщить об имеющейся у вас на руках иностранной валюте.
- 7) Я вас прошу как можно скорее осмотреть мой багаж. Мой самолет вылетает через час.
- 8) Вот лицензия Министерства Торговли на вывоз этого аппарата.

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