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ИНОСТРАННЫЙ ЯЗЫК

Методические указания по лабораторным занятиям для студентов
направления подготовки 38.03.04 Государственное и
муниципальное управление

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Методические указания составлены на основании рабочей программы дисциплины, соответствующей плану направления подготовки 38.03.04 Государственное и муниципальное управление, и рекомендованы к применению в учебном процессе на заседании кафедры международных отношений и государственного управления.

Методические указания ориентированы на обучение грамматической стороне речи английского языка, на основе применения рационального подхода. Методические указания включают опорные грамматические таблицы, предназначенные для систематизации и обобщения изученного грамматического материала, а также систему упражнений коммуникативного характера и комплекс грамматических упражнений.

Многочисленные и разнообразные по форме и содержанию упражнения, содержащиеся в данных методических указаниях, могут быть использованы в ходе аудиторной лабораторной работы студентов.

Предназначено для студентов, обучающихся по направлению подготовки 38.03.04 Государственное и муниципальное управление.

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Topic 1. Вводно-коррективный курс по речевому этикету

Forms of Address

1. First name	<i>to friends</i>
2. Mr Brown	<i>to a man we don't know well</i>
Mrs Brown	<i>to a married woman we don't know well</i>
Miss Brown	<i>to a girl or unmarried woman</i>
3. Sir	<i>"Mr", "Mrs", "Miss" alone is not a polite form of address</i> <i>to a man who is clearly older/more senior</i> <i>to an officer in the armed forces</i> <i>as a title, followed by the first name</i> <i>used by shop-assistants, waiters, policemen</i> <i>by schoolchildren to their men-teachers</i> <i>polite form of address to a stranger (not common nowadays, the more usual way being "Excuse me, please")</i>
1. Madam	<i>used by shop-assistants, waiters</i> <i>rarely used to address a stranger (more usual "Excuse me, please")</i>
2. Miss	<i>"Excuse me, please"</i>
3. Doctor (alone)	not <i>used to address a woman-teacher</i>
4. Doctor Brown	<i>to a woman-teacher by primary school children</i>
5. Professor (with/without surname)	<i>to medical practitioners</i>
6. Ladies and Gentlemen	<i>to a person with a degree (PhD)</i>
7. Officer	<i>to a university professor</i>
8. Waiter, Porter, Nurse	<i>to an audience</i> <i>to a policeman</i> <i>to a person of certain occupation</i>

Nick: Joyce, I'd like you to meet Victor. Joyce Gold-Victor Danni.

Joyce: How do you do?

Victor: Hello. It's a pleasure to meet you.

Nick: Victor is a friend of Frank's. He arrived in New York a couple of weeks ago.

Joyce: Oh, where are you from?

Victor: I'm from Moscow.

Joyce: Moscow, USSR? You know, in America there are several towns named Moscow. Are you an immigrant or are you just visiting relatives?

Victor: I'm going to stay for good. It took me eight years to get my exit visa.

Nick: Excuse me. There are the Millers. I must say hello to them.

Joyce: How do you like America?

V: I like it very much here. But for the time being, I've a lot of problems.

J: Have you come with your family?

V: Yes, I have. With my wife and my son.

J: What are your most urgent problems?
 V: First of all. I've to get a job.
 J: What's your occupation?
 V: I'm electrical engineer. My wife is a draftsman.
 J: Maybe I can help you to find a job. I'm with an employment agency. Here is my card. Call me on Tuesday morning if it's convenient for you.
 V: What's the best time to call you?
 J: After 10 A.M.
 V: Thank you so much. I will certainly call you.
 J: Your English sounds fine.
 V: Americans usually say that. They are just polite.
 J: We want to encourage you. You explain things pretty well. You are going to make it -no doubt.
 V: Thank you. You are very kind.
 J: It's getting late. I guess you don't have a car yet. I'd be glad to give you a ride.
 V: I'd appreciate it very much.

Useful Expressions

with pleasure
 I fully agree
 I hope we'll meet again
 what a pity
 would you be so kind
 just a minute
 just a moment
 nice meeting you

Как быть вежливым:

Introductions	Как представлять себя и других
При знакомстве людей обычно представляют друг другу:	
Let me introduce my friend Mr Black.	Разрешите мне представить Вам моего друга мистера Блейка.
Meet my friend Mrs White.	Познакомьтесь с моим другом миссис Уайт.
This is my friend John.	Это мой друг Джон.
Если Вам приходится самому представляться, можно сказать:	
Let me introduce myself.	Позвольте представиться.
My name is John Brown.	Меня зовут Джон Браун.
I am Judy Batt.	Я (меня зовут) Джуди Бэтт.
В ответ Вы можете услышать:	
I am glad to meet you.	Рад(а) с Вами познакомиться.

Nice to meet you.	Приятно познакомиться.
I am please dto meet you.	Счастлив(а) с Вами познакомиться.
I am happy to meet you.	Я рад встретить тебя.
How do you do?	Как дела?
Greetings	Приветствия
<i>Люди, знакомые между собой, приветствуют друг друга следующим образом:</i>	
Good morning!	Здравствуйте. (говорится только при первом знакомстве!)
Morning!	Доброе утро! (до полудня)
Good afternoon!	Добрый день! (после полудня)
Good evening!	Добрый вечер! (после 6 часов вечера)
Hello!	Привет!
Hi! How are you?	Привет! Как дела? Как поживаете?
Fine, thanks. And you?	Спасибо, хорошо. А Вы?
And how are you?	А у тебя как дела?
Very well too, thanks.	Тоже хорошо.
Glad to see you again!	Рад Вас видеть!
Nice to see you again!	Приятно видеть вас снова!
I haven't seen you for ages!	Не видел Вас целую вечность! (Сто лет Вас не видел)
Farewells	Прощание
<i>Прощаясь, люди говорят друг другу</i>	
Good-bye!	До свидания!
Bye-bye!	До свидания!
Bye!	Пока!
Goodnight!	Доброй ночи!
Seeyoulater.	Увидимся позже.
Seeyoutomorrow.	Увидимся завтра.
See you next week.	Увидимся на следующей неделе.
See you on Friday.	Увидимся в пятницу.
See you in a week.	Увидимся через неделю.
See you soon.	До скорой встречи! (Скоро увидимся!)
Good luck!	Счастливо! (Желаю удачи!)

Exercise 1. Choose the right English equivalent:

<i>Russian</i>	<i>English</i>
Всего хорошего (удачи Вам).	I am sorry, I must hurry.
Увидимся завтра.	Have a good weekend!
Пока!	So ling!
Желаю хорошо провести каникулы.	Have a good time!
Будь здоров!	See you tomorrow.

