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МИНОБРНАУКИ РОССИИ
Юго-Западный государственный университет

УТВЕРЖДАЮ:
Заведующий кафедрой
иностранных языков.

(наименование кафедры полностью)



Е.Г. Баянкина

«01» марта 2022г.

ОЦЕНОЧНЫЕ СРЕДСТВА
для текущего контроля успеваемости
и промежуточной аттестации обучающихся
по дисциплине

ОПОП ВО 19.04.02 Продукты питания из растительного сырья
(шифр и наименование направления подготовки (специальности))

направленность (профиль, специализация) Управление инновационным
развитием предприятий пищевой промышленности

«Профессиональный иностранный язык»

(наименование дисциплины)

(код и наименование ОПОП ВО)

Курск – 2022

1. БАНК ВОПРОСОВ И ЗАДАНИЙ В ТЕСТОВОЙ ФОРМЕ

Тема 1: Деловое письмо.

1. Вопросы в закрытой форме:

Choose the right variant:

1.1 How would you open a letter to a married or unmarried woman, whose marital status is unknown (her surname is Smith)?

a) Dear Madam b) Dear Miss Smith c) Dear Ms Smith d) Dear Mrs. Smith

1.2 How would you close a letter if you didn't know the name of the addressee?

a) Best wishes b) yours sincerely c) Yours faithfully d) Best

1.3 Which word or phrase would you use when you put a heading, e.g. Order No. 239?

a) The order I am writing to you about... b) That order... c) The above order ... d) Order No. 239...

1.4 What would you write if you wanted to give some good news?

a) We regret to inform you that... b) We are delighted to advise you that ... c) We are sorry to tell you that... d) We would be very pleased if...

1.5 How would you ask for something usual in the most direct way?

a) Please could you send us... b) We would appreciate if you could send us ... c) We would be grateful if you could send us... d) We hope you will send us...

1.6 What phrase will you use if you want specific information?

a) Could you give us some further details about ... b) In particular, we would like to know... c) We would be grateful if you could let us know... d) Please could you inform us about...

1.7 Find the best continuation to the following complaint: Unfortunately, we have not yet received your payment...

a) Please could you send us your price-list as soon as possible?

b) Please could you send us a bill as soon as possible? c) Please could you send us your cheque before 30 June? d) We would appreciate if you could collect the money as soon as possible.

1.8 What warning would you give if you didn't receive your order though you had paid for it?

a) Unless you send the goods within seven days, we will be forced to take legal action. b) We would be grateful if you could deliver the goods soon. c) I should like to draw your attention to the fact that you have not delivered your order. d) I should like to point out that we have already paid for the order but you haven't delivered it yet.

1.9 What opening would you write if you met the addressee and he told you that he had been ill?

a) It was a pleasure to meet you. b) It was a pity that we didn't have enough time to talk. c) It was good to meet you. d) I was sorry to hear that you had been ill.

1.10 Choose the best opening for the phrase: "... to hear that you have had so many problems in your office."

a) It was interesting ... b) I was sorry ... c) It was good ... d) I was wondering ...

1.11 Choose the best way to introduce some bad news to the person you know.

a) I thought you might be interested to hear ... b) I was wondering if... c) It is a pity ... c) I am afraid we have a small problem. d) I am afraid I have some bad news.

1.12 Choose the least formal phrase with a similar meaning

a) If you need more information, please feel free to ask me. b) If you require any further information, please do not hesitate to contact me. c) If you'd like any more details, please ask me. d) If you would like more information, please contact me.

1.13 Choose the most formal way of expressing a similar meaning.

a) I am in receipt of your letter dated 16 March. b) Thanks for your letter of 16 March. c) Thank you for your letter dated 16th of March. d) I am grateful to you for your letter dated 16th March.

1.14 We are ... to inquire about agents for our products in Bahrain.

a) asking b) sending c) writing d) planning

1.15 Could you please ... this letter to any companies in Bahrain that might be interested in representing

us?

- a) forward b) recommend c) represent d) transfer
- 1.16 Please could you that the prices in your catalogues are still correct?
a) tell b) confirm c) approve d) agree
- 1.17 Meanwhile, please do not ... to contact me if you have any further questions.
a) afraid b) be frightened c) hesitate d) delay
- 1.18 Thank you for your letter your employment with our company.
a) asking b) enquiring c) concerning d) enclosing
- 1.19 I would also be ... if in your reply, you could tell me exactly where your offices are located.
a) grateful b) interested c) interesting d) excited
- 1.20 We have been ... to increase our prices. This is owing to the fall of the dollar.
a) happy b) able c) unable d) forced
- 1.21 I am writing ... with the above-mentioned order for office furniture.
a) regard b) reference c) further d) in connection
- 1.22 We are able to offer a 12% discount on the ... price. Unfortunately, we are unable to offer discounts on any of the supplementary charges.
a) booking b) confirmed c) basic d) special
- 1.23 We must apologize for ...
a) not sent you b) not to send you c) not being sent to you d) not sending you
- 1.24 ... we hear from you within seven days, we will be forced to cancel your contract.
a) If ... b) Until... c) In case ... d) Unless
- 1.25 I really must ..., therefore, that you refund at least 10% of our money.
a) say b) complain c) warn d) insist
- 1.26 that I have not written before now to thank you for the invitation to the conference last month.
a) I am afraid... b) I was wondering... c) It was bad ... d) I am sorry...
- 1.27 We would be very grateful for any comment that you may have from your experience with this company. Any information that you supply will be kept strictly
a) secret b) classified c) detailed d) confidential
- 1.28 It's a British letter. Choose the right date.
a) 12 06 2004 b) 12 June 2004 c) 6th December 2004 d) 12/06/04
- 1.29 May I take this opportunity of enclosing for your attention our new catalogue and...
a) price lists b) money c) cash d) coins
- 1.30 What an unexpected pleasure ... from you after all this time! We thought you must have forgotten us since you place your previous order with us two years ago.
a) to answer b) to hear c) to listen d) to receive

2. Вопросы в открытой форме.

Fill in the blanks with the correct passive forms of the verbs in brackets

- 2.1. The new chemical _____ when it exploded. (TO TEST)
- 2.2 Acupuncture _____ by the Chinese long before the official medicine appeared. (TO DISCOVER)
- 2.3. The championship on 3-D Modelling _____ by the team of our University. (TO WIN)
- 2.4. Preparations _____ by the time the guests arrived. (TO FINISH)
- 2.5. Students with best exam results _____ the opportunity of having the industrial training abroad. (TO OFFER)
- 2.6. She couldn't answer the phone as she _____ for the job at that moment. (TO INTERVIEW)
- 2.7. The trains _____ because of the storm. (TO DELAY)
- 2.8. The graduate's application _____ twice before he succeeded. (TO REJECT)
- 2.9. A wi-fi network _____ in some public places of our town. (TO ESTABLISH)
- 2.10. They asked us to pay but it _____ in advance. (TO PAY)
- 2.11. The student _____ to speak about his master's thesis work. (TO ASK)
- 2.12. Before the workers went on strike, a lot of their workmates _____. (TO FIRE)
- 2.13. Millions of mobile phones _____ in Asia this year. (TO SELL)
- 2.14. As our car _____ we had to rent one. (TO SERVICE)
- 2.15. Many accidents _____ by careless driving. (TO CAUSE)

- 2.16. By the next year the students _____ the full course of Thermodynamics. (TO STUDY)
- 2.17. Where's John? I want to talk to _____. (HE)
- 2.18. Christmas is the _____ holiday in Great Britain. (POPULAR)
- 2.19. The water _____. Can you turn it off? (TO BOIL)
- 2.20 Two hundred people _____ by the company. (TO EMPLOY)
- 2.21 Where's Jane? I want to talk to _____. (SHE)
- 2.22 The Sahara is the _____ desert in the world. (HOT)
- 2.23 We _____ in Spain last summer. (TO BE)
- 2.24 This house is very old. It _____ in 1930. (TO BUILD)
- 2.25 Who is that woman? Why are you looking at _____? (SHE)
- 2.26 It's _____ to go by car than by train. (CHEAP)
- 2.27 We _____ Rose in town a few days ago. (TO SEE)
- 2.28 Many accidents _____ by careless driving every year. (TO CAUSE)
- 2.29 We're going to the cinema. Do you want to come with _____? (WE)
- 2.30 A lot of money _____ in the robbery yesterday. (TO STEAL)

3. Вопросы на установление последовательности.

3.1 Read the parts of the text and put them into logical order

(1) My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

(2) I read your job posting on Craigslist for an Assistant Director with interest.

In my position as an Assistant Communications Director for ABC Company, I wrote articles for the company website, managed contributing articles, and wrote and sent a weekly email newsletter to subscribers.

(3) Dear Hiring Manager,

(4) I look forward to hearing from you.

Thank you for your consideration.

John Doe

(5) While Assistant Communications Director for Assemblyperson Janet Brown, I researched, drafted and amended legislation, wrote press releases, and was responsible for office communications and correspondence.

3.2 Read the parts of the text and put them into logical order

(1) I look forward to having the opportunity to meeting you in person and hope to hear from you soon.

Again, thank you very much for your time and for your consideration.

(2) Dear Ms. Jones,

I appreciate having the opportunity to speak with you today about the marketing assistant position at the ABCD company. The job seems to be a perfect match for my abilities and interests.

(3) Best Regards,

(4) I appreciate the time you took to interview me.

(5) In addition to my enthusiasm, I will bring to the position strong communication skills, flexibility, and the ability to encourage others to work cooperatively with the department.

3.3 Read the parts of the text and put them into logical order

(1) As I mentioned in our conversation, I've developed similar apps for Companies X and Z. I'm skilled in several programming languages, and comfortable working as part of a team to ship products on time and as bug-free as possible. While at Company X, one of the apps that I helped develop won a prize. More importantly, the app achieved a top 20 position in the iTunes store. My proven track record developing successful apps would be an asset to Tech Company, and I am very enthusiastic about this opportunity.

(2) Dear Mr. Martins,

(3) Sincerely,

Martha White

(4) Please don't hesitate to get in touch if you have any additional questions for me. Thank you again for the opportunity to speak today, and I hope to hear from you soon.

(5) Thank you so much for meeting with me today to discuss the Senior Developer position at Tech Company. I really enjoyed our conversation, and believe my background in developing apps makes me a strong match for this position.

3.4 Read the parts of the text and put them into logical order

(1) you for your time. I am looking forward to hearing from you.

(2) I attached my CV so that you can learn more information about me. You may invite me for an interview at any time convenient for you.

