

**Группа:** ХКМ 4/1  
**Дата проведения:** 03.03.2023г.  
**Специальность:** 15.02.06 Монтаж и техническая эксплуатация холодильно-компрессорных машин и установок (по отраслям)  
**Дисциплина:** ОГСЭ.03 Иностранный язык  
**Тема занятия:** Деловая переписка. Написание писем по образцу.

**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. Match the parts of the sentences (in some cases there is more than one variant).***

- |   |   |
|---|---|
| 1) I am writing to...                   | a) ...you have a group rate?  |
| 2) It is with regret...                 | b) ...breakfast and all taxes.  |
| 3) Please find enclosed...              | c) ...your quotation.   |
| 4) The price includes...                | d) ...book a room for two days.                                       |
| 5) We require...                        | e) ...confirm this booking.   |
| 6) Could you let me know if...          | f) ...a cheque for the deposit.                                       |
| 7) Is your quotation for...             | g) ...from 19 <sup>th</sup> to 21 <sup>st</sup> September.            |
| 8) For all reservations we require...   | h) ...a hotel with suitable facilities.                               |
| 9) In the name of...                    | i) ...confirm your reservation for ____<br>...half board with English |
| 10) We would be pleased to receive...   | j) breakfast.   |
| 11) We are looking for...               | k) ...an all-in tariff?   |
| 12) I would be grateful if you could... | l) ...a confirmation by fax.  |
| 13) We are pleased to...                | m) ...Will Smith.   |
| 14) For three days...                   | n) ...that I have to cancel the reservation.                          |

## **2. Choose more formal phrases in the letter of reservation.**

Reservations Manager

Carlton Hotel

78 Park Lane, Bristol, BY12 3 GR

16 June 20--

*Dear (1) Jack / Sir or Madam,*

*(2) I am writing / This is just a note to confirm a reservation that (3) was made / I asked you for this morning by telephone. The reservation, for (4) a couple of / two nights, is for myself, David Cook.*

*I (5) want / would like a room with a bathroom, from 12-14 July inclusive. I (6) will be attending / 'm going to pop into the Trade Fair that is being held in Bristol that week.*

*(7) Thank you / Thanks for sending me the brochure (8) about / regarding your conference facilities, which I received this morning. They look (9) interesting / great.*

*(10) Unfortunately / I'm sorry (11) I can't give you / am unable to provide you with any definite dates (12) at the moment / now. (13) But / However, I (14) will contact you / 'll drop you a line as soon as possible.*

*(15) I look forward to meeting you / See you on 12 July.*

*(16) Best wishes / Yours faithfully,*

*(17) David Cook / Dave*

Sales Manager

## **3. Put the sentences in the letters in the correct order.**

1) a) It would be appreciated if I could visit your University and some hospitals on Wednesday, 5 September, at a time convenient to you.

b) I look forward to receiving your confirmation.

c) I shall be visiting Glasgow next month as a member of the medical delegation.

d) If this date is not convenient for you, could you please advise an alternative?

2) a) I will arrive by plane from Sophia in the evening of June 18.

b) I look forward to meeting you on 19 June.

c) I will be on a short visit to Sophia in the middle of June and would be delighted to attend your festivity.

d) We are planning to depart from Sophia on Fin Air Flight 75 for St. Petersburg.

e) We thank you very much for your kind invitation to the reception on the occasion of the 50th anniversary of your plant at the Plaza Hotel on 20 June.

3) a) I have received your letter of 1 March informing us of your forthcoming visit to Kiev and requesting an appointment on 20 March.

b) I would be delighted to meet you, but unfortunately I will not be able to see you.

c) I hope to hear from you soon.

d) Could you offer an alternative date?

e) I have already made arrangements to attend an exhibition in Brussels which cannot be cancelled.

4) a) Unfortunately, we are unable to offer you any accommodation and conference rooms at our hotel at the beginning of October.

b) Can we offer you alternative accommodation?

c) We have already reserved our available space for a large group of businessmen arriving to participate in the fair which is being held here from 1 to 10 March.

d) Thank you for your request of 27 April.

e) Please, advise.

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

<https://vk.com/id34189235>