

Федеральное государственное образовательное бюджетное  
учреждение высшего образования  
**«Финансовый университет при Правительстве Российской Федерации»  
(Финуниверситет)**

**Самарский финансово-экономический колледж  
(Самарский филиал Финуниверситета)**

**УТВЕРЖДАЮ**  
Заместитель директора по учебно-методической работе  
  
Л.А Косенкова  
« 21 » февраля 20 22 г.

**ФОНД ОЦЕНОЧНЫХ СРЕДСТВ  
ПО ДИСЦИПЛИНЕ «ОГСЭ.04 ИНОСТРАННЫЙ ЯЗЫК В  
ПРОФЕССИОНАЛЬНОЙ ДЕЯТЕЛЬНОСТИ»**

**СПЕЦИАЛЬНОСТЬ: 09.02.07 ИНФОРМАЦИОННЫЕ СИСТЕМЫ И  
ПРОГРАММИРОВАНИЕ**

Фонд оценочных средств по дисциплине разработан в соответствии с рабочей программой по дисциплине «Иностранный язык в профессиональной деятельности», с федеральным государственным образовательным стандартом среднего профессионального образования по специальности 09.02.07 Информационные системы и программирования, утвержденного приказом Министерства образования и науки Российской Федерации от 09.12.2016 года № 1547

Присваиваемая квалификация: администратор баз данных

Разработчики:

Явкина Е.П.



Преподаватель Самарского филиала  
Финуниверситета

Янкова С.В.



Преподаватель Самарского филиала  
Финуниверситета

Рецензент:

Шарамыгина Т.В.



Директор ООО «Ризотек»

Фонд оценочных средств дисциплины рассмотрен и рекомендован к утверждению на заседании предметной (цикловой) комиссии социально-гуманитарных дисциплин

Протокол от « 24 » января 20 22 г. № 5

Председатель ПЦК  Н.Д. Махова

## ПОЯСНИТЕЛЬНАЯ ЗАПИСКА

Фонд оценочных средств предназначен для контроля и оценки уровня формирования общих компетенций обучающихся, осваивающих программу по учебной дисциплине «Иностранный язык в профессиональной деятельности» специальности среднего специального образования 09.02.07 Информационные системы и программирование (квалификация «администратор баз данных»).

Учебная дисциплина ОГСЭ.04 «Иностранный язык в профессиональной деятельности» обеспечивает формирование общих компетенций по всем видам деятельности ФГОС специальности 09.02.07 Информационные системы и программирование (квалификация «администратор баз данных»). Особое значение учебная дисциплина имеет при формировании и развитии общих компетенций:

Код	Общие компетенции
ОК 01	Выбирать способы решения задач профессиональной деятельности, применительно к различным контекстам
ОК 02	Осуществлять поиск, анализ и интерпретацию информации, необходимой для выполнения задач профессиональной деятельности
ОК 03	Планировать и реализовывать собственное профессиональное и личностное развитие
ОК 04	Работать в коллективе и команде, эффективно взаимодействовать с коллегами, руководством, клиентами
ОК 05	Осуществлять устную и письменную коммуникацию на государственном языке с учетом особенностей социального и культурного контекста
ОК 06	Проявлять гражданско-патриотическую позицию, демонстрировать осознанное поведение на основе традиционных общечеловеческих ценностей, применять стандарты антикоррупционного поведения
ОК 07	07 Содействовать сохранению окружающей среды, ресурсосбережению, эффективно действовать в чрезвычайных ситуациях
ОК 08	Использовать средства физической культуры для сохранения и укрепления здоровья в процессе профессиональной деятельности и поддержания необходимого уровня физической подготовленности
ОК 09	Использовать информационные технологии в профессиональной деятельности
ОК 10	Пользоваться профессиональной документацией на государственном и иностранном языках
ОК 11.	Планировать предпринимательскую деятельность в профессиональной сфере

В результате оценки осуществляется проверка умений:

- правила построения простых и сложных предложений на профессиональные темы;
- основные общеупотребительные глаголы (бытовая и профессиональная лексика);
- лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности;
- особенности произношения слов;
- правила чтения текстов профессиональной направленности.

В результате оценки осуществляется проверка знаний:

- понимать общий смысл четко произнесенных высказываний на профессиональные бытовые темы;
- понимать тексты на базовые и профессиональные темы;
- строить простые высказывания о себе и о своей профессиональной деятельности;
- участвовать в диалогах на общие и профессиональные темы;
- кратко обосновывать и объяснять свои действия;

-писать простые связные сообщения на знакомые или интересующие профессиональные темы.

ПАСПОРТ  
ФОНДА ОЦЕНОЧНЫХ СРЕДСТВ

Приобретенный практический опыт, освоенные умения, усвоенные знания	Результаты обучения ОК	Наименование темы	Наименование оценочного средства	Промежуточная аттестация
			Текущий контроль	
1	2	3	4	5
<p>В результате изучения учебной дисциплины обучающийся должен иметь <b>практический опыт:</b></p> <ul style="list-style-type: none"> <li>- устного и письменного перевода экономических текстов, а также телексов, телеграмм, деловых писем;</li> <li>- понимания устной речи на иностранном языке.</li> </ul> <p><b>Уметь:</b></p> <ul style="list-style-type: none"> <li>- понимать общий смысл четко произнесенных высказываний на профессиональные бытовые темы;</li> </ul> <p><b>Знать:</b></p> <ul style="list-style-type: none"> <li>- правила построения простых и сложных предложений на профессиональные темы;</li> </ul> <p><b>Уметь:</b></p> <ul style="list-style-type: none"> <li>- понимать тексты на базовые и профессиональные темы;</li> </ul> <p><b>Знать:</b></p> <ul style="list-style-type: none"> <li>- лексический минимум,</li> </ul>	<p>ОК 01</p> <p>ОК 02</p> <p>ОК 03</p> <p>ОК 04</p> <p>ОК 05</p> <p>ОК 06</p> <p>ОК 07</p> <p>ОК 08</p> <p>ОК 09</p> <p>ОК 10</p> <p>ОК 11</p>	<p><b>Лексико-грамматические задания:</b></p> <p>глагол to be, множественно е число существительных, степени сравнения прилагательных и наречий, местоимения, правильные и неправильные глаголы, типы вопросов, модальные глаголы, предлоги.</p> <p><b>Тема 1.</b> Система образования в России и за рубежом</p>	<p>- Входной контроль</p> <p>Лексико-грамматический тест (Тестовые задания 1-7)</p> <p>- Практические задания по теме 1 (Задание 1.1-1.3);</p> <p>- Подготовка рекламного проспекта «Техникум»</p>	<p>Вопросы к дифференцированному зачету</p> <ol style="list-style-type: none"> <li>1. Система образования в России</li> <li>2. Система образования за рубежом</li> <li>3. Виды искусств</li> <li>4. Мое хобби</li> <li>5. Здоровье и спорт</li> <li>6. Путешествие</li> <li>7. Поездка за границу</li> <li>8. Моя будущая профессия</li> <li>9. Моя карьера</li> <li>10. Компьютеры и их функции</li> <li>11. Подготовка к трудоустройству</li> <li>12. Правила телефонных переговоров</li> <li>13. Официальная переписка</li> <li>14. Неофициальная переписка</li> </ol>

Приобретенный практический опыт, освоенные умения, усвоенные знания	Результаты обучения ОК	Наименование темы	Наименование оценочного средства	
			Текущий контроль	Промежуточная аттестация
<p>относящийся к описанию предметов, средств и процессов профессиональной деятельности;</p> <p><b>Уметь:</b> - строить простые высказывания о себе и о своей профессиональной деятельности;</p> <p><b>Знать:</b> -особенности произношения слов; -правила чтения текстов профессиональной направленности.</p> <p><b>Уметь:</b> -участвовать в диалогах на общие и профессиональные темы;</p> <p><b>Знать:</b> -основные общеупотребительные глаголы (бытовая и профессиональная лексика);</p> <p><b>Уметь:</b> -кратко обосновывать и объяснять свои действия;</p> <p><b>Знать:</b> -особенности</p>	<p>ОК 01</p> <p>ОК 02</p> <p>ОК 03</p> <p>ОК 04</p> <p>ОК 05</p> <p>ОК 06</p> <p>ОК 07</p>	<p><b>Тема 2.</b> Различные виды искусств. Мое хобби.</p> <p><b>Тема 3.</b> Здоровье и спорт</p> <p><b>Лексико-грамматические задания:</b> глагол to be, множественное число существительных, правильные и неправильные глаголы, типы вопросов, времена группы Simple, глаголы have/has.</p> <p><b>Тема 4.</b> Путешествие. Поездка за границу.</p>	<p>- Практические задания по теме 2 (Задание 2.1-2.6) - Тест по теме 2</p> <p>- Практические задания по теме 3 (Задание 3.1-3.9)</p> <p>- Практические задания по теме 4 (Задание 4.1-4.4)</p>	

Приобретенный практический опыт, освоенные умения, усвоенные знания	Результаты обучения ОК	Наименование темы	Наименование оценочного средства	
			Текущий контроль	Промежуточная аттестация
<p>произношения слов; -правила чтения текстов профессиональной направленности. <b>Уметь:</b> -писать простые связные сообщения на знакомые или интересующие профессиональные темы.</p>	<p>ОК 08  ОК 09  ОК 10  ОК 11</p>	<p><b>Тема 5.</b> Моя будущая профессия, карьера.</p> <p><b>Тема 6.</b> Компьютеры и их функции.</p> <p><b>Тема 7.</b> Подготовка к трудоустройству.</p> <p><b>Тема 8.</b> Правила телефонных переговоров.</p> <p><b>Тема 9.</b> Официальная и</p>	<p>- Сочинение «Как мы путешествуем?» - Практические задания по теме 5. (Задание 5.1-5.17) -написать эссе «Хочу быть профессионалом» - Тест по теме 5. -написать эссе «Моя будущая профессия и карьера»</p> <p>- Практические задания по теме 6. (Задание 6.1-6.8) - Тест по теме 6. - Написать эссе «Для чего я использую компьютер?»</p> <p>- Практические задания по теме 7. (Задание 7.1-7.4, 7.6-7.11) - Составить свое резюме. - Тест по теме 7.</p> <p>- Практические задания по теме 8 (Задание 8.1-8.4, 8.6-8.8) - Составление памятки «Общение на деловом английском языке по телефону» - Тест по теме 8.</p> <p>- Практические задания по теме 9 (Задание 9.1-9.6,9.8-9.14)</p>	

Приобретенный практический опыт, освоенные умения, усвоенные знания	Результаты обучения ОК	Наименование темы	Наименование оценочного средства	Промежуточная аттестация
			Текущий контроль	
		неофициальная переписка.	- написание письма	



## ВХОДНОЙ КОНТРОЛЬ

### I Вариант

## GRAMMAR AND VOCABULARY TEST

### 1. Заполните пропуски нужной формой глагола “to be”:

- 1) Ben.....is my friend.
- 2) He.....a teacher.
- 3) .....they students?
- 4) .....she a doctor? No, she .....not.
- 5) The spoons.....on the table. The table .....in the room.
- 6) .....you a student? Yes? I .....
- 7) This man .....an engineer.
- 8) The dog.....in the yard. He .....asleep.
- 9) Where ..... the cats? They .....on the sofa.
- 10) These girls ..... University students. They .....German.

### 2. Переведите, обращая внимание на притяжательные местоимения:

- 1) Эта девушка – моя сестра.
- 2) Кто ваша подруга?
- 3) Этот человек – его друг.
- 4) Чья это квартира?
- 5) Это наши места.
- 6) Кто этот ребёнок? Это – её брат.
- 7) Их вещи в комнате. Сходи и принеси их.
- 8) Наши родственники живут далеко.
- 9) Твои родители живут в другом городе.
- 10) Они знают наши имена.

### 3. Образуйте форму множественного числа:

Class, bench, box, piano, fish, fox, branch, city, bush, day, potato, photo, baby, lady, apple, clothes, child, woman, article, flat, friend.

### 4. Дайте 3 формы глаголов:

Swim, begin, go, meet, hear, speak, take, think, give, drive..

### 5. Кратко ответьте на вопросы:

- 1) Are you a teacher?
- 2) Do you like ice – cream?
- 3) Do you like to go to the theatre?
- 4) Are your parents engineers?
- 5) Do you know Nick?
- 6) Have you got a dog?
- 7) Is your friend a student?
- 8) Do you study well?
- 9) Does your friend know English?
- 10) Do you know German?

### 6. Заполните пропуски предлогами:

- 1) Please, take a book .....your brief – case and put it .....the table.
- 2) The black pencil is ..... my bag and a grey one is .....the box.
- 3) Please, take these photos .....the table.
- 4) Please go .....the blackboard.

- 5) Take a pen .....that student.
- 6) Go ..... of the room, please.
- 7) Take the map .....Jane and put it .....that bag, please.
- 8) Open your books ..... page 5 and read ..... exercise 8.
- 9) Go ..... the window and open it, please.
- 10) Sit down .....the table, please.

**7. Раскройте скобки, используя модальные глаголы (can, may, must):**

- 1) ..... we discuss his talk later?
- 2) “You ..... play with matches”, said Mother.
- 3) You ..... call your friend: she is ill.
- 4) .... I send these letters at once? – No, you can do it tomorrow.
- 5) She ..... stay at the office after work: twice a week she has her Spanish.
- 6) ..... I open the window?
- 7) Which of you ..... play volley ball?
- 8) You ..... take this medicine!
- 9) ..... I come in? – Yes, certainly.
- 10) ..... I call you tomorrow? – Of course.

**Критерии и шкала оценки результатов тестирования**

Стандартная оценка	Оценка тестовой нормы - % правильных ответов
«отлично»	81-100 %
«хорошо»	61-80%
«удовлетворительно»	50-60%
«неудовлетворительно»	менее 50%

**Задания для текущего контроля по дисциплине «Иностранный язык в профессиональной деятельности»**

**Тема 1. Система образования в России и за рубежом.**

**Задание 1.1 Complete each sentence with one of the words below. Use each word only once.**

trouble  
ages  
private  
education  
schools  
punishment  
attend  
have  
behaves  
allowed  
punish

In Russia education is compulsory between ....of 6-7 and 16 years. There are different types of secondary.... in our country. Most of them are state schools where... is free. But some parents want their children to attend... schools which are not free. Children have to... school from Monday till Saturday. In some schools they... to wear uniform. In others they are... to wear what they want.

The discipline is not very strict. But if a pupil... badly the teacher can .. the child. Of course, the ... is not severe. The teacher want their pupils tp stay out of... and always do their best.