(3) Dear Sirs,

I have just completed my final year at the University of Chicago and would like to apply for a position of Marketing Specialist in your company. I do not have any work experience but I have a great wish to become the part of your company and do my best for its success. I am a reliable person and would be a good worker for you.

(4) With respect,
Andrew Roll

(5) I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555.

3.5 Read the parts of the text and put them into logical order

(1) The cabinet doors do not open and shut properly and the stain on the cabinet is uneven, with one half darker than the other. The cabinet was delivered on 30 December and I noticed this problem as soon as I unpacked it from the box.

The cabinet is not of acceptable quality and does not match the sample cabinet I was shown in store. I would like you to replace it with one of the same quality and finish as the sample and arrange for return of the faulty cabinet at no cost.

(2) You can contact me on 1234 5678 during working hours or after hours on 123 456 789 to discuss this matter further.

(3) Dear Manager

I am unhappy with the quality of a television cabinet I bought at 5 Street on 15 December and I am writing to seek a replacement.

(4) I have attached a photocopy of my receipt as proof of purchase.

I would like to have this problem fixed quickly please. If I do not hear from you within 10 days, I will lodge a formal complaint with Consumer Affairs in my state.

(5) Yours sincerely,
Jane Brown

3.6 Read the parts of the text and put them into logical order

(1) Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

(2) Dear Mr. Gilhooley,

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume, and three references.

(3) Please see my resume for additional information on my experience.

I can be reached anytime via email at john.smith@yahoo.com or my cell phone, 907-575-625.

(4) Sincerely,
John Smith

(5) The opportunity presented in this listing is very interesting, and I believe that my strong technical

experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications
- I strive for continued excellence
- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full lifecycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

3.7 Read the parts of the text and put them into logical order

(1) Our company specializes in distributing cameras in Italy. For your information we may add that our company was established five years ago. If your goods meet our requirements, and we receive a favourable offer, we will be able to represent your cameras in Eastern Europe.

(2) We have seen your advertisement in the Business Weekly Journal, and we shall appreciate it if you will send us more detailed description of your cameras. We should also like to know the discounts that you provide.

(3) Dear Sir,

(4) faithfully,

R. Stenley

Export-Import Manager

(5) We are looking forward to your reply.

3.8 Read the parts of the text and put them into logical order

(1) Sincerely yours,

John Smith

(2) Although my associate degree in accounting was acquired more than 20 years ago, I have built extensively on the skills I learned at school, including taking formal classes, several of them related to computer literacy. These are described in more detail in the attached resume.

(3) Dear Sirs,

In response to your advertisement in the Springfield Herald, I wish to apply for the post of Office Manager. Prior to the death of my husband last year, we ran a successful carpet cleaning business for 22 years. I ran the office, supervising two office workers and a cleaning staff of 12.

(4) You can reach me at 555-5555.

(5) I can offer your company a strong work ethic, a wealth of experience, and a willingness to learn. I would be pleased to discuss the position and my qualifications further when you have had a chance to review my resume.

3.9 Read the parts of the text and put them into logical order

(1) You were recommended to me by some friends of mine so I would be interested in booking a double room at your hotel from 20 July to 2 August 2010. Could I possibly have a quiet room with a private bathroom with a shower, a fridge, a double bed, air-conditioning (and a safety box if it is available)?

(2) Dear Sir or Madam,

(3) If you have no vacancies, could you please inform me as soon as possible and provide me with the address of a suitable hotel in Santa Marinella area?

(4) Yours

faithfully, Marina Okenglish

(5) I would be grateful if you could answer the following questions:

1. could you provide me with your rates per night?
2. what is your total charge for 13 nights?

3. does it include breakfast?
4. do you need a deposit or a credit card number?

3.10 Read the parts of the text and put them into logical order

(1) In addition to a Holiday celebration filled with food, drinks and music there will be a fashion show, a disco night, karaoke, as well as a door prize for a \$3000. The company is fully funding the occasion. So, don't miss out on the fun and a tremendous opportunity!

For entry and to be eligible for the lottery you will be required to produce this original invitation with your ticket number printed on it.

(2) Dear Sir / Madam

The chairman and directors of OKENGLISH Company are honored to invite you to attend the Company New Year Party to be held at the President Hotel (+ address), Moscow, on Tuesday, 29th December, at 8 o'clock. Limited free parking will be available.

(3) Yours faithfully JB Administrator

(4) RSVP by 20th December to Christina Cane (+7 499 908 74 35). If Christina doesn't hear from you by Friday, 20th December we will assume that you are not attending the party and we will issue your ticket number to someone else.

(5) Everyone looks forward to meeting you and sharing holiday spirit with you at our Annual New Year Party.

3.11. Read the parts of the text and put them into logical order

(1) We may use the information we obtain from the cookie in the administration of this website, to improve the website's usability and for marketing purposes. We may also use that information to recognize your computer when you visit our website, and to personalize our website for you.

(2) We may send a cookie which may be stored on by your browser on your computer's hard drive.

(3) Our advertisers may also send you cookies.

(4) We may collect information about your computer and your visits to this website such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. We may use this information in the administration of this website, to improve the website's usability, and for marketing purposes.

(5) We use cookies on this website. A cookie is a text file sent by a web server to a web browser, and stored by the browser. The text file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

3.12. Read the parts of the text and put them into logical order

Dear

Mr. Stanley,

October, 02 will be a remarkable day of your 10th anniversary as a member of Hovernly Ltd. During these years of work, you proved to be a loyal and qualified worker with great potential. We recognize the contribution you make in our company success and wish to congratulate you upon your 10th anniversary.

o Mr John Lewis
General Manager
Hovernly Ltd
4567 Snake street
Oakland, California

○ October 01, 2015

○ Howard Stanley
9034 Canyon Street
San Francisco, California
USA, 90345

○ With respect,
John Lewis,
General Manager

3.13. Read the parts of the text and put them into logical order

- (1) I would like to invite you to a seminar that I'm confident will interest you.
- (2) Dear Charles Milton,
- (3) I am enclosing 3 tickets for you. I hope that you decide to attend and I am looking forward to seeing you there.
- (4) The 3D Technologies Seminar held at the Moscow Crocus Congress Centre on June 13 will feature lectures by several key programmers and designers in the field of 3D modeling, with topics including trilinear filtering, anti-aliasing and mipmapping.
- (5) Best regards,
Igor Petrov
Managing Director Ltd. The company "Center"
Tel: +7 912 XXXXXXXX

3.14. Read the parts of the text and put them into logical order

- (1) In addition to a Holiday celebration filled with food, drinks and music there will be a fashion show, a disco night, karaoke, as well as a door prize for a \$3000. The company is fully funding the occasion. So, don't miss out on the fun and a tremendous opportunity!
For entry and to be eligible for the lottery you will be required to produce this original invitation with your ticket number printed on it.
- (2) Dear Sir / Madam
The chairman and directors of OKENGLISH Company are honored to invite you to attend the Company New Year Party to be held at the President Hotel (+ address), Moscow, on Tuesday, 29th December, at 8 o'clock. Limited free parking will be available.
- (3) Yours faithfully JB Administrator
- (4) RSVP by 20th December to Christina Cane (+7 499 908 74 35). If Christina doesn't hear from you by Friday, 20th December we will assume that you are not attending the party and we will issue your ticket number to someone else.
- (5) Everyone looks forward to meeting you and sharing holiday spirit with you at our Annual New Year Party.

3.15 Read the parts of the text and put them into logical order

- (1) With respect,
Kira Stan
- (2) Kira Stan
7834 East street
Chicago, Illinois
- (3) July 12, 2017

(4) Dear Sirs

With reference to your vacancy for Office Manager I am sending you my CV attached to this letter. I have an experience of working as a secretary for 2 years in a small company where I had no career prospects. I am the Bachelor of Business Administration and so I think my education would allow me to make a significant contribution to your company. I would be very grateful if you consider my application.

(5) Trend & Fashion
9034 Groom Street
Chicago, Illinois
USA, 90345

3.16 Read the parts of the text and put them into logical order

(1) Yours sincerely,
Mr. Dean Hipp
General Director

(2) March 10, 2016

(3) Mrs. Olga Linnet
Perfect Wedding
9034 South Street
San Diego, CA
USA, 90345

(4) Dear Mrs. Linnet

Your wedding agency is becoming more and more popular in our city. I would like to help you make it more attractive to the customers. I am the owner of rose gardens; we grow fine roses all the year round. Roses would become a very good decoration for all wedding ceremonies. The prices are reasonable and include the designer service. More information you may find in the brochure attached.

(5) Mr. Dean Hipp
General Director
Roses For You
4567 Camino Street
San Diego, CA

3.17. Read the parts of the text and put them into logical order

(1) Dear Sirs,

I am writing to inform you that yesterday I got my new TV set which was delivered by your delivery service. The package was undamaged so I signed all documents and paid the rest of the sum. But when I unpacked it I found several scratches on the front panel. I would like you to replace the item or give me back my money. Please let me know your decision within 2 days.

(2) April 25, 2017

(3) Mr. Jack Lupin
7834 17th Street
Detroit, Michigan

(4) Electronics Ltd
9034 Commerce Street

Detroit, Michigan
USA, 90345

(5) ours faithfully,
Jack Lupin

3.18. Read the parts of the text and put them into logical order

(1) Dear Mr. Lupin,

It was distressing to learn that the TV set that we delivered to you on April 24 was scratched. We do not have any idea how it may have happened that is why we are very sorry that this unfortunate incident occurred and ready to exchange your scratched TV for another one.

(2) Yours sincerely,
Mr. Derek Smith
General Manager

(3) April 28, 2017

(4) Mr. Jack Lupin
7834 17th Street
Detroit, Michigan

(5) Mr. Dereck Smith
General Manager
Electronics Ltd
9034 Commerce Street
Detroit, Michigan
USA, 90345

3.19. Read the parts of the text and put them into logical order

(1) Dear Sir

(2) Yours faithfully,

Ann Rudova

(3) am writing in connection with an advertisement for your English course. I am 19 years-old student from Russia. I am interested in English and have been looking for a course in English at higher level.

(4) I look forward to your answer.

(5) I would like to ask for more details about this English course. I would be very grateful if you could inform me about payment forms and enrolment requirements

3.20. Read the parts of the text and put them into logical order

(1) I am writing in response to your job offer concerning the post of computer operator which I found in the latest issue of «Daily News».

(2) Dear Sir

(3) would be happy to attend the interview at any time that is convenient to you. I am enclosing the names of two referees from Gray Service Company, whom you can contact for more details. I look forward to hearing from you.