Извини! Я должен торопиться. Счастливого пути! Желаю хорошо провести время! Тебе тоже! Желаю хорошо провести выходные! Желаю безопасного путешествия!	Have a good vacation! The same to you! Have a good trip! Keep well! Good luck! Have a safe trip!
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Торіс 2. Моя семья

Ex.1 Role play the dialogues. Based on the examples below, invite your partner to practice English conversations that tell about a family. Make up your own information or you can give the real information about your family to your friends for practicing.

A Nuclear Family

A: How many people are there in your family?

B: There are four people in my family.

A: Who are they?

B: They are my mother, my father, my elder sister and me.

A: How old are your parents?

B: My father is 45. And my mother is a year younger. As for my sister, she's five years older than me.

A: What does your sister do?

B: She's a lawyer. She works at a legal advice office.

A: Do you have any brothers or sisters?

B: Yes, I do. I come from a large family. A: Really? How many brothers and sisters do you have?

B: I have two sisters and a brother.

A: Wow. You certainly have a large family.

B: My elder sisters are both married. And I'm already an aunt. I've got two nephews and a niece.

A: And what about your brother?

B: My younger brother is a teenager and he lives with my parents in Vozhega.

Grammar

Ex. 1 Complete the sentences with the verbs in the correct form. Make sentences true to you.

My mother works (work) at school. My mother doesn't work at school, she works in a factory.

1. My father _____ (come) from Belgium.

2. My grandmother _____ (live) in the next town.

3. My mother _____ (love) reading.

4. My father _____ (travel) a lot in his job.

5. My sister _____ (speak) Spanish very well. She _____ (want) to learn French.

6. My little brother _____ (watch) TV a lot.
7. My friend _____ (write) a blog on the Internet.

Topic 3. Мои интересы и увлечения

Ex.1 Read and translate the text

I'm sure that it is very necessary and important to learn English now, because English is the language of the planet. 760 million people all over the world use it. But at first I would like to say some words about the history of this language. The rise of English is a story of a wonderful success. When *Julius Caesar* landed in Britain in the 5th century, English was already spoken by the people, who inhabited Great Britain, but they were not many and their English was not the language we know today. Nearly a thousand years later at the end of the 16th century when *William Shakespeare* created his works, English was the native language of about 6 million Englishmen. At that time English wasn't used anywhere else except Great Britain, but now English is the main language of business, sports, science, trade, progressive technology, commerce, it is the world's computer language, three quarters of the world's mail is in English. It's the universal language of international aviation, shipping and the major language of diplomacy.

Hundreds of books, magazines and newspapers are printed in English and read all over the world. Half of the world's scientific literature is written in English. Over 30 million people speak English as a mother tongue. The native speakers of English live in Great Britain, Australia, New Zealand and the USA. English is one of the official languages in the Irish Republic, Canada and the South African Republic. As a second language it is used in the former British and US colonies. Besides, millions of people study and use English as foreign language.

Every year thousands of people go to different countries as tourists or to work and they can't go without knowing the language of the country they are going to, but they can speak English, because it is an international language. A modern engineer or even a worker cannot work with an imported instruments or a machine if he is not able to read the instruction how to use it. A scientist, a historian, a diplomat are, as a rule, polyglots, because they need foreign languages for their work. If you want to be a stewardess or a pilot you must learn English, the language of international communication.

Ex. 2 Answer the questions:

1. How many people all over the world use English?
2. What do you think about the history of English?
3. Where do the native speakers of English live?
4. How do you think is it necessary to know English for tourists?
5. As for you why is it necessary to learn foreign languages?

Ex. 2 Make a plan of the text

Topic 4. Внешность и характер

Ex.1 Read and translate the text

Hi! Let me introduce myself. I am a girl of sixteen. When I look at myself in the mirror I see a blond girl with short straight hair, dark eyes and a slender figure. As to my appearance I'm rather tall and slim. I think that I'm even tempered, rather reserved, calm and modest. But sometimes I can lose my temper and become either angry or sad. I like staying alone but at the same time I like my friends, I like to laugh and joke. I have got a sense of humour.

I was born on the 25th of April 1985 in the town of Moscow where I live now together with my parents and my younger sister. School for me was not only lessons and learning, I am sociable, so I had a lot of friends there. I've passed my final exams at school and said goodbye to my teachers and classmates. They encouraged me in my desire of choosing my future career.

I like to study because knowledge is useful sometimes. I'm fond of reading as it gives not only knowledge, but also wonderful moments of joy and pleasure. And of course I like music! I'm fond of music of the 60-s, like the Beatles, the Rolling Stones and Elvis Presley. The songs of the Beatles give me a lot of delight and pleasure. Besides, I am a great theatregoer. Whenever I have some time to spare, I go to the theatre. I'm not keen on television. Sometimes I play different sport games for health and pleasure. I usually play such games as volleyball, basketball, tennis, and sometimes football.

And finally, the things I hope to achieve in my life are: to have a very successful career, so this year after finishing school I enter the Art College.

Ex.2 Translate the following words and statements:

Let me introduce myself	hospitable
Art College	creative
a good (lazy) student	serious
in the first year	to have a sense of humour
my favourite subject(s) is (are)	to stay at home
to listen to music	to like to be alone
to play the piano (guitar)	to eat tasty things
hard-working	to play jokes
sociable	to arrange a party
independent	to talk to my friends
friendly	to read books (magazines)

Ex. 3 Make a plan of the text

Ex.4 Make the sentences and translate them:

1. the – I – much – like – novel – very
2. often – the – to – go – we – cinema
3. I – in – homework – the – do – evening – my
4. four – we – pairs – day – have – every

Ex.5 Translate the sentences and make the text:

1. Я – трудолюбивый студент.
2. У меня много друзей.
3. Я учусь на первом курсе.
4. Моя будущая профессия – музыкант.
5. Я – творческий человек.
6. Я хорошо играю на гитаре.

Ex.6 Describe a person using these words:

a girl (nice, pretty, long/short haired, fair/dark haired, blonde, has a small nose, a pleasant smile).

a man (strong, well-built, tall/short, has brown eyes, long arms, short-cut hair)

a woman (young, old, good-looking, pleasant, kind, beautiful, slim, dark-haired)

Topic 5. Университет и учёба

UNIVERSITY CONNECTIONS

Ex.1 A British presenter is making a TV program about Russian students. He is at your university. Answer his questions using the words and phrases above.

1. What year are you in at the university?
2. What department are you in?
3. At what age do young people usually enter university in Russia?
4. How old were you when you entered the university?
5. How often do you attend classes?
6. How often do you miss lectures?
7. What are your favourite subjects?
8. Do you always make notes of the lectures?
9. Are you afraid of exams?
10. Do you do anything special before them?
11. How long does it usually take you to prepare for an exam.

Ex. 2 Say in other words.