(Максимальное количество баллов: 11)

### Задание 1.2 Match the notion and the definition.

1. nursery education	a. after six years of primary education
2.primary education	b. English, IT, Maths, Literature
3.secondary education	c. children start it at the age of 3, it lasts usually for 2 years
4.core subjects	d. Eton College, Harrow School, Winchester College
5.optional courses	e. state schools
6..These schools are free	f. PE, History, Geography
7.This kind of schools are called public schools in Britain	g. private schools
8.The most famous private schools in Britain	h. it is divided into infant education and junior education

(Максимальное количество баллов: 8)

### 1.3 Translate from Russian into English:

1.Среднее образование является обязательным в Великобритании.

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2.Чтобы поступить в университет, ты должен сдать вступительные экзамены.

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3.Родители должны платить за обучение своих детей в частных школах.

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4.Для маленьких детей существуют садики и детские дошкольные учреждения.

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5.Дети могут получить высшее образование в университете.

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(Максимальное количество баллов:5)

### 1.4 Создать рекламный проспект «Техникум»

Критерии оценивания рекламного проспекта

Критерий	Балл
1. Глубина раскрытия темы проспекта	5
2. Творческий подход;	5
3. Владение лексикой по теме, грамотность изложения, орфография	5
4. Структурированность	5
5. Представление плаката	5

## Тема 2. Различные виды искусств. Мое хобби.

### 2.1 Match the notion and the definition.

- |   |   |
|---|---|
| 1 a work of art                             | a) изобразительное искусство                |
| 2 a piece of sculpture, ~of music           | b) произведение искусства высокого качества |
| 3 an artwork-                               | c) виды искусства(танец)                    |
| 4 an art form-                              | d) произведение искусства, созданное        |
| скульптором, музыкантом)                    |   |
| 5 an artist                                 | e) изобразительное искусство                |
| 6 art, fine art, visual arts, the fine arts | f) произведение изобразительного искусства  |
| 7 decorative, applied arts                  | g) художник                                 |
| 8 the arts                                  | h) вид искусства                            |

(Максимальное количество баллов: 8)

## 2.2 Fill in the gaps with to, for, onto, in, where necessary.

- |                                |                            |
|--------------------------------|----------------------------|
| 1. a ticket ... the music hall | 6. a ticket ... the cinema |
| 2. ... the circle              | 7. to come ... the stage   |
| 3. a ticket ... a film         | 8. ... Row C               |
| 4. a ticket ... Syktyvkar      | 9. a ticket ... a drama    |
| 5. a train ... ticket          | 10. ... the box            |

(Максимальное количество баллов: 10)

## 2.3 Fill in the gaps.

**Produce, blood, devoted (2), expensive, received, cruel, thrilled, scenery**

1. ... is thicker than water.
2. It is ... (дразнить) to tease a little child.
3. Sue always tries to buy ... watches.
4. Agatha Christy ... her early schooling at home.
5. Tom was ... to his job.
6. They can't ... good woolen things, that's why they buy them.
7. The ... was always moved.
8. Picasso ... his life to art.
9. Generations of European children have ... to the novels of J. F. Cooper.

(Максимальное количество баллов: 9)

## 2.4 Read the sentences. Choose the right answer.

1. Mike found himself a \_\_\_\_\_ job somewhere out of town.
  - a) safer
  - b) more safe
  - c) more safer
  - d) safest
2. We prefer the Palm Beach though it is \_\_\_\_\_ from the center.
  - a) the farther
  - b) farthest

c) the farthest

d) furthest

3. This detailed map is \_\_\_\_\_ the atlas.

a) more useful as

b) more useful like

c) more useful than

d) usefuller as

4. Safari parks are \_\_\_\_\_ places of all to keep animals.

a) better

b) the best

c) most better

d) more better

5. This computer is \_\_\_\_\_ advanced than the old model.

a) farther

b) far most

c) far

d) far more

6. They talked about \_\_\_\_\_ developments in agriculture.

a) the least

b) the latter

c) the latest

d) the late

7. The situation is \_\_\_\_\_ now and there isn't an easy solution.

a) less more complicated

b) many more complicate

c) much more complicated

d) farther more complicated

8. People stay indoors during the \_\_\_\_\_ part of the day.

a) most hottest    b) more hotter

c) most hotter

d) hottest

(Максимальное количество баллов: 8)

## **2.5 Finish up the sentences using the construction “as ... as” and adjectives in parentheses.**

1. Jill is almost ... her father (tall).

2. I am not ... my brother. He's very intelligent (smart).

3. "The End of the Days" was not ... I thought (interesting).
4. My salary is not ... yours is (high).
5. I don't feel ... I felt yesterday (tired).

(Максимальное количество баллов: 5)

**2.6 Translate from Russian into English.**

1. The earlier we leave, the sooner we will arrive.
2. The more expensive the hotel is, the better the service is there.
3. The more electricity you use, the higher your bill will be.
4. The more you have, the more you want.
5. The better preventing work is organized, the less crimes are committed.
6. The more serious the crime is, the tougher the punishment will be.

(Максимальное количество баллов: 6)

**Выполнить тест по теме «Степени сравнения имен прилагательных».**

**Тест**

по теме 2: «Степени сравнения имен прилагательных»

Вариант I.

**1. Write the missing forms of the adjectives.**

Long		
	bigger	
		the most expensive
Far		
	faster	
		the eldest
Talented		
	more interesting	
	better	
Little		
		the cleverest
		the most famous
Beautiful		
Small		

**2. Open the brackets using the right form of the adjective.**

1. The elephant is a \_\_\_\_\_ (big) animal.
2. The cat is \_\_\_\_\_ (small) than the tiger.
3. Nick is \_\_\_\_\_ (good) pupil in his class.

4. Bob's work is \_\_\_\_\_ (bad). He got a "2".
5. Dogs are \_\_\_\_\_ (clever) than cats.
6. Monkeys are \_\_\_\_\_ (funny) animals.
7. Bananas are \_\_\_\_\_ (tasty).
8. The giraffe has the \_\_\_\_\_ (long) neck.
9. Cats are \_\_\_\_\_ (funny) than the monkeys.
10. The pig is a \_\_\_\_\_ (clever) animal.

### Тест

по теме 2: «Степени сравнения имен прилагательных»

Вариант II.

#### 1. Write the missing forms of the adjectives.

Thin		
	fatter	
	worse	
		the most attractive
Slow		
		the most
Colourful		
	more delicious	
Old		
		the dullest
Friendly		
	more effective	
		the highest
	further	

#### 2. Open the brackets using the right form of the adjective.

1. This coffee is very weak. I like it \_\_\_\_\_ (strong).
2. Living in the country is \_\_\_\_\_ (quiet) than living in the town.
3. This job is \_\_\_\_\_ (difficult) I've ever had.
4. Today the weather is \_\_\_\_\_ (bad), than it was yesterday.
5. In this part of the country prices are \_\_\_\_\_ (high).
6. Ben is a \_\_\_\_\_ (good) swimmer than Liz.
7. My camera cost £100. Yours cost £120. My camera is \_\_\_\_\_ (expensive).
8. The dog is the \_\_\_\_\_ (clever) animal.
9. Are oranges \_\_\_\_\_ (tasty) than bananas?
10. The restaurant is \_\_\_\_\_ (crowded) than usual.

#### Критерии и шкала оценки результатов тестирования

Стандартная оценка	Оценка тестовой нормы - % правильных ответов
«отлично»	81-100 %
«хорошо»	61-80%
«удовлетворительно»	50-60%
«неудовлетворительно»	менее 50%

## Тема 3. Здоровье и спорт

### 3.1. Read and translate the text.

#### «Healthy food»

In order to stay *healthy* it is important to have a balanced *diet* – in other words, food that contains something from each of the three main groups of food. These groups are *protein*, *fat*, and *carbohydrates*. You find protein in lots of food, for example *meat*, *fish*, *nuts*, *cheese* and *milk*. It helps your body *to grow* and to be *healthy* and it gives you *energy*. Fat gives you *energy* but don't eat a lot – it's *bad* for you. There are a lot of fatty foods that come from animals, for example *milk*, *cheese*, *butter* and *meat*. Carbohydrates give you more than 70% of your *energy*. *Bread*, *pasta*, *cereals*, fruits, and vegetables such as *potatoes* and *cabbage* all contain lots of carbohydrates.

Fruits, vegetables, *beans* and *nuts*, brown *bread* all have fibre. It doesn't give you energy but it fills your stomach when you are hungry.

There are many different *vitamins* and minerals. They help our body be *healthy*. You can get all your vitamins and minerals from fresh fruit and vegetables.

### 3.2. Fill in the gaps with the verbs *do*, *go*, *play*.

1. The boys \_\_\_\_\_ tennis after school.
2. We \_\_\_\_\_ athletics in the stadium.
3. Do they \_\_\_\_\_ sailing on holiday?
4. Ann \_\_\_\_\_ gymnastics. She loves it!
5. I \_\_\_\_\_ swimming in the summer.
6. Does she \_\_\_\_\_ karate after school?
7. I \_\_\_\_\_ ice-skating with my friends.
8. We \_\_\_\_\_ basketball every weekend.

(Максимальное количество баллов: 8)

### 3.3. Read and translate the conversation. Make up your own conversation comparing *basketball*, *tennis*, *swimming*, *sailing*, *ice-skating*, *karate*, *gymnastics*, *athletics*.

P1: What's your favorite sport, Andrew?

P2: Well, I like most sports, but I suppose I like football most of all. Like most people.

P1: Yes, I suppose football most popular sport. Personally, I don't like football. I don't enjoy competitive sports. I like cycling and horse riding.

P2: Isn't horse riding very expensive?

P1: Yes, it's more expensive than cycling.

P2: I think horse riding is the most expensive sport. What do you think is the most tiring sport?

P1: Well, horse riding is very tiring.

P2: Do you think it's more tiring than, say, tennis?

P1: Oh, yes, I'm exhausted after I've been horse riding. What do you think is the most dangerous sport?

P2: I think hanggliding is very dangerous.

P1: Well, that's what many people think. But you know, there are more accidents to do with windsurfing than there are with hanggliding.

P2: I didn't know that. Which is the most difficult sport, in your opinion?

P1: How about climbing? I think climbing is very hard.

P2: Well, I think skiing is more difficult than climbing.

P1: No, I don't agree. Climbing looks incredibly difficult.

P2: And what do you think is the most exciting sport?

P1: Well, tennis, I think. What about you?

P2: It has to be motor racing. Motor racing is the most exciting sport for me.

**Критерии и шкала оценки выполнения устного задания (рассказ диалога)**



Баллы	Требования к знаниям
<b>Отлично</b>	Рассказ не содержит грубых фонетических ошибок, рассказ достаточно грамотен и ведется в хорошем темпе и без ошибок. Соблюдается правильная интонация.
<b>Хорошо</b>	Рассказ содержит незначительное количество фонетических ошибок. Могут допускаться некоторые лексико-грамматические ошибки, не препятствующие пониманию. В основном соблюдается правильная интонация.
<b>удовлетворительно</b>	Фонетические, лексические и грамматические ошибки не затрудняют понимание содержания диалога. Но: встречаются нарушения в использовании лексики и допускаются отдельные грубые грамматические ошибки.
<b>неудовлетворительно</b>	Не соблюдены стандартные фонетические требования, пересказ содержит такое количество лексических и грамматических ошибок, которое затрудняет понимание.

### 3.4. Make up words from letters.

- 1) It is a dangerous disease. 6 letters - (c-a-c-r-n-e).
  - 2) You should reduce it to be healthy. 6 letters - (w-t-i-g-h-e).
  - 3) They are very useful for your health. 8 letters - (v-i-i-a-m-t-n-s).
  - 4) It is one of the modern bad habits. 7 letters - (s-n-o-k-i-m-g).
  - 5) When we are ill or catch a cold we have it. 5 letters - (c-g-u-o-h).
  - 6) He is a person, who follows a diet. 7 letters - (s-m-i-m-l-e-r).
  - 7) Practice sport. 5 letters – (t-g-a-i-n-i-r-n)
- (Максимальное количество баллов: 7)

### 3.5. Fill in the table of good and bad habits.

Good habits	Bad habits
.....	.....

don't skip breakfast  
 eat regular  
 eat more fruit and vegetables  
 eat less sweet  
 skipping breakfast  
 smoking  
 take drugs  
 eat high fibre food  
 eat low  
 eat fat food  
 physical inactivity  
 sleep too much or too little  
 eat healthy food  
 do morning exercises  
 spend a lot of time in the open air  
 go in for sport  
 eat lots of sweets  
 eat between meals  
 snacking  
 don't eat between meals  
 eat whole meal bread instead of white

drink alcohol  
sleep 7-8 hours  
do morning exercising  
(Максимальное количество баллов: 24)

### 3.6 Write down the dates as in the example.

I was born on ..... (13.05.1976). (Я родился .....) – I was born on the thirteenth of May, nineteen seventy-six.

My son was born on ..... (02.12.2000).

Our dog was born on ..... (21.08.2008).

My granddad was born on ..... (23.06.1900).

My granny was born on ..... (18.02.1910).

(Максимальное количество баллов: 4)

### 3.7 Do the sums.

Twenty + fifty-eight = seventy-eight ( $20+58=78$ )

sixty-two + fourteen = ...

fifteen + two hundred and forty-six = ...

ninety + ten = ...

thirty-one + nineteen = ...

seventy-three + eighty-two = ...

three thousand one hundred and twelve + ninety-nine = ...

(Максимальное количество баллов: 6)

### 3.8. Write down using words.

$5/6$  – five sixths,  $2/3$  – two thirds

$1/2$  5.  $9/10$

$5/8$  6.  $11/12$

$1/3$  7.  $2/5$

$4/7$  8.  $3/4$

(Максимальное количество баллов: 8)

### 3.9 Convert quantitative numerals to ordinal.

one (один) – the first (первый), thirty (тридцать) – the thirtieth (тридцатый), sixty-four (шестьдесят-четыре) – the sixty-fourth (шестьдесят четвертый)

two

eighty-three

seven hundred and sixteen

twelve

eleven

twenty-five

ninety-six

thirty-eight

ten

two thousand and nine

(Максимальное количество баллов: 10)

**Выполнить тест по теме «Имя числительное».**

**Тест**

по теме 3: «Имя числительное»

Вариант I.

1. Write the following numbers in words:

198; 21,450; 45; 560, 216; 99; 290.

2. Write the following dates in words:

23.12.1993 \_\_\_\_\_

02. July 2014 \_\_\_\_\_

January 1<sup>st</sup> 2004 \_\_\_\_\_

19.08.1992 \_\_\_\_\_

27. September 2000 \_\_\_\_\_

3. Write down four dates when you do something special. Explain them.

**Тест**

по теме 3: «Имя числительное»

Вариант II.

1. Write the following numbers in words:

378; 153,670; 89; 843, 112; 55; 965.

