

УЧРЕЖДЕНИЕ ОБРАЗОВАНИЯ
«МОГИЛЕВСКИЙ ГОСУДАРСТВЕННЫЙ ПОЛИТЕХНИЧЕСКИЙ КОЛЛЕДЖ»

УТВЕРЖДАЮ
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**ИНОСТРАННЫЙ ЯЗЫК
ПРОФЕССИОНАЛЬНАЯ ЛЕКСИКА
(АНГЛИЙСКИЙ)**

МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ
ПО ИЗУЧЕНИЮ УЧЕБНОГО ПРЕДМЕТА,
ЗАДАНИЯ НА ДОМАШНЮЮ КОНТРОЛЬНУЮ РАБОТУ № 1
ДЛЯ УЧАЩИХСЯ ЗАОЧНОЙ ФОРМЫ ПОЛУЧЕНИЯ ОБРАЗОВАНИЯ
ПО СПЕЦИАЛЬНОСТИ 5-04-0412-01
«МАРКЕТИНГОВАЯ ДЕЯТЕЛЬНОСТЬ»

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Разработано на основе учебной программы по учебному
предмету профессионального компонента учебного плана учреждения
образования по специальности 5-04-0412-01 «Маркетинговая
деятельность» для реализации образовательной программы среднего
специального образования, обеспечивающей получение
квалификации специалиста со средним специальным образованием,
утвержденной директором колледжа, 2023

Обсуждено и одобрено на заседании
цикловой комиссии языков и литературы

Протокол № _____ от _____

Председатель цикловой комиссии

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Пояснительная записка

Учебная программа по учебному предмету «Английский язык (профессиональная лексика)» предусматривает формирование профессиональной иноязычной коммуникативной компетенции в соответствии с профилем подготовки. В процессе преподавания учебного предмета «Английский язык (профессиональная лексика)» необходимо учитывать межпредметные связи программного учебного материала с такими учебными предметами как «Менеджмент», «Экономика», «Маркетинг».

В ходе изложения программного учебного материала следует руководствоваться актами законодательства, регламентирующими область профессиональной деятельности, соблюдать единство терминологии и обозначений. Основной формой организации учебного процесса учебного предмета «Английский язык (профессиональная лексика)» являются практические занятия. Содержание практических занятий предусматривает формирование у учащихся навыков воспринимать и понимать иностранную речь на слух, правильно читать и писать на иностранном языке.

Настоящей программой определены цели изучения каждой темы, спрогнозированы результаты их достижения в соответствии с уровнями усвоения учебного материала.

В результате изучения учебного предмета «Английский язык (профессиональная лексика)» учащиеся должны **знать**:

- основные фонетические и грамматические нормы, позволяющие использовать иностранный язык как средство общения;

- базовые речевые нормы, необходимые для делового общения;

- виды и формы деловой корреспонденции на иностранном языке;

- объем слов, позволяющий вести общение на иностранном языке;

- иностраннй язык с точки зрения его структурных, лексических и стилистических особенностей;

- структуру и правила составления документов различных типов на иностранном языке;

- правила устного общения и письменной речи на иностранном языке, позволяющие осуществлять языковую коммуникацию;

- технику перевода (со словарем) текстов по тематике профессиональной деятельности;

- требования к оформлению международной деловой корреспонденции и документации для осуществления международных партнерских контактов;

уметь:

употреблять базовые грамматические структуры в речи;
переводить специальные тексты (со словарем);
пользоваться словарями разных типов, справочной литературой;
оформлять деловую корреспонденцию.

В целях контроля усвоения программного учебного материала предусмотрено выполнение домашней контрольной работы и проведение одной обязательной контрольной работы.

Общие методические рекомендации по выполнению домашней контрольной работы № 1

Выполнение домашней контрольной работы является одной из основных форм самостоятельной учебной деятельности учащихся заочников. Заочная система обучения предусматривает, главным образом, самостоятельную работу учащихся с учебной литературой. Для того чтобы выполнить контрольные задания, нужно усвоить лексико-грамматический материал рекомендованной литературы (можно пользоваться другими учебниками, содержащими грамматические справочники).

Домашняя контрольная работа составлена в 100 вариантах. Вариант определяется по двум последним цифрам шифра учащегося по таблице вариантов (таблица 2).

Все варианты контрольных заданий строятся по следующей схеме:

- письменный перевод текста;
- вопросы к тексту;
- грамматические упражнения.

Все контрольные задания следует выполнять в отдельной тетради.

Контрольные задания следует выполнять четким почерком с соблюдением полей, оставленных для замечаний, комментариев и методических указаний преподавателя.

Строго соблюдайте последовательность выполнения заданий.

Задания следует переписать в исходном варианте, а затем выполнять согласно инструкции.

В конце работы укажите список используемых источников.

Проверенная преподавателем домашняя контрольная работа с замечаниями и методическими указаниями должна быть доработана (только та часть, где содержатся ошибки или неточности перевода).

Домашнюю контрольную работу с исправлениями и дополнениями необходимо предоставить преподавателю до начала выполнения обязательной контрольной работы по учебной дисциплине.

Критерии оценки домашней контрольной работы № 1

Домашняя контрольная работа оценивается отметкой «зачтено», если учащимся качественно выполнено не менее 75% заданий домашней контрольной работы (3,5 - 4 задания). Работа будет зачтена при обязательном наличии полного перевода текста по специальности и ответов на вопросы к нему. Грамматические задания должны быть выполнены и оформлены согласно требованиям общих методических рекомендаций.

Домашняя контрольная работа оценивается отметкой «не зачтено» если:

- выполнено менее 75% заданий;
- выполнена работа не в соответствии с вариантом учащегося.

Учебная программа учебного предмета

1 Этика делового общения

Изучение ситуативных выражений: приветствие, прощание, знакомство, обращение, согласие, несогласие, приглашение, ответ на приглашение.

Ознакомление с правилами ведения деловых переговоров, представления фирмы и назначения деловой встречи.

Составление диалогов и ситуаций по теме «Этика делового общения», оформление визитных карточек

Литература: [2]; [3]

2 Рабочий день делового человека

Изучение правил ведения деловой корреспонденции, разговора по телефону, организация и проведение совещаний, деловых переговоров презентаций, назначение деловых встреч, контакты. Предложение нанести визит.

Составление устного монологического высказывания о ведении деловой корреспонденции, разговора по телефону с предложением нанести визит, об организации совещания, презентации, деловой встречи, о налаживании контактов для деловых переговоров.

Чтение и перевод текстов со словарем по теме «Рабочий день делового человека» с использованием словаря.

