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Кафедра международных отношений и
государственного управления

УТВЕРЖДАЮ
Проректор по учебной работе
О.А. Локтионова
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ИНОСТРАННЫЙ ЯЗЫК В СФЕРЕ ПРОФЕССИОНАЛЬНОЙ ДЕЯТЕЛЬНОСТИ

Методические рекомендации к лабораторным работам
для студентов направления подготовки
38.04.04 Государственное и муниципальное управление

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Составитель: Т.Н. Букреева

Рецензент

Кандидат филологических наук, доцент *Л.А. Чернышева*

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ВВЕДЕНИЕ

Методические рекомендации разработаны для проведения лабораторных работ студентов в рамках дисциплины «Иностранный язык в сфере профессиональной деятельности». Основная цель методических рекомендаций – совершенствовать навыки чтения текстов профессиональной направленности, освоить новые лексические единицы в рамках предложенных текстов, повысить познавательный интерес обучающихся к культуре страны изучаемого языка.

Методические рекомендации включают в себя введение, тексты, содержание которых соответствует тематике лабораторных работ, вопросы для отработки лексического и грамматического материала и список литературы. Каждая тема лабораторного занятия содержит вопросы для контроля понимания содержания изученного материала. В помощь студентам для подготовки и закрепления пройденного материала предлагаются ссылки на необходимые источники литературы. Данные методические рекомендации позволят студентам подготовиться к промежуточному контролю в течение семестра в форме тестирования, выполнению контрольных работ по разделам курса, а также к защите индивидуального задания.

1 Цель и задачи дисциплины. Перечень планируемых результатов обучения по дисциплине, соотнесенных с планируемыми результатами освоения основной профессиональной образовательной программы

1.1 Цель дисциплины

Практическое овладение студентами современным иностранным языком для профессионального общения, получения и передачи информации.

1.2 Задачи дисциплины

1. Формирование навыков разговорной речи, умения читать и переводить на русский язык (без словаря и со словарем) тексты различной направленности, в том числе по профессиональной тематике.

2. Формирование навыков двустороннего устного и письменного перевода (с иностранного языка на русский и с русского на иностранный) текстов профессиональной и академической направленности.

3. Овладение навыками ведения деловой переписки на государственном языке РФ и иностранном языке с учетом особенностей стилистики официальных и неофициальных писем и социокультурных различий в формате корреспонденции.

4. Обучение навыкам деловой коммуникации и публичных выступлений, необходимые для работы в государственных органах, участвующих в проведении региональной и внешней политики, различных научных, образовательных, информационных и культурных обменах, в реализации торгово-экономического сотрудничества, современных двусторонних и многосторонних коммуникативных связях.

Компетенции, формируемые в результате освоения дисциплины

В процессе изучения дисциплины «Иностранный язык в профессиональной сфере» формируются следующие универсальные и общепрофессиональные компетенции:

– способность применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия (УК-4);

– устанавливать и развивать профессиональные контакты в соответствии с потребностями совместной деятельности, включая обмен информацией и выработку единой стратегии взаимодействия (УК-4.1);

– составлять, переводить и редактировать различные академические тексты (рефераты, эссе, обзоры, статьи и т.д.), в том числе на иностранном языке (УК-4.2);

– представлять результаты академической и профессиональной деятельности на различных публичных мероприятиях, включая международные, выбирая наиболее подходящий формат (УК-4.3);

– аргументировано и конструктивно отстаивать свои позиции и идеи в академических и профессиональных дискуссиях на государственном языке РФ и иностранном языке (УК-4.4);

– способность организовывать внутренние и межведомственные коммуникации, взаимодействие органов государственной власти и местного самоуправления с гражданами, коммерческими организациями, институтами гражданского общества, средствами массовой информации (ОПК-8);

– свободно воспринимать, анализировать и критически оценивать устную и письменную деловую информацию на русском и иностранном языке (ОПК-8.1);

– вести деловую переписку, учитывая особенности стилистики официальных и неофициальных писем, социокультурные различия в формате корреспонденции на государственном и иностранном языках (ОПК-8.2);

– организовать многостороннюю коммуникацию на антиконфликтологической основе (ОПК-8.3).

2 Структура лабораторных работ

Лабораторные работы проводятся в соответствии со структурой, приведенной в таблице.

Таблица 1 – Содержание дисциплины, структурированное по темам (разделам)

№	Course Unit	Content
1.	Why is so important to study languages?	The verb to be in Present Simple. Construction there is/are. The verbs to

		have, to have got in Present Simple.
2.	Biography	The Article. The Present Simple Tense. Word order.
3.	Our university	Possessive case. The Numeral. Personal and possessive pronouns.
4.	Eating	The Plural of Nouns. The Past Simple Tense. Reflexive Pronouns.
5.	Seasons and weather	The Future Simple Tense. Degrees of Comparison. Comparative constructions.
6.	Sport	Present Participle. The Present Continuous Tense. Modal Verbs.
7.	Health	The Past Continuous Tense. The Future Continuous Tense.
8.	My Profession	Present Simple Passive.
9.	Great Britain	Past Simple Passive. Future Simple Passive. The Past Perfect Tense.
10.	The United States of America	The Future Perfect Tense.
11.	Veterinary Medicine	The Gerund.
12.	Economics	Direct and Indirect Speech.
13.	Environmental protection	Revision of the Passive Voice
14.	Agricultural Machinery	Forms of Participle I. The Participle Constructions.
15.	At the conference	Types of questions in English.
16.	A business trip	Constructions would like, much, little, a little.
17.	Interviews	Construction to be going to.
18.	First impression	World building.

Unit 1. Why is so important to study languages?

Task 1. Read and translate the text

Nowadays, multilingualism has become more than just 'important'. Knowing a foreign language different from your mother tongue has become to be extremely beneficial. Whether viewed from the financial or social aspect, being able to communicate in a foreign language helps to make 'real' connection with people and provides a better understanding of your language.

Why should you learn a foreign language?

1. To begin with, the first advantage is that learning a foreign language open up employment opportunities. For businesses, it is better achievable if they can understand the psychology and the language of their foreign clients. Most companies therefore, look for candidates with foreign language skills. If you are already working, knowing a foreign language may lead to special recognitions or promotions. As an employer, it will help encourage staff performance, improve customer services, and increase revenue for your company.

2. Apart from the financial gains learning a foreign dialect can offer a unique experience to travellers. People, who love to explore different parts of the world, know about diverse cultures, places, and lifestyle, knowing the local language can offer a life changing experience. You can easily find the places, ask for directions, and even order food. Speaking a language gives you a better understanding of the country's culture. You can interact with people more freely providing a greater scope of meeting new people, making new friends, more fun, and enjoyment.

3. Another reason why you should learn a foreign language is that the knowledge of a foreign language improves your mental skills abilities. Learning a foreign language is tough and involves a lot of brain exercise.