2. Write the following dates in words:

18.11.1987 \_\_\_\_\_

06. June 2010 \_\_\_\_\_

May 21<sup>st</sup> 2003 \_\_\_\_\_

13.02.1999 \_\_\_\_\_

3. March 1900 \_\_\_\_\_

3. Write down four dates when you do something special. Explain them.

**Критерии и шкала оценки результатов тестирования**

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«неудовлетворительно»	менее 50%

**Тема 4. Путешествие. Поездка за границу.****4.1 Read the phrases to make a conversation. Write these phrases in right order.**

- I want a ticket to London. Second class, please.
- Can I help you?
- Upper or lower berth?
- Thank you.

- I prefer a lower one.
- I want a single one.
- Platform 3.
- Single or return?
- That will be 10 pounds. Here you are.
- Thank you. Could you tell me what platform the train start?

**4.2 Complete the sentences. Choose the right word or word-combination:**

Catching fish, wills, skin, features, planting crops temples, sandy beaches.

1. In Thailand there are a lot of white .....
2. It is famous for its magnificent ancient .....
3. Thai people are short with delicate .....
4. They have got dark eyes and light brown.....
5. They are happy people who have strong .....
6. They are .....
7. She is .....

(Максимальное количество баллов: 7)

**4.3 Read the text.**

Travelling

Millions of people all over the world spend their holidays travelling. They travel to see other countries and continents, modern cities and towns. It is always interesting to discover new things, to meet different people, to try different food, to listen to different music.

Those who live in the country like to go to a big city and spend their time visiting museums and art galleries, looking at shop windows and dining at exotic restaurants.

People like to walk and bathe and laze in the sun.

Most travelers take a camera with them and take pictures - lakes; waterfalls, different kinds of trees, flowers and plants; animals and birds.

People travel by train, by boat and by car.

All means of travel have their advantages and disadvantages. And people choose one according to their plans and destinations.

If we are fond of travelling, we see and learn a lot of things that we can never see or learn at home, though we may read about them in books and newspapers, and see pictures of them on TV. The best way to study geography is to travel, and the best way to get to know and understand the people is to meet them in their own homes.

**4.3.1 Answer the questions.**

1. What do people travel for?
2. How do people living in the country spend their holidays?
3. What do city people like?
4. What do most travelers take a camera with them for?
5. How do people travel?

**4.4 Read the text**

Thailand

Hello, People of Thailand!

Whatever country we come from, whatever colour our skin is, we all have one thing in common: we are all people of the world.

Thailand is a beautiful country with a rich culture, just south of China. People call it “the jewel of south-

east Asia” for a good reason. Its tropical climate, white sandy beaches and ancient temples make it a perfect holiday destination. What makes it really special, though, is its people.

Thai people are good-looking. They are short with delicate features. They have got black hair, dark eyes and light brown skin. The Thais are friendly people who are well known for being ' generous and kind. “We are a happy people who have strong wills and are especially proud of our history,” says Kasem from Bangkok.

Most people in Thailand live in villages. A typical Thai village consists of wooden houses, a school and a Buddhist temple. Most of the people in the villages are farmers and fishermen. The men usually work in the fields or catch fish in the rivers, and the women plant the crops.

Family life is very important in Thailand, and families often eat together. Thai food is very spicy and includes curries, fish, seafood, soups and noodles. “We eat rice with our meals and use a lot of strong spices in our cooking,” explains Kasem.

Thai people love to enjoy themselves. Popular free-time activities include Thai boxing and watching traditional dance shows. Thais also celebrate many festivals throughout the year. “My favourite holiday is Surin, in November, when we always have elephant football matches,” says Kasem.

Thailand is a wonderful country. Its fascinating sights, rich cultural history and warm-hearted people make it unique.

#### 4.4.1 Read statements 1–5 and mark them as T (true) or F (false).

1. People call Thailand “the jewel of south-east Europe”.
  2. The Thais are friendly people.
  3. Most people in Thailand live in cities.
  4. Family life is not very important in Thailand.
  5. Thai people love to enjoy themselves.
- (Максимальное количество баллов: 5)

#### 4.4.2 Read the article and answer the questions.

1. Where is Thailand?
2. What do Thais look like?
3. What are they like?
4. Where do they live?
5. What do their villages consist of?
6. What do the people do?
7. What do they love eating?
8. What do they do in their free time?

(Максимальное количество баллов: 8)

#### 4.5 Написать сочинение на тему «Как мы путешествуем?»

Схема оценивания сочинения	
Оценка	Описание
5	1) во введении четко сформулирован тезис, соответствующий теме сочинения, выполнена задача заинтересовать читателя; 2) деление текста на введение, основную часть и заключение в основной части; 3) логично, связно и полно доказывается выдвинутый тезис; 4) заключение содержит выводы, логично вытекающие из содержания основной части; 5) правильно (уместно и достаточно) используются разнообразные средства связи; 6) для выражения своих мыслей не пользуется упрощённо-примитивным языком; 7) демонстрирует полное понимание проблемы. Все требования, предъявляемые к заданию выполнены.

4	1) во введение четко сформулирован тезис, соответствующий теме сочинения, в известной мере выполнена задача заинтересовать читателя; 2) в основной части логично, связно, но недостаточно полно доказывается выдвинутый тезис; 3) заключение содержит выводы, логично вытекающие из содержания основной части; 4) уместно используются разнообразные средства связи; 5) для выражения своих мыслей студент не пользуется упрощённо-примитивным языком.
3	1) во введение тезис сформулирован нечетко или не вполне соответствует теме сочинения; 2) в основной части выдвинутый тезис доказывается недостаточно логично (убедительно) и последовательно; 3) заключение выводы не полностью соответствуют содержанию основной части; 4) недостаточно или, наоборот, избыточно используются средства связи; 5) язык работы в целом не соответствует текущему уровню изучения языка.
2	1) во введение тезис отсутствует или не соответствует теме сочинения; 2) в основной части нет логичного последовательного раскрытия темы; 3) выводы не вытекают из основной части; 4) средства связи не обеспечивают связность изложения; 5) отсутствует деление текста на введение, основную часть и заключение; 6) язык работы можно оценить как «примитивный».
0	1) работа написана не по теме; 1) в работе один абзац и больше позаимствован из какого-либо источника.

**4.6 Complete the sentences. Use myself/ yourself/ ourselves/ himself/ herself/ themselves/ itself:**

1. Be careful! That plate is very hot. Don't burn .....
2. I got out of the bath and dried ..... with a towel.
3. When people are alone, they often talk to .....
4. The police say that the woman shot ..... with a gun.
5. Good- bye! Have a good holiday and look after .....

(Максимальное количество баллов: 5)

**4.7 Complete the sentences. Use I/me/you/she/her/he/him/we/us/they/them.**

Example: **I** want to see **her**, but **she** doesn't want to see **me**.

1. **They** want to see **me**, but ..... don't want to see .....
2. **She** wants to see **him**, but ..... doesn't want to see .....
3. **We** want to see **them**, but ..... don't want to see .....
4. **He** wants to see **us**, but ..... don't want to see .....
5. **They** want to see **her**, but ..... doesn't want to see .....
6. **I** want to see **them**, but ..... don't want to see .....
7. **You** want to see **her**, but ..... doesn't want to see .....

(Максимальное количество баллов: 14)

**4.8 Complete the sentences. Use my/our/your/his/her/their/its.**

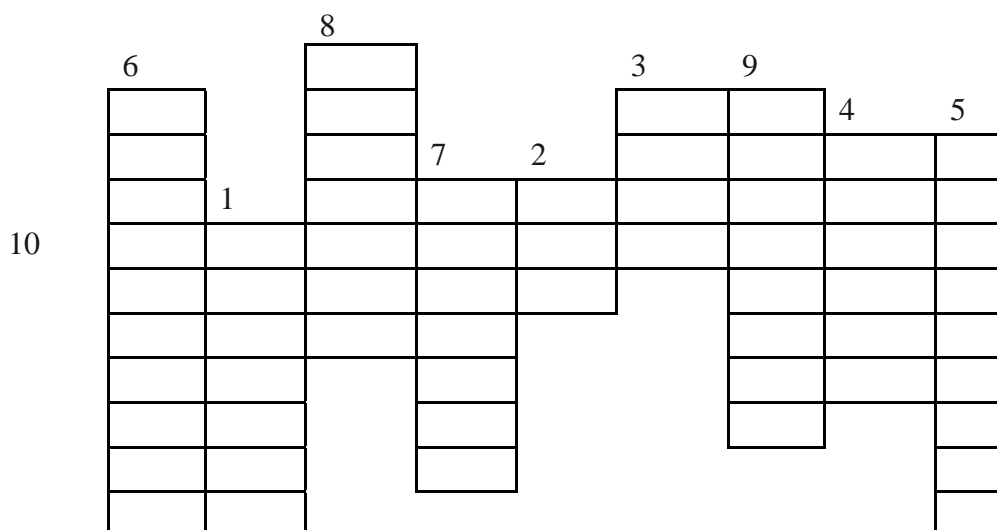
1. Do you like ..... job?

2. I know Mr Watson, but I don't know ..... wife.
  3. Alice and Tom live in London. .... son lives in Australia.
  4. We're going to have a party. We're going to invite all ..... friends.
  5. Anna is going out with ..... friends this evening.
  6. I like tennis. It's ..... favourite sport.
  7. 'Is that ..... car?' 'No, I haven't got a car.'
  8. I want to phone Maria. Do you know ..... phone number?
  9. Do you think most people are happy in ..... jobs?
  10. I'm going to wash ..... hair before I go out.
  11. This is a beautiful tree. .... leaves are a beautiful colour.
  12. John has a brother and a sister. .... brother is 25, and ..... sister is 21.
- (Максимальное количество баллов: 13)

## Тема 5. Моя будущая профессия, карьера.

### 5.1 Do the crossword.

#### Crossword



1. Where do you study? (college)
  2. After finishing the college, what would you like to get? (a job)
  3. Where would you like to work? (a firm)
  4. To be hire on a job, what must you fill in? (a resume)
  5. Where must you discuss your resume with more detail? (an interview)
  6. What would be you advantage? (experience)
  7. What language, as Language of international communication must you know? (English)
  8. Who must you discuss many questions with? (a customer)
  9. What question must you discuss? (a delivery)
  10. What is your future profession? (an economist)
- (Максимальное количество баллов: 10)

### 5.2 Read the text and answer the questions.

#### My Future Profession

There are many interesting and useful professions and it is really not an easy task to choose the right one.

I began to think about my future profession at the age of 15. My favourite subjects at school were mathematics and English. My teachers were well-educated people with broad outlook and deep knowledge of the subjects. They encouraged me in my desire to become an economist. Now I know well what I'm going to do after leaving school. I didn't make a blind choice. It was not a sudden flash either. I opted for a career in business economics. I came to this decision little by little. It was my father who aroused my interest in that field. You see, he is a chief economist at a large plant and I often saw him work at home and discuss business matters with his colleagues. Later I got interested in the matter.

Economics is the science of making choices, which is based upon the facts of our everyday life. Economists study our everyday life and the system, which affects it. They try to describe the facts of the economy in which we live and to explain how the system works. The science of economics is concerned with all our material needs and wants.

To become a good specialist in economic matters and business one must know many sciences, such as business economics, finance and credits, statistics, history of economic theory and philosophy, mathematics, as well as economic management, trade business and, of course, marketing, which is a modern philosophy of business.

It is very important for a specialist in business matters to be a skilful user of computers and to speak at least one foreign language. It should better be English as it is the most popular language of international business communication. You'll be able to follow business developments in the world by listening to radio and TV news, by reading newspapers or magazines, or by getting in contact with your business partners abroad.

If I pass my entrance exams successfully and enter the University I'll try to study to the best of my abilities to achieve my life's ambition and to justify the hopes of my parents. I also hope that I'll never regret my choice and get a well-paid and interesting job afterwards.

Maybe I should consider a job in a world of banking. There's a surprisingly wide range to choose from, in the financial world. For example, I could work for a big international company, run my own company, write about economics as a financial journalist, run my own International Business Research Agency, raise money for charities or just sell famous paintings...

1. When did you start to think about your future profession?
2. What professions do you like best of all?
3. Who helped you to make your choice?
4. What do you know about your future profession?
5. What are your parents' professions ?
6. What do you know about them?
7. Have you got any traditional professions in your family?
8. Is your future profession interesting and modern?

(Максимальное количество баллов: 8)

### 5.3 Form the word for the person doing the job.

Bill is a teacher at my school. (TEACH)

1. That        paints beautiful pictures. (ART)
2. Your        makes wonderful bread. (BAKE)
3. You pay the        She's that lady over there. (CASH)



4. The new        cleans my room very well. (CLEAN)
5. He's a famous ballet        (DANCE)
6. On most buses you pay the        (DRIVE)
7. He's a        in a pop group. (DRUM)
8. Phone the        if the lights don't work. (ELECTRIC)
9. If the machine goes wrong, tell the        (ENGINE)
  
10. We have a        who comes twice a week. (GARDEN)
11. The        wants to look at your ticket. (INSPECT)
12. Ask the        if you can borrow this book. (LIBRARY)
13. He's the        of a clothes shop in town. (MANAGE)
14. That        plays a lot of different instruments. (MUSIC)
15. Ask the        to get the number for you. (OPERATE)
16. Do you know a good        to paint my house? (PAINT)
17. The        only had a small camera, but three HUGE lenses!

(PHOTOGRAPH)

18. That        plays very well. (PIANO)
  19. I'm a        on that ship. (SAIL)
  
  20. Ask a        to type your application form for you. (TYPE)
- (Максимальное количество баллов: 20)

#### 5.4 Match each person with the thing she/he uses.

Use each item once only.			
1.	artist	a.	camera
2.	baker	b.	cash register
3.	cashier	c.	drill
4.	cleaner	d.	ladder
5.	dentist	e.	microphone
6.	farmer	f.	oven
7.	hairdresser	g-	paint brush
8.	librarian	h.	rifle
9.	nurse	i.	scissors
10.	photographer	J-	card index
11.	referee	k.	thermometer
12.	singer	l.	tractor
13.	soldier	m.	tray
14.	typist	n.	typewriter

<b>15.</b>	waiter	<b>o.</b>	vacuum cleaner
<b>16.</b>	window cleaner	<b>p</b>	whistle

(Максимальное количество баллов: 16)

**5.5 Fill in the gaps with *There is/are*:**

1. ... (not) much money in my pocket.
2. ... some tea in the cup.
3. ... no potatoes for dinner.
4. ... (not) any vegetables for supper.
5. It is the same. ... no difference.
6. ... enough jam on the table?
7. ...several ways to solve the problem.
8. The situation is still the same. ... not any change.
9. ... some meat here.
10. ... many carrots in the bag?
11. ...anybody else with you?
12. ... usually many items in the program at the theatre?
13. Look! ... some water.

