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МИНОБРНАУКИ РОССИИ  
Юго-Западный государственный университет

УТВЕРЖДАЮ:  
Заведующий кафедрой  
иностраннных языков

(наименование ф-та полностью)



Е.Г. Баянкина

(подпись, инициалы, фамилия)

« 28 » 06 2024г.

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

Профессиональный иностранный язык  
(наименование учебной дисциплины)

04.04.01. Химия, направленность (профиль)  
«Фундаментальная и прикладная химия веществ и материалов»  
(код и наименование ОПОП ВО, наименование направленности (профиля))

# I. ОЦЕНОЧНЫЕ СРЕДСТВА ДЛЯ ТЕКУЩЕГО КОНТРОЛЯ УСПЕВАЕМОСТИ

## 1. 1. Вопросы и задания в тестовой форме

### Тест №1

#### 1. Задания в закрытой форме

1. Precipitation containing high level of nitric and sulphuric acids resulting from car exhausts and factories.

- a) acid rain
- b) greenhouse effect
- c) rain forest
- d) global warming

2. What does not chemistry study?

- a) human races
- b) behaviour with other materials
- c) composition of substances
- d) states of matter

3. What is a compound?

- a) mixture
- b) a group of buildings enclosed by a wall
- c) a number involving more than one unit
- d) metal

4. What does the process of vaporization require?

- a) addition of heat to the liquid
- b) increase of temperature
- c) addition of steam to the liquid
- d) decrease of temperature

5..... is a corrosion of iron or steel to form a hydrate iron (III) oxide

- a) rusting
- b) combustion
- c) mixture
- d) cooling

6. Choose the right word order.

- a) Harriet and Rupert met for the first time recently.
- b) Harriet and Rupert recently met for the first time.
- c) Harriet and Rupert recently for the first time met.
- d) Harriet and Rupert for the first time met recently.

7. Choose the right word order.

- a) Peter will get his exam results very soon
- b) Peter very soon will get his exam results.
- c) Peter will very soon get his exam results.
- d) Peter will get very soon his exam results

8. Choose the right word order.

- a) How often do you read the newspaper?
- b) How often you do read the newspaper?
- c) How often do read you the newspaper?
- d) How often read you the newspaper?

9. The amount of work that has to be done is called .....

- a) workload
- b) output
- c) material flow
- d) throughput



23. A suspension of small particles produced in a liquid by chemical reaction

- a) precipitate  
b) solvent  
c) solution  
d) moisture

24. A homogeneous mixture of a liquid with a gas or solid

- a) solution  
b) precipitate  
c) solvent  
d) moisture

25. He has never dealt..... with such problems before

- a) with  
b) with  
c) in  
d) to

26. To investigate the effect of eating dark chocolate on stress.... , a blood sample was taken and the levels of stress hormone)s measured

- a) level  
b) line  
c) row  
d) column

27. There are many important ....

- a) cooling  
b) issues facing the world  
c) awareness of the problem  
d) approach to their theme

28. When examinations are in progress, ..... must keep quiet

- a) some  
b) someone  
c) no one  
d) everyone

29. She has been working on the report for .... hours

- a) no  
b) an  
c) every  
d) a few

30. I would be very interested.....for that job

- a) applying  
b) entering  
c) working  
d) wring

2. *Задание на установление правильной последовательности*

*Number the actions to show the order in which they usually happen for a prospective student.*

- \_\_wait for the application to be processed
- \_\_find an appropriate course
- \_\_attend an interview
- \_\_attach a personal statement to the form
- \_\_decide on what career they would like to do
- \_\_be offered a place
- \_\_be called for an interview
- \_\_ask referees if it is all right to put their names on the application form
- \_\_check that they fulfil the necessary entry requirements
- \_\_fill in an application form

3. *Задание на установление соответствия*

*Put the words given below into the correct category.*

cafeteria	counsel	lecture	lecturer
librarian	orlibrary	postgrad	professor
research assistant	research student	repseminar	sports centre
sports grounds	tutor	tutorial	lecture theatre

Peopl e	Place	Even t

#### 4. Задание в открытой форме

Задание в открытой форме

- The new chemical \_\_\_\_\_ when it exploded. (TO TEST)
- Acupuncture \_\_\_\_\_ by the Chinese long before the official medicine appeared. (TO DISCOVER)
- The championship on 3-D Modelling \_\_\_\_\_ by the team of our University. (TO WIN)
- Preparations \_\_\_\_\_ by the time the guests arrived. (TO FINISH)
- The storm destroyed the hotel which \_\_\_\_\_ a year before. (TO BUILD)
- The windows are very dirty. I must clean \_\_\_\_\_. (THEY)
- The situation isn't so bad. It could be \_\_\_\_\_. (BAD)
- My brother \_\_\_\_\_ very good at math. (TO BE)
- Most of the Earth's surface \_\_\_\_\_ by water. (TO COVER)
- While I was on holiday, my camera \_\_\_ from my hotel room. (TO STEAL)

5. Fill in the gaps in the following extracts and translate them in the written form.

1. *advantage, sorting and separation, devices, require, flow*

Knoll believes the ability of the motors to size-selectively transport nanoparticles without a net fluid ..... will make the devices ideal for particle .....“The fact that our motor does not ..... a fluid flow is a huge ..... because flow-based ..... need to be operated at high pressures,” added Knoll.

2. *to separate, devices, requires, ideal,*

As a separation device, it has an extremely small footprint and ..... only a few volts of electric potential, which makes it ..... for mobile or handheld lab-on-chip ....., according to Knoll. In contrast, electrophoresis which is commonly used to ..... proteins or nucleic acids requires well above 100 Volts.

3. *applications, device, input and output, chip, biomaterials*

To become a viable commercial ....., the device will have to be integrated into a microfluidic ..... that will enable control of the ..... ports. It will also have to be bigger, in the centimeter range in order to reach interesting throughputs for ..... . Finally, for real word applications, surfaces will need to be covered to guard against unwanted deposition of .....

#### Тест № 2

1. Задание в закрытой форме

1 ..... occurs in the air (78%) and is an essential constituent of proteins and nucleic acids in living organisms

a) hydrogen

b) nitrogen

c) carbon dioxide

d) oxygen

2..... is a chemical reaction in which substance reacts rapidly with oxygen producing heat and light.

a) rusting

b) mixture

c) cooling

d) combustion

3..... is a colorless, odourless gas, soluble in water, ethanol and acetone.

a) oxygen

b) hydrogen

c) nitrogen

d) carbon dioxide

4..... occurs only in the presence of both water and oxygen

a) rusting

b) combustion

c) mixture

d) cooling

5. Reactions of .... are often free-radical chain reactions

a) rusting

b) combustion

c) cooling

d) mixture

6..... is really prepared in the laboratory by the action of dilute acids on metal carbonates

a) oxygen

b) nitrogen

c) hydrogen

d) carbon dioxide

7. Though..... is essential to all forms of life, the huge amount present in the atmosphere is not available to most organisms

a) hydrogen

b) oxygen

c) nitrogen

d) carbon dioxide

8..... is the lightest element and the most abundant in the universe

a) oxygen

b) hydrogen

c) nitrogen

d) carbon dioxide

9..... is an electrochemical process in which different parts of iron surface act as electrodes in a cell reactions.

10. Flame is a luminous ..... of gases undergoing combustion

a) mixture

b) rusting

c) cooling

d) vaporization

11. ... is a by-product of the manufacture of lime and from fermentation process

a) nitrogen

b) carbon dioxide

c) oxygen

d) hydrogen

12) Choose the right word order.

a) Maria and David are getting married in April

b) Maria and David are in April getting married.

c) Maria and David are getting in April married.

d) Maria and David in April are getting married.

13) Choose the right word order

a) Take the airport bus at the bus station

b) Take at the bus station the airport bus.

c) At the bus station the airport bus take.

d) The airport bus take at the bus station.

14. Choose the right word order

a) Can you bring me some water?

b) Can bring you me some water?

c) Can you bring some water me?

d) Can you me bring some water

15. Yes, you're ..... I agree with you

a) right

b) wrong

c) left

d) just

16. I stopped smoking three years .....

a) ago

b) before

c) after

behind

17. The ..... from London to Edinburgh was quite tiring.

a) journey

b) ticket

c) visit

d) traveller

18. A lot of interesting films.....on TV last month

a) were shown

b) showed

c) had showed

d) were showing

19. The Arabic language in Turkey.

a) isn't spoken

b) doesn't speak

c) hasn't spoken

d) hadn't spoken

20 .By two o'clock the teacher ... all the students

a) had examined

b) examined

c) has examined

d) have examined

21. When a drug is....., it is put inside something else

a) encapsulated

b) removed

c) dissolved

d) coated

22 A biodegradable substance is one which .....naturally

a) decays

b) goes

c) does

d) floats

23 A ..... object is one which can be put in one place then taken away

again

a) approach to their theme

b) removable

c) natural

d) possible

24 ... communication is communication which happens between cells in the

same

organism

a) intercellular

b) integral

c) intercultural

d) international

25 What is the temperature which the superconductor..... electricity with

no

resistance

a) changes

b) attaches

c) reads

d) conducts

26 Devices in two chimneys would..... out radioactive dust

a) read

b) change

- c) attach                      d) filter

27 . In our tests half of you will be given the drug while the others will receive a

....