4. On the individual level, it improves personality and increases your sense of self worth. The need of language faculties has increased due to the growing interest in students to learn foreign languages. People associated with social services need to work with diverse groups from several countries. Ability to speak in a foreign language enables

them to communicate and serve people better. The next important decision is to choose from the number of foreign languages – French, Spanish, German, or Italian - to be learnt. Whether you learn a language for a specific reason or you are out of interest, learning a foreign language will lead to long-term success. It will open up new avenues before you. The more language you know, the better you can express yourself.

Task 2. Express your own opinion about the importance of foreign languages in everyday life, national economy and global politics.

Task 3. Explain the meaning of the following words and word combinations: multilingualism, employment opportunities, financial gains, mental skills.

Task 4. Discuss with an opponent the advantages of learning foreign languages.

Unit 2. Biography

Task 1. Read and translate the text

Elements of a Biography

A biography is a breed between an essay and a short story. You research a real person and then write their story. No matter whom you are writing about or how long your biography is, it should always contain these elements.

1. Your subject

The focal point of any biography is the person. A biography cannot focus on an event or a group of people - it can only be about a person. So, the most important step when writing a biography is deciding on whom to write about. Writing a biography about a famous person would more fun if you chose a subject whom you find interesting or whom you look up to. This way you already have some basic information about your subject, which would make it easier to research about them.

Another consideration for choosing the subject of your biography is the availability of credible sources you have access to. If you will be relying on internet sources, make sure to evaluate the sources you will

use for your biography. You are writing about a real person here, so you need to be careful about what you write.

2. The idea

What made Plutarch's *Parallel Lives* revolutionary is that he wrote about historical figures as if they were characters in a short story, with a plot and a theme. Like a short story, your biography, therefore, should have a central idea or theme that will govern it. The theme will guide the structure and content of your biography.

The theme of your biography should come after you have researched, and hopefully reflected, on the life of your subject. The governing idea should be something that you noticed is a common occurrence or idea in their life. However, you should also remember that our lives don't really have a theme. Events tend to unfold without any reason that we can comprehend, and writing a biography is one of the ways we try to make sense of the events in another person's life.

3. Significant events

Now that you're writing a biography of a famous person, keep in mind that you are turning life into a story. Treat it like one - carefully select the significant events you will include in the biography. Think of these events as the plot of your story. Always consider how each significant event will contribute toward the realization of your chosen theme. You are the narrator of this story, so you have the responsibility to guide your reader around the events and characters that comprise the life of your subject toward understanding the theme or ultimate message of your biography.

4. Critical character traits

Another important element of a short story that is useful in a biography is characterization. You should have a clear understanding of what your subject's character is like, and decide which character traits you want to emphasize in your biography. By the end of your biography, your reader should have a clear picture of the person you wrote about. Even better if they feel like they know the subject of your biography like a friend. Similar to most narratives, the principal elements of a biography are subject, main idea, significant events, and critical character traits. Considering these four elements will make it easier to write a biography of a famous person. Before proceeding with writing a

biography, think of these elements first. Try to fill them out so you have a concrete idea of what your end goal is for the biography.

Task 2. Write your biography, using the tips given in the text.

Task 3. Explain the meaning of the following words and word combinations: biography, credible source, character trait, significant event.

Task 4. Discuss with an opponent the biography of a Russian politician.

Unit 3. My University

Task 1. Read and translate the text

College life has its own charm and beauty. Each and every moment spent there is always worth-living, worth-enjoying and also worth-remembering. Out of all the days, we can never forget the first day of college life.

First day of college is really very special and memorable for every student. The first of anything impresses us most. That is why we hardly ever forget our first love, our first success, our first friend. Likewise, we cannot forget our first day at college, the day that symbolizes the transition period from one life, so to say, into another. It comes to my mind again and again with those alien but lively feelings, those impressions, and sights and sounds.

At last the result of matriculation examination was declared and I came out with flying colours. After I passed my school examination with good grades, many excited and heated discussions took place on the choice of subjects and college. I decided to take admission in Government College which was the biggest college of my city. I had heard a lot of stories about college life from my elder sibling and relatives. According to them college is not as strict as school. I was full of excitement, inner joy and high hopes for a promising future. I thought college life would be full of pleasures and of course it was. College life is not as strict as the school life.

On the very first day, I got up early in the morning as I was much excited for the college life. I offered Dawn Prayer and took a hearty

bath and got ready for the college. I could even do breakfast because of excitement. As soon as I stepped into the college, I felt like I have entered a new world. It was indeed a completely new world for me. The college had a wonderful building, lovely playgrounds and devoted Professors. The grand traditions, good mannerism, and liberal atmosphere made a great difference to my life. My first-day entry in college always fascinates me. My first day was an unforgettable experience of my educational life. On first September, I got up early in the morning, took bath and said my prayers. Meanwhile, my mother prepared breakfast for me. I hurriedly took my breakfast and went to college by bus. As soon as I stepped into the college, I felt like I have entered a new world. It was indeed a completely new world for me. The college had a wonderful building, lovely playgrounds and devoted Professors. The grand traditions, good mannerism, and liberal atmosphere made a great difference to my life. My first-day entry in college always fascinates me. When I reached the gate of the college, some senior students of the college were standing there. Some of them were in a jolly mood and wanted to befool the new-comers. They had worked out their own plans to make the new-comers indulge in strange actions. However, we decided to act together to avoid their practical jokes. Some of the senior were approaching us with an air of superiority. They were large in number so they made us subdue immediately. They asked us to do strange things like singing ridiculous songs and doing monkey pranks. The sense of self-respect did not allow me to act according to their wishes. Still they forced me to obey their orders. I felt a little humiliated but took it sportingly.

Meanwhile, a senior Professor of the college came to our rescue. He asked the boys to assemble in the hall where the Principal would address them. We went to the hall. The Principal addressed the students and advised them not to take part in politics at college. They should pay full attention to their studies and try their best to achieve their goal. Afterwards, a Professor guided us about our time-table and class rooms.

Our first period was of English. We went to the classroom and set on the benches. A Professor entered the room; the boys stood up greet him. He took our roll-call and entered the names of the students in his attendance register. He did not teach us but advised us about our future life. He stressed what we should not misuse the liberty here rather we should

keep full use of the opportunity to achieve our end. Afterwards, we moved another room where our teacher in Arabic came. He delivered his lecture on the importance of Arabic language and advised us to come to the class with our books. Then there was no other period on that day. So, we went to the library and read some newspapers. We discussed the lecture of our teacher and decided to work very hard from the beginning to get through the examinations getting very good marks. Then we left the library, shook hands with one another and departed. I took a bus and reached my home. I found a considerable difference between the school life and that of college. I concluded that liberty or freedom must not be misused at all.

At the end of the first day, I returned home. When I was returning home, all the memories of my first day at College came to my mind. It was like a film. It had fun and fear. I remembered all the happenings and reached home with a smile. I had entered the college to gain knowledge and wisdom and to become a good citizen. Thanks, Almighty Allah I got what I wished. I wrote my memories in a special notebook.

In the end, I can say that college life is a beautiful blend of joys and memories. Right from my first day, every day spent in College was full of colourful events. Surely, college life is an ideal part of student life.