(Максимальное количество баллов: 13)

**5.6 Translate from English into Russian.**

1. There was a boy in the shop who wanted to steal something.
2. There is nothing in this world to believe in.
3. If there is a problem with her car, we will stay at home.
4. There isn't anybody in our class who can solve this equation.
5. There were so many places of interests in London, but we didn't have enough time to visit them.
6. There are two men outside.
7. There is nothing in the desert.
8. There was something he wanted to tell but my mum interrupted us.
9. There were three mistakes in my dictation.
10. Are there any letters in the postbox?
11. A few days ago there was a big storm, which caused a lot of damage.

(Максимальное количество баллов: 11)

**5.7 Translate from Russian into English.**

1. В квартире есть гостиная, но нет кабинета.
2. Здесь есть кто-нибудь?
3. В центре города находится знаменитый музей.

4. На полу лежал ковер.
5. Не было четкого ответа.
6. В ее сумке есть все.
7. В парках водилось (было) много белок.
8. В октябре 31 день.
9. В неделе 7 дней.
10. На юге хороший климат.
11. На фотографии мой дедушка.

(Максимальное количество баллов: 11)

### 5.8 Put the verb to be in Present Simple .

1. I \_\_\_ a pupil. 2. My father \_\_\_not a teacher, he \_\_\_a scientist. 3. \_\_\_your aunt a doctor? - Yes, she \_\_\_\_. 4. \_\_\_they at home? — No, they \_\_\_not at borne, they \_\_\_at work. 5. My brother \_\_\_a worker. He \_\_\_at work. 6. \_\_\_you an engineer? — Yes, I. \_\_\_7. \_\_\_ your sister a typist? No, she\_\_\_ not a typist, she \_\_\_a student. 8. \_\_\_your brother at school? — Yes, he\_\_\_. 9. \_\_\_your sister at school? - No, she \_\_\_not at school. 10. My \_\_\_sister \_\_\_at home. 11. \_\_\_this your watch? • Yes, it\_\_\_. 12. She \_\_\_an actress. 13. This \_\_\_my bag. 14. My uncle \_\_\_an office-worker. 15. He \_\_\_at work. 16. Helen \_\_\_a painter. 17. She has some fine pictures. They\_\_\_on the walls. 18. She has much paper. It \_\_\_on the shelf. The shelf \_\_\_brown. It \_\_\_on the wall. 19. Helen has a brother. He \_\_\_a student. 20. He has a family. His family \_\_\_not in St. Petersburg, it \_\_\_in Moscow.

(Максимальное количество баллов: 20)

### 5.9 Translate the sentences from Russian into English.

1. Я ученик. Я в школе.
2. Мой брат художник. Он не инженер.
3. Моя сестра на работе. Она врач.
4. Он студент.
5. Вы студент? — Нет, я врач.
6. Моя сестра дома.
7. Мы не в школе. Мы дома.
8. Мой брат ученик. Он в школе.
9. Ваша мама дома? — Нет, она на работе.
10. Ваш двоюродный брат дома? — Нет, он в школе. Он ученик.
12. Ваша сестра учительница? — Нет, она студентка.
12. Твой папа на работе? — Нет, он дома.

(Максимальное количество баллов: 12)

### 5.10 Вставьте глагол to be в Present, Past or Future Simple.

1. My father \_\_\_a teacher. 2. He \_\_\_a pupil twenty years ago. 3. I \_\_\_a doctor when I grow up. 4. My sister \_\_\_not \_\_\_at home tomorrow. 5. She \_\_\_at school tomorrow. 6. \_\_\_you \_\_\_at home tomorrow? 7. \_\_\_your father at work yesterday? 8. My sister \_\_\_ill last week. 9. She \_\_\_not ill now. 10. Yesterday we \_\_\_at the theatre. 11. Where \_\_\_your mother now? — She \_\_\_in the kitchen. 12. Where \_\_\_you yesterday? — I \_\_\_at the cinema. 13. When I come home tomorrow, all my family \_\_\_at home. 14. \_\_\_your little sister in bed now? — Yes, she\_\_\_. 15. \_\_\_you \_\_\_at school tomorrow? — Yes I\_\_\_. 16. When my granny \_\_\_young, she \_\_\_an actress. 17. My friend K.,, in Moscow now. 18. He \_\_\_in St. Petersburg tomorrow. 19. Where \_\_\_your books now? — They \_\_\_in my bag.

(Максимальное количество баллов: 19)

### 5.11 Open the brackets using the verbs in Present Continuous .

(NOW) 1. The boys (to run) about in the garden. 2 I (to do) my homework. 3. John and his

friends (to go) to the library. 4. Ann (to sit) at her desk. She (to study) geography. 5. A young man (to stand) at the window. He (to smoke) a cigarette. 6. The old man (to walk) about the room. 7. The dog (to lie) on the floor. 8. You (to have) a break? 9. What language you (to study)?  
(Максимальное количество баллов: 19)

### 5.12 Open the brackets using the verbs in Present Simple.

(USUALLY) 1. My sister (to get) up at eight o'clock. 2. She (to be) a school-girl. She (to go) to school in the afternoon. 3. Jane (to be) fond of sports. She (to do) her morning exercises every day. 4. For breakfast she (to have) two eggs, a sandwich and a cup of tea. 5. After breakfast she (to go) to school. 6. It (to take) him two hours to do his homework. 7. She (to speak) French well. 8. My working day (to begin) at seven o'clock. 9. I (to get) up, (to switch) on the radio and (to do) my morning exercises. It (to take) me fifteen minutes. 10. At half past seven we (to have) breakfast. My father and I (to leave) home at eight o'clock. He (to take) a bus to his factory. My mother (to be) a doctor, she (to leave) home at nine o'clock. In the evening we (to gather) in the living-room. We (to watch) TV and (to talk).  
(Максимальное количество баллов: 10)

### 5.13 Open the brackets using the verbs in Present Continuous, Present Simple or Future Simple.

1. I (to play) chess tomorrow. 2. I (not to play) chess tomorrow. 3. You (to play) chess tomorrow? 4. He (to play) chess every day. 5. He (not to play) chess every day. 6. He (to play) chess every day? 7. They (to play) chess now. 8. They (not to play) chess now. 9. They (to play) chess now? 10. Nick (to go) to the park now. 11. Nick (to go) to school every day. 12. Nick (to go) to school tomorrow. 13. You (to come) to my place next Sunday? 14. You (to read) this book next week? 15. You (to read) books every day? 16. You (to read) a book now? 17. I (not to see) him tomorrow. 18. What you (to do) tomorrow? 19. What your friend (to do) tomorrow? 20. Where you (to go) next summer? 21. Where you (to go) every morning? 22. Where you (to go) now? 23. Look! Mary (to dance). 24. She (to dance) every day. 25. She (to dance) tomorrow?  
(Максимальное количество баллов: 25)

### 5.14 Open the brackets using the verbs in Present, Past or Future Simple.

1. I (to go) to bed at ten o'clock every day. 2. I (to go) to bed at ten o'clock yesterday. 3. I (to go) to bed at ten o'clock tomorrow. 4. I (not to go) to the cinema every day. 5. I (not to go) to the cinema yesterday. 6. I (not to go) to the cinema tomorrow. 7. You (to watch) TV every day? 8. You (to watch) TV yesterday? 9. You (to watch) TV tomorrow? 10. When you (to leave) home for school every day? 11. When you (to leave) home for school yesterday? 12. When you (to leave) home for school tomorrow? 13. My brother (to go) to work every day. He (to leave) home at a quarter past eight. As the office he (to work) at (to be) near our house, he (to walk) there. He (not to take) a bus. Yesterday he (not to go) to work. Yesterday he (to get) up at nine o'clock. 14. You (to have) a PT lesson yesterday? — No, I... 15. What you (to buy) at the shop yesterday? — I (to buy) a book. 16. Yesterday my father (not to read) newspapers because he (to be) very busy. He (to read) newspapers tomorrow.  
(Максимальное количество баллов: 16)

### 5.15 Open the brackets using the verbs in Present, Past, Future Simple; Present, Past Continuous.

1. Look at these children: they (to skate) very well. 2. You (to skate) last Sunday? — Yes, we (to skate) the whole day last Sunday. We (to skate) again next Sunday. 3. My brother can skate very well. He (to skate) every Sunday. 4. What you (to do) now? — I (to wash) the dishes. 5. What you (to do) at three o'clock yesterday? — I (to have) dinner. 6. You (to have) dinner now? 7. Where

your brother (to work)? — He (to work) at an institute. 8. Your grandmother (to sleep) when you (to come) home yesterday? 9. What your brother (to do) tomorrow? 10. I (not to go) to the shop yesterday. I (to go) to the shop tomorrow. 11. Where Kate (to go) when you (to meet) her yesterday? 12. Every day the boss (to enter) the office at nine o'clock. 13. Yesterday the boss (to enter) the office at half past nine. 14. When the secretary (to come) tomorrow? 15. At six o'clock yesterday we (to listen) to a very interesting lecture. 16. When I (to enter) the office, the secretary (to type) some letters. 17. My friend (to ring) me up at eight o'clock yesterday.  
(Максимальное количество баллов: 17)

### 5.16 Open the brackets using the verbs in Present Perfect, Present Continuous, Present Simple or Past Simple.

1. Please give me a pencil, I (to lose) mine. 2. I (not to meet) Peter since Monday. 3. Nina just (to finish) work. 4. Where Sergei (to be)? — He (to go) home. He (to leave) the room a minute ago. 5. What you (to read) now? — I (to read) «Jane Eyre» by Charlotte Bronte. 6. They (to read) «Ivanhoe» by Walter Scott a month ago. What about you? You (to read) «Ivanhoe»? 7. My watch (to stop). There (to be) something wrong with it. 8. You (to see) Jack today? — Yes, I (to see) him at the institute. 9. You (to hear) the new symphony by M.? — Yes, I \_\_\_\_\_. — When you (to hear) it? — I (to hear) it last Sunday. 10. You (to change) so much. Anything (to happen)? 11. What you (to do) here at such a late hour? You (to write) your composition? — No, I (to write) it already. I (to work) at my report. — And when you (to write) your composition? — I (to finish) it two days ago. 12. I say, Tom, let's have dinner. — No, thank you, I al-I ready (to have) dinner. 13. What the weather (to be) like? It still (to rain)? — No, it (to stop) raining.  
(Максимальное количество баллов: 13)

### 5.17 Open the brackets using the verbs in Present Perfect, Present Simple, Present Continuous, Past Simple or Past Continuous.

1. They (to go) to the Hermitage last week. 2. They (to be) to the Hermitage twice this week. 3. After school yesterday he (to come) home, (to have) dinner, (to read) an article from the latest magazine and (to begin) doing his homework. 4. When your friend (to return) from the south? — She (to return) yesterday. — You (to go) to the station to meet her? — No, I..., I (to be) too busy. 5. With whom you (to discuss) this question yesterday? 6. I (to see) this film this week. I like it very much. 7. When I (to enter) the kitchen, I (to see) that my mother (to stand) at the table and (to cut) some cabbage. She (to cook) dinner. 8. As soon as I (to hear) a cry, I (to run) out of the room and (to see) that a child (to lie) on the ground and (to cry). «What (to happen)? Why you (to cry)? You (to hurt) yourself?» I asked. 9. As soon as I (to see) him, I (to understand) that he (to work) hard. He (to write) something and (not to notice) anything. 10. When I (to come) home yesterday, the children (to run) and (to sing) merrily. «We (to learn) a new song!» they cried. 11. When the young man (to enter) the room, she (to look) at him in surprise.  
(Максимальное количество баллов: 11)

### 5.18. Написать эссе на тему «Хочу быть профессионалом».

Схема оценивания ЭССЕ	
Оценка	Описание
5	8) во введение четко сформулирован тезис, соответствующий теме эссе, выполнена задача заинтересовать читателя; 9) деление текста на введение, основную часть и заключение в основной части; 10) логично, связно и полно доказывается выдвинутый тезис; 11) заключение содержит выводы, логично вытекающие из содержания

	<p>основной части;</p> <p>12) правильно (уместно и достаточно) используются разнообразные средства связи;</p> <p>13) для выражения своих мыслей не пользуется упрощённо-примитивным языком;</p> <p>14) демонстрирует полное понимание проблемы. Все требования, предъявляемые к заданию выполнены.</p>
4	<p>б) во введение четко сформулирован тезис, соответствующий теме эссе, в известной мере выполнена задача заинтересовать читателя;</p> <p>7) в основной части логично, связно, но недостаточно полно доказывается выдвинутый тезис;</p> <p>8) заключение содержит выводы, логично вытекающие из содержания основной части;</p> <p>9) уместно используются разнообразные средства связи;</p> <p>10) для выражения своих мыслей студент не пользуется упрощённо-примитивным языком.</p>
3	<p>б) во введение тезис сформулирован нечетко или не вполне соответствует теме эссе;</p> <p>7) в основной части выдвинутый тезис доказывается недостаточно логично (убедительно) и последовательно;</p> <p>8) заключение выводы не полностью соответствуют содержанию основной части;</p> <p>9) недостаточно или, наоборот, избыточно используются средства связи;</p> <p>10) язык работы в целом не соответствует уровню IV курса.</p>
2	<p>7) во введение тезис отсутствует или не соответствует теме эссе;</p> <p>8) в основной части нет логичного последовательного раскрытия темы;</p> <p>9) выводы не вытекают из основной части;</p> <p>10) средства связи не обеспечивают связность изложения;</p> <p>11) отсутствует деление текста на введение, основную часть и заключение;</p> <p>12) язык работы можно оценить как «примитивный».</p>
0	<p>2) работа написана не по теме;</p> <p>2) в работе один абзац и больше позаимствован из какого-либо источника.</p>

## Тест по теме 5

### Вариант I.

#### A. Put in the verbs in brackets into the gaps.

- I sometimes \_\_\_\_\_ to the cinema. (to go)
- Yesterday our teacher \_\_\_\_\_ ill. (to be)
- It \_\_\_\_\_ in the West the next night. (not/to rain)
- Listen! The baby \_\_\_\_\_. (to cry)
- We \_\_\_\_\_ our bikes soon. (to ride)
- My father \_\_\_\_\_ the family car. It still looks dirty. (not/to clean)
- On Sundays the students \_\_\_\_\_ early. (not/to get up)
- \_\_\_\_\_ Wales? (ever/you/to visit)
- We \_\_\_\_\_ the pets now. (to feed)
- They \_\_\_\_\_ an essay last month. (to write)

#### B. Which answers are correct?

##### 1. What are typical signal words for the Simple Present?

- yesterday
- just

- c) sometimes
- d) every day
- e) at the moment
- f) often

**2. What are typical signal words for the Simple Past?**

- a) yesterday
- b) ever
- c) now
- d) three days ago
- e) in 1995
- f) last month

**3. What are typical signal words for the Present Perfect?**

- a) just
- b) already
- c) yet
- d) Look!
- e) usually
- f) two hours ago

**4. What are typical signal words for the Present Progressive?**

- a) next week
- b) Listen!
- c) never
- d) at the moment
- e) yesterday
- f) now

**5. Which sentences/questions are in the Simple Present?**

- a) He is from Japan.
- b) We are not going to feed the pets.
- c) Anne does not play chess.
- d) We play soccer every weekend.
- e) She is listening to an audio book.
- f) Do they go for a walk?