- a) disease                      b) laboratories  
c) treatment                      d) placebo

28 . The authority is concerned about any ... effects of the drug

- a) placebo                      b) harmful  
c) safety                      d) suffering

29. We are now at the stage of testing on ... volunteers why you are here

- a) healthy                      b) disease  
c) patients                      d) suffering

30. The drug is to be used in the..... of a specific illness

- a) treatment                      b) suffering  
c) safety                      d) placebo

2. Complete the project summary by a researcher below using the correct word or phrase:  
*aims to, however, the initial phase, the study, will indicate*

Consumer interest in wines produced in organic vineyards has increased significantly in the last few years. (1) \_\_\_\_\_, to date it is unclear whether these production methods actually improve soil or grape quality. (2) \_\_\_\_\_ will be the first phase of a long-term study on a New Zealand vineyard. These results (3) \_\_\_\_\_ whether methods of viticulture improve grape quality.

The research (4) \_\_\_\_\_ investigate the effects of organic agriculture on soil and grape quality. (5) \_\_\_\_\_ will consist of two treatments, organic and conventional ( the control), each replicated four times in a randomised, complete block design. All organic practices will follow the standards set out by the Food Standards Australia New Zealand (FSANZ).

(6) \_\_\_\_\_ will assess soil quality using physical, chemical and biological indicators over six years. The next phase will then assess the physiology if the vines.

3. Insert the necessary word in the gap: *at the nanoscale, chemical synthesis machines, medicines, nanoscale, chemicals*

1. With this molecular 3D printer you could create a rare chemical, even ....., in hours.

2. This machine is an honest-to-goodness breakthrough, and the creators envision a world where ordinary citizens have .....

3. The team figured out a way to remove all but the desired molecule from the mix which requires that ability to work .....

4. The printer was created by a team at Illinois State University, and it can synthesize thousands of .....

5. An automated chemistry machine involve precisely making ..... objects and then manipulating them.



1. Задания в закрытой форме

I work at Poleson Ltd.(1)\_\_\_\_\_there since1967.Lastmonththemanagerasked(2)\_\_\_\_\_one morning(3)\_\_\_\_\_time. He was new so I wondered(4)\_\_\_\_\_. When I went to see him, he said "I'd like (5)\_\_\_\_\_me with a special project. I've heard that you speak German." He said that a factoryin Germany wanted a specialist for six months. "Tell me(6)\_\_\_\_\_go."I(7)\_\_\_\_\_a few days tothinkaboutit."Allright,"hesaid,"andifyouwantalldetails,mysecretary(8)\_\_\_\_\_them toyou." So I asked his secretary(9)\_\_\_\_\_give me the papers. "I don't know where they are," she said."When I(10)\_\_\_\_\_them, I'll phone you. Oh! here they are. Let me(11)\_\_\_\_\_them back after you've read them."

When I told my friends about it they all said,"(12)\_\_\_\_!"I(13)," I said. But next day I toldthe manager I wanted to go and he said, "I hoped (14)\_\_\_\_\_."

- 1 A I'm working B I've been working C I am worker D I have been worker
- 2 A I should see him B me see him C that I saw him D me to see him
- 3 A when I should have B then I should have C when I had D then I had
- 4 A how he would be B how he should be C what he would be like D how he should likeme
- 5 A that you will help B that you should help C you to help D you helping
- 6 A if you may B if you can C may you D can you
- 7 A explained him I liked B explained him I'd like  
C told him I liked D told him I'd like
- 8 A will give B is going to give C gives D is giving
- 9 A please B to C please to D that she
- 10 A am going to find B will find C find D am finding
- 11 A to have B have C to get D get
- 12 A It looks to be marvellous B It looks marvellously  
C It seems marvellous D It seems marvellously
- 13 A didn't yet say that yes B haven't said yes yet  
C haven't yet said that yes D didn't yet say yes
- 14 A that you'd agree B that you agreed C for you to agree D you to agree
- 1 15 Who is this girl? I don't know .....  
a) he b) him  
c) his d) hers
- 16 As the day went on, the weather got .....  
a) worse b) badder  
c) bad d) the worst
- 17 They \_\_\_\_\_ football every other Sunday.  
a) usually play b) are usually playing  
c) play usually d) usually are playing
- 18 I \_\_\_\_\_ a suit now.  
a) am wearing b) wearing  
c) wear d) am wear

19. Mr Smith his car yesterday morning.  
 a) was fixed      b) fixed  
 c) has fixed      d) had fixed
- 20 I an English exercise at this time yesterday  
 a) was writing    b) were writing  
 c) have written    d) wrote
- 21 Rock formation containing oil and/or natural gas  
 a) reservoir                      b) flammable  
 c) offshore                        d) platform
- 22 To take out a solid or liquid  
 a) extract                              b) drill  
 c) offshore                            d) rig
- 23 To remove liquid  
 a) spray frying                              b) pulp producing  
 c) oil pressing                                d) quick freezing
- 24 To extract liquid by squeezing  
 a) oil pressing                              b) spray frying  
 c) quick freezing                              d) pulp producing
- 25 Nylon is fast ....  
 a) drying                                      b) dry-cleanable  
 c) shrinkage                                d) stretching
- 26 Nylon is easy to wash , resists... and wrinkling  
 a) shrinkage                                b) stretching  
 c) drying                                      d) sunlight
- 27 Cotton is easy to care for. It is ..... and dry-cleanable and has good color retention  
 a) machine-washable                              b) hand-washable  
 c) sunlight                                      d) drying
- 28 This hand-held metal.....is used for the detection of dangerous items such as guns or knives  
 a) detector                                      b) transmitter  
 c) producer                                      d) generator
- 29 If you want to increase our level of electricity..... , you'll have to allow us to build a larger generator  
 a) generation                                b) reflection  
 c) transmission                                d) amplification
30. The antenna is a ...., which is used for the transmission of signals to the satellite  
 a) transmitter                                b) generator  
 c) detector                                      d) producer

2. Insert the necessary word in the gap: *target tissue (2), synthetic molecules, drug*

*nanocarriers, natural polymers, impurities, nanocarriers*

1. Nanomedicine produces materials with sizes ranging from 1–100 nm, which are used as .....with exceptional properties.
2. Chemotherapeutics are mostly drugs that are poorly soluble in water with a limited delivery to the .....
3. .... with incorporated drugs provide a longer circulation half-life of drugs, increasing their efficacy and enabling a lower dose of application.
4. .... are biopolymers, including different classes of polysaccharides and proteins, which, due to their biocompatibility and biodegradability, are particularly suitable for medical applications, as in cell-based transplantation, tissue engineering and gene therapy.
5. Natural polymers can be combined with ..... through the chemical modification of their functional groups and so-called semi-synthetic polymers can mimic human tissue components.
6. Polymer nanocarriers of DDSs can be easily synthesized without .....
7. Synthetic polymers used in DDSs should provide protection from the degradation of drugs before the ..... is reached.

3. Complete the collocations for describing the stages in the scientific method using the following words and phrases in the box: *a hypothesis, an experiment (2), conclusions, data(3), the question*

*analyse* \_\_\_\_\_

*design* \_\_\_\_\_

*collect* \_\_\_\_\_

*draw* \_\_\_\_\_

*conduct(or run)* \_\_\_\_\_

*form* \_\_\_\_\_

*define* \_\_\_\_\_

*interpret* \_\_\_\_\_

4. Match each highlighted section in the summary (A-F) to the correct function (1-6) from the list

#### **A 3-D odour-compass for odour-detecting robots**

Odour-sensing robots offer many benefits over the current use of animals in similar roles, including safety, efficiency and durability. **(A) However, the robots which have been developed to date are limited** by the fact that they can only accurately detect and navigate towards odour plumes if they are within direct “sight” of the chemical source. Clearly, in real world situations, obstacles may well impede the robot’s detection ability, and at present, odour-sensing robots are therefore only of limited use. **(B) The proposed research will concentrate on developing** a robot which is able to gather readings in three dimensions and therefore overcome the limitations of current models in odour-detection. **(C) This technology will make robots a more effective substitute for animals.**

**(D) This research aims to develop** existing robotic technology to create a three-dimensional (3-D) odour-compass to be used as a navigation tool in searching for an odour source. **(E) This will then be tested experimentally** in simulated environments where wind direction is not stable or where obstacles interfere with odour distribution. A second stage in the research will be to develop the robot’s environmental sensors, thus allowing it to safely negotiate the terrain to reach the source of the odour. **(F) This should produce a robot which is able** to both detect and move to the source of the odour, even on difficult terrain.