(4) ours faithfully,

Jane Morrison

(5) I believe this position fits my expectations of a perfect job for a young person. As far as my qualifications are concerned I have been working for about two years as a computer operator in Gray Service Company, where I have had the chance to get «hands-on» experience with computers in a real working office and coming into contact with the public for the first time. There I have gained a lot of valuable professional experience. In addition to this, I consider myself to be hard-working and a very sociable person.

3.21. Read the parts of the text and put them into logical order

(1) Best regards,

(2) Andrey Petrov,
Managing Director

(3) I would like to invite you to a seminar that, I'm confident, will interest you.

(4) The seminar "IT in Business" held at the Moscow Crocus Congress Centre on June 12 will feature lectures by several key programmers and developers.

I am enclosing 4 tickets for you and your colleagues. I hope that you decide to attend and looking forward to seeing you there.

(5) Dear Henry Mills,

3.22. Read the parts of the text and put them into logical order

(1) With respect,
John Lewis,
General Manager

(2) Dear Mr. Stanley,

October, 02 will be a remarkable day of your 10th anniversary as a member of Hovernly Ltd. During these years of work, you proved to be a loyal and qualified worker with great potential. We recognize the contribution you make in our company success and wish to congratulate you upon your 10th anniversary.

(3) October 01, 2015

(4) Howard Stanley
9034 Canyon Street
San Francisco, California
USA, 90345

(5) Mr. John Lewis
General Manager
Hovernly Ltd
4567 Snake street
Oakland, California

3.23. Read the parts of the text and put them into logical order

(1) Dear Mrs. Way,

(2) I'm writing to ask for your help. I know you work with Mr. Green. I also know that he is an excellent journalist, that's why I would like to ask him to help me with my current project. Would you be so kind as to introduce me to Mr. Green? I would be very grateful to you.

(3) Respectfully yours,

Richard Smith

DC College Professor

(4) Please let me know if you can schedule an appointment with me and Mr Green. I look forward to your response.

(5) Mrs. Amanda Way

Bridge-company

Office 708, Entrance 1D

Alley Street

Bristol

Great Britain

30 June 2021

3.24 Read the parts of the text and put them into logical order

(1) I look forward to having the opportunity to meeting you in person and hope to hear from you soon. Again, thank you very much for your time and for your consideration.

(2) Dear Ms. Jones,

I appreciate having the opportunity to speak with you today about the marketing assistant position at the ABCD company. The job seems to be a perfect match for my abilities and interests.

(3) Best Regards,

(4) I appreciate the time you took to interview me.

(5) In addition to my enthusiasm, I will bring to the position strong communication skills, flexibility, and the ability to encourage others to work cooperatively with the department.

3.25 Read the parts of the text and put them into logical order

(1) As I mentioned in our conversation, I've developed similar apps for Companies X and Z. I'm skilled in several programming languages, and comfortable working as part of a team to ship products on time and as bug-free as possible. While at Company X, one of the apps that I helped develop won a prize. More importantly, the app achieved a top 20 position in the iTunes store. My proven track record developing successful apps would be an asset to Tech Company, and I am very enthusiastic about this opportunity.

(2) Dear Mr. Martins,

(3) Sincerely,

3.26 Read the parts of the text and put them into logical order

(1) My resume is attached. If I can provide you with any further information on my background and qualifications, please let me know.

(2) I read your job posting on Craigslist for an Assistant Director with interest.

In my position as an Assistant Communications Director for ABC Company, I wrote articles for the company website, managed contributing articles, and wrote and sent a weekly email newsletter to subscribers.

(3) Dear Hiring Manager

Martha White

(4) Please don't hesitate to get in touch if you have any additional questions for me. Thank you again for the opportunity to speak today, and I hope to hear from you soon.

(5) Thank you so much for meeting with me today to discuss the Senior Developer position at Tech Company. I really enjoyed our conversation, and believe my background in developing apps makes me a strong match for this position.

3.27 Read the parts of the text and put them into logical order

- (1) Thank you for your time. I am looking forward to hearing from you.
- (2) I attached my CV so that you can learn more information about me. You may invite me for an interview at any time convenient for you.
- (3) Dear Sirs,
I have just completed my final year at the University of Chicago and would like to apply for a position of Marketing Specialist in your company. I do not have any work experience but I have a great wish to become the part of your company and do my best for its success. I am a reliable person and would be a good worker for you.
- (4) With respect,
Andrew Roll
- (5) I can be reached anytime via email at john.donaldson@emailexample.com or my cell phone, 909-555-5555.

3.28 Read the parts of the text and put them into logical order.

- (1) The cabinet doors do not open and shut properly and the stain on the cabinet is uneven, with one half darker than the other. The cabinet was delivered on 30 December and I noticed this problem as soon as I unpacked it from the box.
The cabinet is not of acceptable quality and does not match the sample cabinet I was shown in store. I would like you to replace it with one of the same quality and finish as the sample and arrange for return of the faulty cabinet at no cost.
- (2) You can contact me on 1234 5678 during working hours or after hours on 123 456 789 to discuss this matter further.
- (3) Dear Manager
I am unhappy with the quality of a television cabinet I bought at 5 Street on 15 December and I am writing to seek a replacement.
- (4) I have attached a photocopy of my receipt as proof of purchase.
I would like to have this problem fixed quickly please. If I do not hear from you within 10 days, I will lodge a formal complaint with Consumer Affairs in my state.
- (5) Yours sincerely,
Jane Brown

3.29 Read the parts of the text and put them into logical order

- (1) Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.
- (2) Dear Mr. Gilhooley,
I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume, and three references.
- (3) Please see my resume for additional information on my experience.
I can be reached anytime via email at john.smith@yahoo.com or my cell phone, 907-575-625.
- (4) Sincerely,
John Smith
- (5) The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:
 - I have successfully designed, developed, and supported live use applications
 - I strive for continued excellence
 - I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full lifecycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

3.30 Read the parts of the text and put them into logical order

(1) Our company specializes in distributing cameras in Italy. For your information we may add that our company was established five years ago. If your goods meet our requirements, and we receive a favourable offer, we will be able to represent your cameras in Eastern Europe.

(2) We have seen your advertisement in the Business Weekly Journal, and we shall appreciate it if you will send us more detailed description of your cameras. We should also like to know the discounts that you provide.

(3) Dear Sir,

(4) Yours faithfully, R. Stenley

Export-Import Manager

(5) We are looking forward to your reply.

4 Вопросы на установление соответствия.

4.1 Business etiquette is fundamentally concerned with building ... founded upon courtesy and politeness between business personnel. ..., and especially business etiquette, is a ... of maximizing your potential by presenting yourself positively.

a) personnel ... b) etiquette... c) means ... d) relationships

4.2 Writing a ... is not simply a matter of expressing your ideas clearly. The way you write a letter and the etiquette you employ ... have a significant impact on your ... in business.

a) business letter b) may c) ideas d) success or failure

4.3 Failure to ... correct business letter etiquette ... result in your adopting an inappropriate tone, causing offense or ..., lack of clarity or purpose and hostility or soured relations.

a) business letter b) observe c) misunderstandings d) can

4.4 The foundation of good business letter etiquette is 'Think before you write'. You ... considering to whom the letter ... addressed, how and why? This ... then influence style, ... and structure.

a) will b) should be c) is d) content

4.5 Always make sure you have spelt the recipient's name correctly. It... sound simple, but ... would be surprised at ... people fail to do ... The recipient's name should include titles, honors or qualifications if deemed necessary.

a) so b) how many c) you d) may

4.6 Many people use the 'Dear Sir/Yours Faithfully' formula ... addressing the receiver. ... this is acceptable for ... matters it is impersonal and should not be ... when dealing with those you know, queries or complaints.

a) routine b) Although c) used d) when

4.7 If the content of the letter is ..., personal or confidential it must be marked appropriately. Marking the letter 'confidential' will suffice in highlighting this fact. If you ...want the letter read by the receiver without the interception of a secretary or PA, mark ./ as 'Private', 'Personal' or 'Strictly Confidential'. If you have received such a business letter it is good etiquette to reciprocate and ensure that all future correspondence is kept at ...level of confidentiality.

a) that b) only c) it d) sensitive

4.8 Proper business letter etiquette requires that a consistent and clear approach, combined with courtesy, be employed. As ...rule of thumb, aim to keep all business letters formal ... style. Even when the receiver is familiar .. you, it is advisable maintain a certain level of business etiquette as the letter may be seen by others or referred to by a third party in the future.

a) in b) a c) to d) requires

4.9 Letters should be signed personally. It looks unprofessional, ... and somewhat lazy if a letter is left unsigned. However, having a secretary or PA sign on your behalf is not considered a breach of business etiquette.

a) in b) a c) to d) cold

4.10 Humour can be ... in business letters but only when ... writer is completely positive the recipient will understand the joke or ... From a business etiquette perspective, it may be ... to avoid humour.

a) the b) pun c) wise d) used

4.11 Good business letter etiquette calls for letters to be responded to promptly or within certain guidelines. This may normally be considered ... 5 working days. If this is... possible then some sort of acknowledgement should be ... either by letter, ... phone or e-mail.

a) sent b) not c) fax d) as

4.12 Always use reference numbers or clearly ... the purpose of the letter at the top, .. example, 'Re: Business Letter Etiquette Enquiry'. This allows... receiver to trace correspondence and immediately set ... letter within a context. When replying to points or questions the proper etiquette is to respond in the same order as they were asked.

a) your b) the c) for d) state

4.13 Letters are often an arena for ... or disputes. Even in these circumstances there ...rules of business letter etiquette that should be adhered to.

If you initiate the dispute then,

- Explain and ... your case simply and clearly to .. person,
- Offer information that may be required by the other party to help answer questions,
- Indicate a time scale by which you expect a reply or the matter to be resolved.

a) are b) conflicts c) the most appropriate d) set out

4.14 Using business etiquette in all matters and ... in business letters will ensure you communicate effectively, avoid misunderstandings and maximize your business potential.

a) are b) conflicts c) the most appropriate d) especially

4.15 The format of the letter should follow certain order and style.

Letterhead is the name and ... of a person or an organization printed at top of personal or office stationery. There ... no one accepted way of displaying letterheads; whatever style you chose; your letterheads should be very distinctive. They should give your correspondents all the information they ... need if they want to contact you: your company name and address, telephone and fax numbers, email address.