**6. Which sentences/questions are in the Simple Past?**

- a) I lived in Odessa from 1985 to 1986.
- b) Emily has just come home from school.
- c) They play tennis every Friday afternoon.
- d) There will be some rain in the East.
- e) Did you phone me last night?
- f) Yesterday my friend invited me to his party.

**7. Which sentences/questions are in the Present Perfect?**

- a) We aren't phoning now.
- b) I have a brother.
- c) She hasn't visited her uncle for half a year.
- d) Have you ever been to Edinburgh?
- e) Last year I was in Salt Lake City.

f) I've forgotten my homework.

**8. Which sentences/questions are in the Present Progressive?**

- a) Wait a moment! I'll carry this box for you.
- b) I'm making a cheese cake right now.
- c) Last year we were in France.
- d) Have you already had a cup of tea yet?
- e) Are you cleaning the floor?
- f) Are you from New Zealand?

**9. Which sentences/questions are in the will-future?**

- a) He'll never make it.
- b) We won't be at your party.
- c) Does this train leave from platform 12?
- d) They are coming to the party.
- e) Pat is not going to fly to Paris in May.
- f) I think Sue will arrive at 6 o'clock.

**10. Which sentences/questions are in the going to-future?**

- a) Are they in the school choir?
- b) Are they going to look for a present?
- c) She has never been to Africa.
- d) The teacher is checking the homework.
- e) I am not going to send a text message to Bob.
- f) Christine is going to walk to town.

**C. Which form is correct?**

**1)**

- a) we is playing
- b) we are plaing
- c) we are playing

**6)**

- a) Andy run
- b) Andy runs
- c) Andy rans

**2)**

- a) he sung
- b) he singed
- c) he sang

**7)**

- a) Max tries
- b) Max trys
- c) Max try

**3)**

- a) I were
- b) I was

**8)**

- a) she understanded
- b) she understood

**4)**

- a) they be
- b) they will be

**9)**

- a) you are been
- b) you have been
- c) you has been

**5)**

- a) Susan has written
- b) Susan have written

**10)**

- a) it is going to rain
- b) it are going to rain
- c) it is rain



**D. Rewrite the sentences using long or contracted forms.**

- 1) She's not from Cardiff. \_\_\_\_\_
- 2) We are reading a novel. \_\_\_\_\_
- 3) They have booked a flight. \_\_\_\_\_
- 4) I'll carry this bag for you. \_\_\_\_\_
- 5) He did not make breakfast. \_\_\_\_\_
- 6) You aren't going to learn the poem. \_\_\_\_\_
- 7) She's not played the trumpet. \_\_\_\_\_
- 8) It will not be windy tonight. \_\_\_\_\_
- 9) He's wearing an old shirt. \_\_\_\_\_
- 10) We don't like fish. \_\_\_\_\_

**E. Negate the following sentences.**

- 1) Tony arrived in Chicago at 11.30. \_\_\_\_\_
- 2) We are cleaning the kitchen. \_\_\_\_\_
- 3) The shop assistant has checked the cash register. \_\_\_\_\_
- 4) The train leaves from platform 7. \_\_\_\_\_
- 5) Susan likes cheese. \_\_\_\_\_
- 6) You'll like this village. \_\_\_\_\_
- 7) They are going to buy a cheap car. \_\_\_\_\_
- 8) He has invited Andy to his party. \_\_\_\_\_
- 9) Mary was late. \_\_\_\_\_

**Тест по теме 5**

**Вариант II.**

**A. Put in the verbs in brackets into the gaps.**

1. She \_\_\_\_\_ to work every day. (to go)
2. James \_\_\_\_\_ Spain in 1981. (to leave)
3. Next week I \_\_\_\_\_ 20 years old. (to be)
4. This week she \_\_\_\_\_ for a test. (to study)
5. He \_\_\_\_\_ a lot of friends. (to have)
6. I'm so sorry! I \_\_\_\_\_ the vase. (to break)
7. We \_\_\_\_\_ to the movies last night. (not/to go)
8. \_\_\_\_\_ back? (just/you/to come)
9. She \_\_\_\_\_ ! (always/to talk)
10. You \_\_\_\_\_ this book 5 times. (to read)

**B. Which answers are correct?**

**1. What are typical signal words for the Simple Present?**

- a) once a month
- b) now
- c) ago
- d) usually
- e) in 2015
- f) occasionally

**2. What are typical signal words for the Simple Past?**

- a) last year
- b) since 2010
- c) the day before yesterday

- d) yet
- e) seldom
- f) 2 years ago

**3. What are typical signal words for the Present Perfect?**

- a) this morning
- b) always
- c) before
- d) Listen!
- e) ever
- f) already

**4. What are typical signal words for the Present Progressive?**

- a) next Monday
- b) Look!
- c) often
- d) ever
- e) at the moment
- f) now

**5. Which sentences/questions are in the Simple Present?**

- a) She was at home last night.
- b) They don't live in Los Angeles.
- c) I am washing the dishes now.
- d) I like to eat pizza.
- e) Does she work in London?
- f) Daniel jogs often.

**6. Which sentences/questions are in the Simple Past?**

- a) She is a wonderful baker.
- b) Did Robert marry Susan?
- c) They have changed so much.
- d) We had fun at the party yesterday.
- e) You don't go fishing.
- f) I am writing a story at the moment.

**7. Which sentences/questions are in the Present Perfect?**

- a) I have a special present for you.
- b) Have you ever seen this film?
- c) He didn't eat his sandwich.
- d) Do you have my phone number?
- e) I have just come back.
- f) Since I can remember I have always loved reading.

**8. Which sentences/questions are in the Present Progressive?**

- a) Betty opened the shop last summer.
- b) Diana is a good girl.
- c) The kids are playing outside right now.
- d) Have you already finished your homework?
- e) What are they doing?
- f) I will be 24 years old next Wednesday.

**9. Which sentences/questions are in the will-future?**

- a) Jessica didn't turn on her radio.
- b) Will he come to your birthday party?
- c) I think Ann won't arrive on time.
- d) They are ready.
- e) Robert will marry Susan.
- f) I have decided to quit my job.

**10. Which sentences/questions are in the going to-future?**

- a) Are they at university?
- b) He is writing a story.
- c) What are you going to do?
- d) I am going to finish it soon.
- e) I don't watch TV every day.
- f) Christine is not going to walk to town.

**C. Which form is correct?**

**1)**

- a) he is reading
- b) he are reading
- c) he are readding

**6)**

- a) Mary ran
- b) Mary runed
- c) Mary running

**2)**

- a) he has driven
- b) he driven
- c) he have drove

**7)**

- a) Alex studys
- b) Alex study
- c) Alex studies

**3)**

- a) they were not
- b) they was not

**8)**

- a) we bought
- b) we buyed

**4)**

- a) you shall be
- b) you will be

**9)**

- a) you have been
- b) you are been
- c) you has were

**5)**

- a) Rebecca didn't write
- b) Rebecca didn't wrote

**10)**

- a) it are going to snow
- b) it is snow
- c) it is going to snow

**D. Rewrite the sentences using long or contracted forms.**

- 1) It's not a problem. \_\_\_\_\_
- 2) They are playing tennis. \_\_\_\_\_
- 3) Our children have already been to London. \_\_\_\_\_
- 4) I'll phone you tomorrow. \_\_\_\_\_
- 5) He did not work yesterday. \_\_\_\_\_
- 6) You aren't going to use it. \_\_\_\_\_
- 7) She's not read this novel. \_\_\_\_\_
- 8) It will be foggy today. \_\_\_\_\_

- 9) He's wearing a new pair of jeans today. \_\_\_\_\_  
 10) I don't like meat. \_\_\_\_\_

**E. Negate the following sentences.**

- 1) Tony left home at 7.30. \_\_\_\_\_  
 2) She is working in the garden. \_\_\_\_\_  
 3) The plane has just arrived at Heathrow. \_\_\_\_\_  
 4) The bus leaves in 10 minutes from the bus station. \_\_\_\_\_  
 5) Susan and I like pizza. \_\_\_\_\_  
 6) I'll like our new flat. \_\_\_\_\_  
 7) They are going to sell their summer house. \_\_\_\_\_  
 8) Andy was at his friend's party. \_\_\_\_\_  
 9) I am a student. \_\_\_\_\_

**Критерии и шкала оценки результатов тестирования**

Стандартная оценка	Оценка тестовой нормы - % правильных ответов
«отлично»	81-100 %
«хорошо»	61-80%
«удовлетворительно»	50-60%
«неудовлетворительно»	менее 50%

**5.19 Написать эссе на тему «Моя будущая профессия и карьера».**

Схема оценивания ЭССЕ	
Оценка	Описание
5	15) во введение четко сформулирован тезис, соответствующий теме эссе, выполнена задача заинтересовать читателя; 16) деление текста на введение, основную часть и заключение в основной части; 17) логично, связно и полно доказывается выдвинутый тезис; 18) заключение содержит выводы, логично вытекающие из содержания основной части; 19) правильно (уместно и достаточно) используются разнообразные средства связи; 20) для выражения своих мыслей не пользуется упрощённо-примитивным языком; 21) демонстрирует полное понимание проблемы. Все требования, предъявляемые к заданию выполнены.
4	11) во введение четко сформулирован тезис, соответствующий теме эссе, в известной мере выполнена задача заинтересовать читателя; 12) в основной части логично, связно, но недостаточно полно доказывается выдвинутый тезис; 13) заключение содержит выводы, логично вытекающие из содержания основной части; 14) уместно используются разнообразные средства связи; 15) для выражения своих мыслей студент не пользуется упрощённо-примитивным языком.

3	11) во введение тезис сформулирован нечетко или не вполне соответствует теме эссе; 12) в основной части выдвинутый тезис доказывается недостаточно логично (убедительно) и последовательно; 13) заключение выводы не полностью соответствуют содержанию основной части; 14) недостаточно или, наоборот, избыточно используются средства связи; 15) язык работы в целом не соответствует уровню IV курса.
2	13) во введение тезис отсутствует или не соответствует теме эссе; 14) в основной части нет логичного последовательного раскрытия темы; 15) выводы не вытекают из основной части; 16) средства связи не обеспечивают связность изложения; 17) отсутствует деление текста на введение, основную часть и заключение; 18) язык работы можно оценить как «примитивный».
0	3) работа написана не по теме; 3) в работе один абзац и больше позаимствован из какого-либо источника.

## Тема 6. Компьютеры и их функции

### 6.1 Read the text.

#### COMPUTER. FUNCTIONS OF COMPUTER

A personal computer is a machine designed to follow instructions, which are called programs or software. The same computer can perform many different tasks by changing the software. The number of computer programs is almost unlimited.

*Business and financial.* A computer is an ideal tool for managing a company's books. It can easily, rapidly, and accurately calculate financial information. The computer can process your data and display your figures in many forms.

*Writing and editing.* Word-processing is the single most popular task for personal computers today. Unlike a typewriter, your words don't appear on paper right away. That's why you can make any changes you like, erase or insert something, check spelling, etc.

*Desktop publishing.* Desktop publishing allows you even more creative freedom in your writing and page design. Your final printed copy can be in many colours and with photographs.

*Storage and retrieval.* All computers have a good memory. They can retain words, numbers, and pictures in enormous quantities. Your database can hold any kind of information that's important to you.

*Drafting and drawing.* Any small computer can perform mechanical drawing or drafting. You can create your draft on the computer screen quickly and easily.

*Graphic art.* Using a computer you can create all sorts of images that are not possible with other media. Computer graphics are also used in business (for example, multicoloured pie charts, transparencies and others).

*Communications.* Computers can exchange information in a simple, efficient way. Using the modem, and other communications software, your computer can communicate with another computer.

*Music.* Today many electronic musical instruments, especially keyboards, can be connected to personal computers. An electronic keyboard sends musical tones to your computer in electronic form, then a computer alters the sounds and sends it back to the keyboard. Or sounds can be synthesized on the computer and then sent to the instrument to play.

*Games.* Computers make some of the best game-playing partners. Both children and adults enjoy playing computer games. There are many other uses of personal computers, too numerous to mention.

### **6.2. Complete the word-combinations as in the text.**

- 1) to follow...
- 2) to perform...
- 3) to calculate...
- 4) to hold any...
- 5) to create a...
- 6) multicoloured...
- 7) to have a good...
- 8) to perform mechanical...
- 9) to exchange...
- 10) to process...

(Максимальное количество баллов: 10)

### **6.3. Translate into English.**

- 1) создавать различные графические изображения;
- 2) компьютерная графика;
- 3) выполнять различные функции, изменяя программное обеспечение;
- 4) делать любые изменения, какие Вам хочется;
- 5) проверять орфографию;
- 6) обмениваться информацией;
- 7) электронные музыкальные инструменты;
- 8) изменять звуки;
- 9) появляться на бумаге;
- 10) удалять или вставлять что-либо;
- 11) средство для ведения бухгалтерского учета компании;
- 12) неограниченное количество;
- 13) сохранять в памяти слова, цифры и картинки в огромных количествах;
- 14) свобода творчества при написании и оформлении документа;
- 15) сделать чертеж на экране компьютера;
- 16) подготовка публикации с помощью настольных издательских средств.

(Максимальное количество баллов: 16)

### **6.4 Supply synonyms or words close in meaning to:**

program, accounting, do, store, painting, change, return, application, screen, count, the number of, let.

(Максимальное количество баллов: 12)

**6.5 Make the sentences negative. Put questions to the underlined word:.**

1. A computer is an ideal tool for managing a company's books.
2. There are many other uses of PC, too numerous to mention.
3. All computers have a good memory.
4. You can create your draft on the computer screen quickly and easily.
5. Both children and adults enjoy playing computer games.
6. Computer graphics is also used in business.

(Максимальное количество баллов: 6)

**6.6 Answer the questions to the text:**

1. What is a computer for?
2. Is the number of computer programs limited?
3. What are the major computer functions?
4. How can a computer help in business and accounting?
5. What is the most popular task of computers today?
6. How does it help in publishing?
7. Have all computers a good memory? What is it for?
8. Can a computer draw?
9. Does a computer perform communications? In what way?
10. What is the role of computers in music?
11. Is a computer a good game-playing partner? Have you ever played with PC? Did you win or lose?
12. What other functions of computer can you add?