1. State the aims of your research
2. Define what the problem is
3. Explain why your topic is worth researching
4. Say what the expected outcomes of the research are
5. Outline the procedures you will follow
6. Outline how you will limit your investigation

**Шкала оценивания:** 100 балльная

**Критерии оценивания:** Каждый вопрос (задание) в тестовой форме оценивается по дихотомической шкале: выполнено – 1 балл, не выполнено – 0 баллов. Применяется следующая шкала перевода баллов в оценку по 5-балльной шкале: □ 85-100 баллов

соответствуют оценке «отлично»; □ 70-84 баллов – оценке «хорошо»; □ 50-69 баллов – оценке «удовлетворительно»; □ 3 балла и менее – оценке «неудовлетворительно».

## ***ПРЕЗЕНТАЦИЯ***

### ***Проект по разделу (теме) 3 «Обмен профессиональной информацией и профессиональное общение»***

1. Objectives and goals of my research
2. Theoretical problems of my research
3. Urgency and hypothesis of my research
4. Results of my research
5. Practical part of my research

#### **Проекты**

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

**Шкала оценивания: 3 балльная.**

### **Критерии оценивания:**

**3 балла** (или оценка **«отлично»**) выставляется обучающемуся, если задание на проект выполнено точно и полно; проект выполнен полностью самостоятельно и демонстрирует сформированные у автора навыки проектной деятельности; в проекте реализован креативный подход: предложено оригинальное (или инновационное) решение; сформулированы мотивированные выводы; рекомендации обоснованы и объективны; безукоризненно выполнены требования к оформлению проекта; защита проекта (презентация 2 0 52021 Страниц: 48 С траница: 35 СТУ 0 .02.0и доклад) осуществлена в яркой, интересной форме.

**2 балла** (или оценка **«хорошо»**) выставляется обучающемуся, если задание на проект в целом выполнено; проект выполнен с незначительным участием преподавателя (консультации) и демонстрирует владение автором большинством навыков, необходимых для осуществления проектной деятельности; в проекте реализован стандартный подход: предложено типовое решение; выводы (заключение) доказательны; осуществлена попытка сделать практические рекомендации; имеются незначительные погрешности в содержании и (или) оформлении проекта; защита проекта (презентация и доклад) осуществлена в традиционной академической форме.

**1 балл** (или оценка **«удовлетворительно»**) выставляется обучающемуся, если задание на проект выполнено неточно и (или) неполно; выполнение проекта происходило при постоянном участии и помощи преподавателя; предложено наиболее простое, но допустимое решение; в проекте имеются недочеты и ошибки; выводы (заключение) не бесспорны; рекомендации имеются, но носят формальный характер; очевидны недочеты в оформлении проекта; защита проекта осуществлена в устной форме (без презентации) или доклад не отражал основное содержание проекта (или презентация не отражала основные положения доклада).

**0 баллов** (или оценка **«неудовлетворительно»**) выставляется обучающемуся, если задание на проект не выполнено или выполнено менее чем наполовину, при этом автор не обращался (или недостаточно обращался) к преподавателю за консультацией или помощью; в проекте допущены грубые ошибки; отсутствует вывод или автор испытывает затруднения с выводами (заключение носит формальный характер); не соблюдаются требования к оформлению проекта; защита проекта представляла собой неструктурированные рассуждения автора с отклонением от темы проекта.

## ***РОЛЕВАЯ ИГРА***

***Ролевая игра по разделу (теме) 1 «Академическое общение».***

***Наименование игры: «Академическое общение».***

***Перечень ролей:*** деловые партнеры.

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

***Цель игры*** - развитие специальной иноязычной речевой компетенции обучаемых

**Ожидаемый результат:** отработка навыков работы в коллективе и с коллективом, закрепление необходимых разговорных формул, обучение межличностному общению и взаимодействию в условиях совместной профессиональной деятельности и в рамках реально существующих социальных ситуаций взаимодействия.

**Перечень ситуаций:**

1. Your university is going to hold an international research and practice conference. Invite your foreign colleagues to take part in it.
2. You got interested in the report of your foreign colleague at the international research and practice conference. Ask your colleague about his research interests. Speak about your research interests.
3. A student in the master's program from a foreign university is coming to study in your group. Tell him about your university and your graduate chair.
4. You are going for an international internship to a foreign university. You are asked to speak about your master's thesis work.
5. You are going to take place in an international exhibition. Arrange delivery of necessary equipment.
6. Invite a famous specialist in your field to deliver a course of lectures to the university students.
7. You want to get a position in a famous company. Prepare your CV for the interview.
8. You are going to take part in the international research and practice conference. Speak about your research interests.
9. Foreign colleagues have come to your company. They ask you to speak about your company.
10. Imagine you all work in the same department and are holding your regular meeting in which you all discuss your recent work.
11. Your business partners meet you at the airport. Introduce yourself and tell them about the purpose of your visit.
12. Your friend is going to work in a company in the UK. What do you think of it? Share your point of view.
13. You're going to take part in a students' scientific conference. You're preparing a report about science and technology. What main points should be in your report?
14. You are a participant at the International Scientific Space Conference. You meet a famous U.S. astronaut there and have a possibility to interview him. What questions are you going to ask him?
15. After graduating the university your friend decided to build a career as an engineer. But now he doesn't really enjoy the type of work he is doing. Would you advise him to take the opportunity to develop his skills in another field or to succeed in chosen one? Give your reasons.
16. You are looking for a job. Think of an occupation that interests you. Which are the most important and the least important things to you? Discuss them with your friend.
17. You are going to join the international organization. Ask questions about the role of this company in solving technical problems nowadays.
18. You are preparing a report about the difference between the economic systems of Russia and the UK for an International Conference. Try to compare these systems and discuss this with your foreign partners.
19. You are a participant at the International Scientific Conference. You meet a famous U.S. astronaut there and have a possibility to interview him. What questions are you going to ask him?
20. You are going to get some working experience in a foreign company. Meet your foreign colleagues and tell them about the aim of your visit.

**Ролевая игра по разделу (теме) 3 «Обмен профессиональной информацией и профессиональное общение».**

**Наименование игры:** «Обмен профессиональной информацией и профессиональное общение».

**Перечень ролей:** иностранная делегация, встречающая сторона.

**Концепция игры:** построение квазипрофессиональной среды, способствующей профессиональной социализации обучающихся.

**Цель игры** - развитие специальной иноязычной речевой компетенции обучаемых.

**Ожидаемый результат:** обучение эффективному общению и взаимодействию, закрепление необходимых разговорных формул, обучение участников специальным методам и средствам ориентирования в нестандартных ситуациях и решения проблем, обучение межличностному общению и взаимодействию в условиях совместной профессиональной деятельности и в рамках реально существующих социальных ситуаций взаимодействия

**Перечень ситуаций:**

1. Find data for some research that you are familiar with. In pairs take turns to discuss the key findings in the data.
2. In pairs take turns to interview your partner about his\her career path in science.
3. Think about a job or a scholarship you would like to apply for and then write a first draft of your CV.
4. Imagine you are being interviewed for a job or fellowship. Make a list of questions which you might be asked.
5. Why is it important for scientists to keep in touch with.
6. Think of an issue which people in your field often argue about. Then argue for and against the point.
7. You want to get a position in a famous company. Prepare your CV for the interview
8. Role play a discussion between a researcher and a supervisor. Decide which type of experiment should be used. Then discuss what the variables in the experiment might be.
9. Use your sketch to explain your plans for the experiment. Student B ask questions for clarification and make suggestions if you can.
10. In pairs think about a problem you are having with your current research.
11. You are at the International scientific conference for the first time. You meet a famous scientist there and want to talk with him about the branches of engineering that you are going to work in. What would you ask him about?
12. Role play a discussion between a researcher and a supervisor. Decide which type of experiment should be used. Then discuss what the variables in the experiment might be.
13. Use your sketch to explain your plans for the experiment. Student B ask questions for clarification and make suggestions if you can.
14. In pairs think about a problem you are having with your current research.
15. Find data for some research that you are familiar with. In pairs take turns to discuss the key findings in the data.
16. Imagine you are being interviewed for a job. Make a list of questions which you might be asked.

17. You are getting ready to meet a foreign partner. Discuss the goals and objectives of the meeting with him.
18. You are getting ready to meet a foreign partner. Agree with him the exact date of the negotiations.
19. You are getting ready to meet a foreign partner. Clearly formulate the goal that determines both the content and the form of the negotiations.
20. You are getting ready to meet a foreign partner. Discuss with him ways of conducting upcoming negotiations: by correspondence; by phone; in person.

### **Шкала оценивания: 3 балльная.**

#### **Критерии оценивания:**

**3 балла** (или оценка «отлично») выставляется обучающемуся, если он принимает активное участие в деловой игре и полностью справляется с порученной ему ролью, выполняя требуемые от него трудовые действия и проявляя способность применять на практике необходимые для этого знания, умения и навыки; легко откликается на развитие и неожиданные повороты игрового «профессионального» сюжета, создаваемого преподавателем в режиме реального времени; свободно и эффективно взаимодействует с другими участниками игры (своими «деловыми» партнерами); задания, полученные в ходе игры, выполнены точно и правильно; при обсуждении результатов игры демонстрирует способность к профессиональной саморефлексии.