- a) is b) might c) address d) the

4.16 The format of the letter should follow certain order and style.

Your reference. A reference is not essential, but it can ... you retrieve a letter from your filing system. If you do have one, it will ... be the initials of the person who dictated the letter and those of the person who typed it, as in *KMG/BZG*. It can also include a file or account number, for example *KMG/BZG/78/5*.

- a) usually b) might c) address d) help

4.17 The inside address. Make sure you ... the name and ... of your correspondent right. If you ... to a letter, address the person in the form .. which he or she has signed.

- a) are replying b) in c) job title d) get

4.18 Addressing a woman can ... be tricky. It used to be common for women to indicate their ... with their signature, as in *Yours sincerely, Philippa Cooper (Mrs)*. But many businesswomen nowadays simply .. their names, ... indicating their marital status. In that case, you should address them as *Ms (Ms Philippa Cooper)*. However, if your correspondent signs herself *Mrs* or *Miss*, then use the same form of address in your reply.

- a) without b) sign n c) marital status d) sometimes

4.19 If you are writing to a company or ..., wherever possible, address it to a .. in the company, by job title if you do not know his or her name. So, ..., if you had export query, you would address your letter to *the Export Manager*. If it were a complaint ... an unpaid invoice, you would write to *the Accountant*. If you do not know who in the organization might deal with your letter, address your letter to *the Manager* or *the Managing Director*.

- a) about b) for instance c) specific person d) organization

4.20 The salutation is a part with which a letter starts: the part which begins 'Dear...'. If you know your correspondent, it will be simple deciding on the best salutation. If you know him or her well, you could begin '*Dear John*' or '*Dear Mary*'. If you do not want to be quite so informal, you should use their title: '*Dear Mr Smith*' or '*Dear Miss Green*'. One thing you should not do is address someone whose name you know as '*Dear Sir*' or '*Dear Madam*'. This is so formal and ... as to be impolite. If you do not know your correspondent's name, the correct salutation is '*Dear Sir or Madam*' (or *Dear Sir/Madam*). So in all ... where you are addressing someone by their job title only, you should use this form of salutation.

- a) best salutation b) unfriendly c) cases d) organization

4.21 Subject heading. Some firms open their letters with a subject heading (beneath the salutation). This provides a ..., saves introducing ... subject in the first paragraph, immediately ... to the topic of the letter and allows the writer to refer to it throughout the letter. It is ... introduced by *Re:* and underlined, e.g. *Re: Application for the post of typist.*

- a) further reference b) draws attention c) often d) the

4.22 The beginning of the letter is important. Set the tone for the rest of the letter early, and think what it is going to be about. You can use a heading if you think it ... to make the subject clear immediately. In

order to get a ... from your readers, you need to make them want to read your letters. It is important to ... and interest early in the letter, and this is ... your opening should be eye-catching, e.g.:

- *We have received your letter of...*
- *We thank you for your letter of...*
- *Your letter enclosing / stating that / asking us to / requesting us to...*
- *In reply / response to your letter of...*
- *In confirmation of our telephone conversation we wish to inform you that...*
- *With reference to our letter of ___ we wish to inform you that..*

a) positive reaction b) will help c) why d) get their attention

4.23. The body of ... should follow logically on from your opening, and there should be logical flow through the letter to the end. ... flowing logically, it should follow the three rules of business communication and ...

a) positive reaction b) Apart from c) be brief, clear and direct d) the letter

4.24 The ending of the letter. Your closing paragraph is as ... as your opening. This is the last thing your ... will read, and the last impression he or she will have .. you. You should use it for ...: 1) to summarize your position, 2) to indicate any action that needs to be taken, and by whom.

a) correspondent b) two purposes c) of d) important

4.25 One of ... skills anyone can hold in daily life is the ... to negotiate. In general terms, a negotiation is a resolution of conflict. We enter negotiations in order to start or continue a relationship and resolve an issue. Even before we accept our first jobs, or begin our careers, we all learn how to negotiate. For one person it begins ... the negotiation of an allowance with a parent.

a) with b) the most important c) to start or continue a relationship d) ability

4.26 Some people are naturally stronger negotiators, and are capable of getting ... needs met more easily than others. Without the... to negotiate, people ... relationships, quit jobs, or deliberately avoid conflict and uncomfortable ...

a) ability b) their c) break off d) situations

4. 27 In ... world of business, negotiating skills are... for a variety of reasons, ... as to negotiate a salary or a promotion, to secure a sale, or to form a

a) such b) the c) used d) new partnership

4.28 Whether you are holding a meeting or attending a meeting, it is important that you understand key English phrases ... expressions related to meetings. A successful meeting ... no surprises. With proper preparation and ... organization, a meeting .. run smoothly.

a) and b) careful c) has d) can

4.29 The most typical complaint about meetings is that they run ...long. Meetings that run longer than necessary can be ... to a company or business. As the ... business expression says: *Time is money*. ... and time limits, keeping to the agenda, and knowing how to refocus, are key components of an effective meeting.

a) too b) Setting goals c) famous d) very costly

4.30 There are a number of ways that you may call or be called to a meeting. Some meetings are ... by e-mail, and others are posted on bulletin boards. If a meeting is announced at the end of another meeting, it

is important to ... A reminder can also come in the form of an e-mail or notice. Verbal announcements or reminders should always be backed up .. documented ones. The date, location, time, length, and purpose of the meeting should be included.

a) by b) to issue a reminder c) famous d) announced

Шкала оценивания: 100 балльная.

Критерии оценивания: Каждый вопрос (задание) в тестовой форме оценивается по дихотомической шкале: выполнено – 1 балл, не выполнено – 0 баллов. Применяется следующая шкала перевода баллов в оценку по 5-балльной шкале: 85-100 баллов соответствуют оценке «отлично»; 70-84 баллов – оценке «хорошо»; 50-69 баллов – оценке «удовлетворительно»; 3 балла и менее – оценке «неудовлетворительно».

Тема 2: Встречи, представление.

Наименование игры: «Встречи, представление, контакты».

Перечень ролей: участники конференции, гости конференции.

Концепция игры: Создание квазипрофессиональной среды, способствующей профессиональной социализации обучающихся.

Цель игры - развитие специальной иноязычной речевой компетенции обучающихся.

Ожидаемые результаты: закрепление необходимых разговорных формул, обучение межличностному общению и взаимодействию в условиях совместной профессиональной деятельности и в рамках реально существующих социальных ситуаций взаимодействия.

Перечень ситуаций:

1. Your university is going to hold an international research and practice conference. Invite your foreign colleagues to take part in it.
2. You got interested in the report of your foreign colleague at the international research and practice conference. Ask your colleague about his research interests. Speak about your research interests.
3. A student in the master's program from a foreign university is coming to study in your group. Tell him about your university and your graduate chair.
4. You are going for an international internship to a foreign university. You are asked to speak about your master's thesis work.
5. You are looking for a job. Think of an occupation that interests you and look through the following list (high wages, opportunity to become a well-known specialist, flexible working hours, work in a team with friendly people). Which are the most important and the least important points to you? Give your reasons.
6. You have arrived on a business trip. Your business partners meet you at the airport. Introduce yourself and tell them about the purpose of your visit.
7. You are going to take place in an international exhibition. Arrange delivery of necessary equipment.
8. Invite a famous specialist in your field to deliver a course of lectures to the university students.
9. You want to get a position in a famous company. Prepare your CV for the interview.
10. You are going to take part in the international research and practice conference. Speak about your research interests.
11. Foreign colleagues have come to your company. They ask you to speak about your company.
12. Your university is going to hold an international research conference. Invite your foreign colleagues to take part in it.
13. You want to work in a foreign company. Meet your future colleagues and ask them about working conditions in their company.
14. You came on a business trip in a foreign company. Your aim is to learn how the equipment works. Ask colleagues about their work in the company.

15. Your business partners meet you at the airport. Introduce yourself and tell them about the purpose of your visit.
16. Your friend is going to work in a company in the UK. What do you think of it? Share your point of view.
17. You're going to take part in a students' scientific conference. You're preparing a report about science and technology. What main points should be in your report?
18. You are a participant at the International Scientific Space Conference. You meet a famous U.S. astronaut there and have a possibility to interview him. What questions are you going to ask him?
19. After graduating the university your friend decided to build a career as an engineer. But now he doesn't really enjoy the type of work he is doing. Would you advise him to take the opportunity to develop his skills in another field or to succeed in chosen one? Give your reasons.
20. You are looking for a job. Think of an occupation that interests you. Which are the most important and the least important things to you? Discuss them with your friend.
21. You are going to join the international organization. Ask questions about the role of this company in solving technical problems nowadays.
22. You are preparing a report about the difference between the economic systems of Russia and the UK for an International Conference. Try to compare these systems and discuss this with your foreign partners.
23. You are a participant at the International Scientific Conference. You meet a famous U.S. astronaut there and have a possibility to interview him. What questions are you going to ask him?
24. You are going to get some working experience in a foreign company. Meet your foreign colleagues and tell them about the aim of your visit.
25. You are looking for a job as a manager. Which are the most important and the least important things connected with this profession? Discuss them with your friend.
26. Your sister is going to work in an International Business Company in the UK. One of your friends has been working there for a year. Ask him to tell you about the working conditions in the company.
27. You are planning to join the international company. Ask questions about the role of this business in a market economy nowadays.
28. You want to get a position in a foreign international company. Which are the most important and the least important things connected with this work? Discuss them with your friend.
29. Your brother is going to enter a university in Scotland. Ask a questions about the education system in this country.
30. You are at the International scientific conference for the first time. You meet a famous scientist there and want to talk with him about the branches of engineering that you are going to work in. What would you ask him about?

Критерии оценивания:

оценка **«отлично»** выставляется обучающемуся, если он принимает активное участие в ролевой игре и полностью справляется с порученной ему ролью, выполняя требуемые от него трудовые действия и проявляя способность применять на практике необходимые для этого знания, умения и навыки; свободно и эффективно взаимодействует с другими участниками (своими «деловыми» партнерами); задания выполнены точно и правильно; при обсуждении результатов демонстрирует способность к профессиональной саморефлексии.

оценка **«хорошо»** выставляется обучающемуся, если он хорошо ориентируется в искусственно созданной «профессиональной» ситуации, при выполнении своей задачи

демонстрирует активность и готовность выполнять необходимые трудовые действия, допуская отдельные недочеты; активно взаимодействует с другими участниками (своими «деловыми» партнерами); задания выполнены с небольшими недочетами; при обсуждении результатов проявляет критичность по отношению к самому себе.

