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Муромский институт (филиал)
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**«Владимирский государственный университет
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(МИ ВлГУ)

Кафедра *ИЯ*

«УТВЕРЖДАЮ»
Заместитель директора по УР
_____ Д.Е. Андрианов
_____ 20.05.2025

РАБОЧАЯ ПРОГРАММА ДИСЦИПЛИНЫ

Иностранный язык

Направление подготовки

*15.03.02 Технологические машины и
оборудование*

Профиль подготовки

*Технология и оборудование
машиностроительного производства*

Семестр	Трудоем- кость, час./зач. ед.	Лек- ции, час.	Прак- тические занятия, час.	Лабора- торные работы, час.	Консультация, час.	Конт- роль, час.	Всего (контакт- ная работа), час.	СРС, час.	Форма промежу- точного контроля (экз., зач., зач. с оц.)
1	72 / 2		16			0,25	16,25	55,75	Зач.
2	36 / 1		8			0,25	8,25	27,75	Зач. с оц.
Итого	108 / 3		24			0,5	24,5	83,5	

Муром, 2025 г.

1. Цель освоения дисциплины

Цель дисциплины: овладение необходимым и достаточным уровнем коммуникативной компетенции для решения социально-коммуникативных задач в различных областях бытовой, деловой, академической, профессиональной деятельности.

Задачи дисциплины: развитие коммуникативных умений в области чтения, аудирования, говорения и письма в разнообразных ситуациях межкультурного общения.

2. Место дисциплины в структуре ОПОП ВО

Вузовский курс "Иностранный язык" базируется на школьном курсе "Иностранный язык". Углубление и расширение вопросов, изложенных в данном курсе, будет осуществляться в процессе изучения иностранного языка в магистратуре.

3. Планируемые результаты обучения по дисциплине

Планируемые результаты обучения по дисциплине, соотнесенные с планируемыми результатами освоения ОПОП (компетенциями и индикаторами достижения компетенций)

Формируемые компетенции (код, содержание компетенции)	Планируемые результаты обучения по дисциплине, в соответствии с индикатором достижения компетенции		Наименование оценочного средства
	Индикатор достижения компетенции	Результаты обучения по дисциплине	
УК-4 Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	УК-4.2 Использует иностранный язык как средство делового общения и обмена информацией в устной и письменной форме	знать языковые средства осуществления межкультурной коммуникации на иностранном языке (УК-4.2) уметь использовать языковые средства в ситуациях делового общения на иностранном языке (УК-4.2)	Тест, вопросы к устному опросу

4. Структура и содержание дисциплины

Общая трудоемкость дисциплины составляет 3 зачетные единицы, 108 часов.

4.1. Форма обучения: очная

Уровень базового образования: среднее общее.

Срок обучения 4г.

4.1.1. Структура дисциплины

№ п\п	Раздел (тема) дисциплины	Семестр	Контактная работа обучающихся с педагогическим работником							Самостоятельная работа	Форма текущего контроля успеваемости (по неделям семестра), форма промежуточной аттестации(по семестрам)
			Лекции	Практические занятия	Лабораторные работы	Контрольные работы	КП / КР	Консультация	Контроль		
1	Бытовая сфера общения	1		6						25	Тестирование, устный опрос
2	Учебно-познавательная сфера общения	1		6						30	Тестирование, устный опрос
3	Социально-культурная сфера общения	1		4						0,75	Тестирование, устный опрос
Всего за семестр		72		16				0	0,25	55,75	Зач.
4	Профессиональная сфера общения	2		8						27,75	Тестирование, устный опрос
Всего за семестр		36		8				0	0,25	27,75	Зач. с оц.
Итого		108		24					0,5	83,5	

4.1.2. Содержание дисциплины

4.1.2.1. Перечень лекций

Не планируется.

4.1.2.2. Перечень практических занятий

Семестр 1

Раздел 1. Бытовая сфера общения

Практическое занятие 1

О себе и своей семье (2 часа).

Практическое занятие 2

О себе и своей семье (2 часа).

Практическое занятие 3

О себе и своей семье (2 часа).

Раздел 2. Учебно-познавательная сфера общения

Практическое занятие 4

Учеба в институте (2 часа).

Практическое занятие 5

Учеба в институте (2 часа).

Практическое занятие 6

Учеба в институте (2 часа).

Раздел 3. Социально-культурная сфера общения

Практическое занятие 7

Муром: вчера и сегодня (2 часа).

Практическое занятие 8

Муром: вчера и сегодня (2 часа).

Семестр 2

Раздел 4. Профессиональная сфера общения

Практическое занятие 9

Деловое общение. Письмо (2 часа).

Практическое занятие 10

Деловое общение. Письмо (2 часа).

Практическое занятие 11

Машиностроение (2 часа).

Практическое занятие 12

Машиностроение (2 часа).

4.1.2.3. Перечень лабораторных работ

Не планируется.

4.1.2.4. Перечень тем и учебно-методическое обеспечение самостоятельной работы

Перечень тем, вынесенных на самостоятельное изучение:

1. Хобби.
2. Студенческая жизнь.
3. Речевой этикет.
4. Станки и инструменты.

Для самостоятельной работы используются методические указания по освоению дисциплины и издания из списка приведенной ниже основной и дополнительной литературы.

4.1.2.5. Перечень тем контрольных работ, рефератов, ТР, РГР, РПР

Не планируется.

4.1.2.6. Примерный перечень тем курсовых работ (проектов)

Не планируется.

4.2 Форма обучения: заочная

Уровень базового образования: среднее общее.

Срок обучения 5л.

Семестр	Трудоем- кость, час./ зач. ед.	Лек- ции, час.	Практи- ческие занятия, час.	Лабора- торные работы, час.	Консультация, час.	Конт- роль, час.	Всего (контакт- ная работа), час.	СРС, час.	Форма промежуточного контроля (экз., зач., зач. с оц.)
1	54 / 1,5		8			0,5	8,5	41,75	Зач.(3,75)
2	54 / 1,5		8			0,5	8,5	41,75	Зач. с оц.(3,75)
Итого	108 / 3		16			1	17	83,5	7,5

4.2.1. Структура дисциплины

№ п\п	Раздел (тема) дисциплины	Семестр	Контактная работа обучающихся с педагогическим работником							Самостоятельная работа	Форма текущего контроля успеваемости (по неделям семестра), форма промежуточной аттестации(по семестрам)
			Лекции	Практические занятия	Лабораторные работы	Контрольные работы	КП / КР	Консультация	Контроль		
1	Бытовая сфера общения	1		4						14	Тестирование. Устный опрос.
2	Учебно-познавательная сфера общения	1		4						14	Тестирование. Устный опрос.
3	Социально-культурная сфера общения	1								13,75	Тестирование. Устный опрос.
Всего за семестр		54		8		+		0	0,5	41,75	Зач.(3,75)
4	Профессиональная сфера общения	2		8						41,75	Тестирование. Устный опрос.
Всего за семестр		54		8		+		0	0,5	41,75	Зач. с оц.(3,75)
Итого		108		16					1	83,5	7,5

4.2.2. Содержание дисциплины

4.2.2.1. Перечень лекций

Не планируется.

4.2.2.2. Перечень практических занятий

Семестр 1

Раздел 1. Бытовая сфера общения

Практическое занятие 1.

О себе и своей семье (2 часа).

Практическое занятие 2.

О себе и своей семье (2 часа).

Раздел 2. Учебно-познавательная сфера общения

Практическое занятие 3.

Учеба в институте (2 часа).

Практическое занятие 4.

Учеба в институте (2 часа).

Семестр 2

Раздел 4. Профессиональная сфера общения

Практическое занятие 5.

Деловое общение. Письмо (2 часа).

Практическое занятие 6.

Деловое общение. Письмо (2 часа).

Практическое занятие 7.

Машиностроение (2 часа).

Практическое занятие 8.

Машиностроение (2 часа).

4.2.2.3. Перечень лабораторных работ

Не планируется.

4.2.2.4. Перечень тем и учебно-методическое обеспечение самостоятельной работы

Перечень тем, вынесенных на самостоятельное изучение:

1. Хобби.
2. Студенческая жизнь.
3. Мой родной город.
4. Речевой этикет.
5. Станки и инструменты.

Для самостоятельной работы используются методические указания по освоению дисциплины и издания из списка приведенной ниже основной и дополнительной литературы.

4.2.2.5. Перечень тем контрольных работ, рефератов, ТР, РГР, РПР

1. Грамматика (словообразование, местоимения, степени сравнения прилагательных и наречий, артикли, предлоги, союзы, глагол и его формы, неличные формы глагола, фразовые глаголы, модальные глаголы).

2. Деловое письмо (оформление делового письма, конверта, резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки, электронного сообщения, факса, меморандума).

3. Речевой этикет (речевой этикет в бытовой сфере общения, речевой этикет в учебно-познавательной сфере общения, речевой этикет в социально-культурной сфере общения, деловое общение в профессиональной сфере).

4. Лексика (учебная лексика, общепрофессиональная лексика).

5. Чтение.

4.2.2.6. Примерный перечень тем курсовых работ (проектов)
Не планируется.

Уровень базового образования: среднее профессиональное.
Срок обучения 3г 6м.

Семестр	Трудоем- кость, час./ зач. ед.	Лек- ции, час.	Практи- ческие занятия, час.	Лабора- торные работы, час.	Консуль- тация, час.	Конт- роль, час.	Всего (контак- тная работа), час.	СРС, час.	Переат- теста- ция	Форма промежу- точного контроля (экз., зач., зач. с оц.)
1	72 / 2		8			0,5	8,5	23,75	36	Зач.(3,75)
2	36 / 1		4			0,5	4,5	27,75	0	Зач. с оц.(3,75)
Итого	108 / 3		12			1	13	51,5	36	7,5

4.3.1. Структура дисциплины

[illegible]

4.3.2. Содержание дисциплины

4.3.2.1. Перечень лекций

Не планируется.

4.3.2.2. Перечень практических занятий

Семестр 1

Раздел 1. Бытовая сфера общения

Практическое занятие 1.

О себе и своей семье (2 часа).

Практическое занятие 2.

О себе и своей семье (2 часа).

Раздел 2. Учебно-познавательная сфера общения

Практическое занятие 3.

Учеба в институте (2 часа).

Практическое занятие 4.

Учеба в институте (2 часа).

Семестр 2

Раздел 4. Профессиональная сфера общения

Практическое занятие 5.

Деловое общение. Письмо (2 часа).

Практическое занятие 6.

Машиностроение (2 часа).

4.3.2.3. Перечень лабораторных работ

Не планируется.

4.3.2.4. Перечень тем и учебно-методическое обеспечение самостоятельной работы

Перечень тем, вынесенных на самостоятельное изучение:

1. Хобби.
2. Студенческая жизнь.
3. Мой родной город.
4. Речевой этикет.
5. Станки и инструменты.

Для самостоятельной работы используются методические указания по освоению дисциплины и издания из списка приведенной ниже основной и дополнительной литературы.

4.3.2.5. Перечень тем контрольных работ, рефератов, ТР, РГР, РПР

1. Грамматика (словообразование, местоимения, степени сравнения прилагательных и наречий, артикли, предлоги, союзы, глагол и его формы, неличные формы глагола, фразовые глаголы, модальные глаголы).
2. Деловое письмо (оформление делового письма, конверта, резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки, электронного сообщения, факса, меморандума).
3. Речевой этикет (речевой этикет в бытовой сфере общения, речевой этикет в учебно-познавательной сфере общения, речевой этикет в социально-культурной сфере общения, деловое общение в профессиональной сфере).
4. Лексика (учебная лексика, общепрофессиональная лексика).
5. Чтение.

4.3.2.6. Примерный перечень тем курсовых работ (проектов)

Не планируется.

5. Образовательные технологии

В процессе изучения дисциплины "Иностранный язык" используются активные и интерактивные формы проведения занятий. В ходе практических занятий применяется обучение в сотрудничестве (в малых группах).

6. Оценочные средства для текущего контроля успеваемости, промежуточной аттестации по итогам освоения дисциплины.

Фонды оценочных материалов (средств) приведены в приложении.

7. Учебно-методическое и информационное обеспечение дисциплины.