(Максимальное количество баллов: 12)

**6.7 Use the verbs in Present Continuous, Past Continuous or Future Continuous.**

1. I ... (study) Japanese online from 5 till 6 tomorrow evening.
2. Listen! Why the dogs ... (bark)?
3. She ... (wear) a yellow coat when I saw her.
4. They ... (take) their driving test next Monday.
5. I dropped my wallet when I ... (get) on the bus.
6. What you ... (do) in my office yesterday?
7. Bob ... (feel) much better today.
8. The kids ... (watch) cartoons in their room now.
9. I'm afraid she ... (sleep) in ten minutes.
10. We ... (have) tea soon?

(Максимальное количество баллов: 10)

**6.8 Make the sentences negative.**

1. We are enjoying the party.
2. He'll be playing chess in an hour.
3. They were planting flowers in the garden last May.
4. I am looking for a job.
5. The phone was working yesterday.
6. Margaret will be working as a waiter during her summer holidays.
7. The secretary is typing a contract.

(Максимальное количество баллов: 7)

**Тест по теме 6.  
Вариант 1**

**1. Fill in the gaps using the verbs in PRESENT CONTINUOUS**

- a) Alice and Ron ... (to sit) in a cafe now.
- b) It ... (not to snow) outdoors now.
- c) We ... (to wait) for our teacher in the classroom.
- d) I ... (to watch) the children playing in the yard.
- e) The girls ... (to speak) about what present to buy for Lewis.

**2. Make sentences in PRESENT CONTINUOUS**

- a) I/play/tennis/with/my/friend/now.
- b) We/walk/on/the/ beach/now.
- c) They/have/a/great/time/at/the/camp/at/the/ moment.
- d) Angela/paint/a/beautiful/picture/now.
- e) Tina/ and/Pam/stay/in/a/five-star/hotel.

**3. Make sentences in Past Continuous.**

- a) I/to go home/at 4 o'clock yesterday.
- b) We/to play basketball/at 6 o'clock last Sunday.
- c) She/to talk with her friend/for forty minutes yesterday.
- d) You/to wash the window/in the afternoon yesterday.
- e) Nick/to ride his bike/all the evening.

**4. Fill in the gaps with the verbs in Past Continuous.**

- a) Alison ... (to have) lunch at two o'clock yesterday.
- b) Edward and Henry ... (to play) the guitar all the evening.
- c) Ben ... (to run) in the park in the morning yesterday.



d) I ... (to speak) to the manager from three to half past five last Thursday.

e) My grandparents ... (to drive) to Poltava at this time yesterday.

**5. Fill in the gaps with the verbs in Future Continuous.**

a) Sue/to do/homework/at 5 o'clock/tomorrow.

b) We/to sunbathe/from 9 to 12 o'clock/tomorrow morning.

c) Nick and Jack/to drive/to Berlin/at this time/next Monday.

d) You/to have/a conference/from 3 to 5 o'clock/tomorrow.

e) My cousin/ to practice/in the gym/at 7 o'clock/tomorrow evening.

**Вариант 2**

**1. Fill in the gaps using the verbs in PRESENT CONTINUOUS**

a) Kate and Dan ... (not to sit) in a cafe now.

b) It ... ( to snow) outdoors now.

c) The pupils ...(to wait) for our teacher in the classroom.

d) He ... (not to watch) the children playing in the yard.

e) They ... (to speak) about what present to buy for Mary.

**2. Make sentences in PRESENT CONTINUOUS**

a) I/play/basketball/with/my/friend/now.

b) We/walk/in/the/ park/now.

c) They/have/a/great/time/at/the/campsite/at/the/ moment.

d) John/draw/a/beautiful/picture/now.

e) Tina/ and/Pam/stay/in/a/three-star/hotel.

**3. Make sentences in Past Continuous.**

a) I/to go home/at 6 o'clock yesterday.

b) We/to play tennis/at 3 o'clock last Sunday.

c) He/to talk with his friend/for an hour yesterday.

d) You/to wash the car/in the afternoon yesterday.

e) Jack/to ride his bike/all the evening.

**4. Fill in the gaps with the verbs in Past Continuous.**

- a) Alison ... (to have) breakfast at nine o'clock yesterday.
- b) Edward and Henry ... (to play) the piano all the evening.
- c) Ben ... (to walk) in the park in the morning yesterday.
- d) They ... (to speak) to the manager from three to half past five last Thursday.
- e) My grandparents ... (to drive) to Samara at this time yesterday.

### 5. Fill in the gaps with the verbs in Future Continuous.

- a) Nelly and Diana/to rest/in Hawaii/at this time/next week.
- b) We/to dance/at the party/all the evening/tomorrow.
- c) Kate/to visit/ her grandparents/all day/next Saturday.
- d) They/to prepare/ to the wedding party/all next week.
- e) I/to travel/around Canada/for two weeks/next month.

### Критерии и шкала оценки результатов тестирования

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«отлично»	81-100 %
«хорошо»	61-80%
«удовлетворительно»	50-60%
«неудовлетворительно»	менее 50%

### 6.9 Написать эссе на тему «Для чего я использую компьютер?».

Схема оценивания ЭССЕ	
Оценка	Описание
5	22) во введение четко сформулирован тезис, соответствующий теме эссе, выполнена задача заинтересовать читателя; 23) деление текста на введение, основную часть и заключение в основной части; 24) логично, связно и полно доказывается выдвинутый тезис; 25) заключение содержит выводы, логично вытекающие из содержания основной части; 26) правильно (уместно и достаточно) используются разнообразные средства связи; 27) для выражения своих мыслей не пользуется упрощенно-примитивным языком; 28) демонстрирует полное понимание проблемы. Все требования, предъявляемые к заданию выполнены.
4	16) во введение четко сформулирован тезис, соответствующий теме эссе, в известной мере выполнена задача заинтересовать читателя;

	<p>17) в основной части логично, связно, но недостаточно полно доказывается выдвинутый тезис;</p> <p>18) заключение содержит выводы, логично вытекающие из содержания основной части;</p> <p>19) уместно используются разнообразные средства связи;</p> <p>20) для выражения своих мыслей студент не пользуется упрощённо-примитивным языком.</p>
3	<p>16) во введении тезис сформулирован нечетко или не вполне соответствует теме эссе;</p> <p>17) в основной части выдвинутый тезис доказывается недостаточно логично (убедительно) и последовательно;</p> <p>18) заключение выводы не полностью соответствуют содержанию основной части;</p> <p>19) недостаточно или, наоборот, избыточно используются средства связи;</p> <p>20) язык работы в целом не соответствует уровню IV курса.</p>
2	<p>19) во введении тезис отсутствует или не соответствует теме эссе;</p> <p>20) в основной части нет логичного последовательного раскрытия темы;</p> <p>21) выводы не вытекают из основной части;</p> <p>22) средства связи не обеспечивают связность изложения;</p> <p>23) отсутствует деление текста на введение, основную часть и заключение;</p> <p>24) язык работы можно оценить как «примитивный».</p>
0	<p>4) работа написана не по теме;</p> <p>4) в работе один абзац и больше позаимствован из какого-либо источника.</p>

## Тема 7. Подготовка к трудоустройству.

### 7.1 Put in the right logical order.

#### A

‘Margaret?’ ‘Yes. Hello.’ ‘Good afternoon. My name’s Michael Morin. Sorry to keep you waiting.’ ‘That’s all right. I have enjoyed your company brochure. It looks very impressive. It’s nice to meet you at last.’ ‘Thanks. Have you traveled far to us today?’ ‘Quite far. I’m staying in London, so I came on the train this morning.’

#### B

I’m a recent Restaurant Management Department graduate. I have some experience in the catering which I got during my working hours in a night Club and while studying at the College. I would like to apply for the position of a Bar person, as advertised by The Kingdom Country Club. I’ve worked in a bar and good at making different cocktails. I find the prospect of working for your Club very attractive because it will enable me to put my knowledge into a very practical context and give me possibility to know more in the great variety of cocktails and to use my creativity.

#### C

I am writing to thank you for giving me the opportunity of an interview today. Everyone in your office was friendly and made me feel very welcome. As we discussed during the interview, I believe my skills and experience would enable me to make a very useful contribution to your team.  
... 8

#### D

‘What would you say about your main weaknesses?’ ‘Well, I didn’t use to be very-well organized. Nothing serious, but for example I used to forget my friends’ birthdays or try to rush college assignments to get them done at the last minute. But in last few years I learnt a simple thing – to write down all my tasks for the day and not relaxing until I’ve done everything I need to do.’

## **E**

2010. College of the Hotel and Restaurant Service Restaurant Service department, a waiter 2007. Secondary school N 112 with profound knowledge in English

## **F**

‘Good afternoon. Royal Palace Restaurant. How can I help you?’ ‘Hello. My name is Ben Coogan. Could I speak to Mr Patricola in Restaurant department?’ ‘I’m afraid he’s in a meeting. Can I take a message?’ ‘I’m not sure. I was calling to see if there are any vacancies in your department. I’m a recent College graduate, and I’m very keen to work for your restaurant, because of your excellent reputation...’ Actually, I think there is a vacancy. There was an advert in The Times last week. Have you seen it?’ ‘No. Do you have a copy to send, please?’ ‘Of, course, but you have to be quick: the closing date is the day after tomorrow.’

### **7.2 Read and translate the text, then learn it by heart.**

#### **‘What is a successful CV’**

A successful CV is the product of careful thought and planning. It needs to stand out from potentially hundreds of competing applicants. In order to do this a CV must be planned and written specifically for the job you are applying for, clearly expressing how you meet the requirements for the job. A successful CV must be concise, honest and error-free.

### **7.3 Translate the dialog into English using the following words and word combinations:**

To look for (= to seek) – искать

To make up one’s mind (= to decide) - решать

To decide – решать

To get new experience - получать новый опыт

Somewhere else - что-либо еще

To have in mind (= to think of) – обдумывать

I don’t mind (= to have no objections) - я не возражаю

I’ll give it a go (= I’ll try) - я попробую

To pick up everything quickly (= to learn quickly) - быстро учиться

A = Andrew B = Boris

А Я слышал ты в поисках новой работы?

В Да, я только что решила начать поиски новой работы. Я люблю мою настоящую работу, и коллеги прекрасные, но если я хочу приобрести больший опыт, мне надо поработать где-нибудь еще.

А Ты уверена, что не можешь получить этот опыт на нынешней работе?

В Да, уверена. Наша компания очень маленькая. Мне нужно что-нибудь больше.

А Есть идеи? В Да, у меня на примете несколько мест. А А ты уверена, что у тебя уже достаточно опыта и умений, которые необходимы для них?

В Понимаешь, специальность подходит. Это как раз то, что им надо. Что касается опыта, я думаю, я очень адаптируема. Я не против работы допоздна или в выходные дни. У меня есть желание попробовать что-то новое. Я быстро учусь.

А Ну что ж, желаю удачи.

#### **7.4 Make an interview with your partner using the phrases. Learn it by heart.**

How are you?

I'm very well, thank you. – Как ваши дела? Спасибо, прекрасно.

Thank you. It's nice to meet you too/at last. – Спасибо. Рад встрече с вами.

can't believe the weather at the moment! I know. It's awful, isn't it? – Погода совершенно неожиданно переменилась! Да. Она ужасная, не так ли?

Is there somewhere I could leave my umbrella? I got caught in the rain. – Здесь где-нибудь можно оставить зонтик? Я попал под дождь.

I'm very sorry I'm late. I was planning to be here over an hour ago, but my train was cancelled. – Извините, я опоздал. Я планировал быть здесь час назад, но мой поезд задержали.

I was just admiring the office. – Мне очень нравится ваш офис.

That's quite all right. / That's okay. – Все нормально. / Нет проблем.

Do you think I could have a glass of water while I'm waiting? – Можно мне стакан вода, пока я жду?

Do you have a company brochure I could have a look at while I'm waiting? – Можно мне посмотреть брошюру о вашей компании пока я жду, если у вас есть?

Do you think I could use your toilet to freshen up? – Можно мне воспользоваться вашей туалетной комнатой?

Are there many other candidates scheduled for interviews today? – На сегодня много записалось кандидатов?

I had terrible problems parking here. Is it always this busy? – Здесь совершенно негде припарковаться. Здесь всегда так много машин?

I'm afraid I'm not feeling very well. Could I sit down for a few minutes? – Мне что-то не хорошо. Можно присесть на несколько минут?

No, thank you. I'm fine. – Нет, спасибо. Со мной все хорошо.

### Критерии и шкала оценки выполнения устного задания (интервью)

Баллы	Требования к знаниям
Отлично	Интервью не содержит грубых фонетических ошибок, интервью достаточно грамотно и ведется в хорошем темпе и без ошибок. Соблюдается правильная интонация.
Хорошо	Интервью содержит незначительное количество фонетических ошибок. Могут допускаться некоторые лексико-грамматические ошибки, не препятствующие пониманию. В основном соблюдается правильная интонация.
удовлетворительно	Фонетические, лексические и грамматические ошибки не затрудняют понимание содержания интервью. Но: встречаются нарушения в использовании лексики и допускаются отдельные грубые грамматические ошибки.
неудовлетворительно	Не соблюдены стандартные фонетические требования, пересказ содержит такое количество лексических и грамматических ошибок, которое затрудняет понимание.

### 7.5 Look at the resume and create your own.

## RESUME

### PERSONAL INFORMATION

**Name:** Viktoria Savina  
**Address:** 33716, Saint-Petersburg, Russia  
Bogatyrskiy avenue 53/3, app. 160  
**Phone:** +8-812-100-38-94  
**E-mail:** savina\_vik@gmail.com  
**Date of birth:** 16 August 1994  
**Age:** 20  
**Marital status:** Single  
**Nationality:** Russian

### OBJECTIVE

To provide advanced administrative services for your company, to carry out office management and information management tasks as an Executive Secretary

## **EDUCATION**

2012 — present time Teacher of History and Social Studies,  
Historical Department, 2nd year study,  
Moscow State University, Russia

2002 — 2012 Secondary school № 1, Saint-Petersburg, Russia

## **WORK EXPERIENCE**

May 2013 – September 2013 Receptionist

(LLC) “Tradecontact”, Moscow, Russia

Responsibilities: answer calls; negotiations arrangement; office work; business documentary; advertising.