1. My first year at the university was the most exciting one.
2. What is the advantage of getting involved in this activity?
3. Relax, this isn't a formal occasion.
4. We all to some extent remember the good times and forget the bad ones.
5. She was a normal student.
6. I don't understand why you are moving to London.
7. I can't refuse the offer of a free trip to Milan!
8. He acts towards his staff as equals. 9. Leave it to me. I can cope with it.

Ex. 3 Your friend is preparing for an exam. Phone to ask him/her questions about his/her work. Make up a dialogue.

What are you doing/reading/writing...?

What exam are you preparing (getting ready) for?

Are you afraid of the exam?

Did you attend all the lectures/classes? Did you miss any lectures/classes?

What does the exam consist of? I'm trying to...

I'm (not) afraid...

(Un)fortunately, I attended/didn't attend/missed/didn't miss...

It consists of...parts. They are

Topic 6. Карьера

Ex.1 Read and translate the text

People say that I'm a sociable person. It's true. I make friends easily and have a lot of acquaintances. But my best friend is Dan. He is the most honest and responsible guy I've ever known.

We got acquainted at the meeting of our chess-club two years ago and soon became close friends. We have much in common apart from our hobby, I'm fond of jazz and so is Dan. We both like poetry and, theatre, walking in the forest and boating.

Dan is very gifted for music and plays the piano and the guitar very well. He has made up his mind to become a musician and dreams of the career of a pianist.

We spend a lot of time together and talk for hours about all sorts of things: art, politics, love, family relations. We often discuss films and books. Dan starts an argument every time we speak about human character. He seldom agrees with my judgments of people's behaviour.

Dan is ready to help me whenever I have difficulties. Once we were going to have a term test on maths. I was sure that I would fail as I wasn't good at the subject. Dan knew that I was afraid to get a bad mark. He spent long hours helping me to get prepared for the test. I was grateful to him for that. I knew how much he disliked maths though he was quite good at it.

I hope that we'll remain friends with Dan even if we have to take different roads and part.

Ex.2 Answer the questions:

1. Have you got many friends/a best friend?
2. Is it important for you to have a friend?
3. What is your opinion of a true friend?
4. What is (are) your friend's favourite pastime(s)?

Ex.3 Agree or disagree with the following statements:

1. Friendship is a thing that helps you to live.
2. Friendship is a thing that teaches you how to get along with other people.
3. Friends are people who are always good to you.
4. Good friends are people who spend a lot of time together and share their secrets.

Ex. 4 There are many sayings and proverbs about friends and friendship. What proverbs about friends do you know?

1. A friend in need is a friend indeed.
2. Lend now friend's money and lose your friend.
3. They are rich who have true friends.
4. No man is useless while he has a friend
5. A friend to everyone is a friend to nobody.
6. Friends are thieves of time.

Ex.5 Read, translate the letter to an English friend and write your own letter

Dear Sasha,

Thank you for your letter! Sorry for haven't written to you for so long but I was busy all this time.

Well, I am very glad that you have passed all the exams! Congratulations! (I am very happy for you!) I guess, you should relax your body and mind after exams. And the best way to do it is to go for a walk!

You know, my favourite sports are baseball and swimming, but your mum gave you a good piece of advice! Basketball is a good choice for you!

As well, all teens in Russia prefer hockey and football. But everybody can choose something else...

Wow! Your brother has just come from Australia! That must be great! So, how was his trip? Was it successful? Did he enjoy the weather there?

Sorry, I must finish now, because I have to revise for my tomorrow exam.

Hope to hear from you soon.

Best wishes, Sergey

Ex.6 Write about your friend

My Friend

I think that friendship is very important in our life. People say that a friend in need is a friend indeed. I think a good friend is a friend who always wants to do something useful for you, who can give good advice, who can keep secrets.

As for me I have many friends. We spend much time together, going out to the cinema or to the disco parties, speaking about lessons and music, discussing our problems.

Now I'd like to tell you some words about my best friend. His name is ...

Тopic 7. Здоровый образ жизни

Ex.1 Read and translate the text

I'd like to *describe* you my working day. All the days looked very much the same. I am not an *early-riser*. On weekdays I usually get up at 7. I do my morning exercises. Then I wash my face and hands, clean my teeth and take a shower.

At half past seven I have my breakfast. I like to have a light breakfast which consists of a cup of coffee or tea and some cheese or sausage sandwiches. After breakfast I leave for college.

My college is not far from my house. Usually I walk there. *It takes me* 10 minutes to get there. Lessons begin at 8:30 a. m. and finish at about 4 p.m. Four pairs a day is my ordinary *timetable*. I usually have lunch in *the college canteen*. Sometimes I take a packed lunch with me.

Twice a week I stay at college after pairs to prepare homework.

When I come home I take supper. All the family *gathers* in the kitchen and while having supper we share the day news and plan our next day. After supper I rest a little. Sometimes I read a book or watch TV for about half an hour or talk to my friends over telephone.

After that I start doing my home assignments. It takes me about two hours to do it. *As a rule*, I finish doing my homework at about 9 o'clock. In the evening I try to go for a walk with my friends.

I usually go to bed at midnight.

Ex.2 Translate the following words and statements:

to describe	to have breakfast (dinner)
easy-riser	to relax (to have a rest)
it takes me	to take a bus
timetable	to take a shower
to be in time	to wash
to brush my teeth	to watch TV
to get up	the college canteen
to go on foot (by bus)	twice a week
to go to bed	to gather
to have a break	as a rule

Ex.3 Answer the questions:

1. Do you get up early in the morning?
2. Do you often do gymnastics?
3. When do you go out?
4. Do you live far from the college?
5. Do you go there by tram (by bus)?
6. Are you always in time for your pairs?
7. When do your pairs begin?
8. How many pairs have you got every day?
9. When do you usually come home?
10. Have you got much spare time to relax in the evening?
11. When do you go to bed?

Ex.4 Agree or disagree:

1. You must be in time for your lessons every day.
2. You needn't do your homework.
3. You write, read, explain, ask and answer the questions at the lessons.
4. You must learn many new things during the lessons.
5. I go to the college five days a week.

Topic 8. Энергитический кризис и охрана окружающей среды

Ex. 1 Read the text and say, whether you would be able to live in 1900

What was New York like in 1900? It was very different to New York today. Let's see!

In 1900 New York was a very big city. There were more than three million people. It was the biggest city in the USA. In New York today there are lots of very tall buildings, called skyscrapers. In 1900, there weren't any tall skyscrapers, but there were some big buildings. There was the Statue of Liberty in New York harbour. You can still see the Statue of Liberty in New York today.

The biggest houses had electric lights, but lots of houses and flats had candles. Some people had phones, but there weren't any computers so people didn't have email. There weren't any microwaves. People had big cookers.