7.1. Основная учебно-методическая литература по дисциплине

1. Жданова Г.А. Английский язык в социально-бытовой и культурной сферах общения: учебное пособие/ Г.А. Жданова, Н.С. Дельмухомедова, Л.Д.Овчерук, Л.А.Ильина. - Кемерово, 2014. -98с. - <http://e-lib.kemtip.ru/uploads/09/iyao089.pdf>

2. Английский язык. Бытовая сфера общения: Практикум для студентов всех образовательных программ / сост. Панкратова Е.А. [Электронный ресурс]. – Электрон. текстовые дан. (0,5 Мб). - Муром.: МИ ВлГУ, 2016. -- № госрегистрации 0321602449 - http://elib.mivlgu.local/index.php?mod=book_inf&com=view_inf&book_id=2845

3. Иностранный язык. Культура и традиции англоговорящих стран: Практикум для студентов всех образовательных программ / сост. Панкратова Е.А. [Электронный ресурс]. – Электрон. текстовые дан. (0,5 Мб). - Муром.: МИ ВлГУ, 2016. № госрегистрации 0321602563 - http://elib.mivlgu.local/index.php?mod=book_inf&com=view_inf&book_id=2846

7.2. Дополнительная учебно-методическая литература по дисциплине

1. Иностранные языки в школе (научно-методический журнал) -2008-2025 гг. - П

2. Деловой английский: учеб. пособие для тестирования / Н. К. Яшина; Владим. гос. ун-т имени А. Г. и Н. Г. Столетовых. – Владимир: Изд-во ВлГУ, 2013. – 53 с. - <http://dspace.www1.vlsu.ru/handle/123456789/2626>

3. Шевелева С. А. Деловой английский. Ускоренный курс: Учебник. – М.: ЮНИТИ, 2000. – 438 с. - 10 экз.

7.3. Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, включая перечень программного обеспечения и информационных справочных систем

В образовательном процессе используются информационные технологии, реализованные на основе информационно-образовательного портала института (www.mivlgu.ru/iop), и инфокоммуникационной сети института:

- предоставление учебно-методических материалов в электронном виде;
- взаимодействие участников образовательного процесса через локальную сеть института и Интернет;
- предоставление сведений о результатах учебной деятельности в электронном личном кабинете обучающегося.

Информационные справочные системы:

1. Онлайн справочник по английской грамматике, упражнения «English Grammar», режим доступа:

<http://www.englishgrammar.org/>

2. Онлайн справочник по английской грамматике «English Club», режим доступа:

<https://www.englishclub.com/>

3. Онлайн справочник по английской грамматике «Grammar Monster», режим доступа:

<http://www.grammar-monster.com/>

4. Онлайн справочник по английской грамматике, упражнения, тесты, обучение письму, страноведческий материал «English Grammar Online», режим доступа:
<https://www.ego4u.com/en/cram-up/grammar>
 5. Онлайн справочник по английской грамматике, упражнения, тесты, обучение письму, аудированию, говорению, страноведческий материал, англоязычная литература «My English Pages», режим доступа: http://www.myenglishpages.com/site_php_files/grammar.php
 6. Онлайн словари и энциклопедии на «Академике», режим доступа:
<http://translate.academic.ru/>
 7. Онлайн словарь Эбби Лингво, режим доступа: <https://www.lingvolive.com/ru-ru>
 8. Онлайн словари английского языка Оксфордского университета, режим доступа:
<https://en.oxforddictionaries.com/>
 9. Онлайн словарь английского языка Кембриджского университета, режим доступа:
<http://dictionary.cambridge.org/ru/>
- Программное обеспечение:
LibreOffice (Mozilla Public License v2.0)
7-Zip (GNU LGPL)
Microsoft Office Standard 2010 Open License Pack No Level Academic Edition
(Государственный контракт №1 от 10.01.2012 года)
Adobe Reader XI (Общие условия использования продуктов Adobe)
Kaspersky Endpoint Security для бизнеса - Стандартный Russian Edition. 500-999 Node 2 year Educational Renewal (продление) (Гражданско-правовой договор бюджетного учреждения №2020.526633 от 23.11.2020 года)
Dr.Web LiveDisk (Лицензионное соглашение Dr.Web)
Lingaphon IFEP (Гражданско-правовой договор бюджетного учреждения № 37/44 от 15.09.2015 года)
Double Commander (GNU GPL 2+)

7.4. Перечень ресурсов информационно-телекоммуникационной сети «Интернет», необходимых для освоения дисциплины

e-lib.kemtipp.ru
elib.mivlgu.local
dspace.www1.vlsu.ru
englishgrammar.org
englishclub.com
grammar-monster.com
ego4u.com
myenglishpages.com
translate.academic.ru
lingvolive.com
dictionary.cambridge.org
mivlgu.ru/iop

8. Материально-техническое обеспечение дисциплины

Компьютерный класс

Комплект учебно-методических пособий, комплект проекционного оборудования (проектор NEC V302XG, проекционный экран), 11 компьютеров: монитор LCD 20" Philips, сист. блок Intel Core i5/3,1ГГц/10Гб, клавиатура, мышь. Доступ к сети Интернет.

Лекционная аудитория

Комплект учебно-методических пособий, комплект проекционного оборудования (проектор NEC V302XG, проекционный экран), 11 компьютеров: монитор LCD 20" Philips, сист. блок Intel Core i5/3,1ГГц/10Гб, клавиатура, мышь. Доступ к сети Интернет.

Лингафонный кабинет

Комплект учебно-методических пособий; лингафонная система ЛФК-102К на 16 посадочных мест и 1 место преподавателя, гарнитура ТМГ – 17 штук; компьютер Spark (монитор LCD Aser 21,5", сист. блок Intel Core i3/3,4ГГц/4Гб/DVD-RW, клавиатура, мышь), комплект проекционного оборудования (проектор Benq MX532, проекционный экран). Доступ к сети Интернет.

9. Методические указания по освоению дисциплины

На практических занятиях изученный теоретический материал отрабатывается и закрепляется посредством выполнения заданий по темам. Занятия проводятся в кабинете английского/немецкого языка. Работа со студентами может быть фронтальной, индивидуальной или в группах: выполняются различные языковые задания.

В конце каждого этапа работы обучающиеся демонстрируют полученные результаты и работают над ошибками.

Обучающиеся сами определяют режим своей самостоятельной работы и меру труда, затрачиваемого на овладение учебным содержанием дисциплины. Они выполняют внеаудиторную работу и изучение материалов, выносимых на самостоятельную работу, по личному индивидуальному плану, в зависимости от уровня его подготовки, времени и иных условий.

Форма заключительного контроля при промежуточной аттестации – зачет с оценкой. Для проведения промежуточной аттестации по дисциплине разработаны фонд оценочных средств и балльно-рейтинговая система оценки учебной деятельности студентов. Оценка по дисциплине выставляется в информационной системе и носит интегрированный характер, учитывающий результаты оценивания участия студентов в аудиторных занятиях, качества и своевременности выполнения заданий в ходе изучения дисциплины и промежуточной аттестации.

Программа составлена в соответствии с требованиями ФГОС ВО по направлению *15.03.02 Технологические машины и оборудование* и профилю подготовки *Технология и оборудование машиностроительного производства*
Рабочую программу составил к.п.н. Соколова Ю.В. _____

Программа рассмотрена и одобрена на заседании кафедры *ИЯ*

протокол № 5 от 12.05.2025 года.

Заведующий кафедрой *ИЯ* _____ *Егорова О.М.*

(Подпись)

Рабочая программа рассмотрена и одобрена на заседании учебно-методической комиссии факультета

протокол № 6 от 15.05.2025 года.

Председатель комиссии МСФ _____ *Калиниченко М.В.*

(Подпись)

(Ф.И.О.)

Фонд оценочных материалов (средств) по дисциплине
Иностранный язык

**1. Оценочные материалы для проведения текущего контроля успеваемости
по дисциплине**

1 СЕМЕСТР

<https://www.mivlgu.ru/iop/course/view.php?id=3101>

Темы для изучения.

Рейтинг-контроль 1.

1. О себе и своей семье

Рейтинг-контроль 2.

1. Учеба в институте.

Рейтинг-контроль 3.

1. Муром: вчера и сегодня.

ТЕСТИРОВАНИЕ

Тема. Местоимения

Выберите соответствующие варианты.

1. Someone sent _____ these beautiful flowers for my birthday.

1) myself 2) me

3) mine 4) my

2. A friend of _____ is coming to see us tomorrow.

1) our 2) him

3) my 4) hers

3. - Do you want to come in for a while?

- No, thank you. I haven't got _____ time.

1) a lot of 2) many

3) few 4) much

Тема. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

1. Karen is the _____ girl in the class.

1) prettier 2) more pretty

3) prettiest 4) much pretty

2. I have _____ job in the world.

1) better 2) a good

3) gooddest 4) the best

3. I have _____ time for my lessons than my sister has.

1) little 2) few

3) less 4) the least

Тема. Артикли

Выберите соответствующие варианты.

1. Jeff comes from a small town in _____ Texas.

1) a 2) the

3) an 4) –

2. We're having dinner with _____ Smiths at the weekend.

1) an 2) a

3) – 4) the

3. Here's _____ book you asked to borrow.

1) a 2) the

3) an 4) –

Тема. Предлоги

Выберите соответствующие варианты.

1. The summer sale starts _____ 15 June.

1) in 2) on

- 3) at 4) to
2. I've bought two tickets _____ a football match.
1) from 2) in
3) for 4) –
3. Modern English began _____ the fifteenth century.
1) in 2) by
3) from 4) at

(CPC) Тема. Выражения с глаголом to be.

Выберите соответствующие варианты.

1. Who is responsible _____ dealing with complaints?
1) at 3) for
2) in 4) with
2. Don't be angry _____ him.
1) about 2) for
3) with 4) on
3. He is not familiar _____ knife and fork.
1) by 2) for
3) at 4) with

Тема. Союзы

Выберите соответствующие варианты.

1. You must tell _____ there is a problem.
1) in order to 2) but
3) as though 4) if
2. You should eat more, _____ you'll make yourself ill.
1) if 2) and
3) but 4) or
3. Mary ordered a taxi _____ she could get to the theatre on time.
1) or 2) if
3) but 4) so

Тема. Модальные глаголы

Выберите соответствующие варианты.

1. You _____ work tomorrow if you don't want to.
1) oughtn't 2) cannot
3) couldn't 3) needn't
2. _____ I park my car in your garage?
1) Is able to 2) Can
3) Need 3) Are allowed to
3. She _____ swim across the river although it was very wide.
1) has to 2) must
3) can 3) was able to

(CPC) Тема. Учебная лексика

Выберите соответствующие варианты.

1. Ann has just _____ from the University of London with honours.
1) left
2) graduated
3) ended
4) finished
2. The graduates from our university take a _____ course to get the Candidate of Science degree.
1) last
2) finishing
3) postgraduate
4) entering
3. On _____ from college, all the students of our group got a good job.

- 1) admittance
- 2) leaving
- 3) entering
- 4) graduation

Тема. Глагол и его формы

Выберите соответствующие варианты.

1. He _____ a cup. The fragments are on the floor.

- 1) has broken
- 2) had broken
- 3) broke
- 4) was broken

2. You should eat more, _____ you'll make yourself ill.

- 1) if
- 2) and
- 3) but
- 4) or

3. - George phoned while you were out.

- O.K. I _____ him back.

- 1) phoned
- 2) is going to phone
- 3) will be phone
- 3) will phone

(CPC) Тема. Страны изучаемого языка: Великобритания

Выберите соответствующие варианты.

1. The oldest part of London is _____.

- 1) the East End
- 2) Hyde Park
- 3) the City
- 4) the West End

2. The capital of Wales is _____.

- 1) Belfast
- 2) Cardiff
- 3) London
- 4) Edinburgh

3. The official residence of the British Prime Minister is at _____.

- 1) Buckingham Palace
- 2) №10 Downing Street
- 3) Tower of London
- 4) Regent Palace

(CPC) Тема. Страны изучаемого языка: США

Выберите соответствующие варианты.

1. The Library of Congress is situated in _____.

- 1) Washington
- 2) Boston
- 3) Oxford
- 4) London

2. Marilyn Monroe was a major US _____ of the fifties.

- 1) dancer
- 2) musician
- 3) sportsman
- 4) movie-star

3. The first president of the USA was _____.

- 1) John Adams
- 2) Thomas Jefferson
- 3) George Washington
- 4) Andrew Jackson

(CPC) Тема. Страны изучаемого языка: Канада

Выберите соответствующие варианты.

1. In Canada, Montreal is famous for its _____.

- 1) canals
- 2) shopping malls
- 3) television studios
- 4) French quarters

2. Canada became independent from _____.

- 1) Australia
- 2) the USA
- 3) New Zealand
- 4) the United Kingdom

3. The capital of Canada is _____.

- 1) Montreal
- 2) Toronto
- 3) Ottawa
- 4) Quebec

УСТНЫЙ ОПРОС

Ответьте на вопросы.