3 Деловые поездки

Ознакомление с основными таможенными правилами, правилами поведения в аэропорту, на вокзале, в гостинице и ресторане

Изучение лексики, составление диалогов и ситуаций по темам «Покупка билетов», «На границе. Таможенный контроль», «В аэропорту», «На вокзале», «В гостинице», «Обед в ресторане»

Заполнение таможенной декларации, карточки прибытия

Литература: [1]; [2]

Составление диалогов с использованием ситуативных выражений по теме «Предложение нанести визит», «Организация торговой выставки, ярмарки»

Литература: [2]; [3]

Вопросы для самоконтроля

- 1 Как заказать билет на самолет, на поезд?
- 2 Как организовать деловую встречу, предложить нанести визит?
- 3 Как нужно пройти таможенный контроль, как нужно заполнить таможенную декларацию?
- 4 Как заказать номер в гостинице?
- 5 Как заказать обед в ресторане

4 Образование

Обсуждение целей, задач, перспектив развития системы образования в Республике Беларусь

Сравнение систем образования Беларуси и страны изучаемого языка

Беседа о своём учебном заведении, о выбранной специальности

Построение устного монологического высказывания по теме «Образование».

Чтение и перевод со словарем текстов о системе образования Беларуси и стран(-ы) изучаемого языка.

Вопросы для самоконтроля

- 1 Назовите особенности развития экономики РБ.
- 2 Какова структура промышленности РБ?
- 3 Назовите основные отрасли сельского хозяйства.
- 4 Какова система образования в РБ?
- 5 Расскажите о своем учебном заведении, о вашей профессии.

5 Республика Беларусь

Изучение и обсуждение геополитического положения Республики Беларусь, особенностей развития её материального производства, промышленности как составляющей народнохозяйственного комплекса, отраслевой структуре белорусской промышленности, производственной инфраструктуре и развитии сельского хозяйства

Описание социокультурного портрета страны, обычаев и традиций белорусского народа.

Построение устного монологического высказывания по теме «Республика Беларусь».

Построение устного диалогического высказывания для запроса и сообщения информации о Республике Беларусь.

Чтение и перевод со словарем текстов о Беларуси.

Литература: [1]; [2]; [3]

Вопросы для самоконтроля

- 1 Назовите особенности развития экономики РБ.
- 2 Какова структура промышленности РБ?
- 3 Назовите основные отрасли сельского хозяйства.
- 4 Какова система образования в РБ?
- 5 Расскажите о своем учебном заведении, о вашей профессии.

6 Страна изучаемого языка

Изучение и обсуждение геополитического положения страны изучаемого языка, особенностей развития её материального производства, промышленности, торговли и сельского хозяйства.

Описание социокультурного портрета страны изучаемого языка.

Построение устного монологического и диалогического высказывания для запроса и обсуждения информации по теме «Страна (-ы) изучаемого языка».

Чтение и перевод со словарем текстов о стране (-ах) изучаемого языка.

Литература: [1]; [2]

Вопросы для самоконтроля

- 1 Что характерно для экономической системы ФРГ?
- 2 Назовите наиболее развитые области экономики.
- 3 Назовите всемирно известные фирмы Германии.
- 4 По какому принципу подразделяются предприятия в Германии?
- 5 Какие продукты производятся в ФРГ, какие идут на экспорт?

Вопросы для самоконтроля

- 1 Выразите на немецком языке свое согласие, несогласие, приглашение, поздравление.
- 2 Расскажите о себе, о своем занятии.
- 3 Представьте свою фирму своим деловым партнерам.
- 4 Как правильно оформить свою визитную карточку?
- 5 Представьте сотрудников вашей фирмы.

Тема 7 Экономика

Изучение и обсуждение понятий об экономике как науке, экономических системах и роли производства материальных благ в жизни общества

Литература: [1]; [2]

Вопросы для самоконтроля

- 1 Что означает понятие «Экономика»?
- 2 Какова роль производства материальных благ?
- 3 Что означает понятие «Микроэкономика»?
- 4 Назовите условия оплаты (виды платежей).
- 5 Что означает понятие «спрос и предложение»?

Тема 8 Маркетинг

Изучение и обсуждение некоторых понятий, входящих в комплекс маркетинга, таких как рынок, способы изучения рынка, ценовая политика

Литература: [1]; [2]; [4]

Вопросы для самоконтроля

- 1 Что означает понятие «Маркетинг»?
- 2 Назовите способы изучения рынка.
- 3 Что означает понятие «Ценовая политика»?
- 4 Что означает понятие «Реклама»?
- 5 Назовите прямые и непрямые методы стимулирования рынка.

Тема 9 Менеджмент

Изучение и обсуждение таких понятий, входящих в комплекс менеджмента, как руководитель и предприятие, управление бизнесом, контракт, страхование бизнеса, форс-мажорные обстоятельства

Литература: [1]; [2]

Вопросы для самоконтроля

- 1 Что означает понятие «Менеджмент»?
- 2 Назовите виды социального страхования в Германии.
- 3 Назовите правила составления письма-запроса, письма предупреждения.
- 4 Как правильно оформить заказ?
- 5 Назовите средства передачи информации.

Тема 10 Профессионально-ориентированная – лексика в экономической деятельности специалиста

Изучение и описание правил проведения выставок, ярмарок. Объяснение профессиональных терминов: транспортировка, упаковка, маркировка, мерчендайзинг.

Правила ведения деловой документации (заказ, протокол, прием, подтверждение товара). Ознакомление с видами оплат в банке, курсами валют.

Изучение требований к деловым письмам разного типа: письмо-запрос, письмо-предупреждение, письмо-напоминание об оплате, письмо-рекламация, заказ, каталог, факс, e-mail

Литература: [1]; [2]; [4]

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Задания на домашнюю контрольную работу по учебному предмету «Английский язык (профессиональная лексика)»

Text 1

1 Прочитайте, перепишите и письменно переведите текст

Money

Money is used for buying or selling goods, for measuring value and for storing wealth. Almost every society now has a money economy based on coins and paper notes of one kind or another. However, this has not always been true. In primitive societies a system of barter was used. Barter was a system of direct exchange of goods. Somebody could exchange a sheep, for example, for anything in the market-place that they considered to be of equal value. Barter, however, was a very unsatisfactory system of exchange, and various money systems developed based on goods which the members of society recognized as having value. Cattle, grain, teeth, salt, elephant tusks and tobacco have all been used. Precious metals gradually took over because, when made into coins, they were portable, durable, recognizable and divisible into larger and smaller units of value.

2 Письменно ответьте на вопросы к тексту

- 1 What is money system of the society based on?
- 2 What is barter?
- 3 Why did precious metals take over in the system of exchange?

Text 2

1 Прочитайте, перепишите и письменно переведите текст

Banking

No population centre in America, even the smallest one, is conceivable without a bank building. A small town may have several banks, and in a big city there are tens of them.

Naturally, the banks put their money where it brings them the highest profit. That is why they always keep up to date with the market situations. Banks are interested in keeping most of their money in circulation so that it should bring them profit. They seek to reduce their lending rates in order to attract buyers.

In their pursuit of high profit, the banks sometimes get involved in risky operations fraught with bankruptcy. Therefore the government takes measures to minimize the danger of banks going broke. Every bank is

obliged to take out insurance against robbery or bankruptcy lest the clients should lose their money in any case.

The banks cater to big and small companies and to individuals.

2 Письменно ответьте на вопросы к тексту

- 1 Where do the banks put their money?
- 2 Why do banks reduce their lending rates?
- 3 How can the government minimize the danger of banks going broke?