There were lots of theatres in New York, but there weren't any cinemas. People didn't have TV's, but they had books.

Lots of people had horses and carriages, but some people had cars. There were taxis in New York in 1900, and buses and even underground trains. There weren't any planes and there wasn't an airport. There were big boats that came to New York from Europe.

Ex.2 Answer the questions:

1. Why environmental issues are important?
2. What is the most important environmental issue and why?
3. How do environmental issues affect our life?
4. How is environment helpful to humans?
5. How can protect our environment?
6. What are the environmental problems and solutions?
7. How can we prevent environmental health problems?
8. What is the air pollution?
9. What contaminates the atmosphere?
10. What is smoke?
11. What do the industrial facilities do to the atmosphere?
12. Why do you think water pollution is dangerous?
13. What are the most destructive consequences of this kind of pollution?
14. What is the purpose of environmental health?
15. Who is responsible for environmental issues?

Ex.3 Put the right preposition where it is necessary:

1. Many boys are interested ... computers.
2. My grandfather is keen ... collecting stamps.
3. People who live in cities like to spend their holidays in the country to becloser ... nature.
4. Every summer our family goes ... a hike.
5. As our mother says, we should take care ... animals.

Topic 9. Путешествия и деловые поездки

Ex.1 Read and translate the text

People on our planet can't live without travelling now. Tourism has become a highly developed business. There are express trains, cars and jet-air liners all of that provide you with comfort and security.

Those who live in the country like going to a big city, visiting museums and art galleries, looking at shop windows and dining at exotic restaurants. City-dwellers usually like acquired holiday by the sea or in the mountains.

If you travel for pleasure you would like all means to enjoy picturesque areas you are passing through, you would like to see the places of interest in the cities, towns and countries. Travelling gives us a good opportunity to see wonderful monuments, cultural and historical places, to learn a lot about the history of the country you visit, about the world around us, to meet people of different nationalities, to learn a lot about their traditions, customs, culture.

There are a lot of means of travelling: by sea, by plane, by car, on foot. Tastes differ. That is why it is up to you to decide which means of travelling you would prefer. All means of travelling have their advantages and disadvantages. And people choose one according to their plans.

No wonder that one of the latest means of travelling is travelling by plane. It combines both comfort and speed and you will reach the place of destination very quickly. Before boarding the plane you must check in at the airport. You are required to have your baggage weighed. Each passenger is allowed 20 kilograms of baggage free of charge. But if your baggage is heavier you must pay an extra charge.

When the plane is landing or taking off you have an opportunity to enjoy the wonderful scenery and landscapes. While travelling by plane you fly past various villages and cities at the sight of which realize how majestic and tremendous our planet is. No doubt, travelling by air is the most convenient and comfortable means of travelling.

But if you are airsick the flight may seem not so nice to you. Unfortunately sometimes the flights are delayed because of unfavourable weather conditions, and one more inconvenience is jet-lag.

Ex.2 Make a plan of the text

Ex.3 Read and translate the text

The weather in England is very **changeable**. A fine morning can change into a **wet** afternoon and evening. And a **nasty** morning can change to a fine afternoon. That is why it is natural for the English to use the **comparison** "as changeable as the weather" of a person who often changes his mood or opinion about something. "Other countries have a climate; in England we have weather". This statement is often made by the English to describe the meteorological conditions of their country.

The English also say that they have three variants of weather: when it rains in the morning, when it rains in the afternoon or when it rains all day long.

The weather is the favorite conversational topic in England. When two Englishmen meet, their first words will be "How do you do?" or "How are you?" After the reply "Very well, thank you; how are you?" the next remark is almost certain to be about the weather. When they **go abroad** the English often surprise people of other nationalities by this tendency to talk about the weather, a topic of conversation that

other people don't find so interesting.

The best time of the year in England is spring (of course, it rains in spring too). The two worst months in Britain are January and February. They are cold, **damp** and **unpleasant**. The best place in the world then is at home by the big **fire**.

Summer months are rather cold and there can be a lot of rainy days. So most people who **look forward** to summer holidays, plan to go abroad for the summer, to France, or somewhere on **the Continent**.

The most unpleasant aspect of English weather is fog and smog. This is extremely bad in big cities and especially in London.

The **fog** spreads everywhere, it is in the streets and it creeps into the houses. Cars move along slowly, but street **accidents** are frequent in the fog. People can't see each other. They creep along the houses touching them their hands not to lose their way or not to be run over by a car.

Ex.2 Read and translate the dialogue:

A: It's a beautiful day.

B: Yes. It's a fine day. The sun is shining.

A: It looks as if we are going to have a couple of fine days.

B: It's unusual weather for March.

A: I hope that's the beginning of spring.

B: I'm afraid the weather changes rather often. A sudden snowfall is quite possible.

Topic 10. Мой город

Ex.1 Read and retell the text

At night when I feel tired and sleepy, I go up to my bedroom and switch on the electric light. I take off my shoes, undress and put on my pyjamas. Then I get into bed and switch off the light.

After a few minutes I fall asleep. I sleep the whole night through.

Punctually at seven-thirty in the morning, the alarm-clock rings and wakes me up. I get out of bed, put on my dressing-gown and slippers, and go into the bathroom, where I turn on the hot and cold taps. While the water's running into the bath, I wash my face and neck, clean my teeth, and shave. My shaving things are on the shelf above the basin. Then I turn off the taps and have my bath. Sometimes I have a shower. When I've dried myself with a towel, I get dressed.

On the dressing-table in front of the looking-glass, you'll see a hairbrush and a comb, a hand-mirror, a bottle of scent and a powder-box. These, of course, don't belong to me, but to my wife. In the chest of drawers I keep clean linen such as shirts collars and handkerchiefs, besides things like socks and ties. The dirty linen is put in a linen basket and sent to the laundry. In the wardrobe I keep my suits and other clothes, which I hang on coat-hangers.

Ex.2 Put questions to the text.

Ex.3 Ask your partner to give his/her address.

Model: A. What's your address? (Where do you live?)

B. I live at 45, Adams Street. (My address is Flat 1, 36, Green Street.)

A. Is it in the centre or on the outskirts?

B. On the outskirts.

Ex.4 Describe your house in five or six sentences:

Model: My house is situated in a side street. It's a ten-storeyed building with balconies. I live on the ninth floor. There are two flowerbeds in front of the house. There is a big yard behind it.

Ex.5 Fill in the gaps with proper words. Use the words in the box

Central heating (1), cosy (2), brick (3), cupboards (4), furniture (5) ground floor (6), upstairs (7), kitchen (7), garden (8), wardrobe (9),-storey building (10), fridge (11).