Тема. О себе и своей семье.

1. What is your name?

2. How old are you?

3. Where are you from?
4. What is your occupation?
5. Are you married or single?
6. What kind of person are you?
7. What do you look like? Do you look like your parents?
8. What is your hobby?

Тема. О себе и своей семье.

1. Have you a family?
2. Is your family large or small?
3. How many are you in the family?
4. Whom does your family consist of?
5. What is your mother's/brother's name?
6. How old is she/he?
7. What is her/his occupation?
8. Is she/he married/single?
9. What kind/sort of person is she/he?
10. Who are your relatives? Where do they live?
11. Is your family friendly?
12. What does the family mean to you?
13. What kind of family would you like to have in future?

Тема. Учеба в институте.

1. What institute do you study at?
2. Who is the head of your institute?
3. How many departments are there at your institute? What are they?
4. What department do you study at?
5. What degrees does your Institute award? In what areas?
6. What degree do you study for?/What faculty do you study at?
7. What courses do the students take?
8. What is your favorite course? Why?
9. What course is the most difficult for you? Why?
10. Do you attend all lectures, seminars and practical classes? What type of class do you like most of all?
11. When will you have your first examination period?
12. What end-of-term tests and exams will you take? Which of them will be the easiest/the most difficult for you?
13. What institute facilities and resources do you use to prepare for seminars or practical classes?
14. Do you pay fees for your studies?

Тема. Муром. Вчера и сегодня.

1. What is your native town? Why is called so?
2. Where is it situated?
3. When was it founded?
4. What is its population?
5. Is it an industrious center? What are the industries?
6. What are the educational institutions of your native town?
7. What is the cultural life of your native town?
8. Are there any squares and monument in the town? What are they?
9. What are the historical monuments of the past?
10. What great men were born in your town?
11. Do tourists come to your town? What attracts them? What you recommend them to visit?
12. Why do you like your town?

(CPC) Тема. Хобби.

Подготовьте выступление на английском языке по теме "Хобби".

Подготовьте выступление по теме "Студенческая жизнь"

2 СЕМЕСТР

Темы для изучения.

Рейтинг-контроль 1.

1. Деловое общение. Письмо.

Рейтинг-контроль 2.

1. Машиностроение.

Рейтинг-контроль 3.

1. Машиностроение

Тема. Деловое общение. Письмо.

Расположите части делового письма в правильном порядке.

1.

1) Manufacturers Trust Company,
55 Broad Street,
New York 27, N.Y.

2) October 15 2005

3) Messrs. A. Smith & Co., Ltd.,
28 Moorgate St.,
London, E. C., England

4) In order to correct this error, we are sending enclosed the cheque for the ...

5) Dear Sirs

We must apologize for sending you the cheque for the wrong amount of money

6) Please rest assured that we shall make every effort not to repeat such
mistakes in the future.

Faithfully yours

2.

1) Mr. Gilbert M. Ramirez
Vice President, Marketing
Soup and Salads Restaurant
5632 Western Avenue
Los Angeles, California 90026

2) Sincerely yours

Bill Chang

Bill Chang

President

3) Polycomp Worldwide
459-34 Grand Hotel Avenue
Yaipei
Taiwan

4) August 15, 2003

5) Your letter of March 15 arrived this morning

.....

I look forward to your visit next month.

6) Dear Mr. Ramirez

3.

1) 45 Agate Road
London NW6 0AH

2) 15 March 2006

3) Yours sincerely,

Michele Peters

Michele Peters

Enclosure

4) Maria Sanchez
Human Resource Specialist
Netlives Ltd.

632 Garrison Road
Cambridge CB4 1HD

5) Dear Ms. Sanchez,

6) I read about a job opening for an administrative assistance site.

.....
I look forward to meeting from you soon.

Тема. Деловое общение. Письмо.

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

1.

(1) Mr. Walter Robinson
Paul Center
115 Irvin Lane
(2) Dallas, Texas (3) 75201

(4) Dr. John Dean
12247 Rodeo Drive
Seattle, (5) Washington (6) 98110

- 1) Sender's city name
 - 2) ZIP code of the delivery address
 - 3) ZIP code of the return address
 - 4) Recipient's name
 - 5) Sender's name
 - 6) Name of the state
- 2.

(1) Midtec Cables Ltd,
Cotton Road,
(2) Exeter (3) EX4 9DT,
England

(4) Mrs I.Ruth
(5) Golden Holidays
12 Cambridge Court

London (6) WC2H 8HI

- 1) the sender
 - 2) the ZIP Code in the mailing address
 - 3) the town the letter comes from
 - 4) the addressee
 - 5) the ZIP Code in the return address
 - 6) the addressee's company name
- 3.

(1) Foreign Language Institute
555 (2) Deer Run Lane
Aurora, (3) CO 800014

(4) Sandberg Educational, Inc.
Building Two, Fields Lane
(5) Orchard Ridge Corporate Park
(6) Brewster, NY 10509

- 1) the ZIP Code in the return address
- 2) the addressee's company name
- 3) the sender's company name
- 4) the street name in the return address
- 5) the town in the mailing address
- 6) the street name in the mailing address

(CPC) Тема. Речевой этикет.

1.

We are seeking support from the Foundation to enable us to develop a program. We ask for your partnership because of the Foundation's interest in alternative education and youth leadership development especially for those from the underrepresented minority communities. We look forward to your consideration of our request and the opportunity to submit a formal proposal for your review.

- 1) CV
- 2) Memo
- 3) Letter of apology
- 4) Letter of inquiry

2.

.....
Thank you for your fax dated 13 May concerning your order for five of our drills.

We must apologise for the delay in shipping this order. This was due to unforeseen circumstances. However, we are dealing with your order now and it will be sent without further delay.

-
- 1) Letter of application
 - 2) CV
 - 3) Memo
 - 4) Letter of apology

3.

I am seeking a position in your engineering department where I may use my training in computer sciences to solve Taylor's engineering problems. I would like to be a part of the department that developed the Internet Selection System but am unsure whether you have a current opening. If there is a position open at Taylor Inc., please let me know whom I should contact for further information.

- 1) Contract
- 2) Letter of application
- 3) Letter of apology
- 4) CV

(CPC) Речевой этикет.

1.

(1) _____ : Caroline Burton
From : Sue Swiss
Subject : meeting with a client
Date : (2) _____

I have to change the date of a meeting with Mr. John Williams scheduled for (3) _____ because of the urgent trip to the headquarters of our company from 4 May to 10 May. Will you please make new arrangements with him.

- (4) _____
- 1) Thanks

- 2) To
- 3) Monday, 30 April
- 4) 6 May
- 2.

(1) _____ : Supervisor
 (2) _____ : Eugenia Wehr
 Date : 7 June 2006
 (3) : Proposed Change in Schedule

Dear Supervisor,

I am writing to request a change in my schedule for the fall semester. I would like to work from Tuesday-Friday from 8AM to 7PM, for a total of four ten-hour days per week. I trust that we will be able to come to a mutually beneficial agreement.

(4) _____

- 1) E.W.
- 2) From
- 3) Subject
- 4) To
- 3.

(1) _____ : Project Planning Dept
 From : GM
 (2) : Aqua Warm BV

I am sure that you have read about the recent explosion at Perfecta Ltd. We have decided not to install any more (3) _____ central heating systems until we can be sure that they are absolutely safe.

Please write and inform them of this.

- (4) _____
- 1) Subject
- 2) Aqua Warm
- 3) T.Y.
- 4) To

Тема. Речевой этикет в бытовой сфере общения
 Выберите соответствующие варианты.

1. Victor: «How do you do?»
 Hostess: «_____»

- 1) Thanks, great
- 2) Quite well
- 3) Fine!
- 4) How do you do?

2. Ann: “How about accepting the invitation?”

Girl-friend: “_____”

- 1) Great, I think it’s a good idea.
- 2) We are happy you’ve accepted our invitation
- 3) Thank you for accepting our invitation
- 4) My girl-friend never accepts such invitations

3. Father: “I see you have a problem with a software task. Do we have to buy a computer for your home work?”

Son: “_____”

- 1) Sure, if only we can afford that
- 2) Solving this problem is not connected with a home computer
- 3) Thank you, it was very kind of you
- 4) I am not sure that I’m good at solving problems

Тема. Речевой этикет в учебно-познавательной сфере общения
 Выберите соответствующие варианты.

1. Teacher: “Let me help you with the translation”

Student: “ _____ ”

- 1) You are welcome. Don't mention it.
 - 2) Here you are
 - 3) I'm afraid I won't be able to help you
 - 4) It's all right. I'll manage, thank you.
2. Student 1: “Let's go to the library right now and look up this word in the dictionary!”

Student 2: “ _____ ”

- 1) Why should I? I'd rather send a fax.
 - 2) Why should we? I don't remember this word.
 - 3) Good idea! Let's do it now.
 - 4) I don't know what this word means.
3. Student: “I'd like to fix an appointment with the principal for tomorrow”

Secretary: “ _____ ”

- 1) You can come earlier if he is free.
- 2) Would nine tomorrow be all right?
- 3) I'm afraid not. He's got rather a full day today.
- 4) How about Tuesday then?

Тема. Речевой этикет в социально-культурной сфере общения
Выберите соответствующие варианты.

1. Firm representative: “ _____ ”

Secretary: “Sorry, the boss isn't in now. Please call back in an hour”

- 1) I know your boss is on a business trip. When can I see him?
- 2) I'm sure, your boss isn't in.
- 3) Morning, I would like to talk with Mr. Brown.
- 4) I want to get into the office of your boss immediately.

2. Waiter: “Would you like something to drink?”

Customer: “ _____ ”

- 1) You must bring me a cup of coffee.
- 2) Give me coffee.
- 3) I wonder if I could have a cup of coffee, please.
- 4) Can I have a cup of coffee, please?

3. Manager: “ _____ ”

Employee: “I think, it's a harmful habit”

- 1) What's your idea about smoking?
- 2) Can you give me a cigarette?
- 3) Can I smoke here?
- 4) Have you got any bad habits?

Тема. Деловое общение в профессиональной сфере
Выберите соответствующие варианты.

1. Manager: “Could you make a copy of this report?”

Secretary: “ _____ ”

- 1) No problem. What time is he arriving?
- 2) I'd rather not. It's my birthday
- 3) Sure, black with sugar?
- 4) Sure.

2. Consultant: “What was your position?”

Ann: “ _____ ”

- 1) Assistant Production Management
- 2) My position was quite clear
- 3) I liked my position very much
- 4) Yes, it was.

3. Clerk: “How do you want your cash?”

Customer: “ _____ ”

- 1) I want it all now, please
- 2) In tens and twenties, please
- 3) The more the better, please

4) Very quickly, please

УСТНЫЙ ОПРОС

Ответьте на вопросы.

Тема. Машиностроение.

1. What are the main two groups of metals?
2. What elements do ferrous metals consist of?
3. What is the difference between cast iron and steel?
4. What is casting?
5. What do we call the shop where metals are cast?
6. What are the main types of cast iron?
7. What type of cast iron is mainly used nowadays instead of grey iron and why?
8. Why should the malleable iron castings be annealed?
9. What is white iron?
10. Due to what reason is white iron difficult to machine?
11. What ferrous alloy is the most easily machined?
12. What is the sphere of application of malleable iron castings?

Тема. Машиностроение.

1. What non-ferrous metals do you know?
2. What are the main characteristics of non-ferrous metals?
3. What are the properties of copper and what is it used for?
4. What do you know about lead?
5. What purposes is aluminium used for?
6. What are the properties of other non-ferrous metals?
7. What is a non-ferrous alloy?
8. What do you know about brasses?
9. What are the most common bronzes?
10. What are the main characteristics of non-ferrous castings?
11. Why are attempts made to replace non-ferrous metals by ferrous ones?

Тема. Машиностроение.

1. Why is it necessary to know the properties of engineering materials?
2. To what forces are machine parts subjected in the process of work?
3. What main mechanical properties do metals possess?
4. What is strength of metals?
5. What is elasticity of metals?
6. What can you say about plasticity of metals?
7. What is the most important property of metals and how it can be defined?

Тема. Машиностроение.

1. What is a gear and what is it used for?
2. What types of shafts do you know?
3. What do types of gears depend on?
4. According to what features may gears be classified?
5. What are the main kinds of teeth cut on the gear face?
6. What basic types of gears can you enumerate?
7. What kinds of drives do gears replace and in what case?

Тема. Машиностроение.