оценка **«удовлетворительно»** выставляется обучающемуся, если он нуждается в посторонней помощи при выполнении трудовых действий, выполняя доверенную ему роль в искусственно созданной «профессиональной» ситуации; при выполнении своей роли демонстрирует неполноту собственных знаний, вследствие чего пассивен и испытывает затруднения при выполнении задания, неуверенно взаимодействует с другими участниками игры (своими «деловыми» партнерами); задания, полученные в ходе игры, выполнены с ошибками; при обсуждении результатов игры пассивен, внешнюю оценку предпочитает самооценке.

оценка **«неудовлетворительно»** выставляется обучающемуся, если он не справился с выполнением трудовых действий, необходимых по доставшейся ему роли в искусственно созданной «профессиональной» ситуации; при выполнении своей задачи демонстрирует отсутствие элементарных знаний, вследствие чего пассивен и теряется при неожиданном развитии игрового «профессионального» сюжета, создаваемого преподавателем в режиме реального времени; вынужденно и неэффективно взаимодействует с другими участниками (своими «деловыми» партнерами); не способен дать адекватную профессиональную оценку своим действиям.

БАНК ВОПРОСОВ И ЗАДАНИЙ В ТЕСТОВОЙ ФОРМЕ

Тема 3. Профессионально-ориентированный перевод

1. Вопросы в закрытой форме:

1.1 My uncle is a carpenter.

a) She b) I c) He d) His

1.2 His daughter is a musician.

a) She b) He c) Hers d) It

1.3 Their aunt is a manager.

a) He b) She c) They d) Her

1.4 Our parents are physicians.

a) He b) We c) They d) Our

1.5 My grandfather and grandmother are pensioners.

a) My b) They c) She d) He

1.6 His uncle (to be) a fitter.

a) are b) is c) am d) to be

1.7 My aunt (to have) those books.

a) have b) to have c) has

1.8 I (to be) his cousin.

a) is b) are c) am d) to be

1.9 Their friends (to be) students.

a) is b) are c) to be d) am

1.10 His son (to have) this article.

a) has b) have c) to have

1.11 My friends have ... discs.

a) this b) theirs c) these d) me

1.12 ... were students.

a) We b) I c) This d) That

1.13 This is my notebook, and that is

a) hers b) your c) you d) me

1.14 ... grandparents are pensioners.

a) Me b) Mine c) My d) Hers

1.15 ... are my pencils.

a) That b) These c) This d) We

1.16 When we were discussing educational systems of different countries we used

a) skills b) Scheme C. the ways d) types

1.17 It is not difficult to use good. ... when you are eating.

a) manners b) children c). schemes d) speed

1.18 People ... knowledge about the world.

a) pass b) gain c) expect d) support

1.19 To transmit A. common cultural heritage is ... of general education.

a) made b) received c) the aim d) the design

1.20 The children are taught skills they will use ... their life.

a) above b) throughout c) though d) thought

1.21 Scientists solve a ... of complicated mathematical problems.

a) origin b) variety c) universe d) cell

1.22 The researchers always try to ... the facts.

a) refer b) measure c) satisfy d) unify

1.23 When people speak of technology they usually mean ... technology.

a) medical b) nuclear c) educational d) industrial

1.24 ... make our life and work easier.

a) Principles b). Laws c) Tools d) Facts

1.25 People had to get food, clothes and

a). shelter b) machines c) cars d) technologies

1.26 1. It is a good question

a) to be discussed b) was discussed c) discuss d) discusses

1.27 It must ... a very serious problem.

a) to be b) be c) been d) to being

1.28 We will continue ... the tools.

a). to test b) test c) to be test d) have tested

1.29 We need ... productivity.

a). increase b) are increasing c) to increase d) have increased

1.30 They have ... mechanical systems.

a) maintain b) to be maintained c).to maintain d) maintaining

2. Вопросы в открытой форме:

2.1 When you telephone a company the person answering the phone may ask you a question. Which is the correct question?

A. Who's calling please?

B. Who calls?

C. Who it is?

D. Who called?

2.2 Which phrase means the same as 'hang on a moment?'

A. Just a second

B. I'll put you on

C. Go ahead

D. I'm ready

2.3 Choose the correct word: "Please and I'll put you through."

A. stop

B. stay

C. talk

D. hold

2.4 What is the expression used to connect two people on the telephone?

A. I'm sending you through

B. I'm putting you through

C. I'm calling you through

D. I'm talking you through

2.5 Telephone - Wrong number Test

(Choose the correct word to complete the sentence).

2.6 You _____ have the wrong number.

A. should

B. would

C. must

D. can

2.7 His _____ number is 998922.

A. straight

B. direct

C. certain

D. sure

2.8 I'm _____ to have troubled you.

A. upset

B. apologize

C. sorry

D. sad

2.9. I'm sorry, you've _____ the wrong number.

A. got

B. had

C. have

D. put

Telephone - Ordering Test

(Finish the sentence with the correct phrase).

2.10 I'd like to _____ about flights.

A. find

B. enquire

C. question you

D. tell me

2.11 Tax is \$50 on _____ of that.

A. plus

B. end

C. bottom

D. top

2.12 I'd like to book a hotel room _____.

A. proficiently

B. provisionally

C. professionally

D. prescriptively

2.13 I'll call you back later to _____.

A. speak

B. assure

C. confirm

D. certify

Meetings - Interruptions Test

(Finish the sentence with the correct phrase).

2. 14 _____, I would like to begin by saying that the company profits are up on last year's figures.

A. To begin at

B. First of all

C. And start with

D. And for starters

2. 15 _____ about the plans for next month's meeting?

A. Can I hear you

B. Can I clarify you

C. Can I ask you

D. Can I include you

2.16 _____, but I just wanted to clarify a couple of points before continuing.

A. Sorry to hold the meeting up

B. Sorry to hold the meeting down

C. Sorry to hold the meeting around

D. Sorry to hold the meeting along

2.17 _____ that all of the staff members should have an opportunity to give their opinion about the company review.

A. I don't feel very strongly

B. I am feeling quite strongly

C. I am feeling more strongly

D. I do feel quite strongly

Negotiations - Tricky Conversations Test (Finish the sentence with the correct phrase).

2.18 You've got to _____ out of it.

A. sort

B. cut

C. snap

D. lift

2. 19 I _____ you to try a bit harder.

A. expect

B. like

C. request

D. hope

2.20 _____, what you've done isn't good enough.

- A. Probably
- B. Maybe
- C. Clearly
- D. Hopefully

2.21. I really want to see _____.

- A. your trying
- B. better
- C. better effort
- D. some improvement

Negotiations - Asking For a Rise Test

(Finish the sentence with the correct phrase)

2.22 I _____ I have made good progress.

- A. guess
- B. really feel
- C. really know
- D. suppose

2.23 I think that 3% _____.

- A. is the least you could offer
- B. isn't enough
- C. is too much to ask
- D. isn't too much to ask

2.24 I really feel it's _____ considered for promotion.

- A. about now I am
- B. about now I was
- C. about time I am
- D. about time I was

2.25 Should I _____?

- A. put my request into words
- B. write the request
- C. put this request in writing
- D. write off my request

Meeting - Agenda Setting Test

(Finish the sentence with the correct phrase).

2. 26 Which sentence might you hear at the beginning of a presentation?

- A. Ladies and gentlemen, thank you for arriving today

- B. Ladies and gentlemen, thank you for appearing today
- C. Ladies and gentlemen, thank you for coming today
- D. Ladies and gentlemen, thank you for showing your faces today

2.27 The _____ of today's presentation is to discuss my findings.

- A. purpose
- B. reason
- C. cause
- D. points

2.28 Now, _____ begin by introducing myself.

- A. allow me
- B. let me
- C. I
- D. presentation

2.29 I'd be very happy to _____ you to ask questions at the end of the session.

- A. tell
- B. invite
- C. order
- D. request

2.30 I'd be very happy to _____ you to ask questions at the end of the session.

- A. tell
- B. invite
- C. order
- D. explain

3. Вопросы на установление соответствия.

Match the two halves of these sentences:

3.1

1 There's been a slight mix-up	A but there seems to be some mistake.
2 I'm sorry to bother you	B with the reasons for the delay.
3 I'm not at all satisfied	C over your recent order.

3.2

1. If you don't send the payment today	A the figures I quoted were accurate.
2. Please accept our apologies for	B we will be forced to cancel the contract.
3. I'm quite sure that	C the late arrival of this flight.

3.3

1. Please accept our apologies for 2. In 1885 3. The goods will be ready for shipment 3 to 4 weeks	A the company had more than 5000 employees. B from receipt of your written order. C the delay in dispatching your order.
--	---

3.4

1. Do you think 2. If someone keeps looking out of the window when you're talking, 3. I'd like to reconfirm	A my seat on flight TR 998. B you could check my hotel booking? C they are probably not listening to what you are saying.
---	--

3.5

1. In answer to your enquiry 2. According to our records 3. As requested by Ms. Renoir,	A I have investigated the problems she raised about health and safety. B payment of our invoice has not been received. C we have pleasure in enclosing our price list.
---	---

3.6

1. I think we need to spend more money on marketing 2. It could be interesting 3. I hear	A what you are saying. B if we want to grow the business. C to invest a little bit more in new product development.
--	--

3.7

1. The sales last month 2. We must constantly 3. I would be pleased	A improve our marketing techniques unless the business stops growing. B to provide you with any further information you may require. C were pretty good.
---	---

3.8

1. Would you, please, send me 2. I would like to have 3. We are interested in	A goods produced by your company. B your catalogue and price list? C some more information about the services you provide.
---	---

3.9

1. We would appreciate it if 2. Please return the enclosed envelope 3. Should you need any further information,	A please do not hesitate to contact me. B you could send us some samples. C with your payment.
---	---

3.10

1. I would be very grateful 2. The enclosed catalogue 3. Please contact us again	A if you have any questions B if you could send me this information. C will give you an idea of the type of products we supply
--	---

3.11

1. Everyone looks forward to meeting you 2. You were recommended to me by some friends of mine so 3. I would be pleased to discuss the position and my qualifications further	A. when you have had a chance to review my resume. B. and sharing holiday spirit with you at our Annual New Year Party. C. I would be interested in booking a double room at your hotel from 20 July to 2 August 2022.
---	---

3.12

<ol style="list-style-type: none"> 1. I can offer your company a strong work ethic, a wealth of experience, 2. You were recommended to me by some friends of mine so 3. I would be pleased to discuss the position and my qualifications further 	<ol style="list-style-type: none"> A. and sharing holiday spirit with you at our Annual New Year Party. B. I would be interested in booking a double room at your hotel from 20 July to 2 August 2022. C. when you have had a chance to review my resume.
---	--