Task 2. Introduce your university.

Task 3. Explain the meaning of the following words and word combinations: major, faculty, dean, elective course, term paper, graduation thesis.

Task 4. Discuss with an opponent your major and courses you study.

Unit 4. Eating

Task 1. Read and translate the text

There is no doubt that food is an important necessity for the continuation of humanity and life on the whole earth. Man was created to worship, work and build on the earth. Food for a person is just a

means to maintain his life to complete the mission for which he was born.

We often see that there are many people who think that he was created to eat. We find that he gives food a first priority in his life; of course this is a wrong thinking.

He should take care of what enters his stomach and make sure that it is healthy and useful food for the body that contains all the beneficial nutrients. So that he does not face any health problems due to a bad diet.

Many people are interested in work and busy in life and eat fast food that does not contain any healthy and varied food elements, so quickly we can find them suffering from problems of obesity, cholesterol and other diseases such as heart disease and digestive disorders.

Therefore, following a healthy diet will protect you from many diseases and provide you with the required energy that will help you complete your business successfully.

Benefits of eating healthy food:

1. It prevents infectious diseases. A healthy diet can enhance the functions of the immune system, which helps prevent infection in some diseases. It also helps in the fight in case you catch it to be less dangerous.

2. Maintains a high rate of activity and energy for the body. This allows you to perform many daily activities that require high physical activity with ease.

3. It reduces the incidence of some chronic diseases. Among the serious diseases that affect many are the heart, diabetes, cholesterol, such diseases when following a proper diet, this helps in nourishing the immunity and preventing their infection.

4. Prevent premature aging. Many healthy foods help reduce premature aging because they contain antioxidants that benefit the body a lot.

A healthy diet requires supervision with a specialist, in addition to the full awareness of the person who follows it, whether in terms of perseverance and following the instructions, or in terms of providing these healthy foodstuffs from reliable sources and confirmed that they do not contain any chemicals, or hydrogenated and injected with substances that help to growth speed.

When following a healthy diet, care must be taken to follow it properly, as many people follow a diet but do not adhere to the required instructions, which leads to an opposite result, whether on the level of fat, or the psychological aspect.

One of the most important points that many people make mistake is to follow the diet seriously, but they do not care about walking daily for half an hour to an hour with steady and fast steps.

When you decide to follow a diet, you must pay close attention to what enters your body, as many vegetables, fruits, and meats have been introduced to chemicals to speed up the growth process, which may cause many diseases, including cancer. Therefore, you should know more about each fruit, such as when it ripens, the seasons of fruits and vegetables, sources of meat and which country sells the best free of any dangerous substances.

We have seen many athletes excluded from participating in tournaments due to the presence of doping in the blood because of eating meat imported from unreliable countries. Once you pay attention to all these details, you can achieve a great result from following a healthy diet. Therefore, healthy food is very important for physical fitness and must be followed continuously to become a normal routine in life.

Task 2. Introduce your eating habits.

Task 3. Explain the meaning of the following words and word combinations: beneficial nutrients, obesity, healthy diet, physical fitness, life routine.

Task 4. Discuss with an opponent major aspects of healthy diet.

Unit 5. Seasons and weather

Task 1. Read and translate the text

The world is very vast and every part of it has a different climate. However, the most prominent seasons are summer, winter and rainy seasons (spring and autumn).

Different parts of the world experience different seasons at different times of the year.

Seasons change according to the earth's revolution around the sun. During the year, as the earth revolves around the sun some parts of the earth face the sun and receive more heat energy from the sun. Hence, these parts of the earth experience summer. At the same time, the parts of the earth which are not facing the sun receive less heat energy, hence, experience winter. That is why at a given point in time, some part of world experience summer and some winter.

Some parts of the world do not get very cold, mostly because of the influence of the sea. As the winter starts fading away and the heat begins to intensify, people pack up their woollens, umbrellas and cotton clothes. Sale of ice creams and soft drinks becomes a regular feature during scorching summers.

Between winter and summer seasons, there is a short period called 'spring'. When springs set in, flowers burst into bloom and the earth seems to be smiling. During the rainy season, raincoats and umbrellas are constant companions. As the showers fade away, once again winter sets in. Thus, goes on the season's cycle.

We enjoy each season with its fruits, festivals, and weather.

Task 2. Introduce your favourite season.

Task 3. Explain the meaning of the following words and word combinations: changeable weather, heat energy, showers and season's cycle.

Task 4. Discuss with an opponent the best moments of every season.

Unit 6. Sport

Task 1. Read and translate the text

Sports and games are recommended for various reasons. It is often said that we must indulge in sports and games for few hours a day in order to stay fit and active both physically and mentally. Besides these, there are numerous other advantages attached to these activities because of which these are highly recommended. However, they do have their downside too. Here is a look at the advantages as well as disadvantages of sports and games.

There are many advantages of sports and games. Following are some of the main advantages.

1. Good way to rejuvenate. Sports and games are one of the best ways to rejuvenate. Indulging in these is a good way to get respite from the daily grinds.

2. Strengthen bond. Playing games and sports with family members, be it kids or elders, is a good way to spend quality time with them and strengthen the bond. Different types of board games can be played indoors with elderly people. In today's time when both the parents are working and giving enough time to the kids is difficult, indulging in outdoor sports with them even for half an hour a day can help create the required bond.

3. Develop all round personality. Sports and games work on different levels and help in building the all round personality. The overall personality of a person who indulges in sports activities regularly is way better than those who are always caught up with work.

4. Burst stress. Sports and games are one of the best ways to burst stress. It is highly recommended to indulge in one's favourite sport activity for an hour each day as it helps in combating stress and anxiety.

5. Build stamina. Indulging in sports activities regularly helps in building stamina and boosts immunity. It helps in keeping physically fit.

Sports and games can be hazardous in certain ways. Here are the main disadvantages attached to sports and games.

1. Can be dangerous. Many sports activities particularly adventure sports such as bungee jumping, big wave surfing, cave diving and high lining can be quite dangerous. These have injured numerous people and taken many lives. It is essential to ensure you are medically fit before indulging in such sports to avoid the risk of incurring any serious medical condition. However, the possibility of accidents cannot be barred completely.

2. May hamper studies. While students must indulge in sports and games for their proper growth and development however these may hamper their studies. Some students become too inclined towards sports and games that they begin to ignore their studies. All they ever want to do is to go out and play and this can hamper their studies and lower their grades.

3. Can be exhausting. Playing outdoor sports and games for an hour or so every day is a good way to build stamina and stay fit. However indulging in them for long hours can be quite exhausting and can take a toll on a person's physical health.

Thus, while sports and games are good for an individual, one need to choose the right sport and not over indulge in them so as to avoid the disadvantages attached to them.

Task 2. Introduce the most popular sport in Russia.

Task 3. Explain the meaning of the following words and word combinations: rejuvenate, dangerous sports activities, all round personality, physical health and hamper studies.

Task 4. Discuss with an opponent advantages and disadvantages of sports and games.