Text 3

1 Прочитайте, перепишите и письменно переведите текст

Economic systems.

People and societies organize economic life to deal with the basic problems through economic systems. Most economic systems use one or more of three basic methods to make economic decisions tradition, command and markets. So economic systems are classified into four broad categories, according to how most economic decisions are made. There are traditional, command, market and mixed economies.

Traditional economies. People generally repeat the decisions made at an earlier time or by an earlier generation.

Command economies. They rely almost totally on government to make economic decisions through centralized authorities. The government owns all the major productive resources. The former USSR and some other eastern bloc countries are examples of countries where government decisions were dominant.

Market economies. Most productive resources are owned by private individuals.

2 Письменно ответьте на вопросы к тексту

- 1 What categories are all economic systems classified into?
- 2 What decisions were dominant in the USSR?
- 3 What is understood by «market economies»?

Text 4**1 Прочитайте, перепишите и письменно переведите текст****Inflation.**

Prices of nearly all goods and services have moved in recent history. Inflation is the process of rising prices or, what is the same thing, a fall in the value of money. At the beginning a rising price level may not be considered dangerous. The problem, however, is that when the rise in prices starts, it is difficult to stop it. Gradually the rate of inflation increases, it may lead to hyperinflation. Inflation reduces the standard of living of persons dependent on fixed incomes, as pensioners. But on the other hand it is easier to pay debts. Not all the prices are rising. Even during rather rapid inflation some prices may be constant. Traditionally changes in the price level have been explained by an excess of total demand. Inflation can create serious difficulties for a country dependent on international trade, as Britain has discovered over the past thirty years. When the level of internal prices rises in comparison with prices of foreign trades, imports increase. Moreover, exports are discouraged.

Thus, it is important that the control of inflation should be given priority in government policy.

2 Письменно ответьте на вопросы к тексту

- 1 What is inflation?
- 2 What is the reason for inflation?
- 3 How does inflation influence the country dependent on international trade?

Text 5**1 Прочитайте, перепишите и письменно переведите текст****Insurance.**

It's easy to think that if you are insured, it will not cost you anything if you have an accident. But the repair bills add up a lot of money.

In fact the insurance company will only pay you the value of your car on the day of the accident. This will not be the same as the price you paid for it, because the value goes down as the car gets older. The repair bill may be bigger than the value of the car. If the repair bill is big, the company does not pay for the repair, but write off the car. The money they pay then should allow you to buy another car of the same age and make.

When insurance is purchased, it is important that you get the best protection for the money paid. The best value is not always the policy with the lowest premium. Usually, the longer the term of the policy, the lower the premium is each year. A policy for five years would have a lower annual premium than a policy for one year. Business saves money by purchasing a blanket policy instead of individual policies. However, these are money - saving practices only if they provide needed insurance.

2 Письменно ответьте на вопросы к тексту

- 1 How much money will you get if your car after an accident is written off?
- 2 How is the term of the policy and the premium interrelated?
- 3 How does business try to save money?

Text 6

1 Прочитайте, перепишите и письменно переведите текст

A journey to a foreign country

A journey to a foreign country is always a voyage of discovery in which the human elements are art, history, culture and human contact.

In developing countries you will discover a complexity of multifaceted societies with many different traditions, languages, customs and religions, many of which often have a strong impact on the political, economic and social life of the country and should not be disregarded in business.

High quality craftwork is something you came across everywhere in these countries. Glasswork, gold and silver jewelery, often decorated with turquoises, damascened steel of Syria, copper-smiting, brightly-painted wood-work — all demonstrate skills back a thousand years. Theatrical and folk art festivals as well as art exhibitions take place throughout the year. The National Theatre of Baghdad, for instance, is one of the most modern and best equipped in the Arab World. Plays, concerts, musical evenings and film shows are regularly presented in it.

The press, radio and television in Arab World countries are mainly in Arabic. However, radiobroadcasts in European languages, mostly French and English, are to be found in some countries.

2 Письменно ответьте на вопросы к тексту

- 1 What can you discover in developing countries?
- 2 What can demonstrate skills back a thousand years?
- 3 What is the main language of the press, radio, television in Arab World?

Text 7

1 Прочитайте, перепишите и письменно переведите текст

Advertising and society.

In the eyes of the business world and of many economists, advertising serves an indispensable function. It helps consumers to choose among competing products. Also, by spurring demand for -products, it extends the possibilities of mass production and thus leads to lower consumer costs. Indeed, advertising is sometimes depicted as “the engine of prosperity”. From another perspective, however, advertising goes against important social values. It promotes self-indulgence and thus counters moral and religious teachings that urge selflessness. It creates false “needs” and encourages waste.

This inevitable tension between business values and other social values often spills over onto the political stage, with the institutions of government struggling to resolve a point at issue. Should there be limits on the types of products that business people can advertise? Should advertisers be forced to mention the hazard as well as the attractions of a product such as cigarettes? The democratic political process provides answers to such questions - offering protection to the customer against false and harmful advertising.

2 Письменно ответьте на вопросы к тексту

- 1 What is the role of advertising in society?
- 2 How is it that advertising being “the engine of prosperity” important social values?
- 3 What points of issue do the institutions of the government have to resolve?

Text 8**1 Прочитайте, перепишите и письменно переведите текст****Your rights when buying goods**

When you buy something from a shop, you are making a contract. This contract means that it's up to the shop - not the manufacturer - to deal with your complaints if the goods are not satisfactory. What do we mean by satisfactory?

The goods must not be broken or damaged and must work properly. This is known as "merchantable quality".

The goods must be described - whether on the pack or by the salesman. A hairdryer which the box says is blue should not turn out to be pink; a pair of shoes the salesman says is leather should not be plastic.

The goods should be fit for their purpose. This means the purpose for which most people buy those particular goods. If you wanted something for a special purpose, you must have said exactly for what. If, for instance, the shop assures you that a certain glue will mend broken china, and it doesn't you have a right to return it.

There are four golden rules:

- 1 Examine the goods you buy at once.
- 2 Keep any receipts you are given.
- 3 Don't be afraid to complain. The law is on your side.
- 4 Be persistent (but not aggressive).

2 Письменно ответьте на вопросы к тексту

- 1 What is understood by "merchantable quality"?
- 2 How are the goods usually described?
- 3 What must you do if you want to buy something for a special purpose?

Text 9**1 Прочитайте, перепишите и письменно переведите текст****Markets**

A market is commonly thought of as a place where commodities are bought and sold. But there are markets for things other than commodities, in the usual sense. There are foreign exchange markets, labour markets, and so on; there may be a market for anything which has a price. Buyers and sellers may be scattered over the whole world and instead of actually meeting together in a market-place they may deal with one another by

telephone, telegram or letter. Modern means of communication are so rapid that a seller is asking, and can accept it if he wishes, although he may be thousands of miles away. Thus the market for anything is, potentially, the whole world. But in fact things have normally, only a local or national market. This may be because nearly the whole demand is concentrated in the locality. The main reason why many things have not a world market is that they are costly or difficult to transport. Some goods, like new bread and strawberries, must be consumed very soon after they have been produced, and this restricts their sale to local markets. Other goods do not travel well. Thus many local wines which cannot stand transport can be bought in the district more cheaply than similar wines which have a wider market.