1. What are bearings used for?
2. How are bearings classified?
3. How may plain bearings be classified?
4. What bearings belong to the first class of plain bearings and what loads are they intended to take?
5. How are antifriction bearings classified?
6. What bearings belong to the second class of plain bearings?
7. What are the main types of ball bearings?

Тема. Машиностроение.

1. What is welding and what is it used for?
2. What types of welding do you know?
3. What is hammer welding?
4. What processes does resistance welding embrace?
5. What does the selection of a given type of welding depend on?
6. What is spot welding?
7. What is butt welding used for?
8. What is the source of heat in arc welding?
9. What is the source of heat for gas welding?
10. What are the methods of autogenous welding?

Тема. Машиностроение.

1. What operations is a lathe mainly designed for?
2. What devices enable grinding and milling operations on a lathe?
3. What types of lathes are mentioned in the text?
4. What lathes belong to special-purpose lathes?
5. What principle parts does the engine lathe consist of?
6. What is the function of the bed lathe?
7. What is the upper surface of the bed provided with?
8. What do the bed ways serve for?
9. Which side of the bed is the headstock bolted to?
10. What does the change gearbox serve for?
11. What is the tailstock and where is it located?
12. Which bed ways does the tailstock slide along?

Общее распределение баллов текущего контроля по видам учебных работ для студентов

Рейтинг-контроль 1	Тестирование, устный опрос	до 15/15
Рейтинг-контроль 2	Тестирование, устный опрос	до 15/15
Рейтинг-контроль 3	Тестирование, устный опрос	до 50/50
Посещение занятий студентом	Тестирование, устный опрос	до 5
Дополнительные баллы (бонусы)		до 5
Выполнение семестрового плана самостоятельной работы		до 10

2. Промежуточная аттестация по дисциплине

Перечень вопросов к экзамену / зачету / зачету с оценкой.

Перечень практических задач / заданий к экзамену / зачету / зачету с оценкой (при наличии)

1 СЕМЕСТР (ЗАЧЕТ)

ТЕСТИРОВАНИЕ

ВАРИАНТ 1

Тема. Учебная лексика

Выберите соответствующие варианты.

Ann has just _____ from the University of London with honours.

- 1) left
- 2) graduated
- 3) ended

4) finished

Тема. Местоимения

Выберите соответствующие варианты.

Someone sent _____ these beautiful flowers for my birthday.

- | | |
|-----------|-------|
| 1) myself | 2) me |
| 3) mine | 4) my |

Тема. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

Karen is the _____ girl in the class.

- | | |
|--------------|----------------|
| 1) prettier | 2) more pretty |
| 3) prettiest | 4) much pretty |

Тема. Артикли

Выберите соответствующие варианты.

Jeff comes from a small town in _____ Texas.

- | | |
|-------|--------|
| 1) a | 2) the |
| 3) an | 4) – |

Тема. Предлоги

Выберите соответствующие варианты.

The summer sale starts _____ 15 June.

- | | |
|-------|-------|
| 1) in | 2) on |
| 3) at | 4) to |

Тема. Союзы

Выберите соответствующие варианты.

You must tell _____ there is a problem.

- | | |
|----------------|--------|
| 1) in order to | 2) but |
| 3) as though | 4) if |

Тема. Модальные глаголы

Выберите соответствующие варианты.

You _____ work tomorrow if you don't want to.

- | | |
|-------------|------------|
| 1) oughtn't | 2) cannot |
| 3) couldn't | 3) needn't |

Тема. Глагол и его формы

Выберите соответствующие варианты.

He _____ a cup. The fragments are on the floor.

- | | |
|---------------|---------------|
| 1) has broken | 2) had broken |
| 3) broke | 4) was broken |

Тема. Страны изучаемого языка: Великобритания

Выберите соответствующие варианты.

1. The oldest part of London is _____.

- | | |
|-----------------|-----------------|
| 1) the East End | 2) Hyde Park |
| 3) the City | 4) the West End |

Тема. Страны изучаемого языка: США

Выберите соответствующие варианты.

1. The Library of Congress is situated in _____.

- | | |
|---------------|-----------|
| 1) Washington | 2) Boston |
| 3) Oxford | 4) London |

Тема. Страны изучаемого языка: Канада

Выберите соответствующие варианты.

1. In Canada, Montreal is famous for its _____.

- | | |
|-----------------------|--------------------|
| 1) canals | 2) shopping malls |
| 3) television studios | 4) French quarters |

Тема. Словообразование

Выберите соответствующие варианты.

1. _____ is designed to inform, influence, or persuade people.

The capital of Wales is _____.

- Выберите соответствующие варианты.

Mary ordered a taxi _____ she could get to the theatre on time.

- | | |
|--------|-------|
| 1) or | 2) if |
| 3) but | 4) so |

Тема. Модальные глаголы

Выберите соответствующие варианты.

She _____ swim across the river although it was very wide.

- | | |
|-----------|----------------|
| 1) has to | 2) must |
| 3) can | 3) was able to |

Тема. Глагол и его формы

Выберите соответствующие варианты.

- George phoned while you were out.

- O.K. I _____ him back.

- | | |
|------------------|----------------------|
| 1) phoned | 2) is going to phone |
| 3) will be phone | 3) will phone |

Тема. Словообразование

Выберите соответствующие варианты.

1. Mike tried _____ to phone Cathy several times.

- | | |
|-------------------|-----------------|
| 1) unsuccessfully | 2) unsuccess |
| 3) successfully | 4) unsuccessful |

2. For complete _____ select one of the best diving suits.

- | | |
|---------------|---------------|
| 1) relaxative | 2) relaxant |
| 3) relax | 4) relaxation |

3. She always works _____ and does her best.

- | | |
|-----------|-------------|
| 1) hard | 2) hardened |
| 3) harder | 4) hardly |

Из всех возможных значений данных в словаре, выберите подходящее по смыслу значение словам и выберите соответствующие варианты.

Тема. Учебная лексика.

1. Ann has just _____ from the University of London with honours.

- 1) left
- 2) graduated
- 3) ended
- 4) finished

2. The graduates from our university take a _____ course to get the Candidate of Science degree.

- 1) last
- 2) finishing
- 3) postgraduate
- 4) entering

3. On _____ from college, all the students of our group got a good job.

- 1) admittance
- 2) leaving
- 3) entering
- 4) graduation

4. After graduating from the university she decided to take _____ courses.

- 1) postgraduate
- 2) students
- 3) undergraduate
- 4) doctoral

5. A school that offers an unconventional learning experience, usually characterized by _____ teaching methods is an alternative school.

- 1) traditional
- 2) conventional
- 3) innovative

- 4) inefficient
6. Our teacher always takes _____ at the beginning of the lesson.
- 1) graduation
 - 2) acceptance
 - 3) attendance
 - 4) residence
7. I passed the exam, but I am still waiting to get my ...
- 1) improvement
 - 2) education
 - 3) qualification
 - 4) certificate
8. Not all British students study _____ at university or college as many of them combine their studies and work.
- 1) regularly
 - 2) full time
 - 3) part time
 - 4) satisfactorily
9. If you need to _____ teachers attention, just put your hand up.
- 1) attract
 - 2) affect
 - 3) achieve
 - 4) divert

Тема. Фразовые глаголы.

1. Jim _____ the volume _____ so he could listen to the news.
- 1) turned ... up
 - 2) turned ... to
 - 3) turned ... off
 - 4) turned ... down
2. I'm writing to _____ the job you advertised in last Tuesday's "Daily News".
- 1) apply at
 - 2) apply for
 - 3) apply from
 - 4) apply to
3. All our plans _____.
- 1) broke down
 - 2) broke in
 - 3) broke through
 - 4) broke to
4. - What are you doing here?
- I _____ a book.
- 1) am looking forward to
 - 2) am looking for
 - 3) am looking it
 - 4) am looking after
5. The bus had _____ so all the passengers had to get off and wait another one to come.
- 1) broken down
 - 2) broken off
 - 3) broken out
 - 4) broken up
6. I am really _____ fashion. So am I.
- 1) interested with
 - 2) interested at
 - 3) interested in
 - 4) interested on
7. I'm sure they will be very _____ our suggestion.
- 1) interested in
 - 2) interested with
 - 3) interested at
 - 4) interested for
8. Sam spent half an hour _____ his keys.
- 1) looking after
 - 2) looking for
 - 3) looking into
 - 4) looking through
9. I told her it was a secret, but she still _____ the plan _____.
- 1) gave ... up
 - 2) gave ... off
 - 3) gave ... in
 - 4) gave ... away
10. I will not _____ any more of your time.
- 1) take about
 - 2) take up
 - 3) take from
 - 4) take back

- 1) Sender's city name
- 2) ZIP code of the delivery address
- 3) ZIP code of the return address
- 4) Recipient's name
- 5) Sender's name
- 6) Name of the state

Тема. Оформление резюме, письма-заявления, письма-уведомления, письма запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

We are seeking support from the Foundation to enable us to develop a program. We ask for your partnership because of the Foundation's interest in alternative education and youth leadership development especially for those from the underrepresented minority communities. We look forward to your consideration of our request and the opportunity to submit a formal proposal for your review.

- 1) CV
- 2) Memo
- 3) Letter of apology
- 4) Letter of inquiry

Тема. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- (1) _____ : Caroline Burton
From _____ : Sue Swiss
Subject _____ : meeting with a client
Date _____ : (2) _____

I have to change the date of a meeting with Mr. John Williams scheduled for (3) _____ because of the urgent trip to the headquarters of our company from 4 May to 10 May. Will you please make new arrangements with him.

(4) _____

- 1) Thanks
- 2) To
- 3) Monday, 30 April
- 4) 6 May

Тема. Речевой этикет в бытовой сфере общения

Выберите соответствующие варианты.

1. Victor: «How do you do?»
Hostess: «_____»

- 1) Thanks, great
- 2) Quite well
- 3) Fine!
- 4) How do you do?

Тема. Речевой этикет в учебно-познавательной сфере общения

Выберите соответствующие варианты.

1. Teacher: "Let me help you with the translation"
Student: "_____"

- | | |
|---|--|
| 1) You are welcome. Don't mention it. | 2) Here you are |
| 3) I'm afraid I won't be able to help you | 4) It's all right. I'll manage, thank you. |

Тема. Речевой этикет в социально-культурной сфере общения

Выберите соответствующие варианты.

1. Firm representative: "_____"
Secretary: "Sorry, the boss isn't in now. Please call back in an hour"

- 1) I know your boss is on a business trip. When can I see him?
- 2) I'm sure, your boss isn't in.
- 3) Morning, I would like to talk with Mr. Brown.
- 4) I want to get into the office of your boss immediately.

Тема. Деловое общение в профессиональной сфере

Выберите соответствующие варианты.

1. Manager: "Could you make a copy of this report?"

Secretary: "_____"

- 1) No problem. What time is he arriving?
- 2) I'd rather not. It's my birthday
- 3) Sure, black with sugar?
- 4) Sure.

ВАРИАНТ 2

Тема. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) Mr. Gilbert M. Ramirez
Vice President, Marketing
Soup and Salads Restaurant
5632 Western Avenue
Los Angeles, California 90026
- 2) Sincerely yours
Bill Chang
Bill Chang
President
- 3) Polycomp Worldwide
459-34 Grand Hotel Avenue
Yaipai
Taiwan
- 4) August 15, 2003
- 5) Your letter of March 15 arrived this morning

.....
I look forward to your visit next month.

- 6) Dear Mr. Ramirez

Тема. Оформление конверта

- (1) Midtec Cables Ltd,
Cotton Road,
- (2) Exeter (3) EX4 9DT,
England

- (4) Mrs I. Ruth
(5) Golden Holidays
12 Cambridge Court

London (6) WC2H 8HI

- 1) the sender
- 2) the ZIP Code in the mailing address
- 3) the town the letter comes from
- 4) the addressee
- 5) the ZIP Code in the return address
- 6) the addressee's company name

Тема. Оформление резюме, письма-заявления, письма-уведомления, письма запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
Thank you for your fax dated 13 may concerning your order for five of our drills.

We must apologise for the delay in shipping this order. This was due to unforeseen circumstances. However, we are dealing with your order now and it will be sent without further delay.

-
- 1) Letter of application
 - 2) CV
 - 3) Memo
 - 4) Letter of apology

Тема. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- (1) _____ : Supervisor
(2) _____ : Eugenia Wehr
Date : 7 June 2006
(3) _____ : Proposed Change in Schedule

Dear Supervisor,

I am writing to request a change in my schedule for the fall semester. I would like to work from Tuesday-Friday from 8AM to 7PM, for a total of four ten-hour days per week. I trust that we will be able to come to a mutually beneficial agreement.