Unit 7. Health

Task 1. Read and translate the text

If you were to ask people what they needed to be happy, two of the most common answers would be health and wealth. Both are definitely necessary for happiness. However, if you could only have one, which is more important? It is my opinion, health wins hands down.

Firstly, health is more important than wealth because if you are physically fit, you will have a sense of well-being. That means that you will feel happy. Wealth does not necessarily do the same. Many people mistakenly think that they would be happy if they had a million dollars. They think that having more money will solve all their problems. On the contrary, it has been found that being wealthy can actually rob you of your peace of mind. Rich people suffer from more stress, anxiety, suspicion and unhappiness.

Besides that, wealth is of no use without health. To understand this, we must look at why we gather wealth. The purpose of doing so is to be able to supply our daily needs and make ourselves happy by spending on luxuries. Without good health, no matter how much one spends on material things, that person will not be able to enjoy them to the fullest. For example, a person who is unwell would not be able to eat everything he wants to even though he could afford to buy the most expensive food. A person who is bedridden will not be able to enjoy

vacations in exotic places even if he owned a private plane. Therefore, health is more important than wealth as wealth is useless without health.

Another point in favour of health is that if you were healthy, you would be able to gain wealth. The reverse is not possible. If a person is healthy, he would be able to find work or carry out investments that could eventually make him wealthy. However, for a person who is wealthy but ill, even the best medical care that money can buy may not guarantee the return of that person's health. This fact alone is sufficient to support the view that wealth is less important than health.

In a nutshell, health is indeed more important than wealth for the reasons explained above. Of course, the ideal situation would be to have both health and wealth. But if you had to choose, pick the one that gives you the greatest amount of happiness.

Task 2. Give the definition for 'health'.

Task 3. Explain the meaning of the following words and word combinations: a sense of well-being, luxury life, medical treatment, physical and mental health.

Task 4. Discuss with an opponent the saying 'health is better than wealth'.

Unit 8. My future profession

Task 1. Read and translate the text

Finishing school is the beginning of the independent life for millions of school leavers. Many roads are open to them: technical schools, institutes and universities. But it is not an easy thing to choose a profession out of more than 2000 existing professions in the world. Some pupils follow the advice of their parents, others can't decide even after leaving school.

Choosing the kind of career to follow is probably one of the most important decisions you will ever make. Before you make this decision you will have to do a lot of thinking about who you are, about the things you like to do and the things you do well. It is an advantage to choose a future career while at school. It gives a goal to work towards and

enables to choose a right, suitable course of study. When deciding your future you must be realistic about your interests and abilities.

There are a lot of magazines for teenagers that often offer questionnaires, quizzes or surveys to help young people to see their interests and abilities more clearly and to make a decision concerning their future occupation.

Frankly speaking at present I have a very vague idea about my future career and I am unable to give a detailed account of the activities it will involve. But I am convinced that for every trade, profession or occupation you have to acquire necessary skills and practical experience. Not all professions require higher education and they are of great demand now and satisfy the needs of society. But I see things a little differently, because it is my firm belief that learning is the greatest of all adventures, and being a highly educated person gives you top priority and a position in society and what is most important - self-satisfaction. And now being not so far from leaving school the career sounds interesting to me if I have a higher education, good working conditions, if I can get steady salary, if it suits my interests, if it is not monotonous and gives me promotion in the future, if it helps me to establish myself in life and can give me independence and opportunities to develop special abilities and of course if I'm able to take it up and my interests can be channelled in to this work.

As for me in future I would like to become an interpreter. I know that interpreters have opportunities to visit different countries and continents. It attracts me, because I'll get acquainted with various peoples and I'll learn their customs, rituals and traditions. I'm sure that this creative profession enriches our mind and we become more educated. I think that an interpreter is a very useful profession, because it helps people to communicate. But of course if you want to be an interpreter, you will need definite qualification. At first you must know one foreign language at least. It's good, if you know English (the language of the planet) and any other language. Also you should know colloquial expressions and slang. You should know the history of the country the language of which you are studying, ways of life that are typical for this country, etc. And of course you must be a sociable, communicative and patient person. I think that this kind of career will suit me because I have almost all qualifications that are needed. But I

must continue to work with English grammar and vocabulary as well and German pronunciation. I like this job and I hope that I'll become an interpreter. I hope that my dream will be realized. I try to read English books in the original, learn 10 words at a time and listen to English songs every day, because I want to fulfil my ambitions.

Task 2. Introduce your future job or career prospects.

Task 3. Explain the meaning of the following words and word combinations: job opportunities, professional skills, working experience, self-satisfaction, personal abilities.

Task 4. Discuss with an opponent your career prospects as a government worker.

Unit 9. Great Britain

Task 1. Read and translate the text

United Kingdom of Great Britain and Northern Ireland, or United Kingdom or Great Britain is an island country in Western Europe. It comprises Great Britain (England, Scotland, and Wales) and Northern Ireland. The total area is about 242,500 sq km. The population is 67,406,000 (2021 est.). The capital of the country is London. The population is composed of English (major ethnic group), Scots, Irish, and Welsh and immigrants and their descendants from India, the West Indies, Pakistan, Bangladesh, and Africa. The official language is English. The main religions are Christianity (Church of England, Church of Scotland and Roman Catholic); also Islam, Hinduism, Sikhism, Judaism. The currency is pound sterling. The country has hill, lowland, upland, highland, and mountain regions. Tin and iron ore deposits, once central to the economy, have become exhausted or uneconomical, and the coal industry, long a staple of the economy, began a steady decline in the 1950s that worsened with pit closures in the 1980s. Offshore petroleum and natural gas reserves are significant. Chief crops are barley, wheat, sugar beets, and potatoes. Major manufactures include motor vehicles, aerospace equipment, electronic data-processing and telecommunication equipment, and petrochemicals. Fishing and publishing also are important economic activities. The U.K.

is a constitutional monarchy with two legislative houses; its head of state is the sovereign, and the head of government is the prime minister.

The early pre-Roman inhabitants of Britain were Celtic-speaking peoples, including the Brythonic people of Wales, the Picts of Scotland, and the Britons of Britain. Celts also settled in Ireland c.500 BCE. Julius Caesar invaded and took control of the area in 55–54 BCE. The Roman province of Britannia endured until the 5th century CE and included present-day England and Wales. Germanic tribes, including Angles, Saxons, and Jutes, invaded Britain in the 5th century. The invasions had little effect on the Celtic peoples of Wales and Scotland. Christianity began to flourish in the 6th century. During the 8th and 9th centuries, Vikings, particularly Danes, raided the coasts of Britain. In the late 9th century Alfred the Great repelled a Danish invasion, which helped bring about the unification of England under Athelstan. The Scots attained dominance in Scotland, which was finally unified under Malcolm II (1005–34). William of Normandy took England in 1066. The Norman kings established a strong central government and feudal state. The French language of the Norman rulers eventually merged with the Anglo-Saxon of the common people to form the English language. From the 11th century, Scotland came under the influence of the English throne. Henry II conquered Ireland in the late 12th century. His sons Richard I and John had conflicts with the clergy and nobles, and eventually John was forced to grant the nobles concessions in the Magna Carta (1215). The concept of community of the realm developed during the 13th century, providing the foundation for parliamentary government. During the reign of Edward I (1272–1307), statute law developed to supplement English common law, and the first Parliament was convened. In 1314 Robert the Bruce won independence for Scotland. The house of Tudor became the ruling family of England following the Wars of the Roses (1455–85). Henry VIII (1509–47) established the Church of England and incorporated Wales as part of England.