Our friends now have a large 1).....house in the country. They live there all year round because there is 2)there. It is a 3).....with a large 4).....around it. On the 5).....there is a living-room, two bedrooms and a 6).....There isn't much 7).....in the rooms, but they are 8).there is a bedroom for the guests. There is only a bed, a 9).....and a dressing table in it. The kitchen is large with a lot of 10).....and a 11).....in the corner. We like visiting our friends.

Topic 11. Географические характеристики стран изучаемого языка

Ex.1 a) 100 years ago the situation with food in Britain was completely different. What exactly do you think was different? Read a short text about how everything changed in a century and check your ideas.

At the start of the twentieth century, a lot of poor families in Britain **used to eat** badly. They **used to do** a lot of physical work but they only had meat once or twice a week. The basic British diet was not healthy. People **used to have** bread and tea and there were potatoes every day. There was fresh fruit only in the summer. Oranges and **bananas used to be** luxuries and there weren't any kiwis or avocados. Because of their diet, a lot of people died young and they were small - the average height for men in the army **used to be** only 1.5 metres.

A hundred years later we have very different problems. In Britain, there is a lot of food and people live a long time. But a lot of us eat the wrong food. In our diet there are a lot of crisps, sweets, hamburgers, pizzas and fizzy drinks like cola. We also consume a lot of meat and dairy products - on average we drink two litres of milk and eat two eggs a week. But we still do not eat enough fruit or vegetables.

b) Answer the questions below

1. Why did British people use to be unhealthy?
2. What products used to be luxurious?

Topic 12. Ключевые города стран изучаемого языка

Ex.1 Read and translate the text

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The English also say that they have three variants of weather: when it rains in the morning, when it rains in the afternoon or when it rains all day long.

The weather is the favorite conversational topic in England. When two Englishmen meet, their first words will be “How do you do?” or “How are you?” After the reply “Very well, thank you; how are you?” the next remark is almost certain to be about the weather. When they **go abroad** the English often surprise people of other nationalities by this tendency to talk about the weather, a topic of conversation that other people don’t find so interesting.

The best time of the year in England is spring (of course, it rains in spring too). The two worst months in Britain are January and February. They are cold, **damp** and **unpleasant**. The best place in the world then is at home by the big **fire**.

Summer months are rather cold and there can be a lot of rainy days. So most people who **look forward** to summer holidays, plan to go abroad for the summer, to France, or somewhere on **the Continent**.

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The **fog** spreads everywhere, it is in the streets and it creeps into the houses. Cars move along slowly, but street **accidents** are frequent in the fog. People can’t see each other. They creep along the houses touching them their hands not to lose their way or not to be run over by a car.

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A: It looks as if we are going to have a couple of fine days.

B: It's unusual weather for March.

A: I hope that's the beginning of spring.

B: I'm afraid the weather changes rather often. A sudden snowfall is quite possible.

Topic 13. Искусство и культура стран изучаемого языка

Ex.1 Read and translate the text

Nine million children attend 35. 000 schools in Britain. Education is **compulsory** from 5 till 16 years. All state schools in Britain are free, and schools provide their pupils with books and equipment for their studies.

Parents can choose to send their children to a nursery school or a preschool playgroup to prepare them for the start of compulsory education. Children start **primary school** at 5 and continue until they are 11. Most children are taught together, boys and girls in the same class. At 11 most pupils go to secondary schools called **comprehensive** which accept a wide range of children from all backgrounds and religious and ethnic groups. Ninety per cent of secondary schools in England, Scotland and Wales are **co-educational**.

At 16 pupils **take a national exam** called “G. C. S. E.” (**General Certificate of Secondary Education**) or “O” level (ordinary level) and then they can leave school if they wish. This is the end of compulsory education.

Some 16-years-olds continue their studies in the 6th form at school or at 6th form

at college. The 6th form prepares pupils for a national exam called “A” level (advanced level) at 18. You need “A” level to enter a university. Other 16-year-olds choose to go to a college or further education to study for more practical (vocational) diplomas relating to the world of work, such as hairdressing, typing or mechanics.

Universities and colleges of higher education accept students with “A” levels from 18. Students study for a degree which takes on average three years of full-time study. Most students **graduate** at 21 or 22 and are given their degree at a special graduation ceremony.

Topic 14. Политическое устройство стран изучаемого языка

Ex.1 Read and translate the text

The United Kingdom is a constitutional monarchy. The Queen is the head of state. But according to the constitution, power in the country belongs to Parliament. The monarch can only reign with the support of Parliament. The British Parliament consists of the House of Lords and the House of Commons. They meet only on symbolic occasions, such as the opening of Parliament. In reality, the House of Commons has true power. New bills are introduced and debated here. If the majority of the members are in favour of a bill it goes to the House of Lords to be debated and then to the Queen for signing. Only then it becomes law. The House of Commons is made up of 650 elected members (MPs). They are elected by the people at a general election. Parliamentary elections must be held every five years. There are four political parties in Great Britain — the Conservative, the Liberal, the Labour and the Communist Parties. The political parties choose candidates in elections. The party, which wins the majority of seats, forms the Government. Its leader usually becomes the Prime Minister. The largest minority party becomes the Opposition. The majority party runs the country. The Prime Minister chooses about 20 MPs from his party and they form Cabinet of Ministers. Each minister is responsible for a particular area of government. The leader of the Opposition chooses MPs too. They are responsible for opposing the government. They form the ‘Shadow Cabinet’. The Conservative and Liberal parties are the oldest. Since 19th century they were the only parties elected to the House of Commons. The members of the House of Lords are not elected.

Parliament in London is responsible for deciding national policy, but many public services are provided by local governments. They are responsible for organizing such services as education, libraries, police and others.

Ex.2 Answer the following questions:

1. What kind of country is the United Kingdom?
2. Who is the head of state?
3. What Houses does the British Parliament consist of?
4. Who has true power in the country?
5. When does a bill become law?
6. How many elected members are there in the Houses of Commons?
7. How many political parties are there in Great Britain?
8. Which party forms the government?
9. Who forms Cabinet of Ministers?

Topic 15. Средства массовой информации

Ex.1 Read and translate the text

Newspapers are especially important nowadays and we can't imagine our life without them. There are dozens of them on every news-stand. There are newspapers for professionals, for businessmen, for children and teenagers, for men and women, for sports fans, for those who are interested in gardening, fishing, hunting, for those who keep pets and so on. Some newspapers publish serious articles on politics, economy and finance, some aim to entertain their readers. Many newspapers express certain political opinion and people choose them according to their own political beliefs. In short, you can always find a paper which suits your interests.