(4) _____

- 1) E.W.
- 2) From
- 3) Subject
- 4) To

Тема. Речевой этикет в бытовой сфере общения

Выберите соответствующие варианты.

Ann: "How about accepting the invitation?"

Girl-friend: " _____ "

- 1) Great, I think it's a good idea.
- 2) We are happy you've accepted our invitation
- 3) Thank you for accepting our invitation
- 4) My girl-friend never accepts such invitations

Тема. Речевой этикет в учебно-познавательной сфере общения

Выберите соответствующие варианты.

Student 1: "Let's go to the library right now and look up this word in the dictionary!"

Student 2: " _____ "

- 1) Why should I? I'd rather send a fax.
- 2) Why should we? I don't remember this word.
- 3) Good idea! Let's do it now.
- 4) I don't know what this word means.

Тема. Речевой этикет в социально-культурной сфере общения

Выберите соответствующие варианты.

Waiter: "Would you like something to drink?"

Customer: " _____ "

- 1) You must bring me a cup of coffee.
- 2) Give me coffee.
- 3) I wonder if I could have a cup of coffee, please.
- 4) Can I have a cup of coffee, please?

Тема. Деловое общение в профессиональной сфере

Выберите соответствующие варианты.

Consultant: "What was your position?"

Ann: " _____ "

- 1) Assistant Production Management
- 2) My position was quite clear
- 3) I liked my position very much

4) Yes, it was.

ВАРИАНТ 3

Тема. Оформление делового письма

Расположите части делового письма в правильном порядке.

1) 45 Agate Road

London NW6 0AH

2) 15 March 2006

3) Yours sincerely,

Michele Peters

Michele Peters

Enclosure

4) Maria Sanchez

Human Resource Specialist

Netlives Ltd.

632 Garrison Road

Cambridge CB4 1HD

5) Dear Ms. Sanchez,

6) I read about a job opening for an administrative assistance site.

.....

I look forward to meeting from you soon.

Тема. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Foreign Language Institute

555 (2) Deer Run Lane

Aurora, (3) CO 800014

(4) Sandberg Educational, Inc.

(5) Orchard Ridge Corporate Park

Building Two, Fields Lane

(6) Brewster, NY 10509

1) the ZIP Code in the return address

2) the addressee's company name

3) the sender's company name

4) the street name in the return address

5) the town in the mailing address

6) the street name in the mailing address

Тема. Оформление резюме, письма-заявления, письма-уведомления, письма запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

I am seeking a position in your engineering department where I may use my training in computer sciences to solve Taylor's engineering problems. I would like to be a part of the department that developed the Internet Selection System but am unsure whether you have a current opening. If there is a position open at Taylor Inc., please let me know whom I should contact for further information.

1) Contract

2) Letter of application

3) Letter of apology

4) CV

Тема. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

(1) _____ : Project Planning Dept

From : GM

(2) _____ : Aqua Warm BV

I am sure that you have read about the recent explosion at Perfecta Ltd. We have decided not to install any more (3) _____ central heating systems until we can be sure that they are absolutely safe.

Please write and inform them of this.

(4) _____

1) Subject

2) Aqua Warm

3) T.Y.

4) To

Тема. Речевой этикет в бытовой сфере общения

Выберите соответствующие варианты.

Father: "I see you have a problem with a software task. Do we have to buy a computer for your home work?"

Son: "_____"

1) Sure, if only we can afford that

2) Solving this problem is not connected with a home computer

3) Thank you, it was very kind of you

4) I am not sure that I'm good at solving problems

Тема. Речевой этикет в учебно-познавательной сфере общения

Выберите соответствующие варианты.

Student: "I'd like to fix an appointment with the principal for tomorrow"

Secretary: "_____"

1) You can come earlier if he is free.

2) Would nine tomorrow be all right?

3) I'm afraid not. He's got rather a full day today.

4) How about Tuesday then?

Тема. Речевой этикет в социально-культурной сфере общения

Выберите соответствующие варианты.

Manager: "_____"

Employee: "I think, it's a harmful habit"

1) What's your idea about smoking?

2) Can you give me a cigarette?

3) Can I smoke here?

4) Have you got any bad habits?

Тема. Деловое общение в профессиональной сфере

Выберите соответствующие варианты.

Clerk: "How do you want your cash?"

Customer: "_____"

1) I want it all now, please

2) In tens and twenties, please

3) The more the better, please

4) Very quickly, please

Найдите информацию в иноязычных источниках по следующим темам:

1. Family life in Britain and America.

2. Education in Great Britain.

3. Education in the USA.

4. The British education system. State and private education.

5. A brief history of Cambridge.

6. Oxford. The university town.
7. Cities of the USA.
8. Places of interests in New York city.
9. The golden state California.
10. Washington, D.C.
11. Australia.
12. New Zealand.
13. Places of interests in Great Britain.
14. The geographical position of Great Britain.
15. Museums and art galleries in Moscow.
16. Industry in Great Britain and the USA.

СОБЕСЕДОВАНИЕ ПО ТЕМАМ: "О себе и своей семье", "Учеба в институте",
"Муром: вчера и сегодня"

ВАРИАНТ 10

1. What is your occupation?
2. What kind of person are you?
3. Whom does your family consist of?
4. What does the family mean to you?
5. What institute do you study at?
6. How many departments are there at your institute? What are they?
7. Do you attend all lectures, seminars and practical classes? What type of class do you like most of all?
8. What institute facilities and resources do you use to prepare for seminars or practical classes?

ВАРИАНТ 2

1. Where are you from?
2. What do you look like? Do you look like your parents?
3. What is your mother's/brother's name?
4. Who are your relatives? Where do they live?
5. What department do you study at?
6. What degrees does your Institute award? In what areas?
7. What end-of-term tests and exams will you take? Which of them will be the easiest/the most difficult for you?
8. When will you have your first examination period?

ВАРИАНТ 3

1. When will you have your first examination period?
2. Are you married or single?
3. What is your hobby?
4. Is your family friendly?
5. What kind of family would you like to have in future?
6. What courses do the students take?
7. What is your favorite course? Why?
8. Do you pay fees for your studies?

СОБЕСЕДОВАНИЕ ПО ТЕМЕ. "Машиностроение"

ВАРИАНТ 1

1. What are the main two groups of metals?
2. What non-ferrous metals do you know?
3. Why is it necessary to know the properties of engineering materials?
4. What is a gear and what is it used for?
5. What are bearings used for?
6. What is welding and what is it used for?

ВАРИАНТ 2

1. What elements do ferrous metals consist of?
2. What are the main characteristics of non-ferrous metals?
3. To what forces are machine parts subjected in the process of work?
4. What types of shafts do you know?
5. How are bearings classified?
6. What types of welding do you know?

ВАРИАНТ 3

1. What is the difference between cast iron and steel?
2. What are the properties of copper and what is it used for?
3. What main mechanical properties do metals possess?
4. What do types of gears depend on?
5. How may plain bearings be classified?
6. What is hammer welding?

Подготовьте выступление и презентацию по следующим темам:

1. The UK and its culture in brief.
2. The US and American culture in brief.
3. Canada in brief.
4. British traditions and customs.
5. American traditions and cultures.
6. Education in Great Britain and the USA.
7. Political system of Great Britain.
8. Political system of the USA.

2 СЕМЕСТР (ЗАЧЕТ С ОЦЕНКОЙ)

ТЕСТИРОВАНИЕ

ВАРИАНТ 1

Блок 1. Тема 1. Учебная лексика

Ann has just _____ from the University of London with honours.

- 1) left
- 2) graduated
- 3) ended
- 4) finished

Блок 1. Тема 2. Словообразование

_____ is designed to inform, influence, or persuade people.

- | | |
|----------------|-----------------|
| 1) Advertiser | 2) Preadvertise |
| 3) Advertising | 4) Advertise |

Блок 1. Тема 3. Местоимения

Someone sent _____ these beautiful flowers for my birthday.

- | | |
|-----------|-------|
| 1) myself | 2) me |
| 3) mine | 4) my |

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Karen is the _____ girl in the class.

- | | |
|--------------|----------------|
| 1) prettier | 2) more pretty |
| 3) prettiest | 4) much pretty |

Блок 1. Тема 5. Артикли

Jeff comes from a small town in _____ Texas.

- | | |
|-------|--------|
| 1) a | 2) the |
| 3) an | 4) – |

Блок 1. Тема 6. Предлоги

The summer sale starts _____ 15 June.

- | | |
|-------|-------|
| 1) in | 2) on |
| 3) at | 4) to |

Блок 1. Тема 7. Союзы

You must tell _____ there is a problem.

- 1) an 2) a
3) – 4) the

- 1) a lot of 2) many

3) few 4) much

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

I have _____ time for my lessons than my sister has.

- 1) little 2) few
3) less 4) the least

Блок 1. Тема 5. Артикли

Выберите соответствующие варианты.

Here's _____ book you asked to borrow.

- 1) a 2) the
3) an 4) –

Блок 1. Тема 6. Предлоги

Выберите соответствующие варианты.

Modern English began _____ the fifteenth century.

- 1) in 2) by
3) from 4) at

Блок 1. Тема 7. Союзы

Выберите соответствующие варианты.

Mary ordered a taxi _____ she could get to the theatre on time.

- 1) or 2) if
3) but 4) so

Блок 1. Тема 8. Глагол и его формы

Выберите соответствующие варианты.

- George phoned while you were out.

- O.K. I _____ him back.

- 1) phoned 2) is going to phone
3) will be phone 3) will phone

Блок 1. Тема 9. Неличные формы глагола

Выберите соответствующие варианты.

The man _____ at the door is my boss.

- 1) to stand 2) standing
3) stood 4) to have stood

Тема 10. Фразовые глаголы

Выберите соответствующие варианты.

All our plans _____.

- 1) broke down 2) broke in
3) broke through 4) broke to

Блок 1. Тема 11. Модальные глаголы

Выберите соответствующие варианты.

She _____ swim across the river although it was very wide.

- 1) has to 2) must
3) can 3) was able to

Блок 1. Тема 12. Страны изучаемого языка: Великобритания

Выберите соответствующие варианты.

The official residence of the British Prime Minister is at _____.

- 1) Buckingham Palace 2) №10 Downing Street
3) Tower of London 4) Regent Palace

Блок 1. Тема 13. Страны изучаемого языка: США

Выберите соответствующие варианты.

The first president of the USA was _____.

- 1) John Adams 2) Thomas Jefferson
3) George Washington 4) Andrew Jackson

Блок 1. Тема 14. Страны изучаемого языка: Канада

Выберите соответствующие варианты.

The capital of Canada is _____ .

- | | |
|-------------|------------|
| 1) Montreal | 2) Toronto |
| 3) Ottawa | 4) Quebec |

ВАРИАНТ 4

Тема 1. Учебная лексика

Выберите соответствующие варианты.

After graduating from the university she decided to take _____ courses.

- 1) postgraduate
- 2) students
- 3) undergraduate
- 4) doctoral

Блок 1. Тема 2. Словообразование

Выберите соответствующие варианты.

Traditional homes have been _____ by big blocks of apartments.

- | | |
|--------------|-----------------|
| 1) placement | 2) displaceable |
| 3) place | 4) replaced |

Блок 1. Тема 3. Местоимения

Выберите соответствующие варианты.

The grandfather promised a nice gift to the eldest grandson of _____.

- | | |
|--------|------------|
| 1) him | 2) himself |
| 3) he | 4) his |

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

Life is not _____ as it used to be.

- | | |
|----------------|----------------|
| 1) easier than | 2) the easiest |
| 3) so easy | 4) easy |

Блок 1. Тема 5. Артикли

Выберите соответствующие варианты.

The National Health Service provides the majority of health care in _____ UK.

- | | |
|------|--------|
| 1) a | 2) an |
| 3) - | 4) the |

Блок 1. Тема 6. Предлоги

Выберите соответствующие варианты.

Mr. Jones has a meeting _____ tree o'clock this afternoon.

- | | |
|-------|-------|
| 1) at | 2) in |
| 3) of | 4) on |

Блок 1. Тема 7. Союзы

Выберите соответствующие варианты.

_____ he was rather young, he was very experienced.

- | | |
|------------|------------|
| 1) However | 2) Though |
| 3) As | 4) Because |

Блок 1. Тема 8. Глагол и его формы

Выберите соответствующие варианты.

The Queen _____ at Windsor Castle yesterday.

- | | |
|------------|-----------------|
| 1) arrived | 2) is arriving |
| 3) arrive | 4) have arrived |

Блок 1. Тема 9. Неличные формы глагола

Выберите соответствующие варианты.

There was no way of _____ it.