The reign of Elizabeth I (1558–1603) began a period of colonial expansion; in 1588 British forces defeated the ‘invincible’ Spanish Armada. In 1603 James VI of Scotland ascended the English throne, becoming James I, and established a personal union of the two kingdoms. The English Civil Wars erupted in 1642 between Royalists

and Parliamentarians, ending in the execution of Charles I (1649). After 11 years of Puritan rule under Oliver Cromwell and his son (1649–60), the monarchy was restored with Charles II. In 1689, following the Glorious Revolution, Parliament proclaimed the joint sovereigns William III and Mary II, who accepted the British Bill of Rights. In 1707 England and Scotland assented to the Act of Union, forming the kingdom of Great Britain. The Hanoverians ascended the English throne in 1714, when George Louis, elector of Hanover, became George I of Great Britain. During the reign of George III, Great Britain's North American colonies won independence (1783). This was followed by a period of war (1789–1815) with Revolutionary France and later with the empire of Napoleon. In 1801 legislation united Great Britain with Ireland to create the United Kingdom of Great Britain and Ireland. Britain was the birthplace of the Industrial Revolution in the late 18th century, and it remained the world's foremost economic power until the late 19th century. During the reign of Queen Victoria (1837–1901), Britain's colonial expansion reached its zenith, though the older dominions, including Canada and Australia, were granted independence (1867 and 1901, respectively).

The U.K. entered World War I allied with France and Russia in 1914. Following the war, revolutionary disorder erupted in Ireland, and in 1921 the Irish Free State was granted dominion status. Six counties of Ulster, however, remained in the U.K. as Northern Ireland. The U.K. entered World War II in 1939. Following the war, the Irish Free State became the Irish republic and left the Commonwealth. India also gained independence from the U.K. Throughout the postwar period and into the 1970s, the U.K. continued to grant independence to its overseas colonies and dependencies. With UN forces, it participated in the Korean War. In 1956 it intervened militarily in Egypt during the Suez Crisis. It joined the European Economic Community, a forerunner of the European Union, in 1973. In 1982 it defeated Argentina in the Falkland Islands War. As a result of continuing social strife in Northern Ireland, it joined with Ireland in several peace initiatives, which eventually resulted in an agreement to establish an assembly in Northern Ireland. In 1997 referenda approved in Scotland and Wales devolved power to both countries, though both remained part of the U.K.

Task 2. Give a brief introduction of the UK.

Task 3. Explain the meaning of the following words and word combinations: colonial expansion, Industrial Revolution, revolutionary disorder, economic power, constitutional monarchy, Brexit.

Task 4. Discuss with an opponent the key milestones of the British history.

Unit 10. The United States of America

Task 1. Read and translate the text

United States, officially United States of America, abbreviated U.S. or U.S.A. is a country in North America, a federal republic of 50 states. Besides the 48 conterminous states that occupy the middle latitudes of the continent, the United States includes the state of Alaska, at the northwestern extreme of North America, and the island state of Hawaii, in the mid-Pacific Ocean. The conterminous states are bounded on the north by Canada, on the east by the Atlantic Ocean, on the south by the Gulf of Mexico and Mexico, and on the west by the Pacific Ocean. The United States is the fourth largest country in the world in area after Russia, Canada, and China. The national capital is Washington, which is coextensive with the District of Columbia, the federal capital region created in 1790.

The major characteristic of the United States is probably its great variety. Its physical environment ranges from the Arctic to the subtropical, from the moist rain forest to the arid desert, from the rugged mountain peak to the flat prairie. Although the total population of the United States is large by world standards, its overall population density is relatively low. The country embraces some of the world's largest urban concentrations as well as some of the most extensive areas that are almost devoid of habitation.

The United States is the world's greatest economic power, measured in terms of gross domestic product (GDP). The nation's wealth is partly a reflection of its rich natural resources and its enormous agricultural output, but it owes more to the country's highly developed industry. Despite its relative economic self-sufficiency in many areas, the United States is the most important single factor in

world trade by virtue of the sheer size of its economy. Its exports and imports represent major proportions of the world total. The United States also impinges on the global economy as a source of and as a destination for investment capital. The country continues to sustain an economic life that is more diversified than any other on Earth, providing the majority of its people with one of the world's highest standards of living.

The United States is relatively young by world standards, being less than 250 years old; it achieved its current size only in the mid-20th century. America was the first of the European colonies to separate successfully from its motherland, and it was the first nation to be established on the premise that sovereignty rests with its citizens and not with the government. In its first century and a half, the country was mainly preoccupied with its own territorial expansion and economic growth and with social debates that ultimately led to civil war and a healing period that is still not complete. In the 20th century the United States emerged as a world power, and since World War II it has been one of the preeminent powers. It has not accepted this mantle easily nor always carried it willingly; the principles and ideals of its founders have been tested by the pressures and exigencies of its dominant status. The United States still offers its residents opportunities for unparalleled personal advancement and wealth. However, the depletion of its resources, the contamination of its environment, and the continuing social and economic inequality that perpetuates areas of poverty and blight all threaten the fabric of the country.

The Constitution of the United States, written to redress the deficiencies of the country's first constitution, the Articles of Confederation (1781–89), defines a federal system of government in which certain powers are delegated to the national government and others are reserved to the states. The national government consists of executive, legislative, and judicial branches that are designed to ensure, through separation of powers and through checks and balances that no one branch of government is able to subordinate the other two branches. All three branches are interrelated, each with overlapping yet quite distinct authority.

Task 2. Give a brief introduction of the USA.

Task 3. Explain the meaning of the following words and word combinations: melting pot, trade war, constitution, world power, social debates, racism protests.

Task 4. Discuss with an opponent the key milestones of the American history.

Unit 11. Veterinary Medicine

Task 1. Read and translate the text

Veterinary medicine, also called veterinary science, medical specialty concerned with the prevention, control, diagnosis, and treatment of diseases affecting the health of domestic and wild animals and with the prevention of transmission of animal diseases to people. Veterinarians ensure a safe food supply for people by monitoring and maintaining the health of food-producing animals.

Persons serving as doctors to animals have existed since the earliest recorded times, and veterinary practice was already established as a specialty as early as 2000 BCE in Babylonia and Egypt. The ancient Greeks had a class of physicians who were called 'horse-doctors', and the Latin term for the specialty, veterinaries ('pertaining to beast of burden'), came to denote the field in modern times. Today veterinarians serve worldwide in private and corporate clinical practice, academic programs, private industry, government service, public health, and military services. They often are supported in their work by other veterinary medicine professionals, such as veterinary nurses and veterinary technicians.