3.13

<ol style="list-style-type: none"> 1. The opportunity presented in this listing is very interesting 2. I look forward to speaking with you If I can provide you with any further information on my background and qualifications 	<ol style="list-style-type: none"> A. please let me know. B. and I believe that my strong technical experience and education will make me a very competitive candidate for this position. C. about this employment opportunity.
--	--

3.14

<ol style="list-style-type: none"> 1. In my position as an Assistant Communications Director for ABC Company, 2. In addition to my enthusiasm, I will bring to the position strong communication skills, flexibility, and the ability to encourage others 3. I look forward to having the opportunity to meeting you in person 	<ol style="list-style-type: none"> A. and hope to hear from you soon. B. I wrote articles for the company website, managed contributing articles, and wrote and sent a weekly email newsletter to subscribers. C. to work cooperatively with the department.
---	---

3.15

<ol style="list-style-type: none"> 1. I appreciate having the opportunity to speak with you today 2. I really enjoyed our conversation 3. I'm skilled in several programming languages, and comfortable working as part of a team 	<ol style="list-style-type: none"> A. and believe my background in developing apps makes me a strong match for this position. B. about the marketing assistant position at the ABCD company. C. to ship products on time and as bug-free as possible.
--	--

3.16

<ol style="list-style-type: none"> 1. Thank you so much for meeting with me today 2. I have just completed my final year at the University of Chicago 3. I do not have any work experience 	<ol style="list-style-type: none"> A. but I have a great wish to become the part of your company and do my best for its success. B. and would like to apply for a position of Marketing Specialist in your company. C. to discuss the Senior Developer position at Tech Company.
---	---

3.17

<p>1. For your information we may add</p> <p>2. We have seen your advertisement in the Business Weekly Journal,</p> <p>3. If your goods meet our requirements, and we receive a favourable offer,</p>	<p>A. we will be able to represent your cameras in Eastern Europe.</p> <p>B. that our company was established five years ago.</p> <p>C. and we shall appreciate it if you will send us more detailed description of your cameras.</p>
---	--

3.18

<p>1. Not only is school a place of education,</p> <p>2. People often say that our modern way of life, with its individualism and fast speed,</p> <p>3. Friends enjoy doing things together and</p>	<p>A. they have a lot of interests in common.</p> <p>B. it is a place where young people develop and reaffirm their identities within peer groups and where much of their socializing takes place.</p> <p>C. has made the world a lonely place.</p>
---	--

3.19

<p>1. If you think you are not one of those people</p> <p>2. Good manners are important across the globe,</p> <p>3. So many of us live and work surrounded by people,</p>	<p>A. but it is hard to find true friendship.</p> <p>B. whose buying habits are influenced by advertisements, you are most probably mistaken.</p> <p>C. but that doesn't mean they are the same.</p>
---	---

3.20

<p>1. The rules of politeness vary greatly all over the world,</p> <p>2. It's also all the techniques supermarkets use</p> <p>3. In many countries people shake hands when they greet each</p>	<p>A. to make customers buy more than they have actually planned.</p> <p>B. from country to country everywhere.</p> <p>C. but in others it might be seen as aggressive.</p>
--	--

3.21

<p>1. In spite of all the differences most of the countries have to face one problem nowadays:</p> <p>2. At the same time in China the government had to start a campaign during the Olympics to give up bad habits such as</p> <p>3. If parents find that their child is especially talented,</p>	<p>A. spitting in public, littering the streets and using bad language.</p> <p>B. the disappearance of good manners.</p> <p>C. they have to take some important and difficult decisions.</p>
--	---

3.22

<p>1. I knew that it would be difficult to find a good job in this area,</p> <p>2. While in Western cultures it is polite to keep eye-contact during a conversation, in other countries</p> <p>3. As we can see good manners are treated seriously all over the world, that's why we should learn and follow them.</p>	<p>A. that's why we should learn and follow them.</p> <p>B. so I decided to set up my own business.</p> <p>C. it is best to show your respect by not looking directly at the speaker.</p>
--	--

3.23

<p>1. Everybody knows that looking good 2. In early versions of fairy tales there is much more cruelty and violence 3. Some of the most important discoveries in history have been made</p>	<p>A. in the stories published for children today. B. by people studying at Cambridge University. C. helps to feel good.</p>
---	---

3.24

<p>1. Good people become victims and must work impossibly hard 2. These books try to help people deal with the many difficulties of life 3. Instead of blaming others</p>	<p>A. so that they can become happy and feel strong inside themselves. B. we should learn how we ourselves can change to improve the situation. C. to solve their problems and find happiness.</p>
---	---

3.25

<p>1. British education has many different faces, but one goal. Its aim is to realize the potential of all, 2. School is also a focal point for many activities 3. When you move to a different country or region</p>	<p>A. which complement young people's academic and vocational education. B. for the good of the individual and society as a whole. C. learning the local language will help you to communicate and integrate with the local community.</p>
---	---

Вопросы для дискуссии:

- 1) How can you deliver accurate financial information?
- 2) What can you add to the seven principles of translation: namely, thoughtful, complete, accurate, specific, concise, clear and polite?
- 3) Do you agree that business correspondence involves not only a unique professional background, but also practical business skills?
- 4) Why does the dynamic equivalence theory in business correspondence translation play an important role?
- 5) Why is business correspondence different from the ordinary means of communication?
- 6) What is literal translation?
- 7) How can your recipient quickly understand, whether they are interested in your letter or not?
- 8) What polite phrase can you use in the end of the letter?
- 9) What are two essential stages that need to take place before we can say that a document is ready to be delivered to the client?
- 10) Who should incorporate a quality control stage into the process before delivering your translation?
- 11) Should we use abbreviations and conjunctions in formal letters?
- 12) What incentive can the company offer if you fill in the questionnaire?
- 13) What does the attachment to the letter usually include?
- 14) What three formats for business correspondence do you know?

- 15) How many margins are there in a formal letter?
- 16) What do the format and the width of the margins depend on?
- 17) What is the most common type of salutation in business correspondence?
- 18) What does the body of a letter tell?
- 19) What is communication?
- 20) Why is good communication an important skill in business?
- 21) What directions of communication flows do they distinguish?
- 22) What kind of direction(s) do modern communication systems stress?
- 23) What is Anglosphere? What factors contributed to its emergence?
- 24) What is the probable perspective of English as a global language?
- 25) Why do we speak of English as a global means of communication?
- 26) What do we understand by Business English?
- 27) What is a register? What registers of Business English are there?
- 28) What does the following definition of Business English emphasize: "Business English comprises a set of oral and written communication skills used for business purposes"?
- 29) Can emails serve as a means of ongoing promotion for a business?
- 30) How does a good email signature format look like?

Шкала оценивания: 100 балльная.

Критерии оценивания: Каждый вопрос (задание) в тестовой форме оценивается по дихотомической шкале: выполнено – 1 балл, не выполнено – 0 баллов. Применяется следующая шкала перевода баллов в оценку по 5-балльной шкале: 85-100 баллов соответствуют оценке «отлично»; 70-84 баллов – оценке «хорошо»; 50-69 баллов – оценке «удовлетворительно»; 3 балла и менее – оценке «неудовлетворительно».

Тема 4: Устройство на работу.

Наименование игры: «Поиск работы. Устройство на работу».

Перечень ролей: работодатели, кандидаты на должность.

Концепция игры: Создание квазипрофессиональной среды, способствующей профессиональной социализации обучающихся. Цель игры - развитие специальной иноязычной речевой компетенции обучаемых.

Ожидаемые результаты: закрепление необходимых разговорных формул, обучение межличностному общению и взаимодействию в условиях совместной профессиональной деятельности и в рамках реально существующих социальных ситуаций взаимодействия.

Перечень ситуаций:

1. You are going to meet a foreign partner. Discuss with him the exact timing of the visit.
2. You are preparing to receive a foreign partner. Discuss with him the procedure for entering the country (border, customs control).
3. You are preparing to receive a foreign partner. Discuss the program of the visit with him.
4. You are preparing to receive a foreign partner. Discuss the number and members of the delegation arriving with him
5. You are preparing to receive a foreign partner. Discuss the range of issues to be discussed at the meeting.
6. You are going to meet a foreign partner. Discuss the day of his arrival and departure.
7. You meet a foreign partner. Exchange greetings with him.
8. You meet a foreign partner. Introduce him to the members of your delegation.
9. You meet a foreign partner. Introduce yourself to him first.

10. You are getting ready to meet a foreign partner. Discuss the goals and objectives of the meeting with him.
11. You are getting ready to meet a foreign partner. Agree with him the exact date of the negotiations.
12. You are getting ready to meet a foreign partner. Clearly formulate the goal that determines both the content and the form of the negotiations.
13. You are getting ready to meet a foreign partner. Discuss with him ways of conducting upcoming negotiations: by correspondence; by phone; in person.
14. You are getting ready to meet a foreign partner. Discuss with him organizational and technical measures that will contribute to the rational and effective conduct of negotiations.
15. You are getting ready to meet a foreign partner. Agree on a strategic goal for upcoming negotiations.
16. Mrs. Brown has been giving a small dinner party for some business friends and acquaintances. One of the acquaintances, Miss Smith, wants to know your plans for the future. Tell her about your aim of working in the company.
17. Someone who started work in your organization asks you what the boss is like/ You don't want to discuss it with him.
18. You meet a nice girl/boy outside your Institute. Strike up a conversation with her/him to find out whether she/he a student of your Institute.
19. Find data for some research that you are familiar with. In pairs take turns to discuss the key findings in the data.
20. In pairs take turns to interview your partner about his/her career path in science.
21. Think about a job or a scholarship you would like to apply for and then write a first draft of your CV.
22. Imagine you are being interviewed for a job or fellowship. Make a list of questions which you might be asked.
23. Why is it important for scientists to keep in touch with?
24. Think of an issue which people in your field often argue about. Then argue for and against the point.
25. You want to get a position in a famous company. Prepare your CV for the interview
26. Role play a discussion between a researcher and a supervisor. Decide which type of experiment should be used. Then discuss what the variables in the experiment might be.
27. Use your sketch to explain your plans for the experiment. Student B ask questions for clarification and make suggestions if you can.
28. In pairs think about a problem you are having with your current research.
29. Find data for some research that you are familiar with. In pairs take turns to discuss the key findings in the data.
30. Imagine you are being interviewed for a job. Make a list of questions which you might be asked.