- | | |
|-------------|-------------|
| 1) avoid | 2) avoiding |
| 3) to avoid | 4) avoids |

Блок 1. Тема 10. Фразовые глаголы

Выберите соответствующие варианты.

- What are you doing here?

- I _____ a book.

- | | |
|--------------------------|---------------------|
| 1) am looking forward to | 2) am looking for |
| 3) am looking it | 4) am looking after |

Блок 1. Тема 11. Модальные глаголы

Выберите соответствующие варианты.

It's a formal occasion, so I _____ wear a suite and tie.

- | | |
|----------|-----------|
| 1) can | 2) may |
| 3) ought | 4) should |

Блок 1. Тема 12. Страны изучаемого языка: Великобритания

Выберите соответствующие варианты.

What's the name of a member of the Beatles who was murdered in the USA?

- | | |
|----------------|--------------|
| 1) Lennon | 2) Stevenson |
| 3) Mc Courtney | 4) Rowling |

Блок 1. Тема 13. Страны изучаемого языка: США

Выберите соответствующие варианты.

George W. Bush was _____ .

- | | |
|-------------------------------|-------------------------------------|
| 1) the president of the USA | 2) the Commander in Chief in the UK |
| 3) the British Prime Minister | 4) the Minister of the USA |

Блок 1. Тема 14. Страны изучаемого языка: Канада

Выберите соответствующие варианты.

The Great Lakes are situated between Canada and _____ .

- | | |
|-----------|------------------|
| 1) Cuba | 2) the USA |
| 3) Mexico | 4) Great Britain |

ВАРИАНТ 5

Блок 1. Тема 1. Учебная лексика

Выберите соответствующие варианты.

A school that offers an unconventional learning experience, usually characterized by _____ teaching methods is an alternative school.

- 1) traditional
- 2) conventional
- 3) innovative
- 4) inefficient

Блок 1. Тема 2. Словообразование

Выберите соответствующие варианты.

I'd like to do it _____ this time.

- | | |
|----------------|----------------|
| 1) difference | 2) differently |
| 3) indifferent | 4) different |

Блок 1. Тема 3. Местоимения

Выберите соответствующие варианты.

Look at these two cars. This one is _____ and the other one is hers.

- | | |
|-------|-----------|
| 1) my | 2) myself |
| 3) me | 4) mine |

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

The sofa is _____ than that old chair.

- | | |
|---------------------|-------------------------|
| 1) much comfortable | 2) the most comfortable |
| 3) comfortable | 4) more comfortable |

Блок 1. Тема 5. Артикли

Выберите соответствующие варианты.

It's rather dark in here. Could you switch on _____ light?

- | | |
|------|--------|
| 1) - | 2) an |
| 3) a | 4) the |

Блок 1. Тема 6. Предлоги

Выберите соответствующие варианты.

1) on _____ 2) to _____
3) – _____ 4) by _____

1) but _____ 2) if
3) or 4) and

1) has read 2) was reading
3) is reading 4) read

1) dances 2) dancing
3) to dance 4) danced

1) broken down 2) broken off
3) broken out 4) broken up

1) may 2) can
3) must 4) might

1) Scotland	2) England
3) Italy	4) France

1) 48 2) 50 3) 54 4) 52

1) skiing 2) ice hockey 3) ice golf 4) skating

- 1) graduation
- 2) acceptance
- 3) attendance
- 4) residence

1) productive 2) productiveness
3) productivity 4) production

Блок 1. Тема 3. Местоимения

Выберите соответствующие варианты.

It's your turn, or is it _____.

- | | |
|---------|-------|
| 1) mine | 2) my |
| 3) me | 4) I |

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

It's too noisy here. Can we go somewhere _____?

- | | |
|---------------|------------|
| 1) quietest | 2) quiet |
| 3) much quiet | 4) quieter |

Блок 1. Тема 5. Артикли

Выберите соответствующие варианты.

_____ bananas are a good source of energy.

- | | |
|-------|--------|
| 1) - | 2) A |
| 3) An | 4) The |

Блок 1. Тема 6. Предлоги

Выберите соответствующие варианты.

We met some interesting people _____ the party last night.

- | | |
|-------|---------|
| 1) on | 2) in |
| 3) at | 4) over |

Блок 1. Тема 7. Союзы

Выберите соответствующие варианты.

He will do it _____ he comes home.

- | | |
|---------------|---------------|
| 1) as long as | 2) as well as |
| 3) as soon as | 4) since |

Блок 1. Тема 8. Глагол и его формы

Выберите соответствующие варианты.

- Do you want to go to Moscow?

- No, I _____ already _____ there this week.

- | | |
|------------------|------------------|
| 1) had ... been | 2) am ... being |
| 3) was ... being | 4) have ... been |

Блок 1. Тема 9. Неличные формы глагола

Выберите соответствующие варианты.

I considered _____ to university but I decided not to.

- | | |
|---------------|---------------|
| 1) to be gone | 2) being gone |
| 3) gone | 4) going |

Блок 1. Тема 10. Фразовые глаголы

Выберите соответствующие варианты.

I am really _____ fashion. So am I.

- | | |
|--------------------|------------------|
| 1) interested with | 2) interested at |
| 3) interested in | 4) interested on |

Блок 1. Тема 11. Модальные глаголы

Выберите соответствующие варианты.

In the Middle Ages people _____ travel on foot or on horseback.

- | | |
|-----------|-----------|
| 1) are to | 2) had to |
| 3) must | 4) need |

Блок 1. Тема 12. Страны изучаемого языка: Великобритания

Выберите соответствующие варианты.

Madame Tussaud's is _____ in London.

- | | |
|--------------|-------------------|
| 1) a theatre | 2) an art gallery |
| 3) a museum | 4) a circus |

Блок 1. Тема 13. Страны изучаемого языка: США

Выберите соответствующие варианты.

The US is a _____ consisting of 50 states.

Do you mind my you a question?

- His favourite newspaper is _____ Guardian.

- 1) attract
- 2) affect
- 3) achieve

4) divert

Блок 1. Тема 2. Словообразование

Выберите соответствующие варианты.

She always works _____ and does her best.

- 1) hard
- 2) hardened
- 3) harder
- 4) hardly

Блок 1. Тема 3. Местоимения

Выберите соответствующие варианты.

He drove so slowly that it took _____ three hours to get there.

- 1) us
- 2) we
- 3) our
- 4) ourselves

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

The grass there was much _____ than on the upper field.

- 1) longer
- 2) more long
- 3) long
- 4) the longest

Блок 1. Тема 5. Артикли

Выберите соответствующие варианты.

That picture is _____ real work of art.

- 1) a
- 2) an
- 3) -
- 4) the

Блок 1. Тема 6. Предлоги

Выберите соответствующие варианты.

We'll begin _____ the solution of the present-day problems of our enterprise.

- 1) at
- 2) by
- 3) in
- 4) with

Блок 1. Тема 7. Союзы

Выберите соответствующие варианты.

This rule is _____ difficult _____ the one you've already learnt.

- 1) not so / as
- 2) both / and
- 3) either / or
- 4) neither / nor

Блок 1. Тема 8. Глагол и его формы

Выберите соответствующие варианты.

This picture _____ by my mother's friend in 1979.

- 1) is painting
- 2) was painting
- 3) was painted
- 4) is painted

Блок 1. Тема 9. Неличные формы глагола

Выберите соответствующие варианты.

There's no point in _____ again. There's no one at home.

- 1) to call
- 2) called
- 3) calling
- 4) to have called

Блок 1. Тема 10. Фразовые глаголы

Выберите соответствующие варианты.

I told her it was a secret, but she still _____ the plan _____.

- 1) gave ... up
- 2) gave ... off
- 3) gave ... in
- 4) gave ... away

Блок 1. Тема 11. Модальные глаголы

Выберите соответствующие варианты.

Your face seems familiar to me. We _____ have met somewhere.

- 1) must
- 2) should
- 3) ought
- 4) need

Блок 1. Тема 12. Страны изучаемого языка: Великобритания

Выберите соответствующие варианты.

The Tower is a _____ nowadays.

- | | |
|-------------|-----------|
| 1) library | 2) museum |
| 3) fortress | 4) prison |

Блок 1. Тема 13. Страны изучаемого языка: США

Выберите соответствующие варианты.

Detroit is the centre of _____ industry .

- | | |
|------------------|------------|
| 1) automobile | 2) tourism |
| 3) ship building | 4) textile |

Блок 1. Тема 14. Страны изучаемого языка: Канада

Выберите соответствующие варианты.

Most of the Canadian population is of _____ origin.

- | | |
|-----------------------|-----------------------|
| 1) British and French | 2) French and Italian |
| 3) Irish and Scottish | 4) Welsh and English |

ВАРИАНТ 10

Блок 1. Тема 1. Учебная лексика

Выберите соответствующие варианты.

After graduating from the university she decided to take _____ courses.

- 1) postgraduate
- 2) students
- 3) undergraduate
- 4) doctoral

Блок 1. Тема 2. Словообразование

Выберите соответствующие варианты.

My brother works with _____ people. He loves his job.

- | | |
|----------------|-------------|
| 1) disablement | 3) disable |
| 2) disability | 4) disabled |

Блок 1. Тема 3. Местоимения

Выберите соответствующие варианты.

Children like doing everything by _____.

- | | |
|---------------|----------|
| 1) us | 2) their |
| 3) themselves | 4) them |

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Выберите соответствующие варианты.

This house is _____ of all the buildings in the street.

- | | |
|---------------|---------------|
| 1) older than | 2) the oldest |
| 3) old | 4) as old as |

Блок 1. Тема 5. Артикли

Выберите соответствующие варианты.

Last year we went to _____ Greece.

- | | |
|------|--------|
| 1) - | 2) an |
| 3) a | 4) the |

Блок 1. Тема 6. Предлоги

Выберите соответствующие варианты.

Sasha's not going to have a party _____ her birthday this year.

- | | |
|--------|-------|
| 1) for | 3) in |
| 2) on | 4) at |

Блок 1. Тема 7. Союзы

Выберите соответствующие варианты.

She took a taxi home _____ it was late.

- | | |
|----------------|----------|
| 1) in spite of | 2) since |
| 3) or | 4) due |

Блок 1. Тема 8. Глагол и его формы

Выберите соответствующие варианты.

I wanted to say goodbye to Jerry, but he

1.

- 1) Manufacturers Trust Company,
55 Broad Street,
New York 27, N.Y.
- 2) October 15 2005
- 3) Messrs. A. Smith & Co., Ltd.,
28 Moorgate St.,
London, E. C., England
- 4) In order to correct this error, we are sending enclosed the cheque for the ...
- 5) Dear Sirs
We must apologize for sending you the cheque for the wrong amount of money
- 6) Please rest assured that we shall make every effort not to repeat such mistakes in the future.
Faithfully yours

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

- (1) Mr. Walter Robinson
Paul Center
115 Irvin Lane
(2) Dallas, Texas (3) 75201

- (4) Dr. John Dean
12247 Rodeo Drive
Seattle, (5) Washington (6) 98110

- 1) Sender's city name
- 2) ZIP code of the delivery address
- 3) ZIP code of the return address
- 4) Recipient's name
- 5) Sender's name
- 6) Name of the state

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

We are seeking support from the Foundation to enable as to develop a program. We ask for your partnership because of the Foundation's interest in alternative education and youth leadership development especially for those from the underrepresented minority communities. We look forward to your consideration of our request and the opportunity to submit a formal proposal for your review.

- 1) CV
 - 2) Memo
 - 3) Letter of apology
 - 4) Letter of inquiry
- Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

1.
(1) _____ : Caroline Burton
From : Sue Swiss
Subject : meeting with a client

Date : (2) _____

I have to change the date of a meeting with Mr. John Williams scheduled for (3) _____ because of the urgent trip to the headquarters of our company from 4 May to 10 May. Will you please make new arrangements with him.

(4) _____

- 1) Thanks
- 2) To
- 3) Monday, 30 April
- 4) 6 May

Блок 2. Тема 5. Речевого этикет в бытовой сфере общения

Victor: «How do you do?»

Hostess: «_____»

- 1) Thanks, great
- 2) Quite well
- 3) Fine!
- 4) How do you do?

Блок 2. Тема 6. Речевого этикет в учебно-познавательной сфере общения

Teacher: "Let me help you with the translation"

Student: "_____"

- | | |
|---|--|
| 1) You are welcome. Don't mention it. | 2) Here you are |
| 3) I'm afraid I won't be able to help you | 4) It's all right. I'll manage, thank you. |

Блок 2. Тема 7. Речевого этикет в социально-культурной сфере общения

Firm representative: "_____"

Secretary: "Sorry, the boss isn't in now. Please call back in an hour"

- 1) I know your boss is on a business trip. When can I see him?
- 2) I'm sure, your boss isn't in.
- 3) Morning, I would like to talk with Mr. Brown.
- 4) I want to get into the office of your boss immediately.