**2 балла** (или оценка «хорошо») выставляется обучающемуся, если он хорошо ориентируется в искусственно созданной «профессиональной» ситуации, при выполнении своей роли демонстрирует активность и готовность выполнять необходимые трудовые действия, допуская отдельные недочеты; адекватно реагирует на развитие и неожиданные повороты игрового «профессионального» сюжета, создаваемого преподавателем в режиме реального времени; старается «профессионально» взаимодействовать с другими участниками игры (своими «деловыми» партнерами); задания, полученные в ходе игры, выполнены с небольшими недочетами; при обсуждении результатов игры проявляет критичность по отношению к самому себе.

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



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

#### **1.4. Вопросы для дискуссии**

##### **Тема 1 . Академическое письмо**

1. Do you agree that the only real way to guarantee the best results when translating material from English is to use native speakers?
2. What do you think the translator's worst nightmare is?
3. What the meaning of the word dependent on?
4. How can you translate something that has no equivalent for the source word in the target language?
5. How to overcome translation issues?
6. How often do you have to write or read texts in English?
7. What kind of texts do you have to read or write? Emails? Reports? PowerPoint presentations? Tenders? (A tender is a formal offer).
8. Do you ever chat over the internet in English for work? What chat program do you use?
9. Are addresses translated or transliterated into the target language?
10. How should you translate signatures, stamps and seals?

##### **Тема 4 . Грамматические и лексические особенности перевода научной литературы**

1. Каковы наиболее распространенные виды грамматических и лексических трансформаций при переводе научной литературы?
2. Каковы способы образования неологизмов и особенности их передачи при переводе научной литературы?
3. Какую трудность представляет собой перевод фразеологизмов?
4. Какие сложности возникают при переводе временных форм перфекта?
5. Какие особенности нужно учитывать при переводе модальных конструкций?
6. Что нужно знать о переводе причастий, инфинитива?
7. Почему синонимы создают дополнительные проблемы для переводчика?
8. Какие рекомендации нужно соблюдать при переводе страдательного залога?
9. В чем состоит опасность «ложных друзей» переводчика?
10. Как знание значения базового термина помогает правильно перевести терминологическое словосочетание?

##### **Тема 5. Обработка и компрессия научной информации**

1. Какие существуют методы обработки информации?
2. В чем состоит предпереводческий анализ текста?
3. Что такое автоматизм синтеза?
3. В чем состоит выбор переводческой стратегии для достижения эквивалентности при переводе?
4. Как приходится преодолевать расхождение языковых систем, норм, узусов?
5. Как влияет жанр переводимого текста на допустимую меру переводческих трансформаций?
6. Нужно ли предварительно определять функциональный стиль и жанр текста при переводе?
7. Когда необходимо прибегать к переводческим трансформациям?
8. Что такое конверсная трансформация?
9. Что такое антонимический перевод?
10. Что такое лексические и синтаксические трансформации ?

### **Вопросы для дискуссии**

*Шкала оценивания:* 100 бальная.

**Критерии оценивания:**

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

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

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

## 2. ОЦЕНОЧНЫЕ СРЕДСТВА ДЛЯ ПРОМЕЖУТОЧНОЙ АТТЕСТАЦИИ ОБУЧАЮЩИХСЯ

### 1. Вопросы в закрытой форме

Choose the best word to fit the gap.

1.1 I like to visit other countries but I find the \_\_\_\_\_ of travel is too high.

(a) money (b) cost (c) expenses (d) currency

1.2 She is very happy because she starts her new \_\_\_\_\_ today.

(a) job (b) work (c) labour (d) post

1.3 One day I hope I shall \_\_\_\_\_ the lottery.

(a) gain (b) collect (c) reach (d) win

1.4 He must have a lot of money because this summer he is going on a cruise \_\_\_\_\_ the world.

(a) about (b) around (c) across (d) through

1.5 Have you read that book \_\_\_\_\_ the life of Van Gogh?

(a) about (b) of (c) over (d) in

1.6 The president stated in the press conference that the \_\_\_\_\_ situation was very serious.

(a) economical (b) economy (c) economic (d) economist

1.7 I like horse racing, but I never \_\_\_\_\_ any money. I think gambling is stupid.

(a) bet (b) win (c) lose (d) earn

1.8 There's a \_\_\_\_\_ at the bank if you need some money.

(a) credit card (b) cheque (c) cash machine (d) currency

1.9 At the end of each month my employer pays my \_\_\_\_\_ into the bank.

(a) savings (b) funds (c) wages (d) cash

1.10 I see from your \_\_\_\_\_ form that you have had three different jobs in the last 5 years.

(a) apply (b) applying (c) applied (d) application

1.11 You can see the\_\_\_about the sale in the local paper.

(a) announcement (b) warning (c) notice (d) alarm

1.12 They do not\_\_\_\_\_cheques in that restaurant.

(a) accept (b) agree (c) allow (d) admit

1.13 I cannot work today because I have very bad tooth\_\_\_\_\_.

(a) pain (b) hurt (c) damage (d) ache

1.14 In other words I help people with\_\_\_\_\_their money.

(a) inviting (b) inventing (c) investing (d) involving

1.15 What sort of things do you have in\_\_\_?

(a) thought (b) mind (c) idea (d) think

1.16 My clients contact our office via email or phone and then we\_\_\_\_\_an appointment.

(a) make (b) take (c) give (d) do

1.17 You arrange an appointment with another person because you want to\_\_\_\_\_or see them.

(a) encounter (b) greet (c) meet (d) talk

1.18 The two things that are important for an appointment are the time and the place. You say for example: Let's meet next Monday\_10 o'clock.

(a) on (b) at (c) in (d) for

1.19 Another word that is very similar in meaning to appointment is the word date. A date is usually a private meeting with\_\_\_\_\_person.

(a) different (b) second (c) other (d) another

1.20 So, when you say: I've got a date with my boss, it means you\_\_\_\_\_see your boss privately.

(a) are going to (b) will not be (c) will be (d) would be

1.21 The trouble is I haven't made a\_\_\_\_\_.

(a) detail (b) note (c) sheet (d) list

1.22 What's the\_\_\_\_\_?

(a) thing (b) matter (c) material (d) stuff

1.23 Don't\_\_\_\_\_, I'll see you very soon.

(a) concern (b) care (c) worry (d) mind

1.24 Well, this is very interesting but I am very\_\_\_\_\_.

(a) busy (b) occupied (c) hurried (d) active

1.25 I will come home early\_\_\_\_\_.

(a) today at night (b) this night (c) tonight (d) the night

## 2. Вопросы в открытой форме

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

- 2.1 The new chemical \_\_\_\_\_ when it exploded. (TO TEST)  
 2.2 Acupuncture \_\_\_\_\_ by the Chinese long before the official medicine appeared. (TO DISCOVER)  
 2.3 The championship on 3-D Modelling \_\_\_\_\_ by the team of our University. (TO WIN)  
 2.4 Preparations \_\_\_\_\_ by the time the guests arrived. (TO FINISH)  
 2.5 Students with best exam results \_\_\_\_\_ the opportunity of having the industrial training abroad. (TO OFFER)  
 2.6 She couldn't answer the phone as she \_\_\_\_\_ for the job at that moment. (TO INTERVIEW)  
 2.7 The trains \_\_\_\_\_ because of the storm. (TO DELAY)  
 2.8 The graduate's application \_\_\_\_\_ twice before he succeeded. (TO REJECT)  
 2.9 A wi-fi network \_\_\_\_\_ in some public places of our town. (TO ESTABLISH)  
 2.10 They asked us to pay but it \_\_\_\_\_ in advance. (TO PAY)  
 2.11 The student \_\_\_\_\_ to speak about his master's thesis work. (TO ASK)  
 2.12 Before the workers went on strike, a lot of their workmates \_\_\_\_\_. (TO FIRE)  
 2.13 Millions of mobile phones \_\_\_\_\_ in Asia this year. (TO SELL)  
 2.14 As our car \_\_\_\_\_ we had to rent one. (TO SERVICE)  
 2.15 Many accidents \_\_\_\_\_ by careless driving. (TO CAUSE)  
 2.16 By the next year the students \_\_\_\_\_ the full course of Thermodynamics. (TO STUDY)  
 2.17 The suspected person \_\_\_\_\_ by the police at the moment. (TO QUESTION)  
 2.18 Before the sportsmen of our university team left for Brasil they \_\_\_\_\_. (TO VACCINATE)  
 2.19 Nowadays a wi-fi network \_\_\_\_\_ in public places of our city. (TO ESTABLISH)  
 2.20 The storm destroyed the hotel which \_\_\_\_\_ a year before. (TO BUILD)  
 2.21 The windows are very dirty. I must clean \_\_\_\_\_. (THEY)  
 2.22 The situation isn't so bad. It could be \_\_\_\_\_. (BAD)  
 2.23 My brother \_\_\_\_\_ very good at math. (TO BE)  
 2.24 Most of the Earth's surface \_\_\_\_\_ by water. (TO COVER)  
 2.25 While I was on holiday, my camera \_\_\_\_\_ from my hotel room. (TO STEAL)