4. Вопросы для дискуссии:

- 1) What fears do you have about your future, and what can you do to overcome those fears and plan for potential roadblocks?
- 2) What do you think about personal skills that should be listed in the resume?
- 3) What is the purpose of a resume and what are the elements of an effective one?
- 4) List all the strategies you can think of for seeking employment.
- 5) What should you consider before accepting a job?
- 6) What is the most common is format of resume?
- 7) Why a resume should be short and clear?
- 8) Which of the five main sections in the CV/resume can you choose not to include?
- 9) What is the reason why the different sections on the CV/resume are in the order they are?
- 10) Why are the section titles in the middle of the page and use a large font?
- 11) Why do some of the sentences on the CV/resume have bullet points (•) in front of them?
- 12) What is the main purpose of the profile section on a CV/resume?
- 13) What style of vocabulary should you use on a CV/resume?
- 14) Why do some jobs in the work experience section have a list of 'responsibilities & achievements', while others don't?
- 15) In a CV sent for a sales position, which sentence in the responsibilities & achievements part of the 'Senior International Sales Executive job at Telefonica' should not be included?
- 16) Which sentence in the responsibilities & achievements for the 'Senior International Sales Executive job at Almagro Construction' is written incorrectly for a CV/resume?
- 17) In a CV sent for a sales position in a furniture manufacturer, which vocational course/qualification in the education & training section is not necessary to include?
- 18) Which of the factors is the most important in deciding what information to include on a CV/resume?
- 19) Why should a CV/resume be short (2 pages long), well organised/structured and only contain information relevant to the job you are applying for?
- 20) Are you able to divide your time effectively between work and family?
- 21) What positive effects does your work have on your life?
- 22) What negative effects, if any, does your work have on you? What can you do about it?
- 23) If you could choose, would you change your job? Would you just change some of the conditions, but keep the same type of job?
- 24) Rate the following in order of importance for you (not important; important; very important):
 - decent salary
 - higher salary
 - shorter working day
 - flexible working hours
 - friendly workmates
 - pleasant atmosphere at work
- 25) Are people willing to move further away from home nowadays in order to find work?
- 26) Do you update your resume before every interview you go to? What information do you change most often? Job references? Career details?
- 27) When you go to a job interview you should arrive on time and fill in the application form neatly. What other things should you always do - or not do - at the interview?
- 28) How many job interviews have you had? What were they like? How did you feel? Did you get the job? What questions are usually asked at interviews?
- 29) What should you do in an interview? What should you NOT do?

30) What is the worst thing about being unemployed?

Критерии оценивания:

оценка **«отлично»** выставляется обучающемуся, если он принимает активное участие в ролевой игре и полностью справляется с порученной ему ролью, выполняя требуемые от него трудовые действия и проявляя способность применять на практике необходимые для этого знания, умения и навыки; свободно и эффективно взаимодействует с другими участниками (своими «деловыми» партнерами); задания выполнены точно и правильно; при обсуждении результатов демонстрирует способность к профессиональной саморефлексии.

оценка **«хорошо»** выставляется обучающемуся, если он хорошо ориентируется в искусственно созданной «профессиональной» ситуации, при выполнении своей задачи демонстрирует активность и готовность выполнять необходимые трудовые действия, допуская отдельные недочеты; активно взаимодействует с другими участниками (своими «деловыми» партнерами); задания выполнены с небольшими недочетами; при обсуждении результатов проявляет критичность по отношению к самому себе.

оценка **«удовлетворительно»** выставляется обучающемуся, если он нуждается в посторонней помощи при выполнении трудовых действий, выполняя доверенную ему роль в искусственно созданной «профессиональной» ситуации; при выполнении своей роли демонстрирует неполноту собственных знаний, вследствие чего пассивен и испытывает затруднения при выполнении задания, неуверенно взаимодействует с другими участниками игры (своими «деловыми» партнерами); задания, полученные в ходе игры, выполнены с ошибками; при обсуждении результатов игры пассивен, внешнюю оценку предпочитает самооценке.

оценка **«неудовлетворительно»** выставляется обучающемуся, если он не справился с выполнением трудовых действий, необходимых по доставшейся ему роли в искусственно созданной «профессиональной» ситуации; при выполнении своей задачи демонстрирует отсутствие элементарных знаний, вследствие чего пассивен и теряется при неожиданном развитии игрового «профессионального» сюжета, создаваемого преподавателем в режиме реального времени; вынужденно и неэффективно взаимодействует с другими участниками (своими «деловыми» партнерами); не способен дать адекватную профессиональную оценку своим действиям.

Тема 5: Встреча зарубежного коллеги.

Наименование игры: «Встреча зарубежного коллеги».

Перечень ролей: представители зарубежной компании, коллеги.

Концепция игры: Создание квазипрофессиональной среды, способствующей профессиональной социализации обучающихся. Цель игры - развитие специальной иноязычной речевой компетенции обучаемых.

Ожидаемые результаты: закрепление необходимых разговорных формул, обучение межличностному общению и взаимодействию в условиях совместной профессиональной деятельности и в рамках реально существующих социальных ситуаций взаимодействия.

Перечень ситуаций:

- 1) Do you enjoy meeting new people?
- 2) What are some good things to ask someone you just met?
- 3) What are some things you shouldn't ask people you just met?

- 4) Is it OK to ask a person's age in your country?
- 5) Are you nervous when you are introduced to someone new?
- 6) What are some ways to overcome being nervous about meeting new people?
- 7) How often do you meet new people? How do you usually meet them?
- 8) When you meet someone for the first time, how do you feel?
- 9) How long does it take you to feel comfortable with a new person?
- 10) What is the first thing you usually do or say when you meet a person for the first time?
- 11) Do you know any good ice-breaker questions?
- 12) Which topics do you avoid when you talk with someone for the first time? Which topics are safe?
- 13) What does 'first impressions matter', mean? Do you agree?
- 14) Do you think you make a good first impression?
- 15) Have you ever met a boyfriend or girlfriend's parents? What kind of impression did you make?
- 16) When you meet someone and hear their name, do you remember it easily? Do you have any tricks to remember names well?
- 17) Have you ever introduced yourself to a stranger in public? Why? What did you say?
- 18) Is it more comfortable for you to meet men or women? Why?
- 19) Do you remember faces? If you have met a person, do you easily recognize them later?
- 20) Do you ever have to chair meetings?
- 21) Do you have online meetings? What other advantages/disadvantages are there?
- 22) How effective is the time you spend in meetings?
- 23) Do you take notes in the meetings?
- 24) Have you ever had to make a presentation in English?
- 25) How did you find the experience?
- 26) Do you think it would be a good idea to practice the presentation with your English teacher beforehand, or would this make the actual presentation less spontaneous?
- 27) Do you write out everything you are going to say word for word, or do you just make general notes? What are the advantages and disadvantages of each method?
- 28) Was there a question and answer after the presentation? How did it go?
- 29) Was it a presentation to native English speakers or to non-native speakers? Which do you think would be easiest? Why?
- 30) What recommendations would you make to somebody who has to give a presentation in English?

Критерии оценивания:

оценка **«отлично»** выставляется обучающемуся, если он принимает активное участие в ролевой игре и полностью справляется с порученной ему ролью, выполняя требуемые от него трудовые действия и проявляя способность применять на практике необходимые для этого знания, умения и навыки; свободно и эффективно взаимодействует с другими участниками (своими «деловыми» партнерами); задания выполнены точно и правильно; при обсуждении результатов демонстрирует способность к профессиональной саморефлексии.

оценка **«хорошо»** выставляется обучающемуся, если он хорошо ориентируется в искусственно созданной «профессиональной» ситуации, при выполнении своей задачи демонстрирует активность и готовность выполнять необходимые трудовые действия, допуская отдельные недочеты; активно взаимодействует с другими участниками (своими «деловыми» партнерами); задания выполнены с

небольшими недочетами; при обсуждении результатов проявляет критичность по отношению к самому себе.

оценка **«удовлетворительно»** выставляется обучающемуся, если он нуждается в посторонней помощи при выполнении трудовых действий, выполняя доверенную ему роль в искусственно созданной «профессиональной» ситуации; при выполнении своей роли демонстрирует неполноту собственных знаний, вследствие чего пассивен и испытывает затруднения при выполнении задания, неуверенно взаимодействует с другими участниками игры (своими «деловыми» партнерами); задания, полученные в ходе игры, выполнены с ошибками; при обсуждении результатов игры пассивен, внешнюю оценку предпочитает самооценке.

оценка **«неудовлетворительно»** выставляется обучающемуся, если он не справился с выполнением трудовых действий, необходимых по доставшейся ему роли в искусственно созданной «профессиональной» ситуации; при выполнении своей задачи демонстрирует отсутствие элементарных знаний, вследствие чего пассивен и теряется при неожиданном развитии игрового «профессионального» сюжета, создаваемого преподавателем в режиме реального времени; вынужденно и неэффективно взаимодействует с другими участниками (своими «деловыми» партнерами); не способен дать адекватную профессиональную оценку своим действиям.

Тема 6. Проект Конференция.

Темы проектов по теме «Конференция»:

1. A 3-D odour-compass for odour-detecting robots
2. Sensitive methods to determine the fine structure of pectin in maize.
3. How dark chocolate helps ease emotional stress
4. The advantages of calcium phosphate-coated implants
5. Alternative coating techniques in medicine.
6. Developing of water-harvesting material
7. Methods of hydrogen storage
8. Is there life on Mars?
9. How the strength of different minerals in the Earth's mantle changes at high pressure and temperature?
10. Different ways of drug delivery
11. Nanotubes in medicine
12. Methods of encapsulating molecules in carbon nanotubes.
13. The development of carbon-based electronics
14. The possibility for bacteria and microorganisms to survive in an environment
15. Are there any features on Mars that could provide protection against the harsh surface conditions?
16. Whether Mar's surface material could provide protection for organisms
- 17 Materials which x-rays can't pass through
- 18 Tea and coffee drinkers have a lower risk of developing type 2 diabetes
- 19 accines against coronavirus
- 20 anotechnology offers alternatives to fossil fuels
- 21 Project Management Meetup
- 22 Team Leaders
- 23 IT-management
- 24 Cooperating with Foreign Colleagues
- 25 Multi-unit enterprise problems
- 26 Management of research, development and innovation in the company.
- 27 Planning and organization of work on the provision of catering services.

- 28 Development of new types of technological processes.
- 29 Organization and management in food production.
- 30 Development and research of technical diagnostic systems.