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Manager: "Could you make a copy of this report?"

Secretary: "_____"

- 1) No problem. What time is he arriving?
- 2) I'd rather not. It's my birthday
- 3) Sure, black with sugar?
- 4) Sure.

ВАРИАНТ 2

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) Mr. Gilbert M. Ramirez
Vice President, Marketing
Soup and Salads Restaurant
5632 Western Avenue
Los Angeles, California 90026
- 2) Sincerely yours
Bill Chang
Bill Chang
President
- 3) Polycomp Worldwide
459-34 Grand Hotel Avenue
Yaipai
Taiwan
- 4) August 15, 2003
- 5) Your letter of March 15 arrived this morning

.....
I look forward to your visit next month.

6) Dear Mr. Ramirez

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Midtec Cables Ltd,
Cotton Road,
(2) Exeter (3) EX4 9DT,
England

(4) Mrs I.Ruth
(5) Golden Holidays
12 Cambridge Court

London (6) WC2H 8HI

- 1) the sender
- 2) the ZIP Code in the mailing address
- 3) the town the letter comes from
- 4) the addressee
- 5) the ZIP Code in the return address
- 6) the addressee's company name

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
Thank you for your fax dated 13 may concerning your order for five of our drills.

We must apologize for the delay in shipping this order. This was due to unforeseen circumstances. However, we are dealing with your order now and it will be sent without further delay.

-
- 1) Letter of application
 - 2) CV
 - 3) Memo
 - 4) Letter of apology

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- (1) _____ : Supervisor
(2) _____ : Eugenia Wehr
Date : 7 June 2006
(3) : Proposed Change in Schedule
Dear Supervisor,

I am writing to request a change in my schedule for the fall semester. I would like to work from Tuesday-Friday from 8AM to 7PM, for a total of four ten-hour days per week. I trust that we will be able to come to a mutually beneficial agreement.

(4) _____

- 1) E.W.
- 2) From
- 3) Subject
- 4) To

Блок 2. Тема 5. Речевого этикет в бытовой сфере общения
Выберите соответствующие варианты.

Ann: "How about accepting the invitation?"

Girl-friend: "_____"

- 1) Great, I think it's a good idea.
- 2) We are happy you've accepted our invitation
- 3) Thank you for accepting our invitation
- 4) My girl-friend never accepts such invitations

Блок 2. Тема 6. Речевого этикет в учебно-познавательной сфере общения
Выберите соответствующие варианты.

Student 1: "Let's go to the library right now and look up this word in the dictionary!"

Student 2: "_____"

- 1) Why should I? I'd rather send a fax.
- 2) Why should we? I don't remember this word.
- 3) Good idea! Let's do it now.
- 4) I don't know what this word means.

Блок 2. Тема 7. Речевого этикет в социально-культурной сфере общения
Выберите соответствующие варианты.

Waiter: "Would you like something to drink?"

Customer: "_____"

- 1) You must bring me a cup of coffee.
- 2) Give me coffee.
- 3) I wonder if I could have a cup of coffee, please.
- 4) Can I have a cup of coffee, please?

Блок 2. Тема 8. Деловое общение в профессиональной сфере
Выберите соответствующие варианты.

Consultant: "What was your position?"

Ann: "_____"

- 1) Assistant Production Management
- 2) My position was quite clear
- 3) I liked my position very much
- 4) Yes, it was.

ВАРИАНТ 3

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) 45 Agate Road
London NW6 0AH
- 2) 15 March 2006
- 3) Yours sincerely,
Michele Peters
Michele Peters

Enclosure

4) Maria Sanchez
Human Resource Specialist
Netlives Ltd.
632 Garrison Road
Cambridge CB4 1HD

5) Dear Ms. Sanchez,

6) I read about a job opening for an administrative assistance site.

.....
I look forward to meeting from you soon.

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Foreign Language Institute
555 (2) Deer Run Lane
Aurora, (3) CO 800014

(4) Sandberg Educational, Inc.

(5) Orchard Ridge Corporate Park

Building Two, Fields Lane
(6) Brewster, NY 10509

- 1) the ZIP Code in the return address
- 2) the addressee's company name
- 3) the sender's company name
- 4) the street name in the return address
- 5) the town in the mailing address
- 6) the street name in the mailing address

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

I am seeking a position in your engineering department where I may use my training in computer sciences to solve Taylor's engineering problems. I would like to be a part of the department that developed the Internet Selection System but am unsure whether you have a current opening. If there is a position open at Taylor Inc., please let me know whom I should contact for further information.

- 1) Contract
- 2) Letter of application
- 3) Letter of apology
- 4) CV

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- (1) _____ : Project Planning Dept
- From _____ : GM
- (2) _____ : Aqua Warm BV

I am sure that you have read about the recent explosion at Perfecta Ltd. We have decided not to install any more (3) _____ central heating systems until we can be sure that they are absolutely safe.

Please write and inform them of this.

- (4) _____

- 1) Subject
- 2) Aqua Warm
- 3) T.Y.
- 4) To

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- (1) _____ : Project Planning Dept
 From _____ : GM
 (2) _____ : Aqua Warm BV

I am sure that you have read about the recent explosion at Perfecta Ltd. We have decided not to install any more (3) _____ central heating systems until we can be sure that they are absolutely safe.

Please write and inform them of this.

(4) _____

- 1) Subject
- 2) Aqua Warm
- 3) T.Y.
- 4) To

Выберите соответствующие варианты.

Father: "I see you have a problem with a software task. Do we have to buy a computer for your home work?"

Son: " _____ "

- 1) Sure, if only we can afford that
- 2) Solving this problem is not connected with a home computer
- 3) Thank you, it was very kind of you
- 4) I am not sure that I'm good at solving problems

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Выберите соответствующие варианты.

Student: "I'd like to fix an appointment with the principal for tomorrow"

Secretary: " _____ "

- 1) You can come earlier if he is free.
- 2) Would nine tomorrow be all right?
- 3) I'm afraid not. He's got rather a full day today.
- 4) How about Tuesday then?

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Выберите соответствующие варианты.

Manager: " _____ "

Employee: "I think, it's a harmful habit"

- 1) What's your idea about smoking?
- 2) Can you give me a cigarette?
- 3) Can I smoke here?
- 4) Have you got any bad habits?

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Выберите соответствующие варианты.

Clerk: "How do you want your cash?"

Customer: " _____ "

- 1) I want it all now, please
- 2) In tens and twenties, please
- 3) The more the better, please
- 4) Very quickly, please

ВАРИАНТ 4

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

1) We a large music shop in the center of Liverpool and would like to know more about the tapes and cassettes you advertised in this month's edition of Music Monthly.

2) A.X.C. Records Ltd.,
41 Broadway,
Liverpool L91 5PB

3) 12 May 2005

4) The Sales Department, Southern Importers Ltd.,
Dane Street, Northam,
Southampton SO9 4YQ

5) Yours faithfully,
.....
Jeffrey Allen
Director

6) Dear Sirs,

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Sun Express
20 (2) Gloucester Place
(3) Croydon CR 12DH

(4) Ms Charlotte McEvoy

(5) Western Travel
12 The Crescent
Brinton (6) BR3 5YT

1) the ZIP Code in the mailing address
2) the town the letter comes from
3) the addressee
4) the name of the sender
5) the street name in the return address
6) the addressee's company name

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

Dear Sir or Madam

I am writing in connection with my forthcoming visit to your company and my letters of 12 and 13 January.

Unfortunately, I will not be in Hong Kong until 13 March because all the flights before then are full.

1) Contract
2) CV
3) Memo
4) Simple commercial letter

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

(1) _____ : Purchasing Supervisor
From : Stock Manager
Subject : (2) _____
Date : (3) _____

We sent an order for juice to Brilliant Water on (4) _____ but we have still not had a delivery. Please write to them and ask them when they can deliver the juice. Their address is

Thanks

1) 15th April 2006

2) order 86764

3) To

4) 26th March

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

Your friend: Would you like to come to our house on Sunday?

You: _____

1) No, I wouldn't

2) Thanks. I'd love to. That's great.

3) Will you repeat it, please?

4) Really?

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Student: " _____ "

Teacher: Not really. Why can't you come?

1) I won't attend the English lesson tomorrow.

2) Is it OK if I miss the English lesson tomorrow?

3) I don't want to attend the English lesson tomorrow.

4) I am going to miss the English lesson tomorrow.

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Shopping assistant: Do you need any help, sir?

Customer: _____

1) You are welcome

2) Yes, of course, I do.

3) I suppose so.

4) Well, yes, actually. I'm looking for a Christmas present for my mother.

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Interviewer: "Do you mind if I ask how old you are?"

Applicant: " _____ "

1) And what do you think?

2) Actually, I'd rather not say. But put it this way, I'm about 40.

3) Yes, I do.

4) I am not going to answer this question

ВАРИАНТ 5

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

1) We look forward to hearing from you.

Yours sincerely,

Irene Green

Sales Manager

2) John Bloggs plc,

25 Corner Street,

Darlington

Tel. 249 26 49

3) 14 February 2006

4) Mr. J.A. Burns,

ABC Advertising,

17 New Street,

New Town BN45 67HO

5) We are writing to confirm our meeting on 20 February concerning the advertisement of our new device in your catalogue.

We would appreciate it if you have time to visit our plant at an earlier date and inform us of it.

6) Dear Mr Burns,

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Click Camera Company

(2) 1000 Riverview Boulevard

New York, New York (3) 10010

(4) Mrs. May Carter

4015 (5) 22nd Street

(6) Honolulu, Hawaii 96822

1) the house number in the return address

2) the town the letter is sent to

3) the ZIP Code in the return address

4) the street name in the mailing address

5) the sender's company name

6) the addressee

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
The goods will be considered as delivered by the Sellers and accepted by the Buyers:

1) as regards the gross weight and the number of cases – in accordance with the weight and the number of cases stated in an airway bill.

2) as regards the net weight and the quality – in accordance with the Sellers' Specification.
The date of an airway bill is to be considered as the date of delivery.

.....
1) Memo

2) CV

3) Contract

4) Letter of application

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

(1) _____ : Cathy Beddington

From _____ : John Humphrey

(2) _____ : New product advertising

(3) _____ has approved an increase of budget on this campaign, so we can go for: colour advert, six issues.

Could you contact the magazine and get them to change this? Please check the price and the possibility of a bigger discount.

Thanks

(4) _____

1) To

2) Managing Director

3) John

4) Subject

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

John: "I have been waiting for you for two hours!"

Ann: "_____"

- 1) That's all right
- 2) I don't think so.
- 3) Sorry. It was wrong of me.
- 4) Never mind!

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Committee member: "_____"

Dean: "He is not a Bachelor-student, he is studying for a Master".

- 1) Isn't he studying for a Master degree?
- 2) I consider him to be a Bachelor student.
- 3) He is a Master student, isn't he?
- 4) We want to know everything about his studies

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Receptionist: "Welcome to the equipment exhibition. Where are you from?"

Participant: "_____"

- 1) Thank you for invitation
- 2) The equipment is from Moscow
- 3) Thank you. The exhibition was useful. I've made a lot of contracts
- 4) Thank you, I am from France.

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Manager: "_____"

Secretary: "They've forgotten to send a price list with the catalogue"

- 1) What's wrong with a price list?
- 2) Did they forget to send a price list?
- 3) Why did they forget about the catalogue?
- 4) When did they send the catalogue?

ВАРИАНТ 6

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) Yours sincerely,
Marilyn French
Senior Consultant

2) This is further to the our meeting of last week at which we agreed to hold a series of meeting over the next two months to review your experiences with the pilot implementation of the 1 to1 Customer Relationship Management Program. If you have any questions or would like to add anything please give me a call at 745-9878. We look forward to seeing you at the August 14th meeting.

- 3) Chicago
PricewaterhouseCoopers LLP
One North Wacker
Chicago, Illinois 60606
Telephone: [1] (312) 298 2000

- 4) 20 July 2006

- 5) Dear Mr. Rodney,
- 6) Mr. Rodney Giles
Manager, Customer Support
Inter-Office Solutions Inc.
1289 Luxor Station Rd.
Cedar Springs, IL, 34985

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Harvard Plastics Inc.

(1) Broadway
New York, (2) N.Y. 10018
USA

(3) Human Resources Department

(4) Harvard Plastics Inc. (U.K.)

