

Группа: ПКД 4/2
Дата проведения: 11.02.2026г.
Дисциплина: ОГСЭ.03 Иностранный язык в ПД
Тема занятия: Деловая переписка. Стил ь делового письма. Примеры деловых писем.

Цели занятия:

Дидактическая: - углубить и расширить знания и представления студентов по теме;
Развивающая: - развивать творческий потенциал студентов;
Воспитательная - воспитывать стремление к совершенствованию английского языка;
: - воспитывать умение работать самостоятельно.

Вид занятия: практическое занятие

Основная литература:

Агабекян И.П. Английский язык для ссузов: учебное пособие. – Москва: Проспект, 2015. – 288 с.

Дополнительная литература:

Интернет-ресурсы.

ДОМАШНЕЕ ЗАДАНИЕ:

1. *Существуют разные типы деловых писем*, например:

1. Письмо-поздравление - Letter of Congratulation
2. Письмо-приглашение - Letter of Invitation
3. Письмо о приёме на работу - Letter of Acceptance
4. Письмо-заявление – Application letter
5. Письмо-предложение - Commercial Offer
6. Письмо-жалоба – Letter of Complaint
7. Письмо-запрос, требование – Enquiry Letter
8. Письмо-ответ на запрос – Reply (Quotation)
9. Письмо-встречное предложение – Counter – proposal
10. Письм-заказ – Order
11. Ответ на заказ - Response to Order
12. Счёт-фактура – Invoice
13. Письмо-отчёт (из банка), счёт – Statement

2. *Выберите правильное слово:*

1. A letter which asks a supplier about the price of his goods is:
a) a quotation; b) an order;
c) a letter of credit; d) an enquiry.
2. A letter which says an order has been received is called:
a) a guarantee; b) a covering letter;
c) an order-form.; c) an acknowledgement.

3. A letter which tells a supplier that the customer is unhappy is called:

- a) a consignment; b) a complain;
- c) a confirmation; d) a credit period.

3. Эти термины известны каждому бизнесмену. Определения некоторых из них на английском языке помогут точнее понять их содержание. Запишите их и выучите:

- 1) barter – бартер; 2) a quotation- расценки, стоимость;
- 3) an estimate - смета; 4) foreign trade – международная торговля;
- 5) currency – валюта; 6) exports – экспорт;
- 7) deficit – дефицит; 8) a statement – ведомость, выписка о состоянии счёта;
- 9) a reminder – письмо; 10) a receipt - квитанция, напоминание об оплате.

**4. Найдите соответствующее определение словам слева.
(Например: 2 – a):**

- | | |
|--------------------------|---|
| 1) an invoice; | a) an exchange of goods and services between nations; |
| 2) foreign trade; | b) the price given for goods or a piece of work; |
| 3) a statement; | c) a letter where the customer tries to get better terms; |
| 4) a receipt; | d) a bill for goods sent or work done; |
| 5) a quotation; | e) an approximate calculation of the cost of something; |
| 6) an estimate; | f) a document that proves you have paid for some goods; |
| 7) a counter - proposal; | g) a list of amounts paid and still owed, sent every month. |

5. Ознакомьтесь с образцами деловых писем:

Letter of Acceptance (Письмо о приеме на работу)

Mrs Jane Tumin
HR Manager
Sommertim
7834 Irving Street
Denver, Colorado

Mrs Lean
9034 Cody Street
Denver, Colorado
USA, 90345

February 15, 2022

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.

With respect,

Jane Tumin,
HR Manager

Commercial Offer (Письмо-предложение)

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

Mrs Olga Linnet
Perfect Wedding
9034 South Street
San Diego, CA
USA, 90345

March 10, 2022

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.

Yours sincerely,

Mr Dean Hipp
General Director

Letter of Complaint (Письмо-жалоба)

Mr Jack Lupin
7834 17th Street
Detroit, Michigan

Electronics Ltd
9034 Commerce Street
Detroit, Michigan
USA, 90345

April 25, 2022

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.

Yours faithfully,

Jack Lupin

6. Запомните «Золотые правила»:

1. Give your letter a heading if it helps the reader to see at a glance what you are writing about.
2. Decide what you are going to say before you start to write.
3. Use short sentences.
4. Put each separate idea in a separate paragraph.
5. Use short words that everyone can understand.
6. Think about your reader. Your reader:

Must be able to see exactly what you mean: your letters should be clear!

Must be given all necessary information: your letters should be complete!

Is a busy person with no time to waste: your letters should be concise!

Must be addressed to in a polite tone: your letters should be courteous!

May get a bad impression if there are mistakes in grammar: your letters should be correct!

7. **Сделайте скрин выполненной работы и пришлите (не забывайте указать фамилию, группу, число за которое сделали домашнее задание):**

<https://vk.com/id34189235>