The main source of news for millions of people is **television**. With its help we can see everything with our own eyes. It is the window on the world which gives us an opportunity to "travel" all over the world. TV gives us food for thought, introduces us to new ideas and activities. It has the power to educate and broaden our minds. It helps us to relax after a hard day's work and to escape from reality. There is always a great variety of programmes on TV: news and sport programmes, talk shows and TV games, documentaries and feature films, concerts and theatre performances. Nowadays some children are so addicted to TV that they are not interested in anything else: they don't read books, communicate with adults and other children, they move less, speak less and they even think less. Though there are a lot of excellent educational programmes for children and programmes designed for schools. They help children to extend their knowledge, expose them to different people and places and to develop their imagination.

Many people prefer the **radio**. It is good to listen to it in the car, or in the open air, or when you do something about the house.

The Internet has recently become another important source of information. It is regarded as the latest addiction to trap thousands of people which has been blamed for broken relationships, job losses, financial ruin and even suicide. Psychologists now recognize Internet Addiction Syndrome (IAS) as a new illness that could cause serious problems and ruin many lives. Many users spend up to 40 hours a week on the Internet. Some of the addicts are teenagers who are already hooked on computer games.

Ex. 2 Read the following sentences and circle TRUE or FALSE:

1. You will hardly find a newspaper which suits your interests.
2. The advantage of all the newspapers is that they are full of gossip about different celebrities and their private lives.
3. Television helps us to relax after a hard day's work and to escape from reality.
4. Some people become TV addicts and they won't give up TV for anything in the world.
5. Thanks to television children become more active and creative.
6. Programmes about violence make people more sensitive.
7. The Internet is regarded as the latest addiction to trap thousands of people.
8. Some of the addicts are disabled people who are already hooked on computer games.

Topic 16. Визит к врачу

Ex.1 Read and translate the text

Honestly speaking, I hate visiting doctors. I suppose, just like anyone else. But when it is required — you usually have no excuse.

When you have a headache, a toothache, a stomach-ache or any type of ache — you need to visit a doctor. The usual procedure is to go through some tests. The most usual ones are a blood test and blood pressure measurements, your heart and lungs sound and X-rays if necessary. After that the doctor may send you to the specialist who will deal with your problem. There is a great variety of specialists: a therapist, a pediatrician, a surgeon, a dentist, an ophthalmologist, a traumatologist etc.

If you have flu, a sore throat or run a high temperature the doctor will prescribe you some treatment with pills, tablets or some other medicine. There is usually a pharmacy at the hospital so you will not need to look for it around the city. Besides, the doctors usually set another appointment with you a few days later to check how the process is going.

But you know, and old English proverb says that sleep is the best cure. So sometimes medicine may help, but a good sleep will be as good as a cure.

Ex.2 Make a plan of the

Ex.3 Retell the text

Topic 17. Культура и её влияние на общество, корпоративная культура

Ex.1 Read and translate the text

Corporate culture is the collection of values, beliefs, ethics and attitudes that characterize an organization and guide its practices.

To some extent, an organization's culture can be articulated in its mission statement or vision statement. Elements of corporate culture include the organization's physical environment, human resource management practices and staff work habits. Corporate culture is also reflected in the degree of emphasis placed on various defining elements such as hierarchy, process, innovation, collaboration, competition, community involvement and social engagement.

A corporate culture that reflects the broader culture is usually more successful than one that is at odds with it. For example, in the current global culture, which values transparency, equality and communication, a secretive company with a strictly hierarchical structure is likely to have trouble recruiting and retaining workers and appealing to customers and partners.

However, some organizations create unique cultures that break from certain norms and expected best practices, a move that can define the organizations as trailblazers and help them succeed in the marketplace.

All organizations, whether they are for-profit companies or nonprofit entities or even government agencies, have a sense of self that can be called corporate culture.

Topic 18. Английский язык в эпоху глобализации

Ex. 1 Read, translate and reproduce the dialogue:

- Pete, you look so tired. You don't feel well, do you?
- It's not that. I am really tired. I am going to take my last exam. It's English.
- Then you have a lot of work to do!
- Sure. I listen to different texts and dialogues. I read and translate special texts and retell them. I also pay much attention to topics.
- Excuse me, what mark would you like to have in English?
- You'd better ask me what mark I don't want to have.
- I know you have been fond of English since your childhood.
- It goes without saying that English is my favourite subject and I don't want to have «sat» in my credit test book.
- How long does your working day last now?
- From morning till late at night.
- If you go to bed very late, I think it's very difficult for you to get up early.
- I'm not an early riser, so I get up at 8. I am sorry I must be going. It is time.
- Good-bye. But don't forget to have a short rest after hard work. I wish you luck.
- Thank you. See you soon.

Ex. 2 Complete and translate the sentences.

1. The students begin to study English with ... (difficult grammar constructions, a short phonetic correction course, technical texts, films and presentations). 2. At the English lessons the students learn ... (to sing songs, to make up films, to read and speak foreign language, to play computer games, to do sum). 3. Technical English give information on ... (everyday words and phrases, person's character, grammar and vocabulary, science and technology). 4. At the lessons students try to speak ... (foreign language less than Russian, native language more than foreign language, English more than Russian, mother tongue all the lesson).

Topic 19. Мотивация

Ex. 1 Read the list of 21 ways to motivate employees

1. A simple thank you note or email
2. Bonuses or gift cards
3. Team-building exercises
4. Installing a suggestion box
5. Offer opportunities for their development
6. Set stretch goals for teams
7. Set clear boundaries
8. Offer vacation benefits or a surprise off-day
9. Project completion party
10. Revamping the break room
11. Monthly or annual awards for employees
12. A points-based rewards system

13. Celebrating birthdays and non-work achievements
14. Transportation credits
15. A Yoga day or retreat
16. Providing support and feedback based on employees' needs
17. Team lunches or meal preparation kits
18. Recognition on a company bulletin board or shout-outs on social media
19. Staff appreciation night
20. Holding informal meetings to check up on employees
21. Distributing company merchandise to workers

Ex.2 Discuss the ways to motivate employees with your group mates

Topic 20. Лидерство

Ex.1. Jack Welch is Chief Executive Officer of General Electric. In the extracts below he talks about leadership. Before you read what he says, try to predict which of the adjectives above describe his idea of a good leader.

Ex.2. Read what Jack Welch thinks and check your answers. Do you agree with him?

“I simply dislike the traits that have come to be associated with "managing" - controlling, stifling people, keeping them in the dark, wasting their time on details and reports. You can't manage self-confidence into people. You have to get out of their way and let it grow in them by allowing them to win, and then rewarding them when they do. The word "manager" has too often come to be synonymous with control - cold, uncaring, passionless. I never associate passion with the word "manager", and I've never seen a leader without it”.

“Above all else good leaders are open. They go up, down, and around their organisations to reach people. They don't join to established channels. They're informal. They're straight with people. They make a religion out of being accessible”.

“One of the things about leadership is that you cannot be a moderate, balanced, thoughtful, careful articulator of policy. You've got to be on the lunatic fringe”.