Veterinary medicine has made many important contributions to animal and human health. Safe and effective vaccines have been developed for prevention of many companion (pet) animal diseases e.g., canine distemper and feline distemper. The vaccine developed for control of Marek's disease in chickens was the first anticancer vaccine. Veterinarians developed surgical techniques, such as hip-joint replacement and organ transplants, that were later applied successfully to people.

A major challenge to veterinary medicine is adequately attending to the diversity of animal species. Veterinarians address the health needs

of domestic animals, including cats, dogs, chickens, horses, cows, sheep, pigs, and goats; wildlife; zoo animals; pet birds; and ornamental fish. The sizes of animals that are treated vary from newborn hamsters to adult elephants, as do their economic values, which range from the indefinable value of pet animal companionship to the high monetary value of a winning racehorse. Medicating this variety of tame and wild animals requires special knowledge and skills.

National and local governments employ veterinarians in those agencies charged with public health, protection of the environment, agricultural research, food and drug safety, food-animal inspection, the health of imported animals, and the humane treatment of animals. Veterinarians working in public-health programs, for example, evaluate the safety of food-processing plants, restaurants, and water supplies. They also monitor and help control animal and human disease outbreaks. The increased threat of bioterrorism has given veterinarians vital roles in the protection of the food supply for animals and people and in early detection of use of zoonotic organisms as weapons. Veterinarians also work in aerospace; e.g., they have been scientific advisers on animal use in the U.S. space program and have been members of U.S. space shuttle crews. Veterinarians in military service perform biomedical research, care for military dogs, and protect troops through food-inspection and communicable-disease monitoring-and-control programs.

Task 2. Give the definition for 'veterinary medicine'.

Task 3. Explain the meaning of the following words and word combinations: domestic and wild animals, safe food supply, public-health programs, government policy.

Task 4. Discuss with an opponent the importance of veterinary medicine.

Unit 12. Economics

Task 1. Read and translate the text

Economics is a social science concerned with the production, distribution, and consumption of goods and services. It studies how individuals, businesses, governments, and nations make choices about

how to allocate resources. Economics focuses on the actions of human beings, based on assumptions that humans act with rational behavior, seeking the most optimal level of benefit or utility. The building blocks of economics are the studies of labor and trade. Since there are many possible applications of human labor and many different ways to acquire resources, it is the task of economics to determine which methods yield the best results.

Economics can generally be broken down into macroeconomics, which concentrates on the behavior of the economy as a whole, and microeconomics, which focuses on individual people and businesses. The principle (and problem) of economics is that human beings have unlimited wants and occupy a world of limited means. For this reason, the concepts of efficiency and productivity are held paramount by economists. Increased productivity and a more efficient use of resources, they argue, could lead to a higher standard of living.

Despite this view, economics has been pejoratively known as the "dismal science," a term coined by Scottish historian Thomas Carlyle in 1849. He used it to criticize the liberal views on race and social equality of contemporary economists like J. S. Mill, though some commentators suggest Carlyle was actually describing the gloomy predictions by T. R. Malthus that population growth would always outstrip the food supply.

The study of economics is generally broken down into two disciplines.

Microeconomics focuses on how individual consumers and firms make decisions; these individual decision making units can be a single person, a household, a business/organization, or a government agency. Analyzing certain aspects of human behavior, microeconomics tries to explain how they respond to changes in price and why they demand what they do at particular price levels. Microeconomics tries to explain how and why different goods are valued differently, how individuals make financial decisions, and how individuals best trade, coordinate, and cooperate with one another. Microeconomics' topics range from the dynamics of supply and demand to the efficiency and costs associated with producing goods and services; they also include how labor is divided and allocated; how business firms are organized and function; and how people approach uncertainty, risk, and strategic game theory.

Macroeconomics studies an overall economy on both a national and international level, using highly aggregated economic data and variables to model the economy. Its focus can include a distinct geographical region, a country, a continent, or even the whole world. Its primary areas of study are recurrent economic cycles and broad economic growth and development. Topics studied include foreign trade, government fiscal and monetary policy, unemployment rates, the level of inflation and interest rates, the growth of total production output as reflected by changes in the Gross Domestic Product (GDP), and business cycles that result in expansions, booms, recessions, and depressions.

Micro- and macroeconomics are intertwined. Aggregate macroeconomic phenomena are obviously and literally just the sum total of microeconomic phenomena. However, these two branches of economics use very different theories, models, and research methods, which sometimes appear to conflict with each other. Integrating the microeconomics foundations into macroeconomic theory and research is a major area of study in itself for many economists.

There are many competing, conflicting, or sometimes complementary theories and schools of thought within economics.

Economists employ many different methods of research from logical deduction to pure data mining. Economic theory often progresses through deductive processes, including mathematical logic, where the implications of specific human activities are considered in a 'means-ends' framework. This type of economics deduces, for example, that it is more efficient for individuals or companies to specialize in specific types of labor and then trade for their other needs or wants, rather than trying to produce everything they need or want on their own. It also demonstrates trade is most efficient when coordinated through a medium of exchange, or money. Economic laws deduced in this way tend to be very general and not give specific results: they can say profits incentivize new competitors to enter a market, but not necessarily how many will do so. Still, they do provide key insights for understanding the behavior of financial markets, governments, economies - and human decisions behind these entities. Other branches of economic thought emphasize empiricism, rather than formal logic - specifically, logical positivist methods, which attempt to use the

procedural observations and falsifiable tests associated with the natural sciences. Some economists even use direct experimental methods in their research, with subjects asked to make simulated economic decisions in a controlled environment. Since true experiments may be difficult, impossible, or unethical to use in economics, empirical economists mostly rely on simplifying assumptions and retroactive data analysis. However, some economists argue economics is not well suited to empirical testing, and that such methods often generate incorrect or inconsistent answers.

Two of the most common in macroeconomics are monetarist and Keynesian. Monetarists are a branch of Keynesian economics that argue that stable monetary policy is the best course for managing the economy, and otherwise often have generally favorable views on free markets as the best way to allocate resources. In contrast, other Keynesian approaches favor fiscal policy by an activist government in order to manage irrational market swings and recessions and believe that markets often don't work well at allocating resources on their own.

Task 2. Give the definition for 'economics'.

Task 3. Explain the meaning of the following words and word combinations: macroeconomics, microeconomics, gross domestic product, economic theory, government fiscal and monetary policy, unemployment rate.

Task 4. Discuss with an opponent the importance of the government economic policy during the pandemic.

Unit 13. Environmental protection

Task 1. Read and translate the text

The matter of environmental protection is of utmost urgency because of the maximum danger that the environment is in right now. Owing to various human-made activities, the situation is under a dire threat. The damage is tremendous and has reached a point of no return. However much we try, we cannot undo the destruction that has already been inflicted. Thus, we need to lessen the human impact on the environment as much as possible.