Шкала оценивания: 100 балльная.

Критерии оценивания:

85-100 баллов (или оценка «**отлично**») выставляется обучающемуся, если он принимает активное участие в беседе по большинству обсуждаемых вопросов (в том числе самых сложных); демонстрирует сформированную способность к диалогическому мышлению, проявляет уважение и интерес к иным мнениям; владеет глубокими (в том числе дополнительными) знаниями по существу обсуждаемых вопросов, ораторскими способностями и правилами ведения полемики; строит логичные, аргументированные, точные и лаконичные высказывания, сопровождаемые яркими примерами; легко и заинтересованно откликается на неожиданные ракурсы беседы; не нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

70-84 баллов (или оценка «**хорошо**») выставляется обучающемуся, если он принимает участие в обсуждении не менее 50% дискуссионных вопросов; проявляет уважение и интерес к иным мнениям, доказательно и корректно защищает свое мнение; владеет хорошими знаниями вопросов, в обсуждении которых принимает участие; умеет не столько вести полемику, сколько участвовать в ней; строит логичные, аргументированные высказывания, сопровождаемые подходящими примерами; не всегда откликается на неожиданные ракурсы беседы; не нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

50-69 баллов (или оценка «**удовлетворительно**») выставляется обучающемуся, если он принимает участие в беседе по одному-двум наиболее простым обсуждаемым вопросам; корректно выслушивает иные мнения; неуверенно ориентируется в содержании обсуждаемых вопросов, порой допуская ошибки; в полемике предпочитает занимать позицию заинтересованного слушателя; строит краткие, но в целом логичные высказывания, сопровождаемые наиболее очевидными примерами; теряется при возникновении неожиданных ракурсов беседы и в этом случае нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

3 и менее баллов (или оценка «**неудовлетворительно**») выставляется обучающемуся, если он не владеет содержанием обсуждаемых вопросов или допускает грубые ошибки; пассивен в обмене мнениями или вообще не участвует в дискуссии; затрудняется в построении монологического высказывания и (или) допускает ошибочные высказывания; постоянно нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

Тема 7. Профессионально-ориентированный перевод.

Вопросы для дискуссии:

1. Do you agree that the only real way to guarantee the best results when translating material from English is to use native speakers?
2. What do you think the translator's worst nightmare is?
3. What the meaning of the word dependent on?
4. How can you translate something that has no equivalent for the source word in the target language?
5. How to overcome translation issues?
6. How often do you have to write or read texts in English?

7. What kind of texts do you have to read or write? Emails? Reports? PowerPoint presentations? Tenders? (A tender is a formal offer).
8. Do you ever chat over the internet in English for work? What chat program do you use?
9. Are addresses translated or transliterated into the target language?
10. How should you translate signatures, stamps and seals?
11. Why do you need to know the meaning of the terms?
12. What is metonymical translation?
13. What is translation equivalence?
14. What does semantic identity imply?
15. How do you understand the term 'translator's false friends'?
16. Which factor is not a constituent element of the professional pride of translators?
17. What does textual reliability mean?
18. What is an integral feature of a good translation?
19. Do you think English is the global business language? If so, what does that mean in your country?
20. How often do you use English in your career?
21. Do you feel more comfortable emailing or calling someone in English?
22. Do you feel that writing formal English is challenging? Why/why not?
23. Do you think English will get you promoted? Are there any annual English tests that are mandatory for you to take in your company?
24. Do you get nervous speaking to foreign colleagues or clients in English? What is your best story for this question?
25. How would you open a conversation with someone in English at a conference? Is it any different in your native language?
26. Do you normally see all the presentations at a conference? What are some good and bad reasons you might miss a presentation or two?
27. Do you find it more challenging making small talk or discussing business at conferences? Why do you think that is?
28. Do you go out of your way to meet new people at conferences, or do you stick to your pack of colleagues? What are some great reasons to meet new people?
29. Why is cultural awareness important for business people?
30. What do you understand by business ethics?

Шкала оценивания: 3 балльная.

Критерии оценивания: 3 балла (или оценка «отлично») выставляется обучающемуся, если он принимает активное участие в беседе по большинству обсуждаемых вопросов (в том числе самых сложных); демонстрирует сформированную способность к диалогическому мышлению, проявляет уважение и интерес к иным мнениям; владеет глубокими (в том числе дополнительными) знаниями по существу обсуждаемых вопросов, ораторскими способностями и правилами ведения полемики; строит логичные, аргументированные, точные и лаконичные высказывания, сопровождаемые яркими примерами; легко и заинтересованно откликается на неожиданные ракурсы беседы; не нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

2 балла (или оценка «хорошо») выставляется обучающемуся, если он принимает участие в обсуждении не менее 50% дискуссионных вопросов; проявляет уважение и интерес к иным мнениям, доказательно и корректно защищает свое мнение; владеет хорошими знаниями вопросов, в

обсуждении которых принимает участие; умеет не столько вести полемику, сколько участвовать в ней; строит логичные, аргументированные высказывания, сопровождаемые подходящими примерами; не всегда откликается на неожиданные ракурсы беседы; не нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

1 балл (или оценка «**удовлетворительно**») выставляется обучающемуся, если он принимает участие в беседе по одному-двум наиболее простым обсуждаемым вопросам; корректно выслушивает иные мнения; неуверенно ориентируется в содержании обсуждаемых вопросов, порой допуская ошибки; в полемике предпочитает занимать позицию заинтересованного слушателя; строит краткие, но в целом логичные высказывания, сопровождаемые наиболее очевидными примерами; теряется при возникновении неожиданных ракурсов беседы и в этом случае нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

0 баллов (или оценка «**неудовлетворительно**») выставляется обучающемуся, если он не владеет содержанием обсуждаемых вопросов или допускает грубые ошибки; пассивен в обмене мнениями или вообще не участвует в дискуссии; затрудняется в построении монологического высказывания и (или) допускает ошибочные высказывания; постоянно нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

Тема 8. Доклад и Power-Point презентация по теме магистерской работы.

Перечень тем проектов на выбор:

1. Management of research, development and innovation in the company.
- 2 Planning and organization of work on the provision of catering services
- 3 Development of new types of technological processes
- 4 Organization and management in food production
- 5 Development and research of technical diagnostic systems
- 6 The role of a foreign language. Variety of professions related to the use of English.
- 7 The influence of a foreign language on the choice of profession.
- 8 Conference. Types, forms and rules of fate.
- 9 Conference. Purposes and forms of holding.
- 10 Conference, its planning and technical support.
- 11 Conference, tasks to be solved by its organizer.
- 12 How to organize a conference?
- 13 Choosing a topic for the conference.
- 14 Conference. Content and speakers.
- 15 Conference and its cost estimate
- 16 Conference and its technical equipment.
- 17 Conference. Event branding.
- 18 Conference. Distribution of personnel by areas of responsibility.
- 19 Preparation of the script for the conference.
- 20 Conference and its target audience.

Тема 9. Контроль индивидуальных заданий.

Вопросы для собеседования:

1. Can you tell a little bit about yourself?
2. What about your parents? What do they do?

3. Do you have close relations with any of your grandparents or other relatives?
 4. Can you say that your family is typically Russian? Do you have any traditions in your family?
 5. What do you think about your future career?
 6. What kind of activities is the most attractive for you?
 7. Who helps you to choose a career?
 8. What work will you never agree to do?
 9. Do all universities provide the same level of knowledge?
 10. Why do people try to get higher education?
 11. What universities are the most prestigious in the world? Why are they so respected?
 12. What do you think about higher education? Can it help you to find a good job?
 13. Should education be free?
 14. Does education guarantee a good job?
 15. Do you think that most parents influence what university their child will attend?
 16. Are there any good universities in your country?
 17. Do you think your university is a good one? Why/why not?
 18. What skills separate good students from bad students?
 19. Should people go straight from school to university, or do something different?
 20. How long should your resume be?
 21. What kind of position are you seeking?
 22. What does the employer want to see?
 23. Are you giving the employer what they want in your CV?
 24. What sets you apart from your competitor?
 25. What professions/skills can students get after graduating from the universities?
 26. What problems do students have today? Is it difficult to solve them?
 28. What are the trends of today's youth fashion in clothes, music, ways of life?
 29. How does the mass media describe the young generation?
 30. How important for you is the ability to write well?
- What is the purpose of writing a letter of complaint?
What is the purpose of writing a letter of enquiry?
What is the purpose of writing a letter of response?

Шкала оценивания: 100 балльная.

Критерии оценивания:

85-100 баллов (или оценка «отлично») выставляется обучающемуся, если он принимает активное участие в беседе по большинству обсуждаемых вопросов (в том числе самых сложных); демонстрирует сформированную способность к диалогическому мышлению, проявляет уважение и интерес к иным мнениям; владеет глубокими (в том числе дополнительными) знаниями по существу обсуждаемых вопросов, ораторскими способностями и правилами ведения полемики; строит логичные, аргументированные, точные и лаконичные высказывания, сопровождаемые яркими примерами; легко и заинтересованно откликается на неожиданные ракурсы беседы; не нуждается в уточняющих и(или) дополнительных вопросах преподавателя.

70-84 баллов (или оценка «хорошо») выставляется обучающемуся, если он принимает участие в обсуждении не менее 50% дискуссионных вопросов; проявляет уважение и интерес к иным мнениям, доказательно и корректно защищает свое мнение; владеет хорошими знаниями вопросов, в обсуждении которых принимает участие; умеет не столько вести полемику, сколько участвовать в ней; строит логичные, аргументированные высказывания, сопровождаемые подходящими примерами; не всегда откликается на неожиданные ракурсы беседы; не нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

50-69 баллов (или оценка «удовлетворительно») выставляется обучающемуся, если он принимает участие в беседе по одному-двум наиболее простым обсуждаемым вопросам; корректно выслушивает иные мнения; неуверенно ориентируется в содержании обсуждаемых

вопросов, порой допуская ошибки; в полемике предпочитает занимать позицию заинтересованного слушателя; строит краткие, но в целом логичные высказывания, сопровождаемые наиболее очевидными примерами; теряется при возникновении неожиданных ракурсов беседы и в этом случае нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

менее 50 баллов (или оценка «**неудовлетворительно**») выставляется обучающемуся, если он не владеет содержанием обсуждаемых вопросов или допускает грубые ошибки; пассивен в обмене мнениями или вообще не участвует в дискуссии; затрудняется в построении монологического высказывания и (или) допускает ошибочные высказывания; постоянно нуждается в уточняющих и (или) дополнительных вопросах преподавателя.