2 Письменно ответьте на вопросы к тексту

- 1 What notions does the term “market” imply?
- 2 How does it that the market for anything is the whole world?
- 3 What is the main reason why many things have not a world market?

Text 10

1 Прочитайте, перепишите и письменно переведите текст

Supply and Demand

Supply is a relationship between quantity and price. Supply is defined as the different quantities of a resource, goods, or service that will be offered for sale at various possible prices during a specific time period. Generally, the higher the price of something, the more of it will be offered for sale and vice versa.

Demand is, too, a relationship between quantity and price. Demand is defined as the different quantities of a resource, goods, or service that will be purchased at various possible prices during a specific time period. Generally, the lower the price of something, the more of it will be purchased - and vice versa. The interaction of supply and demand determines the prices and the quantities that will “clear” competitive markets. Changes in one market will affect relative price ratios and cause changes in other markets as well.

The forces of supply and demand work most effectively in markets with a large number of sellers and buyers, each with reasonably accurate information, who are competing to sell or buy a relatively homogeneous product. In markets that do not possess all of these characteristics, the

forces of supply and demand are modified by the structures that prevail in those markets.

2 Письменно ответьте на вопросы к тексту

- 1 What is supply?
- 2 What is demand?
- 3 When do the forces of supply and demand work most effectively?

Text 11

1 Прочитайте, перепишите и письменно переведите текст

Types of organizations

Organizations are classified according to their internal structure. There are several main types.

Line organizations is one in which there is a direct flow of authority from the top executive to the employees, usually through a number of lesser executives at various managerial levels. There are some advantages in this form. Responsibility is clearly defined and each worker reports to one individual. This simplifies discipline. As long as each employee carries out the orders of his immediate superior, he is relatively free from criticism, which makes for harmonious working conditions.

There are, however, some disadvantages to the line type of organization. Each supervisor needs to be a master of many diverse angles of his job. He handles his men, keeps the machine running, invents new processes, recommends pay increases and trains new employees.

2 Письменно ответьте на вопросы к тексту

- 1 How are all organizations classified?
- 2 What is a line organization?
- 3 Are there some disadvantages to the line type of organization?

Text 12

1 Прочитайте, перепишите и письменно переведите текст

Trade exhibitions and fairs

Trade fairs and exhibitions usually attract thousands of visitors and many potential buyers among them. So foreign trade associations never lose a chance to exhibit their products at international fairs and exhibitions

both abroad and at home. They help to promote our goods to new markets and launch new products in the markets already developed.

A great deal of profitable business is done at commercial centers at the exhibitions: new contacts are made, new transactions are concluded, new orders are placed and new markets are established.

This work goes on after the exhibitions as well: enquiries are sent out for the goods our national economy requires and offers are made for the products our new contracts are interested in.

There are traditional fairs that are held annually, for example the Leipzig fair that is organized twice a year — in the spring and in the autumn in Germany, the Plovdiv fair in Bulgaria, etc. Also, there are fairs and exhibitions organized on and off and devoted to scientific achievement.

2 Письменно ответьте на вопросы к тексту

1 Why do our foreign trade associations never lose a chance to take part in trade fairs and exhibitions?

2 What is done at commercial centers at the exhibitions?

3 What work is done after the exhibitions?

Text 13

1 Прочитайте, перепишите и письменно переведите текст

Trade in services

Trade in services is now an important element of world economic ties. The major exporters and importers of services are the USA and Great Britain, Japan, Germany, France and Italy. Its volume has greatly increased recently. The UK, for example, gains half of its overseas earnings from its service industries.

There are new services with the rapid development of telecommunication facilities and computer equipment and traditional ones. They cover transport and tourism hotel facilities, banking finance and insurance, science, education, personal training and communications.

Numerous modern services are also related to the export of scientific, technical and production experiences (know — how, patents and licences).

Such services as training of foreign students and the activity of international organizations on the territory of the country may bring it good earnings too, for example, these services bring the USA the worlds largest revenues.

2 Письменно ответьте на вопросы к тексту

- 1 How can you characterize trade in services nowadays?
- 2 What countries are the major traders of services?
- 3 What new services can you name and why have they appeared?

Text 14

1 Прочитайте, перепишите и письменно переведите текст

International trade

In today's complex economic world, neither individuals nor nations are self-sufficient. Nations have utilized different economic resources; people have developed different skills. This is the foundation of world trade and economic activity, international finance and banking appeared. Foreign trade, the exchange of goods between nations, takes place for many reasons. The first is that no nation has all the commodities that it needs. Raw materials are scattered around the world. Secondly, foreign trade also occurs because a country often does not have enough of a particular item to meet its needs. Third, one nation can sell some items at a lower cost than other countries. Japan, for example, has been able to export large quantities of radio and television sets because it can produce them more efficiently than other countries. For most nations exports and imports are the most important international activities.

2 Письменно ответьте на вопросы к тексту

- 1 What is the foundation of world trade and economic activity?
- 2 What are the reasons of foreign trade?
- 3 What are the most important international activities for most nations?

Text 15

1 Прочитайте, перепишите и письменно переведите текст

Transport

The world of business needs a transport system if it is to function effectively. On the one hand, raw materials have to be brought to due factories for processing. Very often those materials need to be imported from other countries. There are so many different materials called for that few countries are able to cater for the needs of their industries. Some countries are rich in one commodity. Other countries are rich in other

commodities. The resources of all the countries in the world can be made available to all - so long as there are the necessary means of transport.

For a typical person in an industrialized country there is nothing that he or she consumes, from food to cars, which is not imported from abroad or made at least partially from imported raw materials. The world is economically interdependent. A car may be assembled in England from parts made in Japan or Germany, which are in turn made of raw materials such as rubber from Malaysia, iron from Sweden and chrome from Zimbabwe.

2 Письменно ответьте на вопросы к тексту

- 1 Why does the world of business need a transport system?
- 2 Can the resources of all the countries in the world be made available to all?
- 3 Is the world economically interdependent?

Text 16

1 Прочитайте, перепишите и письменно переведите текст

People in Employment

When a candidate is in a staff, he and a company conclude a contract of employment. It normally includes such details as pay, hours of work and pension. Either the employer or the employee can bring the contract to an end. The period of notice is from one week to one month. An employer can dismiss an employee without a notice in case of dishonesty, serious neglect of duties or absence without good reasons. If the employee disagrees, he/she brings a complaint before an industrial tribunal. If this dismissal is unfair, the tribunal can order reinstatement of the employee to the job or award compensation.

When a firm loses its business or closes one of its factories, an employee becomes redundant. He/she receives redundancy pay depending on age and length of service. When a contract of employment is brought to an end by an employee, the situation is called resignation.

A working life normally ends in retirement. The normal retirement age in Britain for men is 65 and for women is 60.

2 Письменно ответьте на вопросы к тексту

- 1 What details does a contract of employment normally include?