The environment contains under it the lithosphere, the atmosphere, the biosphere, and the hydrosphere. The lithosphere refers to the land surrounding us; hydrosphere contains all the water bodies surrounding us; the atmosphere contains all the gaseous fluids around us. Land, water and air pollution is the main reason behind the degradation of the environment.

Environmental protection implies taking care of and rescuing the environment. First, awareness about environmental protection should be spread; the familiar people should know about the need and requirements of environmental protection.

Environmental degradation can be kept under check in some ways. People should be encouraged to plant trees. Forests and vegetations are being cleared extensively for farming and construction purposes. It has led to the depletion of forest resources by and large. The number of trees has diminished to a great extent. Trees are our only source of oxygen in the earth; clearing trees and plants results in depletion and a decrease in the amount of oxygen available in the air. This puts the entire humanity at risk. By facilitating the growth of trees, the greenery can be restored. The loss made can be compensated.

To protect the environment, the pollution rates should be decreased. Air, land, and water pollution needs to be kept under check. Utmost care should be taken while disposing of wastes on water prices; reduced use of vehicles and transportation can help reduce air pollution; careless dumping of solid wastes on the ground can be decreased to regulate land pollution.

Saving water is yet another effective measure for environmental protection. Water is a vital resource, and it is essential for survival. The amount of fresh drinkable water on the earth is very less when compared to the enormous population. Water should thus be saved. The demand for water increases leaps and bounds, while its supply keeps decreasing. Hence wastage and excessive use of water should be curtailed.

Waste management is yet another tenet. Management of waste implies proper disposal of trash. Practices such as dumping of untreated wastes on water bodies and land should be stopped. Appropriate waste bins, sewer systems, and garbage dumps should be present, where

people can get rid of the waste. The municipality should adequately treat it.

Thus the number of ways in which to bring about environmental management is numerous. People need to be more aware and responsible. They should understand the urgent need to be careful in their day-to-day dealings with nature and the environment. They should be more cautious.

Task 2. Introduce the main environmental problems in the world.

Task 3. Explain the meaning of the following words and word combinations: environmental protection, the degradation of the environment, the greenery, air pollution, environmental management, waste management.

Task 4. Discuss with an opponent the importance of environmental management.

Unit 14. Agricultural Machinery

Task 1. Read and translate the text

The need for mechanical farming or farm mechanization came to be felt in the 20th century. Previously, agricultural activities were mostly performed manually or with the help of cattle. As the years passed by, the population increased tremendously and there was a corresponding rise in the demand for food. For an agricultural country like Pakistan or Australia, the export of grain and other agricultural produce was necessary for earning foreign exchange. The green revolution of the modern age, brought in by modern machinery, improved seeds and fertilizers, and scientific water distribution caused agriculture to grow .by leaps and bounds. The advanced countries like the US, Canada, and France reaped full benefits of this revolution in agriculture because, side-by-side, their industrial progress was taking them to new heights.

In our country, unluckily, the use of tractors, tube-well engines, and other earthmoving, seed-sowing and watering machines caused a number of serious problems. First of all, with a surplus and unemployed labour force in the villages, the use of machinery made so many more

villagers idle. One tractor, for example, meant work done by fifty or more farmers or labourers. One thresher that separated grain from the plants meant work done by a hundred or more farmers or labourers. When so many labourers get idle, they generally move to the towns and cities in search of work. The cities cannot absorb all this surplus labour.

Greater and successful farming is possible in the true sense when there is industry producing farm machinery like tractors and harvesters on a massive scale and at cheap rates. When the components or parts of these machines are imported from abroad (as it is happening in Pakistan), the very purpose of mechanical farming is defeated. Our factories do not 'produce' farm equipment; they only 'assemble' it as they assemble cars.

Farm mechanization is truly beneficial when it makes possible multiple cropping or raising of more than one crop in a season. With the availability of mechanical sowing, reaping (cutting) and watering instruments and fertilizers, it is possible to have two or more crops of certain vegetables and grains. Then mechanical farming makes possible crops rotation, that is, the use of fields one after another for certain crops. This keeps the fertility of the soil high and results in greater productivity) Mechanical farming, if introduced on a large scale, will reduce our dependence on animals for cultivation.

The attention that we now give to animals on farms will be shifted to rearing (bringing up) animals and poultry for food. This will help us to have more milk and meat for the population and for export. In this age of competition, we cannot resist the demand for wholesale mechanized farming. If we do not mechanize most or all of our farms, we shall be left far behind countries like Australia and New Zealand.

Task 2. Give the definition for 'agriculture'.

Task 3. Explain the meaning of the following words and word combinations: agricultural machinery, mechanical farming, crop cultivation, agribusiness, agricultural management.

Task 4. Discuss with an opponent the importance of agricultural machinery.

Unit 15. At the conference

Tips for writing conference paper abstracts

Task 1. Read and translate the text

Typically, an abstract describes the topic you would like to present at the conference, highlighting your argument, evidence and contribution to the historical literature. It is usually restricted to 250-500 words. The word limit can be challenging: some graduate students do not fret over the short limit and hastily write and submit an abstract at the last minute, which often hurts their chances of being accepted; other students try to condense the Next Great American Novel into 250 words, which can be equally damning. Graduate students who approach the abstract early, plan accordingly, and carefully edit are the ones most often invited to present their research. For those who are intimidated by the project, don't be – the abstract is a fairly standardized form of writing. Follow the basic guidelines below and avoid common pitfalls and you will greatly improve your abstract.

Comply. Diligently follow all abstract style and formatting guidelines. Most CFPs will specify page or word length, and perhaps some layout or style guidelines. Some CFPs, however, will list very specific restrictions, including font, font size, spacing, text justification, margins, how to present quotes, how to present authors and works, whether to include footnotes or not. Make sure that you strictly adhere to all guidelines, including submission instructions. If a CFP does not provide abstract style and formatting guidelines, it is generally appropriate to stay around 250 words – abstract committees read a lot of these things and do not look fondly on comparatively long abstracts. Make sure that you orient your abstract topic to address any specific CFP themes, time periods, methods, and/or buzzwords.

Be Concise. With a 250-500 word limit, write only what is necessary, avoiding wordiness. Use active voice and pay attention to excessive prepositional phrasing.

Be Clear. Plan your abstract carefully before writing it. A good abstract will address the following questions: What is the historical question or problem? Contextualize your topic. What is your thesis/argument? It should be original. What is your evidence? State

forthrightly that you are using primary source material. How does your paper fit into the historiography? What's going on in the field of study and how does your paper contribute to it? Why does it matter? We know the topic is important to you, why should it be important to the abstract selection committee?

You should be as specific as possible, avoiding overly broad or overreaching statements and claims. And that's it: don't get sidetracked by writing too much narrative or over explaining. Say what you need to say and nothing more.

Keep your audience in mind. How much background you give on a topic will depend on the conference. Is the conference a general humanities conference, a general graduate student history conference, or something more specific like a 1960s social revolutions conference? Your pitch should be suited to the specificity of the conference: the more specific the topic, the less broad background you need to give and vice versa.