“The future will not belong to "managers" or those who can make the numbers dance. The world will belong to passionate, driven leaders - people who not only have enormous amounts of energy but who can energize those whom they lead”.

Ex.3. Discuss these questions. Imagine you are the leader of a large company.

1. What qualities do you need to run a large company effectively?
2. Which business leaders do you admire? Why?
3. What do business leaders actually do?
4. As a leader, how would you motivate your employees?
5. Do you think leaders are born or made?

Topic 21. Бизнес и современные технологии

Ex.1 Read and translate the text

Learned societies and independent scientific institutes play a large part in

promoting the sciences in Britain, although they do very little actual research.

Most pure research is conducted in the universities, which also play an essential part in maintaining the supply of trained specialists. The learned societies play an important part in the discussion and publication of the results of research.

In recent years there has been a considerable expansion of scientific and technological training and research within the universities. Most universities have the departments of engineering, some of them including chemical, aeronautical and **production engineering**. Universities in industrial centres have long been known for studies relating to their local industries. All universities and university colleges have laboratories or research departments.

The traditional method of scientific publication, in which results are written in papers and published in journals, is still the main means communication among scientists. The leading learned societies have for long been important agencies for communicating scientific information. The most eminent of the learned societies are:

The Royal Society Which was founded in 1660. Its present activities include the holding of the scientific meetings, publication of research work, mainly in the "Philosophical Transactions" and the "Proceedings", the delivery of lectures, the presentations of medals. Although an independent corporation, the Society has always had a special relationship with the government.

The Royal Society of Arts which was founded in 1754. Its principal object has been to promote the progress of all departments of science. It deals with scientific, artistic, technical, industrial and commercial problems. The Society regularly holds meetings and publishes a monthly journal.

The British Association for the advancement of Science which was founded in 1831 to promote general interest in science and its application. One of its chief activities is the annual meetings attended by many young students as well as by eminent scientists. Its 14 sections cover the whole range of pure and applied sciences and there is a division for studying the social and international relations of science.

Ex.2 Answer the questions:

1. What part do learned societies play?
2. What departments have most Universities?
3. Is pure research conducted in the Universities?
4. What is the main means of communicating among scientists?
5. What are most eminent learned societies?

Ex.3 Ask the questions:

1. All Universities have laboratories and research departments.
2. The Royal Society was founded in 1660.
3. The Society regularly holds meetings and publishes a monthly journal.

Topic 22. Проблема занятости. Поиск работы

Ex.1 Read and translate the text

A JOB VACANCY

Victor was watching TV when the telephone rang. It was his American friend Dick Jones.

Dick: Victor, I hope I'm not calling too late.

Victor: No, Dick. I was watching television. How are you?

Dick: I am fine. I'm calling you at such a late hour because there is good news for you. An hour ago, I spoke to a friend of mine. He's on the board of directors at "A & B Instrument Company". They have an immediate opening for a software programmer. They are looking for a specialist in this field. I told my friend about you. He wants to know if you can come tomorrow for an interview. You shouldn't miss this opportunity.

Victor: Dick, you are absolutely right. I agree with you completely. I realize that I should see the interviewer; but what about my job at the gas station?

Dick: Oh, come on. Don't tell them where you are going. Just tell your supervisor you have some personal business to attend to. Promise him to make up the time.

Victor: That makes sense, Dick. But I'm a bit afraid because of my poor English.

Dick: Stop worrying about it. All you have to do is to explain your previous experience. You can do it perfectly well. You've to show your experience but not English stylistic subtleties. Even a few grammatical errors won't harm you. I'm sure you'll feel at ease with the interviewer.

Victor: I hope so. But I'm still confused about the use of English tenses.

Nevertheless I've made up my mind. I'm going to see the interviewer.

Dick: Okay. Would you write down the address?

Victor: All right. I'm listening.

Dick: 620 Broadway, 25th floor. Ask for personnel. Don't leave home without your resume. Good luck.

Victor: Thank you, Dick.

Dear Mr. Brown,

I am writing to apply for the post of a kitchen helper at Lenny's restaurant which was advertised in last Sunday's newspaper.

I consider myself to be reliable, hard – working and enthusiastic. Besides, I know how to work in a team.

I have considerable experience of working in catering. I worked for six months as a waitress in my local café. I took orders, served customers as well as cleaned the kitchen and washed up. I am available for interview any day after 3 p.m. or on Saturdays.

I look forward to hearing from you.

Yours faithfully,

Sandra Blunt

Topic 23. Структура и работа компании

Ex.1 Read and translate the text

CHOOSING A CAREER

When you leave school you understand that the time to choose your future profession has come. It's not an easy task to make the right choice of a job. I have known for a long time that leaving school is the beginning of a far more serious examination of my abilities and character.

As the years passed I have changed my mind a lot of times about which science to specialize in. It was difficult to make up my mind and choose one of hundred of jobs.

So in the world there are very and very many different professions: you can work with people as a doctor, a lawyer, a receptionist, a teacher, etc.; on the enterprise, bank, school, state institution. And what kind of a profession you choose is mainly depend on yourself. And I think it's very difficult task for every body.

And now there is such situation in the life that it is very difficult to find some worthy job specially suitable for you. It's a good idea to take different factors into account: job satisfaction – your future job must satisfy you; money – it's important that your future profession must be well-paid, etc; good in most companies the activities of managers dependent he level at which he (she) is working. Top managers such as the chairmen and directors will be making decisions on the future of the company, the sort of product lines it should develop, the way it should face up to the competition, the means of diversifying, etc.

In carry in gout management functions, such as planning, organizing, motivating and controlling, a manager will be continually making decisions.

Decision-making is a key management responsibility. Some decisions are of tenth the routine kind. They are decisions, which are made fairly quickly and are based on judgment. Other decisions are of ten intuitive ones. Before making a decision them an ager will carefully assess the options, considering the advantage sand disadvantages of each one. Thus any manager is to be a bit challenging person.

Ex.2 Answer the following questions:

1. Is it easy to choose a profession?
2. Who usually helps young people to make their choice?
3. What do you know about the job you want to have?
4. What is your idea of a good job?
5. What is more important for you in the job: money or interest?
6. Do you like mental or physical work more?

Topic 24. Мастерство менеджмента

Ex.1 Read and translate the text

What is Management?

Definition: Management is a process that administers and controls all the different affairs and functions of an organization to accomplish a business or specific goal.

Managerial activities are responsible for setting the strategy of an organization, implementing those strategies, and synchronizing the efforts of all the associated members (using all the available resources) to achieve a business objective.

Management is referred to the administration in an organization to coordinate tasks to reach set goals quite efficiently and effectively. The primary function is to create an environment for the members to work towards desired objectives within certain parameters.