- 2 Who can bring the contract to an end?
- 3 When does a working life normally end?

Text 17

1 Прочитайте, перепишите и письменно переведите текст

Before the interview

Organizations usually hire only 5 to 10 per cent of the applicants they interview. This is an indication that an interview is a serious business and deserves more than casual preparation. You are to be an active participant in the exchange of questions, answers and impressions. You are supposed to know the company products and services, organizational structure, locations and needs.

This preparation is excellent for your self - confidence and reflects your sincere interest. Company literature (such as leaflets, brochures and advertising materials) is usually provided or can be obtained prior to your interview.

Just as important is knowledge of yourself. Advanced thoughts about what you have to offer enable you to talk swiftly, clearly, coherently, making it much easier to give a good impression. First impressions are lasting impressions. A formal suit and a tie is better than jeans. It goes without saying that no alcohol drink is advisable before your job interview.

2 Письменно ответьте на вопросы к тексту

- 1 Why does an interview deserve more than casual preparation?
- 2 What are you supposed to know before the interview?
- 3 What do you have to do to give a good impression?

Text 18

1 Прочитайте, перепишите и письменно переведите текст

Financial management

In the past, financial management was not a major concern for a business. A company used to establish relations with a local bank. The bank handled the financing and the company took care of producing and selling.

Today only a few firms operate in this way. Usually businesses have their own financial managers who work with the banks. They negotiate

terms of' financial transactions, compare rates among competing financial institution. Financial management begins with creation of a financial plan. The plan includes timing and amount of funds and the inflow and outflow of money.

The financial manager develops and controls the financial plan. He also forecasts the economic conditions, the company's revenues expenses and profits.

The financial manager's job starts and ends with the company's objectives. He reviews them and determines the funding they require. The financial manager compares the expenses involved to the expected revenues. It helps him to predict cash flow. The available cash consists of beginning cash plus customer payments and funds from financing.

2 Письменно ответьте на вопросы к тексту

- 1 What did a bank do in the past to help a company operate?
- 2 Who of the company's personnel usually works with the bank?
- 3 What does financial management start and end with?

Text 19

1 Прочитайте, перепишите и письменно переведите текст

Sea transport

Transport by sea is bound to be comparatively slow, but it is comparatively cheap. A typical ship speed is about 25 knots (less than 30 miles per hour), so it can take about six days for a cargo ship to cross the Atlantic Ocean. One of the problems associated with carriage by sea is that the cargoes can only be landed at ports, so trains or lorries may be required as support transport. This adds to both the cost and the time taken. The great advantage of sea transport is that tens or even hundreds of thousands of tonnes (a tonne is a weight of 1000 kg) can be carried at one time. Bulk oil tankers can deliver three or four hundred thousand tones in a single journey.

One of the original defects of long sea voyages was that cargoes would be harmed. For example, meat carcasses would deteriorate, especially when ships has to cross the tropics. Modern refrigeration has changed that. It allows meat to arrive at distant ports in prime condition, much to the advantage of farmers in places like the Argentine, New Zealand and Australia.

2 Письменно ответьте на вопросы к тексту

- 1 What are the advantages of sea transport?
- 2 What are the problems of transport by sea?
- 3 What allows meat to arrive at distant ports in prime condition?

Text 20

1 Прочитайте, перепишите и письменно переведите текст

Women in modern society

The number of women who go out to work has increased recently. Three main factors cause this increase: 1) the economic necessity for women to work; 2) the decline in the size of families; 3) the increase in convenience food, washing machines, vacuum cleaners and other appliances which reduce the time spent on housework. Only one woman in five has more than two children. For most women who do not have children to look after, life at home and shopping are not satisfying.

But the social and economic system has failed badly at several points to give scope for women. A working-wife style, when a woman does most of the food-buying, cooking and work about the house, means that she has less leisure than her husband. Part-time jobs with suitable hours are available but few part-time jobs can fit in with a progressive career. The principle of equal pay for equal work has been accepted, but normally women are paid less for equal amount of work. Only few women climb to highly paid positions.

2 Письменно ответьте на вопросы к тексту

- 1 Why does the great number of women go out to work?
- 2 Is a working-wife style satisfying for most women?
- 3 Can women climb to highly paid positions?

21 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 The financial manager reviewed the financial status of his company last week
- 2 Rise of prices was caused by the cost rise.
- 3 The manager had already signed the letter when the telephone rang.

- 4 Some banks are experimenting with accounts.
- 5 The government and the President worked out a concrete program to fight corruption, crime and mafia.
- 6 He has a lot of free time.
- 7 The theory will be proved by our students.
- 8 John was not listening to the latest news at 7 o'clock in the evening.

22 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 All the resources are already employed.
- 2 Last year most successful firms used new steps in planning and controlling their finances.
- 3 After economic integration had grown, more and more nations became economically powerful.
- 4 The company will use credit to buy assets.
- 5 A considerable fall in employment has occurred in industry and construction in the country.
- 6 Your report will be typed soon.
- 7 The speaker stressed the importance of the congress.
- 8 She was reading a letter at the moment

23 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 World trade is growing very rapidly.
- 2 The company will get a loan from the bank to pay for the machine.
- 3 The reasons for inflation have been explained.
- 4 Transport system provides the public with important services.
- 5 The letter was written yesterday.
- 6 I am not a student of your college.
- 7 We have just concluded three contracts with the Sweedish firm.
- 8 Soon she will be a student of our college:

24 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский

язык (смотрите образец выполнения)

- 1 Inflation was caused by excess of demand.
- 2 More and more higher schools apply linguaphone equipment and television in the teaching process.
- 3 The Board of Directors worked out a system of financial control.
4. Financial institutions are offering new types of investments.
- 5 Soon it will be difficult to establish direct contracts with the firm.
- 6 I was not allowed to visit the meeting.
- 7 Yesterday I returned all books to the library.
- 8 She usually walks in the garden.

25 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 The health of the world economy will depend greatly on international organizations.
- 2 As Britain was the first big trading country, it established a network of trading relationship all over the world.
- 3 I had already finished my work by 5 o'clock yesterday.
- 4 Some unemployment is regarded as normal.
- 5 Inflation is considered as fact of economic instability.
- 6 The students have learnt a lot of new English words.
- 7 He didn't ring me up.
- 8 This actor will play the part of Hamlet

26 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 The 'Financial Times' has always been used by business circles for stock exchange data.
- 2 I shall sell more goods and services in September to pay of the loan.
- 3 People produce goods and services.
- 4 The company made credit easy to obtain.