## **SKILLS**

**Computer skills:** Microsoft Office (Word, Excel), 1C, Outlook Express

### **Languages:**

Russian — native

English — working knowledge

French — basic knowledge

**Driving Licence:** Category B

## **INTERESTS**

Sport, Science, New Technologies

## **REFERENCES**

Letter of Reference is available upon request from:

Irina A.Morozova, Executive Director (LLC) “Tradecontact”,

Chkalov st., 7/2b,

Moscow, Russia

Phone: +7(495)934-56-31 E-mail: [tele\\_most@mail.ru](mailto:tele_most@mail.ru)

### 7.6 Write the sentences using the complex object

1. The Smiths want \_\_\_\_\_ (we, visit) them next month.
2. Do you want \_\_\_\_\_ (she, post) the letter for you?
3. What does the teacher expect \_\_\_\_\_ (his pupils, do) during the lesson?
4. When do you expect \_\_\_\_\_ (they, arrive) ?
5. The man wouldn't like \_\_\_\_\_ (his son, become) a dentist.
6. Alice didn't expect \_\_\_\_\_ (the exams, start) in April.
7. Don't make \_\_\_\_\_ (I, repeat that again).
8. The teacher let \_\_\_\_\_ (the class, go) home early.
9. She wanted \_\_\_\_\_ (her husband, borrow) some money to buy a car.
10. I know \_\_\_\_\_ (he, be) a very experienced driver.
11. Nobody noticed \_\_\_\_\_ (we, leave) the room.
12. Tim didn't want \_\_\_\_\_ (Richard, be invite) to the party.
13. She made \_\_\_\_\_ (her daughter, do the chores).
14. What made \_\_\_\_\_ (you, believe) him?
15. Let \_\_\_\_\_ (Mary, explain) you everything.

### 7.7 Use the complex object with or without *to*

1. The mother made her son \_\_\_\_\_ tell the truth.
2. Let me \_\_\_\_\_ pay for the meal.
3. Lisa doesn't want Pete \_\_\_\_\_ come back.
4. Martha didn't expect David \_\_\_\_\_ ask such an embarrassing question.
5. They would like us \_\_\_\_\_ take part in the competition.
6. Glasses make him \_\_\_\_\_ look older.
7. My lawyer advised me not \_\_\_\_\_ tell anything to the police.
8. Having a car enables you \_\_\_\_\_ travel round more easily.
9. Don't let him \_\_\_\_\_ punish the child.
10. I've never been to England but I'd like \_\_\_\_\_ go there.

### 7.8 Make up the sentences.

1. her/ to/ the text/ the teacher/ wanted/ translate/ pupils.
2. recommend/ for my holidays/ you/ me/ where/ to go/ would?
3. her pupils/ the lessons/ doesn't/ the teacher/ miss/ want/ to.
4. always/ me/ my parents/ study/ encourage/ hard/ to/ at school.
5. invited/ for a few days/ Jane's/ to/ with them/ her/ stay/ friends.



### 7.9 Rephrase the following sentences as in the example.

**Example:** He must wash the car. I want him to wash the car.

1. You mustn't be late for work. I don't want \_\_\_\_\_.
2. Clair must tidy her bedroom. I want \_\_\_\_\_.
3. She mustn't go to the disco. I don't want \_\_\_\_\_.
4. They must go to the school tomorrow. I want \_\_\_\_\_.
5. Gary mustn't make so much noise. I don't want \_\_\_\_\_.
6. You mustn't make a mess. I don't want \_\_\_\_\_.
7. He must mend his bike. I want \_\_\_\_\_.

### 7.10 Translate into Russian.

1. They are likely to win the match.
2. She is unlikely to be a good actress.
3. We are sure to meet you at the station.
4. My parents are certain to believe me.
5. Los Angeles is sure to be the capital of the world movie production.
6. Celebrities are certain to need peace and quiet.
7. They are thought to have gone away some days ago.
8. The patient is unlikely to follow the doctor's recommendations.
9. This picture is sure to be the best at the exhibition.
10. The delegation is reported to be leaving Russia tonight at 11 a.m.

### 7.11 Translate into English.

1. Вероятно, он станет популярным певцом.
2. Маловероятно, что мы забудем этот вечер.
3. Маловероятно, что они примут решение сразу.
4. Несомненно, вы победите.
5. Родителям, конечно, понравится наше представление.
6. Учителя, конечно, помогут ученикам подготовиться к экзаменам.
7. Сообщают, что гуманитарный груз был доставлен вовремя.
8. Он, похоже, не слышал эту новость.

### Тест по теме7.

#### Вариант 1

#### 1. Write the sentences using the complex object.

a) My brother taught ( I ) to swim and dive.

- b)They would like (we) to read aloud.
- c)Bob advised (she) to stay for another week.
- d)We expect (he) to arrive at noon.
- e)I heard (you) open the door.

**2. Use the complex object with or without *to***

- a)I believe the Internet ... be the greatest invention ever.
- b)The teacher doesn't let us ... use our mobile phones.
- c)They didn't expect her ... be late.
- d)The police officer made him ... tell the truth.
- e)I would like you ... admit your fault.
- f)Swan believes Vicky ... be the best manager in our store.

**3 Rephrase the following sentences as in the example.**

E.g. I want that she will cook mushroom soup. – I want her to cook mushroom soup.

- a)They said: "He is an expert in our industry." – They consider ... .
- b)Elvis said to his son: "Don't watch horror films." – Elvis doesn't let ... .
- c)"Mummy, please, buy me that doll", said the little girl. – The little girl would like ... .
- d)Dad says that I can travel to China with you. – Dad allows ... .
- e)He swears a lot. Many people heard that. – Many people heard ... .

**Вариант 2**

**1. Write the sentences using the complex object.**

- a)I want (she) to be my wife.
- b)Dad always makes ( I ) go fishing with him every weekend.

c)Our parents expect (we) to stop quarreling.

d)Sara never lets (he) drive her car.

e)I saw (you) cross the street.

## 2. Use the complex object with or without *to*

a)We heard the lorry ... stop near the house.

b)I want my elder sister ... take me to the zoo.

c)Nick persuaded me ... go in for sports.

d)We saw Jacob ... break the window.

e)I consider this sculpture ... be a masterpiece.

f)She noticed Mary suddenly ... turn pale.

## 3 Rephrase the following sentences as in the example.

e.g. I want that she will cook mushroom soup. – I want her to cook mushroom soup.

a)The children were laughing and enjoying themselves on the beach. Their parents saw them. – Their parents saw ... .

b)The bike disappeared in the forest. The policeman noticed it. – The policeman noticed ... .

c) “Bring me some water from the well,” my grandmother said. – My grandmother wanted ... .

d)Somebody was watching me. I felt that. – I felt ... .

e)Daniel said: “Helen, you can go to a night club tonight.” – Daniel let ... .

e)invited/ for a few days/ Jane’s/ to/ with them/ her/ stay/ friends.

## Критерии и шкала оценки результатов тестирования

Стандартная оценка	Оценка тестовой нормы - % правильных ответов
«отлично»	81-100 %
«хорошо»	61-80%
«удовлетворительно»	50-60%

**Тема 8. Правила телефонных переговоров.**

**8.1 Read and translate the text:**

**Rules of business telephone conversation with customers and partners**

Here are some tips that will help you present yourself to the most profitable and professional side:

1. Always answer the call quickly, do not make the person at the other end of the line to wait for more than three rings.
2. Answer the phone call a business and a pleasant tone of voice, it is desirable, with a smile, it is always audible even in a telephone conversation.
3. If you answer a call that is ringing on the total number in the office, the first thing you need to introduce yourself and name your organization. If you are responsible for your own account number, it will be enough to say hello and introduce yourself.
4. Speak slowly and clearly enough that you could easily understand. Do not cry, this manner annoys almost everyone, in any case not on a call, if you eat or chew gum.
5. If you answer a call on the phone and the multichannel going to switch the caller on the other line, always warned about this in advance and specify whether he agrees. If the person on the other end you have to wait more than 30 seconds, return to him and to provide additional information why the connection does not go as far as possible provide a range of further actions, such as: "Unfortunately, the line is busy, you can wait a little longer or prefer to leave a message? "
6. Do not use a speakerphone to answer an incoming call. This will create the caller the impression that you are busy with another case in parallel.
7. If you are using an answering machine for calls that do not have time to take or which arrive after hours, make sure that it was recorded by a professional and well-sounding greeting message, which should contain a similar idea simply answer the call. You can also include in the greeting information that may be useful to all callers, such as opening hours of the office. If the message left on the answering machine, you are asked to call back, always do it as soon as possible.
8. Do not talk in a hurry, better ask the person to call back or call back yourself, when you have enough time to fully engage in his question.
9. Do not call on business matters before 9 am and after 9 pm, unless the client can ask the opposite.

Following these simple rules will ensure your interlocutor in a good mood, so they will want to talk with you again.

**8.2 Use the list of word choices to fill in the gaps:**

<b>Charge</b>	<b>codes</b>	<b>connect</b>	<b>dial</b>	<b>digit</b>
<b>tone</b>	<b>direct</b>	<b>hands-free</b>	<b>engaged</b>	<b>extension</b>
<b>units</b>	<b>receiver</b>	<b>local</b>	<b>message</b>	<b>wrong number</b>
			<b>operator</b>	

1. A call to someone in the same area is a ..... call.
2. To make a call to another town or country, you need to know the area, country and international ..... Make sure you don't miss out a ..... in the number.
3. If you are using a conventional phone you should pick up the ..... and ..... the number you want; perhaps you have a modern phone with a ..... facility.
4. If the person you have called is already speaking to someone else, you will hear a sound which tells the line is .....
5. You'll get a ..... if you aren't careful and make a mistake.
6. When the phone rings at the other end you will hear a ringing .....

7. Nowadays, you can call most countries ..... and you don't need to ask the ..... to ..... connect you.
8. Some companies have an answering machine where you can leave a .....
9. If you reach a switchboard, you will have to ask for the ..... you require.
10. The cost of a call depends on how long, where and when you phone. The cost is known as a ..... and it is calculated in .....

**8.3 Fill in the gaps in these phone conversations with suitable words or phrases:**

**afraid back Could from hang on help in leave put ring speaking this throughout**

**TELEPHONE CONVERSATION**

- Bayern Pharma Travel Agency. Mr. Jones (1)\_\_\_\_\_. Can I (2)\_\_\_\_\_ you?
- Good morning, (3)\_\_\_\_\_ is Ms White (4)\_\_\_\_\_ AXA Company. (5)\_\_\_\_\_ I speak (6)\_\_\_\_\_ Mr. Smith?
- Yes, of course. Would you (7)\_\_\_\_\_ a minute. I'll (8)\_\_\_\_\_ you (9)\_\_\_\_\_.
- .....
- I am (10)\_\_\_\_\_, he is not (11)\_\_\_\_\_ at the moment. Would you like to (12)\_\_\_\_\_ a message?
- No, thank-you. When could I call him (13)\_\_\_\_\_?
- Could you please (14)\_\_\_\_\_ him (15)\_\_\_\_\_ tomorrow morning?
- Yes, of course. Thank-you very much. Goodbye.
- Goodbye.

**8.4 Read the dialogs. Which one of them fully meets the requirements of a business telephone conversation on the phone? Play this dialogue.**

I

- Secretary: Good morning. President's office. How can I help you?  
 Vladimir: Hello. I'd like to speak to George W., please.  
 Secretary: May I ask who's calling?  
 Vladimir: It's Vladimir  
 Secretary: Could you tell me what it's about?  
 Vladimir: No, I'd like to speak to him personally.  
 Secretary: Just hold on, please... I'm sorry. He's busy at the moment. Would you like to speak to somebody else?  
 Vladimir: No, I have to speak to George W.  
 Secretary: O.K. Can I take a message or shall I ask him to call you back?  
 Vladimir: Could you tell him I called and I'd be grateful if he'd call me back. I'll be in my office all morning.  
 Secretary: Does he have your number?  
 Vladimir: Yes, but just in case, I'll give it to you. It's (001) 202-123-4567.  
 Secretary: So, that's (001) 202-123-4567.  
 Vladimir: That's right.  
 Secretary: O.K., I'll give him your message. Goodbye.  
 Vladimir: Thank you. Goodbye.

II

Tom is a student who wants to speak to Mr. Lau to arrange a visit to his company. Mr. Lau isn't there. What does Tom say to make sure he gets to speak to Mr. Lau next time he calls?

Tom: calls

Secretary: Good morning, Asia Pacific Enterprises.

Tom: Hello, could I speak to Mr. Lau, please?

Secretary: I'm afraid Mr. Lau is in a meeting right now. Can I help you?

Tom: Well, I am doing a project at Hong Kong University on work experience... Perhaps it's better if I speak to Mr. Lau personally.

Secretary: Fine, could you call back when the meeting is finished?

Tom: Yes, could you tell me when the best time to call is?

Secretary: Probably after 4 pm.

Tom: Yes, I'll do that. Thank you for your help.

Secretary: You're welcome.

Tom: Good bye.

Secretary: Bye.

Tom: hangs up

### III

Tom is a student who wants to speak to Mr. Lau to arrange a visit to his company. Notice how Tom makes all the arrangements in one call.

Tom: calls

Secretary: Good morning, Asia Pacific Enterprises.

Tom: Hello, could I speak to Mr. Lau, please?

Secretary: Yes, I'll put you through. May I know who is calling?

Tom: Yes, my name is Tom Wu. I am a student at Hong Kong University. I am calling about a project we are doing.

Secretary: OK. Could you hold the line, please?

Mr. Lau: Hello, how can I help you?

Tom: My name is Tom Wu. I am a student at Hong Kong University. I am calling about a project we are doing on work experience. Mr. Chan from Eurasia Products said you might be able to help me. He is a friend of my uncle.

Mr. Lau: Yes, I know Mr. Chan... So?

Tom: Well, one of our assignments is to find out more about a particular company and the kind of work that it does.

Mr. Lau: Yes? –

Tom: I wonder if you would mind if I visited your company one day next week and talk to some of your staff.

Mr. Lau: Hmm, we are rather busy. What would you like to do exactly?

Tom: I would like to spend a day in your company and sit with one of your staff while they are working. I'd like to find out more about what the work involves.

Mr. Lau: Yes, well, as I said, we are very busy next week but you might be able to arrange a visit for you the week after.

Tom: Oh, that would be fine. Thank you. I don't want to cause you any trouble.

Mr. Lau: I will try to arrange something. Which day would you like to come?

Tom: Let me see... Wednesday is the best day for me.

Mr. Lau: No, sorry! We have an office meeting in the morning. How about Thursday?

Tom: Thursday, Thursday would be fine for me. What time is convenient for you?

Mr. Lau: 10 a.m. O.K.?

Tom: Yes, 10 am. Could you tell me where your office is?

Mr. Lau: On the 7th floor, Room 723. Please ask for my secretary.

Tom: Room 723... OK, then I'll come to your office in Room 723 at 10 am on Thursday the 25th.

Mr. Lau: O.K.

Tom: Thank you so much for your help. I look forward to meeting you.

Mr. Lau: Me too! Good luck with your project.

Tom: Thank you. Goodbye.

Mr. Lau: Bye.