## 3. Вопросы на установление соответствия

### 3.1 Match the two halves of these sentences

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

### 3.2

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

### 3.3.

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

### 3.4

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

### 3.5

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

### 3.6

<ol style="list-style-type: none"> <li>1. Please accept our apologies for</li> <li>2. In 1885</li> <li>3. The goods will be ready for shipment 3 to 4 weeks</li> </ol>	<p><b>A</b> the company had more than 5000 employees.</p> <p><b>B</b> from receipt of your written order.</p> <p><b>C</b> the delay in dispatching your order.</p>
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**3.7**

<ol style="list-style-type: none"> <li>1. Do you think</li> <li>2. If someone keeps looking out of the window when you're talking,</li> <li>3. I'd like to reconfirm</li> </ol>	<p><b>A</b> my seat on flight TR 998.</p> <p><b>B</b> you could check my hotel booking?</p> <p><b>C</b> they are probably not listening to what you are saying.</p>
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**3.8**

<ol style="list-style-type: none"> <li>1. In answer to your enquiry</li> <li>2. According to our records</li> <li>3. As requested by Ms Renoir,</li> </ol>	<p><b>A</b> I have investigated the problems she raised about health and safety.</p> <p><b>B</b> payment of our invoice has not been received.</p> <p><b>C</b> we have pleasure in enclosing our price list.</p>
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**3.9**

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

### 3.10

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

### 3.11

1. As he was approaching the line	a)	a difficult time during a test.
2. He is famous	b)	he tripped and fell down.
3. The students are having	c)	but he is not very friendly.

### 3.12

1. How many slices of	a)	time with us at the weekend.
2. Please take a look	b)	cake do you want?
3. My parents often spend	c)	at our website.

### 3.13

1. How much is this tin of	a)	for your recent application.
2. If there's a fire	b)	tuna, sir?
3. Thank you	c)	keep calm and leave the building.

### 3.14

1. Can I get a bar of chocolate for	a)	to know the new boy in our class.
2. I waited outside the tennis club for	b)	my brother, please?
3. I'd like to get	c)	a long time, but George didn't appear.

### 3.15

1. When you rang, I was in	a)	with her daughter's temper.
2. It's great to appear on	b)	the middle of cleaning my football boots.
3. Jenny has to deal	c)	stage, with all the audience clapping.

### 3.16

1. We finally got to the stadium just in	a)	out with his siblings.
2. To release your physical tensions, march in	b)	time to see the match start.
3. Harry sometimes falls	c)	time to the music as you are singing.

### 3.17

1. I just play football for	a)	fun and it's not really meant to be serious.
2. Actually I wrote this story for	b)	on well with our parents.
3. My brother and I get	c)	fun, and I don't want to do it as a job.

### 3.18

1. If you buy a cat or a dog	a)	fun, and I don't want to do it as a job.
2. I loved that film and when it comes out	b)	you won't feel lonely.
3. I just play football for	c)	on DVD, I'll definitely get it.

### 3.19

1. It's great to appear on	a)	you won't get lost.
2. If you use a map	b)	chocolate, please?
3. Can I get a bar of	c)	stage, with all the audience clapping.

### 3.20

1. How much is this tin of	a)	time to see the match start.
2. If you ask your teacher questions	b)	tuna, sir?
3. We finally got to the stadium just in	c)	you'll know the subject better.

### 3.21

1.	When you rang, I was in	a)	cake do you want?
2.	How many slices of	b)	you won't get wet.
3.	If you take an umbrella today	c)	the middle of cleaning my football boots.

### 3.22

1.	I waited outside the tennis club for	a)	juice you are looking for?
2.	If you go to bed earlier	b)	a long time, but George didn't appear.
3.	Is this a carton of	c)	you'll feel better in the morning.

### 3.23

1.	We are writing	a)	you won't be hungry.
2.	If you have something to eat	b)	bread, please.
3.	Don't forget to buy a loaf	c)	to inform you about our next exhibition.

### 3.24

1.	If you turn on the electrical heater	a)	to meeting you in September.
2.	I look forward	b)	after joining the gym.
3.	Lenona lost some weight	c)	you'll feel warmer.

### 3.25

1.	Jeremy and Ben have	a)	but he is not very friendly.
2.	If you put the light on	b)	much in common.
3.	He is famous	c)	you'll see better.

## 2. 4. Вопросы на установление правильной последовательности

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

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

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

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

(3) Dear Hiring Manager,

(4) I look forward to hearing from you. Thank you for your consideration.

John Doe

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

### 4.2

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

(7) Dear Ms. Jones,

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

(8) Best Regards,

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

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

### 4.3

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

(12) Dear Mr. Martins,

(13) Sincerely,

Martha White

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

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



match for this position.

4.4

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

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

(18) Dear Sirs,

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

(19) With respect,

Andrew Roll

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

4.5

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

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

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

(23) Dear Manager

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

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

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

(25) Yours sincerely, Jane Brown

4.6

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

(27) Dear Mr. Gilhooley,

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

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

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

(29) Sincerely,

John Smith

(30) The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

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

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

4.7

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

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

(33) Dear Sir, (4) Yours faithfully, R. Stenley

Export-Import Manager

(5) We are looking forward to your reply.

**4.8**

(34) Sincerely yours, John Smith

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

(36) Dear Sirs,

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

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

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

**4.9**

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

(40) Dear Sir or Madam,

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

(42) Yours

faithfully,

Marina Okenglish

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

1. could you provide me with your rates per night?
2. what is your total charge for 13 nights?
3. does it include breakfast?
4. do you need a deposit or a credit card number?

**4.10**

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

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

(2) Dear Sir / Madam

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

(3) Yours faithfully

JB

Administrator

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

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

**4.11** 1) Best regards,

3) Dear Charles Milton,

2) The 3D Technologies Seminar held at the Moscow Crocus Congress Centre on June 13 will feature lectures by several key programmers and designers in the field of 3D modeling, with topics including trilinear filtering, anti-aliasing and mipmapping.

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

4) I am enclosing 3 tickets for you. I hope that you decide to attend and I am looking forward to seeing you there.

**4.12** 1) We will look forward to your prompt response. Thank you.

4) Your advertisement in the May issue of Aquarium Plants magazine is of great interest to us.

5) We would like to know more about your company's products offers and would appreciate receiving your wholesale price list.

2) Dear Mr. Roger Gill,

3) It is our desire to offer our customers the widest selection of aquarium plants , and we are therefore interested in new plants.

4. 13(1) I would like to invite you to a seminar that I'm confident will interest you.

(2) Dear Charles Milton,

(3) I am enclosing 3 tickets for you. I hope that you decide to attend and I am looking forward to seeing you there.

(4) The 3D Technologies Seminar held at the Moscow Crocus Congress Centre on June 13 will feature lectures by several key programmers and designers in the field of 3D modeling, with topics including trilinear filtering, anti-aliasing and mipmapping.

(5) Best regards,

Igor Petrov ,

Managing Director Ltd. The company "Center"

Tel: +7 912 XXXXXXXX

#### 4. 14

(1) Dear Mrs Lean

With reference to our telephone conversation yesterday I am glad to tell you that we offer you the position of Senior Lawyer in our company. You will be provided with company car according to the corporate policy and full medical insurance. Your salary will be \$100 000 per year according to your request. You may learn about job conditions in job offer attached to this letter.

(2) With respect,

Jane Tumin,

HR Manager

(3) Mrs Lean

9034 Cody Street

Denver, Colorado

USA, 90345

(4) February 15, 2016

(5) Mrs Jane Tumin

HR Manager

Sommertim

7834 Irving Street

Denver, Colorado

#### 4.15

(1) With respect,

Kira Stan

(2) Kira Stan

7834 East street

Chicago, Illinois

(3) July 12, 2017

(4) Dear Sirs

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

(5) Trend&Fashion

9034 Groom Street

Chicago, Illinois

USA, 90345

#### 4.16

(1) Yours sincerely,

Mr Dean Hipp

General Director

(2) March 10, 2016

(3) Mrs Olga Linnet

Perfect Wedding

9034 South Street

San Diego, CA

USA, 90345

(4) Dear Mrs Linnet

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

(5) Mr Dean Hipp

General Director  
Roses For You  
4567 Camino Street  
San Diego, CA

#### 4.17

(1) Dear Sirs,

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

(2) April 25, 2017

(3) Mr Jack Lupin

7834 17th Street  
Detroit, Michigan

(4) Electronics Ltd

9034 Commerce Street  
Detroit, Michigan  
USA, 90345

(5) yours faithfully,

Jack Lupin

#### 4.18

(1) Dear Mr Lupin,

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

(2) Yours sincerely,

Mr Derek Smith  
General Manager

(3) April 28, 2017

(4) Mr Jack Lupin

7834 17th Street  
Detroit, Michigan

(5) Mr Dereck Smith

General Manager  
Electronics Ltd  
9034 Commerce Street  
Detroit, Michigan  
USA, 90345

#### 4.19

(1) Dear Sir

(2) Yours faithfully,

Ann Rudova

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

(4) I look forward to your answer.