5 England was the third country in the world to experience industrialization.

6 We shall be discussing my report at the meeting.

7 The letter was answered at once.

8 They haven't been here since 1998.

27 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

1 Structural unemployment was caused by important changes in the structure of consumer demand.

2 The great ship "Titanic" sailed for New York from Southampton on April 10th, 1912.

3 The ship turned just in time, but an iceberg had damaged it.

4 People will always remember this tragedy.

5 I shall be waiting for you at the usual time.

6 Saudi Arabia is one of the biggest oil producers in the world.

7 We made an offer for the major items of machinery last year.

8 This parcel will have been sent by 5 o'clock

28 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

1 We shall sell more goods and services next month.

2 Scientists' recommendations encouraged students to take an active part in nature protection.

3 The volume of world trade fell over 4 per cent in 1975, but it was rising again fast in 1976.

4 A new hotel will be built here by an American company next year.

5 It will be mentioned in his book.

6 She is talking to her friend now.

7 On the basis of the trade agreement between our countries we have just signed a new contract.

8 The assortment of consumer goods was very rich last decade.

29 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его

видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 Inflation is considered as a fact of economic instability.
- 2 The manager works out the strategic planning for the company
- 3 The firm will try to operate on a credit basis.
- 4 This company had the best financial status in the USA.
- 5 The population of most developing nations is growing rapidly.
- 6 The English is spoken in many countries of the world.
- 7 She had typed the letter by 5 o'clock.
- 8 He will visit Great Britain next year.

30 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 There will be a great rise in the demand for coffee.
- 2 Government regulations are limiting the services the banks can offer.
- 3 Some colleges have included lectures on nature conservation in their curriculum.
- 4 The rate of unemployment was decreased by 0.3%.
- 5 Hard currency is sometimes purchased by the population to protect their incomes from inflation.
- 6 The director himself answered the phone.
- 7 They will not finish experiment in some days.
- 8 We have already translated English texts.

31 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 When the phone rang, we were discussing our possible co-operation.
- 2 After the interview, organizations normally hire only 5% of the applicants.
- 3 Resumes are usually begun with personal data.
- 4 Nobody will give you so much money.

- 5 He speaks English very well.
- 6 Yesterday he visited a meeting.
- 7 The letter had been written by 5 o'clock.
- 8 She will be translating the text at 3 o'clock tomorrow.

32 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 My secretary is typing the Contract right now.
- 2 Someone has just brought this parcel.
- 3 The Bank of England was founded to look after the Government's debt.
- 4 From time to time the Bank will make suggestions to the other city institutions.
- 5 On the way to the work yesterday he met his manager.
- 6 They are crossing the street.
- 7 This problem is given much attention now.
- 8 They will build a new bridge next year.

33 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 These banknotes were accepted in all payments in the United States.
- 2 The European Union has become the central concept of public discussions.
- 3 Monetary integration between countries takes a variety of forms.
- 4 At 3 o'clock tomorrow they will be printing our contract.
- 5 Belarus is building a market economy and is going to abide by its rules.
- 6 Next week an agreement will be arrived at.
- 7 We discussed the plan for the second term at the meeting.
- 8 They will have passed their exams by June.

34 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский

язык (смотрите образец выполнения)

1 The term “European Union” was first formulated at the Paris summit in 1972.

2 When I entered, they were printing the IBM Contract.

3 The participation of all there Benelux countries also seems natural.

4 The secretary will bring the documents in a minute.

5 Private firms have become major producers of some types of agricultural products.

6 The article will be published in a day.

7 Somebody recommended me to see that doctor.

8 I shall still be working at 6 o' clock.

35 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

1 Political conceptions of the European Union are based on notions of federalism.

2 The European Union countries joined European economic and monetary union in 1999.

3 They have delivered ten new computers this year.

4 She will post this letter tomorrow.

5 Eighty — five per cent of equipment was purchased and brought in from abroad.

6 He will be leaving at 7 o'clock tomorrow.

7 He has been very ill since last month.

8 They had a scientific conference last week

36 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

1 European environmental law concentrates on economic requirements.

2 These problems will not be overcome overnight.

3 The history of European integration is marked by the search for the most effective mechanisms for peaceful coexistence.

4 This parcel had been brought by 5 o'clock.

- 5 The Belarussian - Polish partnership will continue to develop.
- 6 They are still speaking over the telephone.
- 7 Students of our group make interesting reports at the sitting of the English club.
8. He was asked to come later.

37 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 The relationship between the citizen and the European Union is a mutually dependent process.
- 2 Community currency will strengthen the single market.
- 3 The Community has already made several attempts to set up economic cooperation.
- 4 Budapest is divided by the Dunabe into two parts: Buda and Pest
- 5 This college has a distance education department.
- 6 We have already learnt your address from the October "Financial Life".
- 7 They made some experiments to prove their theory.
- 8 Many buildings will be constructed in Mogilev next year.

38 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

- 1 I'll have done the work by tomorrow morning.
- 2 The Stock Exchange of the United Kingdom was formed in 1973.
- 3 Financial institutions are offering new types of investments.
- 4 We negotiated the terms of funding with the bank.
- 5 New play is shown in the theatre in the centre of the town now.
- 6 She was singing over the radio at 5 o'clock yesterday.
- 7 They have all facilities for travel: good roads, comfortable buses, large hotels.
- 8 The book will be popular next year.

39 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский

язык (смотрите образец выполнения)

1 Responsibility for environmental policy was not a Community matter before 1957.

2 The European community has also set up research programs aimed at environmental protection.

3 The term “European Union” was first formulated at the Paris summit in 1972.

4 They will be discussing his report from 5 till 6 tomorrow.

5 She smiled and thanked her family for this wonderful day.

6 Many farmers in Canada are engaged in growing wheat.

7 The workers are building a new bridge.

8 Many questions will be discussed by us soon.

40 Прочитайте и перепишите предложения. Подчеркните в каждом из них глагол – сказуемое и определите его видо-временную форму и залог. Переведите на русский язык (смотрите образец выполнения)

1 A young businessman is speaking to his relative about starting business.

2 The company took care of producing and selling.

3 The main trading operations are performed in London.

4 Our firm will extend its resources through the use of credit.

5 Students will have five exams in June.

6 At that time Newton began to think about construction of an astronomical telescope.

7 A group of tourists has just visited the Lincoln Memorial.

8 These questions had been settled by 3 o'clock.

41 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

1 She knew he (to become) an engineer soon.

2 People thought that many years ago there (to be) neither rich nor poor.

42 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила

согласования времен. Переведите предложения на русский язык

- 1 I thought he (to leave) Minsk and (to live) in Moscow.
- 2 He told us that he (to be) back at five next day.

43 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 She said he (to make) a report in a week.
- 2 Economists understood that inflation (to cause) many economic problems by the end of the previous year.

44 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 I was sure that he (to receive) a new issue of the magazine the day before.
- 2 Mr. Brown said that there (to be) 4 TV channels in Great Britain nowadays.

45 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 My friend told me that he (to drive) home last night before the rain started.
- 2 The student said that he (to take) his exams very soon.

46 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 The director thought that we (to collect) material for the report at that time.

2 One day he said to his mother that he (to go) to New York to try his fortune.

47 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

1 Ancient people thought that God (to divide) people into rich and poor.

2 For a long time people believed that some day all people (to become) equal and free.

48 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

1 The French Utopian Saint-Simon believed that the ideal state of the future (to have) to be run by scientists and "industrialists".