Tom: hangs up

### 8.5 Make an instruction « Business English communication by phone».

Критерии оценивания памятки

Критерий	Балл
1. Глубина раскрытия темы	5
2. Творческий подход	5
3. Владение лексикой по теме, грамотность изложения, орфография	5
4. Структурированность	5
5. Представление памятки	5

### 8.6 Make one sentence out of two using who /that / which:

1. A book was written 5 years ago. It is very popular.
2. There is a book on the table. Take it.
3. He paid for the house 100,000\$. It is now worth 150,000\$.
4. A policeman stopped our car. He wasn't very friendly.
5. A boy broke the window. He ran away.
6. I met a woman. She can speak six languages.
7. What's the name of the river? The river goes through the town.
8. A coffee-maker is a machine. The machine makes coffee.
9. Ann took some photographs. Have you seen them?
10. I gave you some money. Where is it?
11. You have bought some oranges. How much are they?
12. We met some people. They were very nice.
13. They invited the Browns to dinner. They didn't come.
14. Linda is dancing with a man. What is his name?
15. John works in a factory. The factory is the biggest in town.

### 8.7 Insert the appropriate conjunctions: since, even if, when, before, while, when, as though, that, wherever, after, and, so that, as soon as, if, that.

1. Darryl looked after my dog ... I was away.
2. ... the curtain accidentally fell during her speech, the actress forgot her lines.
3. A statue ... was sculpted by Rodin is on display at the museum.
4. ... the queen rode in the parade, she gave a speech.
5. She doesn't know ... he'll return.
6. Many brave soldiers fought in the war ... they received medals.

7. ... we were early, we had to wait.
8. Peter is a famous baseball player ... lives in a beautiful house in Miami.
9. ... we get off the train, we will see our parents.
10. We believe ... the statement may be true only from a theoretical perspective.
11. He just cancelled his meeting ... he can come tonight.
12. Tom was welcome ... he went.
13. Our boss devotes us time ... he is busy.
14. Regional directors are invited to participate ... they are in New York.
15. It feels ... the air becomes fresher.

### **8.8 Translate into English:**

1. Ты можешь плакать как ребенок или ты можешь прибрать комнату как взрослый.
2. Я знаю, почему он убежал.
3. Я копил деньги, чтобы купить iPad.
4. Не смотря на то, что на вечеринку меня пригласил мой друг, я не хочу идти.
5. Моя собака ждала нас у дверей, пока мы не пришли домой.
6. Птица, которую мы увидели, внезапно улетела.
7. Мы выиграли игру, потому что работали друг с другом как команда.

### **Тест по теме 8.**

Вариант I.

**Translate words in brackets in English and underline the independent clause in each of the following sentences.**

1. (Так как) my coffee was too cold, I heated it in the microwave.
2. (Хотя) he was very rich, he was still very unhappy.
3. She returned the computer (после того как) she noticed it was damaged.
4. (Когда) the cost goes up, customers buy less clothing.
5. (Так как) she was bright and ambitious, she became manager in no time.
6. (Куда бы) you go, you can always find beauty.

**Translate the following sentences in Russian and underline the independent clause in each of the following sentences.**

7. The movie, though very long, was still very enjoyable.
8. Evergreen trees are a symbol of fertility because they do not die in the winter.
9. The actor was happy he got a part in a movie although the part was a small one.
10. The museum was very interesting as I expected.
11. Because he is rich, people make allowance for his idiosyncrasies.

Вариант II.



**Translate words in brackets in English and underline the independent clause in each of the following sentences.**

1. The professional, (который) had been thoroughly trained, was at a loss to explain.
2. (Когда) she was younger, she believed in fairy tales.
3. (После того как) the tornado hit the town, there was little left standing.
4. I have to save this coupon (потому что) I don't have time to shop right now.
5. Let's go back to the restaurant (где) we had our first date.
6. (Хотя) my cousin invited me, I chose not to go to the party.

**Translate the following sentences in Russian and underline the independent clause in each of the following sentences.**

7. As genes change over time, evolution progresses.
8. I really didn't like the play although the acting was very good.
9. Everyone laughed when he got a cream pie smashed in his face.
10. After twenty years, he still had feelings for her.
11. Some people tell me that money can't buy happiness.

### **Критерии и шкала оценки результатов тестирования**

<b>Стандартная оценка</b>	<b>Оценка тестовой нормы - % правильных ответов</b>
«отлично»	81-100 %
«хорошо»	61-80%
«удовлетворительно»	50-60%
«неудовлетворительно»	менее 50%

### **Тема 9. Официальная и неофициальная переписка.**

#### **9.1 Choose the right answer:**

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.

#### **9.2 Find the appropriate definition for the words.**

E.g.: 2 - a

1. an invoice;
2. foreign trade;
3. a statement;
4. a receipt;
- a) an exchange of goods and services between nations;
- b) the price given for goods or a piece of work;
- c) a letter where the customer tries to get better terms;
- 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.

**9.3 Insert the missing greetings and closing phrases into the following excerpts of the letter texts.**

- |   |  |
|---|--|
| <p>1. The Personnel Manager<br/>Travel Unlimited<br/>Dear _____<br/>Yours _____</p>   | <p>2. Ms. A Mayer<br/>International Publishing Ltd-60<br/>Dear _____<br/>Yours _____</p> |
| <p>3. The Vice President<br/>ICU Technical College<br/>Dear _____<br/>Yours _____</p> | <p>4. The sales Manager<br/>National Park Services<br/>Dear _____<br/>Yours _____</p>    |

**9.4 You can see an example of English business letter. Write down your own letter.**

**SYSTEM FURNITURE plc**

Brookfield Industrial Estate  
Twylord Westshire TD3 2BS  
England  
Tel: 0193-384 1923 Fax: 0193-2196734  
Telex: 342689  
Our ref: RPL/ PE  
Your ref:  
Mr. W. Drake 24 October 2007

Chairman  
The Drake and Sons Engineering Co. Ltd  
Bristol 5  
England

Dear Mr. Drake,

Order 439

Thank you very much for your order of 24 October 2007.

I enclose our latest price list and a new catalogue of our products. I will keep you fully informed about the progress of your order.

Yours sincerely,

*Pauline Ellis*

Pauline Ellis (Miss)  
Secretary

**9.5 List the expressions under the two headings.**

**Start a letter**

**End a letter**

b. Thanks very much for your letter      a. Give my love to your parents

1. Give my love to your parents.
2. Thanks very much for your letter.
3. Sorry I haven't been in touch for ages.
4. Good luck next week with your exams.
5. Hope to see you soon.
6. I got your letter yesterday.
7. I must stop now and catch the post
8. I'm really looking forward to seeing you.
9. It seems a long time I last wrote.
10. Keep in touch.
11. It was so nice to hear from you.
12. Say hello to Laura.
13. Well, that's enough for now.
14. I'm sorry I haven't written for such a long time.
15. Write soon.

**9.6 Choose the correct item from each list below. Then match it with the correct place on the letter layout.**

.

The diagram shows a rectangular box representing a letter layout. Inside the box, there are four numbered dashed lines indicating where to place the chosen items:

- 1. A horizontal dashed line near the top right.
- 2. A horizontal dashed line in the middle right.
- 3. A horizontal dashed line on the left side.
- 4. A horizontal dashed line near the bottom left.

**Closing remark**

- a). Goodbye!
- b). Yours sincerely,
- c). Love from,

**Address**

- a). Hamilton Street  
London NW6 7GE
- b). Hamilton Street 3  
London NW6 7GE
- c). London

**Date**

- a). the 6 March
- b). 6<sup>th</sup> March/ March 6th
- c). March the 6th
- d). the sixth of March

**Greeting**

- a). Dear Miss Alison,
- b). Dear Alison
- c). Alison!
- d). Hi, Alison!

**9.7 Write an informal letter to an English-speaking friend, using the cues in the paragraph plan below to help you.**

**Paragraph 1: Start the letter**

- Thank your friend for his/her last letter.
- Apologise for not writing back sooner.
- Explain briefly why you haven't written.

**Paragraph 2: Give news and information**

- Give current news about yourself.
- Mention you family and friends.

**Paragraph 3: Ask for news**

- Ask about your friend is getting on.
- Ask about your friend's family and any other friends you both know.

**Paragraph 4: End the letter**

- Say that you must end the letter and why.
- Give your regards to his/her parents.
- Ask him/her to write soon.

Схема оценивания письма	
Оценка	Описание
5	1) во введении четко сформулирован тезис, соответствующий теме письма, выполнена задача заинтересовать читателя; 2) деление текста на введение, основную часть и заключение в основной части; 3) логично, связно и полно излагается материал; 4) правильно (уместно и достаточно) используются разнообразные средства связи; 5) демонстрирует полное понимание темы. Все требования, предъявляемые к заданию выполнены.

4	<p>1) во введение четко сформулирован тезис, соответствующий теме письма, в известной мере выполнена задача заинтересовать читателя;</p> <p>2) в основной части логично, связно, но недостаточно полно излагается материал;</p> <p>3) уместно используются разнообразные средства связи;</p> <p>4) для выражения мыслей студент не пользуется упрощённо-примитивным языком.</p>
3	<p>1) во введение тезис сформулирован нечетко или не вполне соответствует теме письма;</p> <p>2) в основной части материал излагается недостаточно логично и последовательно;</p> <p>3) недостаточно или, наоборот, избыточно используются средства связи;</p> <p>4) язык работы в целом не соответствует уровню III курса.</p>
2	<p>1) во введение тезис отсутствует или не соответствует теме письма;</p> <p>2) в основной части нет логичного последовательного раскрытия темы;</p> <p>3) средства связи не обеспечивают связность изложения;</p> <p>4) отсутствует деление текста на введение, основную часть и заключение;</p> <p>5) язык работы можно оценить как «примитивный».</p>

### 9.8 Insert the verbs in the correct form.

- If I ... him I will invite him to join us.  
a) will see    b) see
- We'll be late unless we ... .  
a) will hurry    b) hurry
- If it ... fine tomorrow, we'll go for a picnic.  
a) is    b) will be
- If I see him, I ... him that book.  
a) will give    b) give
- If he ... all these apples, he will be ill.  
a) eats    b) will eat
- If you ... away, I'll call my brother.  
a) will not go    b) do not go
- If he ... late, we'll go without him.  
a) will be    b) is
- If he ... hard today, can he have a holiday next week?  
a) works    b) will work
- If you ... this magazine, I'll bring you another.  
a) will not like    b) do not like
- If he ... university now, he will be sorry afterwards  
a) leaves    b) will leave

### 9.9 Insert the verbs in the correct form.

- I'll look for your book and if I (find) it I (give) you a ring.
- If you put the ice cubes into very hot water, they (crack).
- If he (win), he (get) 100,000 dollars; if he (come) in second, he (get) 50,000.
- If he (want) more money, he (have) to do more work.
- If you (not take) this book to the library tomorrow, you (have) to pay a fine.
- If you (like), I (get) you a job in this company.
- If the weather (be) good, we (go) to the country.
- I (tell) him the whole truth if I (know) it.
- If he (invite) me, I (go) to his party.
- If it (freeze) tonight, the roads (be) very slippery tomorrow.

### 9.10 Finish the sentences.

1. If I go to the USA this summer,I will visit ... .
2. If I feel hungry this evening,I will eat ... .
3. If I have time next weekend,I shall go ... .
4. If I have to write a story for homework,I will write about ... .
5. If you come to my home,you will see ... .
6. If it is cold tomorrow,I will put on ... .
7. If we finish early today ... .
8. If I quarrel with my parents ... .
9. If I lose my keys ... .
10. If we get too much homework ... .
11. If my friend gets into trouble ... .
12. I'll eat my hat if ... .
13. We will be very happy if ... .
14. I will be angry with my friend if ... .
15. Will you help me if ... ?

### 9.11 Write in a, an, some, any.

1. There's \_\_\_\_\_ angel on the top.
2. There are \_\_\_\_\_ ornaments on the tree.
3. Are there \_\_\_\_\_ lights on the tree?
4. There isn't \_\_\_\_\_ Christmas tree in the house.
5. There's \_\_\_\_\_ jam on the wooden table.
6. Is there \_\_\_\_\_ bread in the basket?
7. There aren't \_\_\_\_\_ vegetables in the fridge.

### 9.12 Read the sentences. Draw your picture.

There is some food in the fridge. There is some cheese on the shelf. There are some sausages to the right of the cheese. There are two cucumbers on the shelf. There is a red tomato to the left of the cucumbers. There is some cabbage behind the tomato.

### 9.13 Read the dialogue. Fill in the gaps with some, any, or a / an.

A. I'd like \_\_\_\_\_ (1) vegetable soup with bread, please.

B. I'm afraid we haven't got \_\_\_\_\_ (2) vegetable soup today. But we've got \_\_\_\_\_ (3) milk soup.

A. I don't like milk soup. I'll have \_\_\_\_\_ (4) vegetable salad.

B. Vegetable salad. Anything else, sir?

A. Chicken with boiled potatoes.

B. I'm sorry, but we haven't got \_\_\_\_\_ (5) chicken. But you can have \_\_\_\_\_ (6) steak. And there is spaghetti or chips instead of boiled potatoes.

A. All right. \_\_\_\_\_ (7) steak and \_\_\_\_\_ (8) chips. Have you got \_\_\_\_\_ (9) juice or is

there any

water?

B. Of course, sir. We've got \_\_\_\_\_ (10) orange and apple juice.

A. Have you got \_\_\_\_\_ (11) tomato juice?

B. Yes, it's Spanish.

A. That's fine. And cheese. I'd like \_\_\_\_\_ (12) cheese and \_\_\_\_\_ (13) fruit salad.

B. Would you like \_\_\_\_\_ (14) ice-cream?

A. Yes, please. One ice-cream.

#### **9.14 Choose the correct answer. Write the story in your notebook.**

Liz is shopping. She wants to buy (1 — anything / some / any) new clothes. She is going to a New Year party tonight, but she has got (2 — anything / nobody / nothing) to wear. She wants to buy (3 — some / any / something) nice and (4 — no / some / any) new shoes but she can't find (5 — something / anything / anybody) that she likes. She is also looking for a present. She wants to buy (6 — nothing / anybody / something) special for her friend.

#### **9.15 Fill in the blanks with the necessary pronouns (some, any, anything, something, everybody, everything, no etc.):**

1. Is there \_\_\_\_\_ interesting in the magazine? 2. There are \_\_\_\_\_ books on the table. 3. \_\_\_\_\_ in the house is clean and good. 4. There is \_\_\_\_\_ here. 5. She will tell us \_\_\_\_\_ about her work. 6. She doesn't want \_\_\_\_\_ new dress. 7. Is he going \_\_\_\_\_ today? 8. Good morning, \_\_\_\_\_. 9. He never goes by train, he goes \_\_\_\_\_ by aeroplane. 10. They want a house, they have \_\_\_\_\_ to live. 11. Is \_\_\_\_\_ coming to see us today? 12. There aren't \_\_\_\_\_ pencils in the box. 13. I didn't see \_\_\_\_\_ yesterday, I was at home.