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

#### 4.20

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

(2) Dear Sir

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

(4) Ours faithfully,

Jane Morrison

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

#### 4.21

(1) Best regards,

(2) Andrey Petrov,

Managing Director

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

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

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

(5) Dear Henry Mills,

#### 4.22

(1) With respect,

John Lewis,

General Manager

(2) Dear Mr Stanley,

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

(3) October 01, 2015

(4) Howard Stanley

9034 Canyon Street

San Francisco, California

USA, 90345

(5) Mr John Lewis

General Manager

Hovernly Ltd

4567 Snake street

Oakland, California

#### 4.23

(1) Dear Mrs Way,

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

(3) Respectfully yours,

Richard Smith

DC College Professor

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

(5) Mrs Amanda Way

Bridge-company

Office 708, Entrance 1D

Alley Street

Bristol

Great Britain

30 June 2021

#### 4.24

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

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

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(3) Yours faithfully

JB

Administrator

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

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

#### 4.25

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

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

(3) Our advertisers may also send you cookies.

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

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

### 5. Компетентностно-ориентированная задача

#### Case study

5.1. Your university is going to hold an international research and practice conference. Invite your foreign colleagues to take part in it.

5.2 You got interested in the report of your foreign colleague at the international research and practice conference. Ask your colleague about his research interests. Speak about your research interests.

5.3 A student in the master's programme from a foreign university is coming to study in your group. Tell him about your university and your graduate chair.

5.4 You are going for an international internship to a foreign university. You are asked to speak about your master's thesis work.

5.5 You are going to take place in an international exhibition. Write a letter to some organization about the shipment of necessary equipment.

5.6 Invite a famous specialist in your field to deliver a course of lectures to the university students.

5.7 You want to get a position in a famous company. Write your CV.

5.8 You are going to take part in the international research and practice conference. Speak about your research interests.

5.9 Foreign colleagues have come to your graduate chair. They ask you to speak about your scientific supervisor.

5.10 You have got a task at your graduate chair to find and read an original research article on your major. Speak about the composition of a research article.

5.11 You got interested in a newspaper's article dealing with certain problems in the education systems of several countries. Do you agree or disagree with the author's statements? Express your own opinion on each point.

- Informal education involves people in learning during their daily life.
- Higher education is compulsory for getting a popular and demanded profession.

5.12 Your friend is going to enter a university or a college in the UK. What do you think of it? Share your point of view.

5.13 You're going to take part in a students' scientific conference. You're preparing a report about science and technology. What main points should be in your report.

5.14 You are a TV reporter at the International scientific space conference. You meet a famous U.S. astronaut there and have a possibility to interview him. What questions are you going to ask him?

5.15 After graduating university your friend decided to build a career as an automotive engineer. But now he doesn't really enjoy the type of work he is doing. Would you advise him to take the opportunity to develop his skills in another field or to succeed in chosen one? Give your reasons.

5.16 You are looking for a job. Think of an occupation that interests you and look through the following list. Which are the most important and the least important points to you? Give your reasons.

- high wages
- opportunity to use your own ideas
- on-job training when you begin
- further training
- opportunity to become a well-known specialist
- no special qualifications needed
- regular working hours
- flexible working hours
- work in a team with friendly people

5.17 You are the editor-in-chief of the Save the Planet magazine. What issues would your magazine discuss (for example, pollution problems, enhancing food security, practicing organic farming, environmental protection, nature conservation etc.)? Share your vision.

5.18 You are going to join the Greenpeace organization. During the interview you was asked the question about the role of youth in solving ecological problems nowadays. Share your opinion.

5.19 You are preparing a report about the difference between the educational systems of Russia, the UK and the USA for a students' educational conference. Try to compare all these systems paying attention on such points as: stages of formal education, types of schools, vocational education, specific features of the educational system in the country

5.20 You are at the International scientific conference for the first time. You meet a famous scientist there and want to talk with him about the branches of engineering that you are going to work in. What would you ask him about?

5.21 You are going for an international internship to a foreign university. You are asked to speak about your master's thesis work.

5.22 Decide what sort of a computer is necessary for each of these users.

- John Willring is a salesperson and he spends a lot of time visiting customers. He wants a computer to carry with him so he can access data about his customers and record his sales.
- Pal Nye is a personnel officer. She needs a computer to keep staff records and to keep a diary of appointments. She also needs a computer for writing letters.

- The University of the North needs a computer to look after its accounts, its network, the records of all students and staff, and to help with scientific research.
- The James family want a computer for entertainment, writing letters, the Internet, and for calculating tax.

5. 23 A student in the master's program from a foreign university is coming to study in your group. Tell him about your university and your graduate chair.

5. 24 Your computer has been broken. You are calling your friend for a piece of advice trying to describe the components you need to change

5. 25 Your friend is going to enter a University but he is not sure what profession to choose. He has written an e-mail in which he asked your advice. Your choice is to be an engineer. Explain what life opportunities this profession gives to a person. What personal qualities a modern engineer should have and develop?

**Шкала оценивания: 3 бальная.**

Критерии оценивания:

**3 балла** (или оценка «**отлично**») выставляется обучающемуся, если задача решена правильно, в установленное преподавателем время или с опережением времени, при этом обучающимся предложено оригинальное (нестандартное) решение, или наиболее эффективное решение, или наиболее рациональное решение, или оптимальное решение.

**2 балла** (или оценка «**хорошо**») выставляется обучающемуся, если задача решена правильно, в установленное преподавателем время, типовым способом; допускается наличие несущественных недочетов.

**1 балл** (или оценка «**удовлетворительно**») выставляется обучающемуся, если при решении задачи допущены ошибки не критического характера и (или) превышено установленное преподавателем время.

**0 баллов** (или оценка «**неудовлетворительно**») выставляется обучающемуся, если задача не решена или при ее решении допущены грубые ошибки



2 семестр

## Вопросы в закрытой форме

### 1. Choose the best word to fit the gap.

1.1 You can see the\_\_\_\_about the sale in the local paper.

(a) announcement (b) warning (c) notice (d) alarm

1.2 They do not\_\_\_\_\_cheques in that restaurant.

(a) accept (b) agree (c) allow (d) admit

1.3 I cannot work today because I have very bad tooth\_\_\_\_\_.

(a) pain (b) hurt (c) damage (d) ache

1.4 In other words I help people with\_\_\_\_\_their money.

(a) inviting (b) inventing (c) investing (d) involving

1.5 What sort of things do you have in\_\_\_\_\_?

(a) thought (b) mind (c) idea (d) think

1.6 My clients contact our office via email or phone and then we\_\_\_\_\_an appointment.

(a) make (b) take (c) give (d) do

1.7 You arrange an appointment with another person because you want to\_\_\_\_\_or see them.

(a) encounter (b) greet (c) meet (d) talk

1.8 The two things that are important for an appointment are the time and the place. You say for example: Let's meet next Monday\_10 o'clock.

(a) on (b) at (c) in (d) for

1.9 Another word that is very similar in meaning to appointment is the word date. A date is usually a private meeting with\_person.