2 He said he (to live) there in 1999.

49 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

1 I said that I (to buy) the ticket later.

2 They showed how quickly the balance of economic power (to change) by the end of the last decade.

50 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

1 I thought that they (to read) this document.

2 Some specialists feared that they (not to provide) a stable monetary system in future.

51 Поставьте сказуемое придаточного предложения в

нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 She said that she always (to forget) something at home.
- 2 The man told us he (to be) in Scotland.

52 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 We decided that we (to go) camping next summer.
- 2 I knew that he (to promise) not to touch your paper.

53 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 I was sure that you (to decide) to stay in the city.
- 2 The teacher thought that these students (to live) in the hostel.

54 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 We knew that the collection of this museum (to be) the best in the world.
- 2 We knew that he (to come) in time the next day.

55 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 He said that he (to join) us soon.
- 2 We knew that he (to work) in that firm.

56 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на

русский язык

- 1 He explained to us that he (to know) English well.
- 2 The nurse said that the doctor (to be) in the hospital that time.

57 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 They said that they (to visit) the museum before.
- 2 He said that he (to buy) the ticket later.

58 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 He thought that you (to graduate from) the University.
- 2 We were sure that the children (to play) in the garden.

59 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 I knew that she (to be) at home.
- 2 I was sure he (to come) to see you off.

60 Поставьте сказуемое придаточного предложения в нужную видо-временную форму, учитывая правила согласования времен. Переведите предложения на русский язык

- 1 I was sure that your friend (to write) a new play on the previous time.
- 2 He said that he (to be busy).

61 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If they (to sign) the contract last month, the goods would have been delivered now.

2 If you (to attend) all the classes, you will pass your exam.

3 He wouldn't have been successful businessman if he (not to be) a very good manager.

4 If the investor (to want) to sell or buy at the current price, he can issue a market order.

62 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If you (to go) there by taxi, you will come in time.

2 You could have seen this picture if you (to visit) this exhibition last week.

3 If I (to have) my leave in August, I should have gone to the sea.

4 If someone (to sell) at the offered price, the broker will settle the transaction.

63 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If you (to help) him, he will finish his work in an hour.

2 The student wouldn't have written his course - paper in time if he (not to borrow) the book from the library.

3 If he (to find) this book, he would bring it to you.

4 If the investor (to specify) the highest price at which the broker may buy, the broker will commit to the deal.

64 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If he (to receive) all tools, he will finish his experiment in time.

2 You would understand the main idea if you (to read) the issue carefully.

3 If she (not to plan) that excursion, nothing would ever have happened.

4 If the investor (to pay) the ten per cent commission, the broker will work harder.

65 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If tropical forests (to reduce) by one per cent every year they, will cease to supply oxygen by the middle of the 21st century.

2 If the water (not to be cold), we should swim.

3 You would not have made mistakes if you (to know) the rule.

4 If the project (to fall), we shall lose a lot of money.

66 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If you (to devote) all your time to English language, you will achieve great perfection.

2 If he (to have) a dictionary, he would translate the article.

3 If you (to take) a taxi, you would have got the airport in time.

4 If you (not to lose) money last year, we should have started a new project.

67 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If you (to go) to Paris, where will you stay?

2 If you (to know) English better, you would enjoy reading this book in the original.

3 If you (to apologize), she would have forgiven.

4 If you (to put) money in stocks, you would get some profit.

68 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If the story (not to be) true, the newspaper would not have printed it.

2 Unless they (to turn) the radio off, I shall go mad.

3 If I (to know) his language, I should speak to him.

4 He wouldn't have been successful businessman if he (not to be) very good manager.

69 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If a new business (to go) bankrupt, the owner must sell assets to meet the company's debts.

2 If you (to speak) louder, he would hear you.

3 If he (not to work) hard, he wouldn't have made progress.

4 We shall make more profit if we (to obtain) more funds to buy new equipment.

70 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If I (to change) my job, I shall ear more money.

2 If you (to like) coffee, I should make you some.

3 If she (to come) to the town yesterday, she would have taken part in the conference.

4 If the investor (to abscond) with the funds, the broker will go bankrupt.

71 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If he (to work) hard, he would have achieved great progress.

2 If you (not to get) tickets for the Philharmonic, we shall stay at home.

3 If I (to come) home early, I shall be able to write my report today.

4 If he (to be) at the Institute now, he would help us to translate the article.

72 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If they (not to go) to Moscow last year, they would not have heard that famous singer.

2. If you (to give) me your address, I shall write you a letter.

3 If the engineer (to inform) of the results before, they would have allowed him to repeat the test.

73 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If she (to ask) me, I should certainly tell her all about it.

2 If I (not to be busy). I shall go to the concert.

3 If the road (to be) better, we should have been here in due time.

4 If the driver (to be) more careful the accident will not happen.

74 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If you (to put on) your glasses, you will see better.

2 If you (to be) free, I should have come to see you.

3 If he (to have) all the necessary instruments, he will finish his experiment in time.

4 If the books on that subject (to be) available in our library, I should be able to make a good report

75 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If I (not to know) English, I should not be able to enjoy Byron's poetry.

2 You will never finish your work if you (to waste) your time like that.

3 If you (to come) to the college meeting yesterday, you would have met with a well — known writer.

4 You will get good results if you (to apply) this method of calculation.

76 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

- 1 If I (to know) the results now, I should phone her immediately.
- 2 If you (not to lose) money last year, we should have started a new project.

- 3 If it (not to be) so cold, I should have gone to the country.
- 4 If (to see) him tomorrow, I shall tell him about the meeting.

77 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

- 1 If he (to be) more courageous, he would not be afraid.
- 2 If you (to understand) the rule, you would have written the test successfully.
- 3 He would come to college if you (to ring) him up.
- 4 If I (to have) time, I shall watch TV in the evening

78 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

- 1 If he (to read) fifty pages every day, his vocabulary will increase greatly.
- 2 If you (to put) the ice — cream into the refrigerator, it would not have melted.
3. If I (to be) in town, I shall visit you.
- 4 If you (to be) a poet you would write beautiful poetry.

79 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

- 1 If you (to ring.) me up, I shall tell you a secret.
- 2 If you (to work) hard during the academic year, you would have never failed.
- 3 If we (to have) money, we shall travel
- 4 If she (not to be busy), she would come and see us.

80 Раскройте скобки, употребив нужную форму глагола в придаточных условных предложениях. Переведите на русский язык

1 If she (to return) earlier, she would have been able to see him before he left.

2 If my friend (to work) in my office, we should meet every day.

3 You will not be late if you (to get up) earlier.

4 They would invite him if they (to see) him.

81 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 I don't know the girl sitting in the corner.

2 If asked he will tell you a lot of interesting things about her life abroad.

82 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 Given the book yesterday he was not able to read it.

2 The man smoking a cigarette is our manager.

83 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 We read the article written in English.

2 Going to the office I met our manager.

84 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 The report so much spoken about was very interesting.

2 Translating the text I found some mistakes.

85 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II)

и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 He picked up the letter lying on the floor.
- 2 She brought the letter written in English.

86 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 The answer received from him greatly surprised me.
- 2 Smiling he held out his hand.

87 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 He brought the documents signed by the manager.
- 2 Going home I shall go to the shop.