An efficient management system ensures the organization excels in its objectives.

Each organization has its management that performs different duties and tasks. There is no universal management definition, as each industry and workplace differ in its objectives. But there are some similarities in the management system that stands out.

Various aspects make management the most effective and efficient management. It is important that the management understands its duties and performs them accordingly.

Ex.2 Make a plan of the text

Ex.3 Retell the text

Topic 25. Этикет делового общения

Ex.1 Read and translate the text

The term “business etiquette” refers to the standards of behavior that are generally expected and often mandated in a given industry. As usual, it is sustained by the people who make up a group. A lack of respect for business norms is widely seen as rude behavior. When people act in this way, they risk the contempt of their colleagues.

It’s crucial to practice good business etiquette since doing so fosters an environment where all employees feel comfortable speaking openly and honestly with one another, which in turn boosts productivity. When employees are treated with dignity and respect, they exhibit greater pride in their work, which in turn improves their connections with clients.

What Is the Purpose of Business Etiquette?

Business etiquette improves job satisfaction and customer interactions.

What Are Basic Rules of Business Etiquette?

- When in uncertainty, connect to other individuals.
- A handshake remains the norm of professionalism.
- Continually use “Please” and “Thank you.”
- Don’t interfere.
- Observe your language.
- Double-check your work before sending.
- Do not enter someone’s office without prior notice.
- Avoid gossiping.

Ex.2 Answer the following questions:

1. What Is Business Etiquette?
2. What Is the Most Important Aspect of Business Etiquette?

Topic 26. Переговоры. Деловые поездки

Ex.1 Read and translate the text

Business trip

Being a businessman you have to travel much, to meet many people, to arrange business deals and personal relations. It means you will often arrange business trips. Before you have a business trip you should do the following steps: prepare all business documents necessary for your meeting with a foreign partner.

If you visit your business partner for the first time you should take advertising materials representing your firm and its products. Today, many people make their travel arrangements over the phone. They call the travel agent and book their flight, and then give their credit card number to pay for the plane ticket, if you are going to travel by plane. It is the fastest way of traveling and it is helpful if you are short of time, but it is rather expensive. If your destination is not far from your town you can travel by car or by train. It is a slower way of traveling but it is cheaper and quite comfortable.

If a visa is necessary, some travel agents take their customers' passports to the embassy's visa department. You should also have medical insurance documents with you when you are going to visit your foreign partner.

It's not a good idea to carry lots of cash with you, so traveller's cheques are a safe way to take money abroad. It's easy to change them at the bank for foreign currency during your trip.

When people travel they almost always stay at hotels or guest-houses, so you should make a hotel reservation in advance by letter, telephone or e-mail. Let the hotel manager know the day and the time of your departure, or you may arrive at the hotel to be told that there are no rooms available.

If you travel abroad you must go through the customs inspection. The customs officials check your luggage and ask you to fill in the customs declaration form. Some of your things may be subjected to duty, some of them are duty free. If you have foreign currency you would indicate the sum in your declaration.

If you don't want to use public transport during your business trip you have to agree with accepting side to provide you with a car or you may ask about a good car rental company. In this case don't forget to take your driving licence – you can't drive without it! You also have to arrange insurance documents and take them too.

Useful tips

At the Customs. There is a list of certain goods which are permitted to carry through the border (so-called the Duty-Free Quota List). According to the list you may take personal things, a few trifles for the family, a bottle of perfume, some bottles of alcohol drinks, a carton of cigarettes and some other things for personal use. If you have the goods above the fixed quote, you will have to pay duty on each extra article.

There is also a list of goods which are prohibited to carry through the border (so-called the Prohibited Articles List). According to this list such things as gold, silver,

valuables, pieces of art, weapon, drugs and some others are prohibited to carry through the border.

At the Hotel. If you have made a hotel reservation in advance, on arrival you have to confirm your reservation at the reception desk. The receptionist will give you a registration form to fill in and sign (the form is filled in block letters).

At large hotels you may ask for any service by telephone. You tell the telephone operator if you want to be called at a certain time; you call room service when you want a meal or drinks or if you need something (e.g.: to clean or iron your suit or your dress).

Complete each sentence with one of the words: *travel, trip or journey*.

1. Thank you for visiting us, have a safe ... home.
2. How was your ... to London last weekend? Did you have a good time?
3. When we were in London, we went on a sightseeing ... round the city.
4. I ... a lot for my business deals.
5. How many business ... do you make every year, on average?
6. How long does the ... to Brighton take by train?
7. It was a very long ... , because there was a lot of traffic on the road.

Topic 27. Управление человеческими ресурсами

Ex.1 Read and translate the text

Mr. Calder is a successful American businessman. He has been in business for about 13 years. His company produces good equipment. The equipment is sold well in his own country. But he needs more customers. He has an idea. Why not sell his equipment abroad? He began to look for new customers in foreign markets. He knows that it may take him months or years to become a successful exporter. He decided to go to Russia to get export orders.

Mr. Calder believes that one of the best preparations for a trip is reading magazines about the country to which he intends to go. He learned a lot about the Russian economy, the country's trade, the main suppliers, customers, customs and traditions of the people.

Before he left for Russia he had contacted the commercial representatives of his country in Russia to get some information about the market and import duties.

His secretary booked tickets, a room at a hotel and made some business appointments for her boss.

Mr. Calder is an experienced businessman and he hasn't forgotten to get letters of introduction, lots of business cards and pictures of the equipment and his plant.

Mr. Calder has arrived in Omsk to discuss some business matters with the people of the plant. The company is interested in buying Mr. Calder's equipment.

Mr. Belov, a representative of the plant, phone him.

Belov: Good morning Mr. Calder, glad to know you are in Omsk at last. Did you have a good trip?

Calder: Oh, yes. Thank you. Everything was all right.

Belov: Is it your first visit to Omsk?

Calder: Yes, it is.

Belov: Oh, I'm sure Omsk will impress you greatly. There are many places of interest here and you'll enjoy sightseeing I think. I'm sure, I will. Thank you. And now I'd like to discuss with you some points of the contract.

Calder: I think it's better for us to make an appointment.

Belov: Absolutely agree with you. Could I meet you on Monday?

Calder: Oh, I'm very busy on Monday. How about Wednesday morning at 10 o'clock?

Belov: Good. See you on Wednesday. Good bye!

Ex.2 Complete the sentences from the text.

1. Mr. Calder is ...
2. He has been in business for about ...
3. His company produces ...
4. He began to look for ...
5. He decided to go to ...
6. Mr. Calder believes that one of the best preparations for a trip is ...
7. He learned a lot about ...
8. His secretary booked ...
9. The company is interested in...
10. Mr. Belov is ...
11. C: Oh, I'm very busy on ... How about Wednesday morning at ...?

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