(a) different (b) second (c) other (d) another

1.10 So, when you say: I've got a date with my boss, it means you\_\_\_\_\_see your boss privately.

(a) are going to (b) will not be (c) will be (d) would be

1.11 The trouble is I haven't made a\_\_\_\_\_.

(a) detail (b) note (c) sheet (d) list

1.12 What's the\_\_\_\_\_?

(a) thing (b) matter (c) material (d) stuff

1.13 Don't\_\_\_\_\_, I'll see you very soon.

(a) concern (b) care (c) worry (d) mind

1.14 Well, this is very interesting but I am very\_\_\_\_\_.

- (a) busy (b) occupied (c) hurried (d) active

1.15 I will come home early\_\_\_\_\_.

- (a) today at night (b) this night (c) tonight (d) the night

1.16 I like to visit other countries but I find the\_\_\_\_\_of travel is too high.

- (a) money (b) cost (c) expenses(d) currency

1.17 She is very happy because she starts her new\_\_\_\_\_today.

- (a) job (b) work (c) labour (d) post

1.18 One day I hope I shall\_\_\_\_\_the lottery.

- (a) gain (b) collect (c) reach (d) win

1.19 He must have a lot of money because this summer he is going on a cruise\_\_\_\_\_the world.

- (a) about (b) around (c)across (d) through

1.20 Have you read that book\_\_\_\_\_the life of Van Gogh?

- (a) about (b) of (c) over (d) in

1.21 The president stated in the press conference that the\_\_\_\_\_situation was very serious.

- (a) economical (b) economy (c) economic (d) economist

1.22 I like horse racing, but I never\_\_\_\_\_any money. I think gambling is stupid.

- (a) bet (b) win (c) lose (d) earn

1.23 There's a\_\_\_\_\_at the bank if you need some money.

- (a) credit card (b) cheque (c) cash machine (d) currency

1.24 At the end of each month my employer pays my\_\_\_\_\_into the bank.

- (a) savings (b) funds (c) wages (d) cash

1.25 I see from your\_\_\_\_form that you have had three different jobs in the last 5 years.

- (a) apply (b) applying (c) applied (d) application

## 2. Вопросы в открытой форме

2.1 The student\_\_\_\_\_to speak about his master's thesis work. (TO ASK)

2.2 Before the workers went on strike, a lot of their workmates\_\_\_\_. (TO FIRE)

2.3 Millions of mobile phones\_\_\_\_\_in Asia this year. (TO SELL)

2.4 As our car\_\_\_\_\_we had to rent one. (TO SERVICE)

2.5 Many accidents\_\_\_\_\_by careless driving. (TO CAUSE)

2.6 By the next year the students\_\_\_\_\_the full course of Thermodynamics. (TO STUDY)

2.7 The suspected person\_\_\_\_\_by the police at the moment. (TO QUESTION)

2.8 Before the sportsmen of our university team left for Brasil they\_\_\_\_. (TO VACCINATE)

2.9 Nowadays a wi-fi network\_\_\_\_\_in public places of our city. (TO ESTABLISH)

2.10 The storm destroyed the hotel which\_\_\_\_\_a year before. (TO BUILD)

2.11 The new chemical\_\_\_\_\_when it exploded. (TO TEST)

- 2.12 Acupuncture\_\_\_\_\_by the Chinese long before the official medicine appeared. (TO DISCOVER)  
 2.13 The championship on 3-D Modelling\_\_\_\_\_by the team of our University. (TO WIN)  
 2.14 Preparations\_\_\_\_\_by the time the guests arrived. (TO FINISH)  
 2.15 Students with best exam results\_\_\_\_\_the opportunity of having the industrial training abroad. (TO OFFER)  
 2.16 She couldn't answer the phone as she\_\_\_\_\_for the job at that moment. (TO INTERVIEW)  
 2.17 The trains\_\_\_\_\_because of the storm. (TO DELAY)  
 2.18 The graduate's application\_\_\_\_\_twice before he succeeded. (TO REJECT)  
 2.19 A wi-fi network\_\_\_\_\_in some public places of our town. (TO ESTABLISH)  
 2.20 They asked us to pay but it\_\_\_\_\_in advance. (TO PAY)  
 2.21 The student\_\_\_\_\_to speak about his master's thesis work. (TO ASK)  
 2.22 Before the workers went on strike, a lot of their workmates\_. (TO FIRE)  
 2.23 Millions of mobile phones\_\_\_\_\_in Asia this year. (TO SELL)  
 2.24 As our car\_\_\_\_\_we had to rent one. (TO SERVICE)  
 2.25 Many accidents\_\_\_\_\_by careless driving. (TO CAUSE)

### 3. Вопросы на установление соответствия

#### 3.1

1.	As he was approaching the line	a)	a difficult time during a test.
2.	He is famous	b)	he tripped and fell down.
3.	The students are having	c)	but he is not very friendly.

#### 3.2

1.	The cars did more than simply satisfy	a)	Were first imported into the UK and America
2.	customer's requirements	b)	They provided value for money
3.	Let us consider what happened when Japanese cars The average value	c)	is also known as the mean

#### 3.3

1.	How much is this tin of	a)	for your recent application.
2.	If there's a fire	b)	tuna, sir?
3.	Thank you	c)	keep calm and leave the building.

#### 3.4

1.	Can I get a bar of chocolate for	a)	to know the new boy in our class.
2.	I waited outside the tennis club for	b)	my brother, please?
3.	I'd like to get	c)	a long time, but George didn't appear.

#### 3.5

1.	When you rang, I was in	a)	with her daughter's temper.
2.	It's great to appear on	b)	the middle of cleaning my football boots.
3.	Jenny has to deal	c)	stage, with all the audience clapping.

#### 3.6

1.	We finally got to the stadium just in	a)	out with his siblings.
2.	To release your physical tensions, march in	b)	time to see the match start.
3.	Harry sometimes falls	c)	time to the music as you are singing.

#### 3.7

1.	I just play football for	a)	fun and it's not really meant to be serious.
2.	Actually I wrote this story for	b)	on well with our parents.
3.	My brother and I get	c)	fun, and I don't want to do it as a job.

#### 3.8

1.	If you buy a cat or a dog	a)	fun, and I don't want to do it as a job.
2.	I loved that film and when it comes out	b)	you won't feel lonely.
3.	I just play football for	c)	on DVD, I'll definitely get it.

#### 3.9

1.	It's great to appear on	a)	you won't get lost.
2.	If you use a map	b)	chocolate, please?
3.	Can I get a bar of	c)	stage, with all the audience clapping.

### 3.10

1.	Looking at how scientific theory can be used in practice The process of tests and trials to see what happens The study of parts and their relationship	a)	Under different conditions is called Is called applied research To one another is called analyses
----	--	----	---

### 3.11

4. I would be very grateful 5. The enclosed catalogue 6. Please contact us again	<b>A</b> if you have any questions <b>B</b> if you could send me this information. <b>C</b> will give you an idea of the type of products we supply
--	---

### 3.12

4. We would appreciate it if 5. Please return the enclosed envelope 6. Should you need any further information,	<b>A</b> please do not hesitate to contact me. <b>B</b> you could send us some samples. <b>C</b> with your payment.
---	---

### 3.13

4. Would you, please, send me 5. I would like to have 6. We are interested in	<b>A</b> goods produced by your company. <b>B</b> your catalogue and price list? <b>C</b> some more information about the services you provide.
---	---

### 3.14

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

### 3.15

4. If you don't send the payment today 5. Please accept our apologies for 6. I'm quite sure that	<b>A</b> the figures I quoted were accurate. <b>B</b> we will be forced to cancel the contract. <b>C</b> the late arrival of this flight.
--	---

### 3.16

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

### 3.17

4. Do you think 5. If someone keeps looking out of the window when you're talking, 6. I'd like to reconfirm	<b>A</b> my seat on flight TR 998. <b>B</b> you could check my hotel booking? <b>C</b> they are probably not listening to what you are saying.
---	--

### 3.18

4. In answer to your enquiry 5. According to our records 6. As requested by Ms Renoir,	<b>A</b> I have investigated the problems she raised about health and safety. <b>B</b> payment of our invoice has not been received. <b>C</b> we have pleasure in enclosing our price list.
--	---

### 3.19

4. I think we need to spend more money on marketing	<b>A</b> what you are saying
5. It could be interesting	<b>B</b> if we want to grow the business.
6. I hear	<b>C</b> to invest a little bit more in new product development.

### 3.20

4. The antenna is a transmitter which is used for	A that we are all required to be more aware
5. There's a lot of dust in the air	B so please wear masks to stop you breathing it in
6. New government regulations mean	C the transmission of signals to the satellite .

### 3.21

1. When you rang, I was in	a)	cake do you want?
2. How many slices of	b)	you won't get wet.
3. If you take an umbrella today	c)	the middle of cleaning my football boots.

### 3.22

1. I waited outside the tennis club for	a)	juice you are looking for?
2. If you go to bed earlier	b)	a long time, but George didn't appear.
3. Is this a carton of	c)	you'll feel better in the morning.

### 3.23

1. We are writing	a)	you won't be hungry.
2. If you have something to eat	b)	bread, please.
3. Don't forget to buy a loaf	c)	to inform you about our next exhibition.

### 3.24

1. If you turn on the electrical heater	a)	to meeting you in September.
2. I look forward	b)	after joining the gym.
3. Lenona lost some weight	c)	you'll feel warmer.

### 3.25

1. Jeremy and Ben have	a)	but he is not very friendly.
If you put the light on		much in common.
He is famous		you'll see better.

## 4. Вопросы на установление правильной последовательности

4.1 1) Best regards,

3) Dear Charles Milton,  
 2) The 3D Technologies Seminar held at the Moscow Crocus Congress Centre on June 13 will feature lectures by several key programmers and designers in the field of 3D modeling, with topics including trilinear filtering, anti-aliasing and mipmapping.  
 5) I would like to invite you to a seminar that I'm confident will interest you.  
 4) I am enclosing 3 tickets for you. I hope that you decide to attend and I am looking forward to seeing you there.

4.2 1) We will look forward to your prompt response. Thank you.

4) Your advertisement in the May issue of Aquarium Plants magazine is of great interest to us.

5) We would like to know more about your company's products offers and would appreciate receiving your wholesale price list.

2) Dear Mr. Roger Gill,

3) It is our desire to offer our customers the widest selection of aquarium plants , and we are therefore interested in new plants.

**4.3** (1) I would like to invite you to a seminar that I'm confident will interest you.

(2) Dear Charles Milton,

(3) I am enclosing 3 tickets for you. I hope that you decide to attend and I am looking forward to seeing you there.

(4) The 3D Technologies Seminar held at the Moscow Crocus Congress Centre on June 13 will feature lectures by several key programmers and designers in the field of 3D modeling, with topics including trilinear filtering, anti-aliasing and mipmapping.

(5) Best regards,

Igor Petrov ,

Managing Director Ltd. The company "Center"

Tel: +7 912 XXXXXXXX

#### **4.4**

(6) Dear Mrs Lean

With reference to our telephone conversation yesterday I am glad to tell you that we offer you the position of Senior Lawyer in our company. You will be provided with company car according to the corporate policy and full medical insurance. Your salary will be \$100 000 per year according to your request. You may learn about job conditions in job offer attached to this letter.