88 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 The letter sent by you arrived in time.
- 2 Crossing the street I saw his car.

89 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 He couldn't answer the question asked by the manager.
- 2 Running a long distance the sportsman tried to breathe regularly.

90 Прочитайте и перепишите предложения. Подчеркните

причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 We read the letter written in English.
- 2 Arriving home he rang me up.

91 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 Not knowing about the visitors, Madison entered the office.
- 2 They have lived in Moscow since 1999.

92 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 Moscow founded by Yuriy Dolgoruky is one of the oldest Russian cities.
- 2 Smiling the secretary brought us the contract.

93 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 The Empire State Building constructed in 1931 is the highest skyscraper in New York.
- 2 Feeling not well she decided not to go to the party.

94 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 Many important events have taken place at the Lincoln Memorial.
- 2 I saw Frank smoking a cigar.

95 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 Many people running in Central Park try to get slim.

2 When received the information I rang them up.

96 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 Living in Washington you can meet people of almost all nationalities.

2 The film so much spoken about is very interesting.

97 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 He read the document written in English.

2 Millions of emigrants cross the ocean, hoping to find a better life in the USA.

98 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 When asked he refused to bring the document.

2 I picked up the broken vase.

99 Прочитайте и перепишите предложения. Подчеркните причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

1 Being a large cultural center Moscow attracts a lot of tourists.

2 The received information was very important.

100 Прочитайте и перепишите предложения. Подчеркните

причастие, определите его форму (Participle I, Participle II) и функцию. Переведите предложения на русский язык (смотрите образец выполнения)

- 1 When asked he refused to answer.
- 2 The building of Parliament standing, on the left bank of the river Thames, is not very old building.

Приложение А**Образец выполнения заданий к упражнениям 21-40**

This student first came to Mogilev in 2003.

Этот студент впервые приехал в Могилев в 2003.

came – Past Indefinite Active от нестандартного глагола to come.

Приложение Б**Образец выполнения заданий к упражнениям 81 - 100**

She translated the text written in English.

Она перевела текст, написанный на английском языке.

written – Participle II в функции определения.

Приложение В

Таблица 1 - Употребление времен

Таблица всех времен Active Voice				
	Present	Past	Future	Future in-the-Past
Simple (Indefinite)	He writes letters <i>every day</i>	He wrote a letter <i>yesterday</i>	He will write a letter <i>tomorrow</i>	(He said that) he would write a letter <i>the next day</i>
Continuous (Progressive)	He is writing a letter <i>now</i>	He was writing a letter <i>at 5 o'clock yesterday</i>	He will be writing a letter <i>at 5 o'clock tomorrow</i>	(He said that) he would have written a letter <i>at 5 o'clock the next day</i>
Таблица всех времен Passive Voice				
	Present	Past	Future	Future in-the-Past
Perfect	He has already written a letter	He had written a letter <i>by 5 o'clock yesterday</i>	He will have written a letter <i>by 5 o'clock tomorrow</i>	(He said that) he would have written a letter <i>by 5 o'clock the next day</i>
Perfect Continuous (Perfect Progressive)	He has been writing a letter <i>since morning</i>	He had been writing a letter <i>for two hours</i> when I came	He will have been writing a letter <i>for two hours</i> when I came	(He said that) he would have been writing a letter <i>for two hours</i> when I came

Продолжение таблицы 1

Таблица всех времен Passive Voice				
	Present	Past	Future	Future in-the-Past
Simple (Indefinite)	Letters are written <i>every day</i>	The letter was written <i>yesterday</i>	The letter will be written <i>tomorrow</i>	(He said that) the letter would be written <i>the next day</i>
Continuous (Progressive)	The letter is being written <i>now</i>	The letter was being written <i>at 5 o'clock yesterday</i>	X	X
Perfect	The letter has already been written	The letter had been written <i>by 5 o'clock yesterday</i>	The letter will have been written <i>by 5 o'clock tomorrow</i>	(He said that) the letter would have been written <i>by 5 o'clock the next day</i>
Perfect Continuous (Perfect Progressive)	X	X	X	X

Таблица 2 – Варианты заданий на домашнюю контрольную работу по учебному предмету «Английский язык (профессиональная лексика)»

Предпо- следняя цифра шифра	Последняя цифра шифра									
	0	1	2	3	4	5	6	7	8	9
0	18,37,5 0 65,87	15,39,4 4 68,99	2,29,46 71,91	19,36,5 3 61,98	12,21,5 2 70,97	1,25,48 65,96	10,22,5 0 66,90	4, 31, 42 63,82	14,39,4 6 63,94	15,38,4 5 77,84
1	16,27,5 6 78,88	6,30,49 73,90	9,24,54 67,89	4,28,42 76,99	3,31,41 61,88	11,33,5 1 70,89	1,32,53 76,98	13,25,4 8 74,100	18,36,5 8 77,81	19,23,4 2 73,87
2	12,25,5 7 62,95	13,28,6 0 72,97	8,26,49 70,95	10,38,4 7 80,86	13,40,5 5 80,92	2,40,43 78,83	5,29,58 78,95	6,36,44 79,88	20,23,5 5 65,91	16,39,5 2 80,90
3	7,40,49 68,96	1,31,46 64,93	17,35,6 0 66,96	14,21,5 2 71,92	19,34,5 9 73,81	9,23,43 61,92	20,28,4 5 79,82	12,37,4 3 76,93	6,40,41 67,94	18,34,5 8 73,94
4	11,35,5 6 79,85	20,25,4 1 61,98	4,33,57 77,81	9,26,50 62,87	18,24,5 5 67,100	7,21,42 68,97	2,32,47 76,99	5,22,41 69,90	15,24,4 4 66,99	11,36,4 4 72,85
5	20,21,4 7 64,84	12,34,5 1 68,82	19,22,5 4 71,85	8,38,43 79,100	13,40,5 9 79,94	10,39,4 7 65,93	18,38,4 3 62,89	11,29,4 8 74,83	1,28,55 80,82	3,35,52 71,96
6	2,27,51 69,83	19,22,5 6	16,30,5 9	3,25,44 75,87	7,26,53 73,100	12,33,4 9	8,31,50 63,98	3,24,46 75,87	14,26,5 2	4,27,46 68,91

		67,90	74,88			63,86			71,89	
7	10,24,5 9 73,88	17,30,4 9 74,86	7,35,60 70,93	7,34,60 72,84	1,37,58 75,91	5,23,51 64,82	4,21,45 65,83	14,30,5 1 72,84	13,27,4 1 61,97	9,33,48 67,97
8	5,26,60 69,85	11,39,5 6 62,91	16,37,5 7 66,96	20,38,5 4 64,94	17,33,5 4 77,95	3,29,55 76,92	6,28,56 62,94	17,32,5 4 66,92	15,37,5 7 80,95	10,36,5 3 77,93
9	16,35,4 5 70,98	9,27,53 63,97	6,29,48 86,78	5,31,47 72,99	8,32,58 75,92	8,30,45 74,86	14,34,5 7 64,89	2,22,55 69,87	17,23,5 0 75,98	15,32,4 2 78,83