Be Clean. Revise and edit your abstract to ensure that its final presentation is error free. The editing phase is also the best time to see your abstract as a whole and chip away at unnecessary words or phrases. The final draft should be linear and clear and it should read smoothly. If you are tripping over something while reading, the abstract selection committee will as well. Ask another graduate student to read your abstract to ensure its clarity or attend a Graduate Student Writing Group meeting.

Your language should be professional and your style should adhere to academic standards. Contractions may be appealing because of the word limits, but they should be avoided. If citation guidelines are not specifically given, it is appropriate to use the author's name and title of work (in either italics or quotation marks) within the text rather than use footnotes or in-text citations.

Task 2. Introduce the main tips for writing conference paper abstracts.

Task 3. Explain the meaning of the following words and word combinations: abstract, research paper, key words, affiliation, conclusion, paper structure.

Task 4. Write an abstract for a paper on the topic of national policy.

Unit 16. A business trip

Task 1. Read and translate the text

Your business may take you all over the city, country, or world. If you travel for business on a regular basis, you eventually learn what all good travellers learn: On the road, being self-reliant and having a routine are essential. Business travel doesn't have to be drudgery, and although some stress is inevitable, it doesn't have to make you miserable. Get used to preparing for your business trips using these tips:

Make travel and accommodation arrangements. Car rentals, airline tickets, train reservations, and hotel rooms don't get any cheaper the longer you wait, and they don't become more available. When you're planning the dates of a business trip, either nationally or internationally, consider religious and local holidays because businesses and restaurants could be closed.

Put together an itinerary. In this itinerary, list flight information; ground-transportation information; the hotel name, address, telephone number, and reservation number; meeting times and places - with telephone numbers, if possible; host names, telephone and fax numbers, and e-mail addresses; meal arrangements; and scheduled entertainment.

Make sure someone knows your trip plan. Give a copy of your itinerary to your assistant or an employee, and give another copy to a friend or relative. If something goes wrong, and you don't arrive back when you say you will, someone will be able to initiate a search with accurate information about you.

Get your documents in order. No matter where you go, take identification that allows you to drive. If you are a frequent overseas traveler, consider getting an international driver's license; it's quick and easy to obtain from the U.S. Department of State. If you're traveling out of the country, double-check the expiration date on your passport. For passport info, turn to the U.S. Postal Service.

Have the right currency on a business trip. If you're taking a business trip overseas, be sure to stop in at your bank ahead of time and

get enough currency from your destination country to pay for small expenses before you get a chance to go to a hotel's or bank's exchange window. Also, ask your bank or host whether your ATM card is going to work for getting your destination currency at the hotel where you'll be staying or at a nearby bank.

Pack only what you need. Leave everything else at home. You have to take your laptop, cell phone, reports, contracts, brochures, clothes, and shaving kit or cosmetic bag. Don't forget your medication and your lens prescriptions if you wear glasses or contact lenses. Take a credit card with an open balance and cash if you'll be in a rural area. You may also want to bring traveler's checks.

Task 2. Introduce the main tips for arranging a business trip.

Task 3. Explain the meaning of the following words and word combinations: travel for business, travel documents, book a hotel, credit card, rural area, destination country, business visa.

Task 4. Discuss with an opponent the main details of business trip preparation.

Unit 17. Interviews

Task 1. Read and translate the text

The interview is the first interaction of the candidates with the company. The company should put its best foot forward so that even unsuccessful candidates will have good things to say about the company. The entrepreneur and the employees already on board should appear to be professional and confident in all their activities.

Candidates are to be selected for interview based on their CVs submitted. Candidates should be invited for interviews by a written letter on the company letterhead specifying location, time, and supporting documents to be brought.

The interview can take place in your own office or a space can be hired in a hotel. Employing a placement agency gives the added advantage of being able to use their office for conducting interviews. If it is early in the life of the venture when your office is not yet ready, this can be an added bonus.

Having the interview conducted in your own office place also serves to educate the candidates about their future workplace. While going to the interview, the candidate will have an idea of the kind of organization he/she is going to work for.

At the interview location, there should be a waiting room and someone to get them seated and to direct them as necessary. Often a standard CV does not give all the information you desire; in such case, it may be useful to have a formatted sheet designed to capture the particular information desired. For example, for employing a driver, you wish to know the make and model of vehicles driven.

There are many companies who use psychometric tests and group discussions, but the results they yield are not entirely reliable and may unnecessarily bias your selection. For testing technical skills, practical tests can be designed or a written examination can be resorted to.

The interview itself should be long enough to satisfy you that the candidate is suitable or unsuitable for the company and the job. It is helpful to have an interview panel, which includes some senior employees or may be even others from outside the firm.

The interview should aim to bring out the strengths and weaknesses of the candidate vis-a-vis the job requirements. This is also a good opportunity to inform the candidate about the job and what is required of him/her. The interviewer should invest some effort in painting a good picture of the venture by mentioning the good reputation of the entrepreneur, the growth prospects of the company, and the exciting challenges ahead.

The latter half of a fruitful interview should concentrate on negotiating a satisfactory pay and benefits package. You should be careful to avoid employees who choose to come on only for a higher pay packet. Employees 'bought' by a higher salary will be mercenary and will leave soon when offered an even more attractive package by some other organization.

On being selected, an appointment letter should be issued on a company letterhead. The appointment letter should mention date of joining, designation, and salary. Some important service conditions should also be mentioned.

Task 2. Introduce the main details of an interview.

Task 3. Explain the meaning of the following words and word combinations: job interview, standard CV, pay packet, technical skills, vis-a-vis, salary, working conditions.

Task 4. Discuss with an opponent the important moments of job interview.

Unit 18. First impression

Task 1. Read and translate the text

First impressions, without a doubt, have great importance, but they do not always reveal the true characteristics of a person and I believe that first impressions are not always accurate. This essay discusses why first impressions may often be deceptive and less important in judging someone.

To begin with, first impressions often reflect a great deal of information about a person, especially if we meet this person all of a sudden. We can judge him from the way he dresses, speaks, starts a conversation and expresses his views. This is often the true reflection of a person's character. But this can often be ambiguous. For instance, my experience has taught me that people who become friends very quickly are less serious about a long-term friendship though they give an opposite impression on their first meet.

Moreover, people try to behave modestly, act friendly, show compassion and exhibit their positive sides when they meet someone for the first time. Only a long-term observation can express their true nature and intention. From this regard, I would not agree with the view that my initial impressions about someone are always right. I believe we can learn many things about a person only when we spend time with the person, and can understand their true colour when we see and meet them closely.

To conclude, people are one of the greatest mysteries in the world and judging someone at the first meet is kind of irrational. No doubt a great deal about someone could be learned from the first encounter, but this is not always right, at least not in my experience.

Task 2. Introduce the importance of the first impression.

Task 3. Explain the meaning of the following words and word combinations: working experience, personal character, professional skills, job opportunity, personal abilities.

Task 4. Discuss with an opponent the importance of the first impression.

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