(7) With respect,

Jane Tumin,

HR Manager

(8) Mrs Lean

9034 Cody Street

Denver, Colorado

USA, 90345

(9) February 15, 2016

(10) Mrs Jane Tumin

HR Manager

Sommertim

7834 Irving Street

Denver, Colorado

#### **4.5**

(1) With respect,

Kira Stan

(2) Kira Stan

7834 East street

Chicago, Illinois

(3) July 12, 2017

(4) Dear Sirs

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

(5) Trend&Fashion

9034 Groom Street

Chicago, Illinois

USA, 90345

#### **4.6**

(1) Yours sincerely,

Mr Dean Hipp

General Director

(2) March 10, 2016

(3) Mrs Olga Linnet

Perfect Wedding

9034 South Street  
San Diego, CA  
USA, 90345

(4) Dear Mrs Linnet

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

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

#### **4.7**

(1) Dear Sirs,

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

(2) April 25, 2017

(3) Mr Jack Lupin

7834 17th Street  
Detroit, Michigan

(4) Electronics Ltd  
9034 Commerce Street

Detroit, Michigan  
USA, 90345

(5) ours faithfully,  
Jack Lupin

#### **4.8**

(1) Dear Mr Lupin,

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

(2) Yours sincerely,

Mr Derek Smith  
General Manager

(3) April 28, 2017

(4) Mr Jack Lupin

7834 17th Street  
Detroit, Michigan

(5) Mr Dereck Smith  
General Manager

Electronics Ltd  
9034 Commerce Street

Detroit, Michigan  
USA, 90345

#### **4.9**

(1) Dear Sir

(2) Yours faithfully,

Ann Rudova

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

(4) I look forward to your answer.

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

#### **4.10**

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

(7) Dear Sir

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

(9) yours faithfully,

Jane Morrison

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

#### **4.11**

(1) Best regards,

(2) Andrey Petrov,  
Managing Director

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

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

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

(5) Dear Henry Mills,

#### **4.12**

(1) With respect,

John Lewis,  
General Manager

(2) Dear Mr Stanley,

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

(3) October 01, 2015

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

(5) Mr John Lewis  
General Manager

Hovernly Ltd  
4567 Snake street  
Oakland, California

#### **4.13**

(1) Dear Mrs Way,

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

(3) Respectfully yours,

Richard Smith  
DC College Professor



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

(5) Mrs Amanda Way  
Bridge-company  
Office 708, Entrance 1D  
Alley Street  
Bristol  
Great Britain  
30 June 2021

#### 4.14

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

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

(2) Dear Sir / Madam

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

(3) Yours faithfully

JB

Administrator

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

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

#### 4.15

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

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

(3) Our advertisers may also send you cookies.

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

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

#### 4.16

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

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

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

(46) Dear Hiring Manager,

(47) I look forward to hearing from

you. Thank you for your consideration.

**John Doe**

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

**4.17**

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

(50) Dear Ms. Jones,

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

(51) Best Regards,

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

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

**4.18**

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

(55) Dear Mr. Martins,

(56) Sincerely,

**Martha White**

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

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

**4.19**

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

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

(61) Dear Sirs,

I have just completed my final year at the University of Chicago and would like to apply for a position of Marketing Specialist in your company. I do not have any work experience but I have a great wish to become

the part of your company and do my best for its success. I am a reliable person and would be a good worker for you.

(62) With respect,

**Andrew Roll**

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

**4.20**

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

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

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

(66) Dear Manager

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

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

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

(68) Yours  
sincerely, Jane  
Brown

#### 4.21

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

(70) Dear Mr. Gilhooley,

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

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

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

(72) Sincerely,

John Smith

(73) The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

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

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

#### 4.22

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

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

(76) Dear Sir,  
(4) Yours faithfully,  
R. Stanley

Export-Import Manager

(5) We are looking forward to your reply.

#### 4.23

(77) Sincerely  
yours, John Smith

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

(79) Dear Sirs,

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

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

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

**4.24**

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

(83) Dear Sir or Madam,

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

(85)

Yours

faithfully,

**Marina Okenglish**

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

5. could you provide me with your rates per night?

6. what is your total charge for 13 nights?

7. does it include breakfast?

8. do you need a deposit or a credit card number?

**4.25**

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

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

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(8) Yours faithfully

**JB**

**Administrator**

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

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

Party.

**Шкала оценивания:** 100 балльная.

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

## **5. Компетентностно-ориентированная задача**

### **Case study**

5.1 You got interested in a newspaper's article dealing with certain problems in the education systems of several countries. Do you agree or disagree with the author's statements? Express your own opinion on each point.

- Informal education involves people in learning during their daily life.
- Higher education is compulsory for getting a popular and demanded profession.

5.2 Your friend is going to enter a university or a college in the UK. What do you think of it? Share your point of view.

5.3 You're going to take part in a students' scientific conference. You're preparing a report about science and technology. What main points should be in your report.

5.4 You are a TV reporter at the International scientific space conference. You meet a famous U.S. astronaut there and have a possibility to interview him. What questions are you going to ask him?

5.5 After graduating university your friend decided to build a career as an automotive engineer. But now he doesn't really enjoy the type of work he is doing. Would you advise him to take the opportunity to develop his skills in another field or to succeed in chosen one? Give your reasons.

5.6 You are looking for a job. Think of an occupation that interests you and look through the following list. Which are the most important and the least important points to you? Give your reasons.

- high wages
- opportunity to use your own ideas
- on-job training when you begin
- further training
- opportunity to become a well-known specialist
- no special qualifications needed
- regular working hours
- flexible working hours
- work in a team with friendly people

5.7 You are the editor-in-chief of the Save the Planet magazine. What issues would your magazine discuss (for example, pollution problems, enhancing food security, practicing organic farming, environmental protection, nature conservation etc.)? Share your vision.

5.8 You are going to join the Greenpeace organization. During the interview you was asked the question about the role of youth in solving ecological problems nowadays. Share your opinion.

5.9 You are preparing a report about the difference between the educational systems of Russia, the UK and the USA for a students' educational conference. Try to compare all these systems paying attention on such points as: stages of formal education, types of schools, vocational education, specific features of the educational system in the country

5.10 You are at the International scientific conference for the first time. You meet a famous scientist there and want to talk with him about the branches of engineering that you are going to work in. What would you ask him about?

5.11 You are going for an international internship to a foreign university. You are asked to speak about your master's thesis work.

5.12 Decide what sort of a computer is necessary for each of these users.

- John Willring is a salesperson and he spends a lot of time visiting customers. He wants a computer to carry with him so he can access data about his customers and record his sales.
- Pal Nye is a personnel officer. She needs a computer to keep staff records and to keep a diary of appointments. She also needs a computer for writing letters.
- The University of the North needs a computer to look after its accounts, its network, the records of all students and staff, and to help with scientific research.
- The James family want a computer for entertainment, writing letters, the Internet, and for calculating tax.

5.13 A student in the master's program from a foreign university is coming to study in your group. Tell him about your university and your graduate chair.

5.14 Your computer has been broken. You are calling your friend for a piece of advice trying to describe the components you need to change

5.15 Your friend is going to enter a University but he is not sure what profession to choose. He has written an e-mail in which he asked your advice. Your choice is to be an engineer. Explain what life opportunities this profession gives to a person. What personal qualities a modern engineer should have and develop?

5.16 Your university is going to hold an international research and practice conference. Invite your foreign colleagues to take part in it.

5.17 You got interested in the report of your foreign colleague at the international research and practice conference. Ask your colleague about his research interests. Speak about your research interests.

5.18 A student in the master's programme from a foreign university is coming to study in your group. Tell him about your university and your graduate chair.

5.19 You are going for an international internship to a foreign university. You are asked to speak about your master's thesis work.

5.20 You are going to take place in an international exhibition. Write a letter to some organization about the shipment of necessary equipment.

5.21 Invite a famous specialist in your field to deliver a course of lectures to the university students.

5.22 You want to get a position in a famous company. Write your CV.

5.23 You are going to take part in the international research and practice conference. Speak about your research interests.

5.24 Foreign colleagues have come to your graduate chair. They ask you to speak about your scientific supervisor.

5.25 You have got a task at your graduate chair to find and read an original research article on your major. Speak about the composition of a research article.

**Шкала оценивания: 3 балльная.**

Критерии оценивания:

**3 балла** (или оценка «**отлично**») выставляется обучающемуся, если задача решена правильно, в установленное преподавателем время или с опережением времени, при этом обучающимся предложено оригинальное (нестандартное) решение, или наиболее эффективное решение, или наиболее рациональное решение, или оптимальное решение.

**2 балла** (или оценка «**хорошо**») выставляется обучающемуся, если задача решена правильно, в установленное преподавателем время, типовым способом; допускается наличие несущественных недочетов.

**1 балл** (или оценка «**удовлетворительно**») выставляется обучающемуся, если при решении задачи допущены ошибки не критического характера и (или) превышено установленное преподавателем время.

**0 баллов** (или оценка «**неудовлетворительно**») выставляется обучающемуся, если задача не решена или при ее решении допущены грубые ошибки