(5) Birmingham
BI8 9LL

(6) United Kingdom

- 1) the addressee
- 2) the town in the mailing address
- 3) the street name in the return address
- 4) the addressee's company name
- 5) the state the letter comes from
- 6) the country in the mailing address

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
I am writing in connection with the above invoice for an MX3 Facsimile machine. We received this machine yesterday. Unfortunately, the power cable is missing.

We would be very grateful if you could send us one as soon as possible.
.....

- 1) CV
- 2) Letter of complaint
- 3) Contract
- 4) Letter of apology

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

To: (1)
From: Susan Caffey
Subject: Maltech payment
Date: (2)

Jacob,

Gorman hasn't paid the current invoice. They paid their May invoice on June 30. Maltech, however, did not pay May's bill. I sent them a second notice on July 15. I sent AB Alliance several reminders. For their May invoice, I sent reminders on ____ (3) and July 15. For June, I sent a reminder on July 31. What next?

_____ (4)

- 1) August 18, 20____
- 2) S.
- 3) June 30
- 4) Jacob Wiley

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

You: "Can I have a glass of water?"

Your friend: "_____"

- 1) No, you mustn't drink water.

- 2) Yes, do it.
- 3) Of course – there's a bottle in the fridge.
- 4) A glass of water?

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Teacher: "Well, good bye and the best of luck for the future"

Student: "_____"

- 1) Thank you for teaching me, I really enjoyed lessons.
- 2) Good luck.
- 3) Let's hope for the best.
- 4) Good bye forever.

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Waiter: "Are you ready to order?"

Guest: "_____"

- 1) I want a meat sandwich.
- 2) A meat sandwich, please.
- 3) Hi! How are you?
- 4) Bring me a meat sandwich!

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Your business partner: "Could you show me the production line?"

You: "_____"

- 1) You could not.
- 2) That's impossible!
- 3) No.
- 4) I am afraid that is not possible at the moment.

ВАРИАНТ 7

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) 6 Pine Estate,
Bedford Road, Bristol,
UB28 12BP
Telephone 9036 174369
Fax 9036 36924
- 2) 6 August 2005
- 3) I look forward to hearing from you.

Yours sincerely,
Simon Tramp
Sales Manager

- 4) James Sawyer,
Sales Manager,
Electro Ltd,
Perry Road Estate,
Oxbridge UN54 42KF

5) Thank you for your letter. I am afraid that we have a problem with your order. Unfortunately, the manufacturers of the part you wish to order have advised us that they cannot supply it until November. Would you prefer us to supply a substitute, or would you rather wait until the original parts are again available?

- 6) Dear Mr. Sawyer.

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

- (1) Lancashire Enterprises plc.
- (2) 17 Ribblesdale Place – Winkley Square
- (3) Preston PR1 3NA

- (4) Seaboard Industries plc.
- (5) Grand Avenue
- HOVE
- (6) BN3 2LS

- 1) the house number in the return address
- 2) the addressee
- 3) the street name in the mailing address
- 4) the ZIP Code in the mailing address
- 5) the sender's name
- 6) the town the letter comes from

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
Terry Spencer keeps parking his car in front of the main door.

I have told him before that this space is reserved for the Managing director. Can you tell him again?

-
- 1) Memo
 - 2) Contract
 - 3) CV
 - 4) Letter of application

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

To _____ : Purchasing & Sales Supervisor

(1) _____ : Manager

(2) _____ : Court Hotel

I have recently heard that (3) _____ needs a large quantity of orange juice at once.

We have a large supply of juice that we do not need. Please write to them and tell them that we would be happy to supply them if they can tell us how many bottles they need.

(4) _____

- 1) Subject
- 2) Peter
- 3) the Court Hotel
- 4) From

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

Daughter: "_____"

Mother: "You'd better return home now"

- 1) I want to do the shopping just now.
- 2) It is great to be at home again.
- 3) I am going back home.
- 4) It looks like raining. I don't know what to do.

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Student 1: "I'll help you with your homework"

Student 2: "_____"

- 1) Oh, should you? Thanks very much.
- 2) Oh, shall I? Thanks very much?

3) Oh, will you? Thanks very much.

4) You should do it.

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Woman: "_____"

Waiter: "Certainly, madam"

1) Can we have the bill, please?

2) Bill, please.

3) We want the bill!

4) Where is the bill?

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Secretary: "How was a trip?"

Employee: "_____"

1) I'm thinking of going on a business trip.

2) Everything was fine but a bit tiring.

3) I'm just back from my trip.

4) I was late as usual.

ВАРИАНТ 8

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

1) Dear Mr. Kaltwasser

2) Prendergast & Johnson Investment Consultants

52 Carter Lane

London EC5 7ZG

England

3) 10 February 20__

4) IBA Investmentfonds

Hohe Brück 44

60437 Frankfurt am Main

Germany

5)

We feel that this is a good time to investigate Telecom stock with a view to a substantial commitment in the medium term.

Should there be any last-minute developments we will e-mail you immediately.

6) Yours sincerely

Prendergast & Johnson

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Helen Richmond

(1) 6295 Glenwood Drive

(2) Albuquerque, (3) NM 87001

Dr. Alexander Morris

(4) Avondale Medical Center

(5) 453 Camilla Drive

(6) Atlanta, GA 30300

1) State abbreviation

2) Recipient's city name

3) Addresser's city name

4) Street address and suite number of recipient

5) Street address and suite number of addresser

6) Name of organization

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
In the winter issue of Multimedia News we read that your company sells language laboratories. Our school needs a new language laboratory and we are looking for the best equipment.

Could you please send us information on your laboratories and include a price list and ordering information.

Thank you for your assistance. I look forward to hearing from you.
.....

- 1) Letter of complaint
- 2) CV
- 3) Letter of enquiry / request
- 4) Contract

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

(1): John Wilson, Production Supervisor

From: Jackie Chen, (2)

Subject: Delay of (3)

Date: Fri, Dec 3, 20__

I received a fax from A-Tech this morning. They're going to be a week behind schedule for the Intex440SX shipment. Please call the customers who ordered this chip set, then fax a confirmation letter about the delay. Ask if we can substitute ____ (4). We have those chip sets on hand.

- 1) AGB 5/x/233
- 2) To
- 3) Export Manager
- 4) Intex 440SX

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

Guest: "Can you pass me the salt, please?"

Hostess: "_____"

- 1) Salt is bad for you if you eat it too much.
- 2) Sure, there it is.
- 3) Can't you do it yourself?
- 4) No, I can't.

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Student: "_____"

Tutor: "Yes, it was quite good"

- 1) Didn't you mark my essay?
- 2) Have you had time to mark my essay?
- 3) What about my essay?
- 4) What did you do with my essay?

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Manager: "His results are of no practical importance"

Subordinate: "_____"

- 1) Really?
- 2) You see, we don't need to carry out any tests of practical importance.
- 3) You are quite right. I agree with you.
- 4) His results are the best.

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Your business partner: "I'd like you to meet Mr. White."

You: "_____"

- 1) Glad to meet you, Mr. White.
- 2) What is your first impression of me?
- 3) Let's get down to business.
- 4) Would you like something to drink?

ВАРИАНТ 9

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) June 10, 2004
- 2) Dear Mrs. Tong:
- 3) We certainly appreciate your interest in Maxine Sportswear. Nevertheless, I am afraid I cannot supply you with the information you requested. Because we do not sell our garments directly to the consumer, we try to keep our wholesale prices between ourselves and our dealers.
- 4) Mrs. Sharon Tong
693 Felham Parkway
Bronx, New York 10422
- 5) Very truly yours,
- 6) Maxine Sportswear Co., Inc.
842 Seventh Avenue
New York, NY 19918
- 7) S. Granville
Sales Manager

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

- (1) H. Brown & W. Pink Ltd.
- (2) 18 Hill St.
London (3) WIM 5RN
England
- (4) Modern Machine Tool Corporation
300 (5) Lincoln Place
Chicago, (6) IL 60610
USA

- 1) the addressee
- 2) the street name in the mailing address
- 3) the house number in the return address
- 4) the state name in the mailing address
- 5) the sender
- 6) the ZIP Code in the return address

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

Dear Mr. and Mrs. Galsworthy

We have great pleasure in announcing that we shall shortly be opening a new branch of the Britannia Rock Building Society within easy reach of your home address.

.....

We look forward to meeting you in May and would also like to take this opportunity to thank you for the trust you have placed in us in the past.

- 1) Letter of complaint
- 2) Contract
- 3) Simple commercial letter
- 4) Letter of application

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- (1) _____: Business partners with training interests
- (2) _____: Patrick Baldoz, Director Tri-County WDC
- Date: 28 July 2008
- (3) _____: Local business workforce survey

At the request of several local manufacturing companies, the Tri-County Workforce Council completed a Workforce Skills Needs Survey. We are pleased to provide you with an electronic copy of this survey which contains information from 105 local businesses.

(4) _____

- 1) Subject
- 2) To
- 3) Director
- 4) From

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

Hostess: "Thank you for coming"

Guest: "_____"

- 1) Good bye! See you later.
- 2) Not at all. You are welcome.
- 3) Many happy returns!
- 4) Thank you for inviting us, it was a lovely evening.

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Student: "_____"

Teacher: Not really. Why can't you come?

- 1) I won't attend the English lesson tomorrow.
- 2) Is it OK if I miss the English lesson tomorrow?
- 3) I don't want to attend the English lesson tomorrow.
- 4) I am going to miss the English lesson tomorrow.

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Tourist: "Excuse me, can you tell me, where is the nearest post office?"

Policeman: "_____"

- 1) Oh, It's far way from here.
- 2) Yes, First you turn to the left and then you go straight.
- 3) No, I don't know.
- 4) Find it on the map, please.

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Employee: "_____"

Director: "Sorry, I am too busy on Tuesday"

- 1) Are we very busy on Tuesday?
- 2) Tuesday is a very good day for work, isn't it?
- 3) Can I have a day-off on Tuesday?
- 4) Can we have a meeting on Tuesday?

ВАРИАНТ 10

Блок 2. Тема 1. Оформление делового письма

Расположите части делового письма в правильном порядке.

- 1) Dear Sirs:
- 2) Yours faithfully,
- 3) 16 October 2008

- 4) M. Smith
Export Sales Manager
5) Western Shoe Company Ltd.
Yeovil, Somerset S19 3 AF
England

6) We thank you for your inquiry of 12 October, and appreciate your interest in our products. Details of our export prices and terms of payment are enclosed, and we have arranged for a copy of our catalogue to be sent to you today.

- 7) Fournier at Cie SA
14 Avenue Ravigny
Paris XV
France

Блок 2. Тема 2. Оформление конверта

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

- (1) Flanagan's Department Store
(2) 12207 Sunset Strip
Los Angeles, CA 91417
(3) USA
(4) Ketchum Collection Agency

(5) 1267 Hollywood Boulevard
Los Angeles, CA (6) 91401

USA

- 1) the country the letter comes from
2) the house number in the return address
3) the addressee's house number
4) the addressee
5) the sender
6) the ZIP Code in mailing address

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Определите, к какому виду делового документа относится представленный ниже отрывок.

.....
As you all know, Christmas is our busiest season of the year. Every year it is a struggle for management and supervisors to find the time and energy to organize a staff Christmas party. This year, we have decided to postpone the Christmas party until after our busy season.
.....

- 1) Inquiry Letter
2) Cover Letter
3) Memo
4) Contract

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

- To : (1) Janet Benson, _____
From : (2) _____, Manager
Subject : (3) _____
(4) _____ : 4 September 2009

I'm writing to inform you that Booklet of Our Services is not ready.

The Publishing Department definitely needs some assistance. Otherwise they will not meet the deadline.

Oliver Knott

- 1) General Manager
- 2) Data
- 3) Booklet of Services
- 4) Oliver Knott

Блок 2. Тема 5. Речевого этикет в бытовой сфере общения

You: "Can I borrow your mobile phone, please? I need to make a quick call to my mother"

Your friend: "_____"

- 1) I am pleased to hear it.
- 2) What do you want?
- 3) OK, Here you are.
- 4) You'll do me a favour.

Блок 2. Тема 6. Речевого этикет в учебно-познавательной сфере общения

Student: «I'm about to finish my course of studies, but I don't know what to do: study further or take a job».

Teacher: « _____ ».

- 1) That sounds like a good idea. Go ahead!
- 2) You should continue your studies, I'm sure. You are really talented.
- 3) I think you'd better study further.
- 4) That's a problem. It is for you to decide.

Блок 2. Тема 7. Речевого этикет в социально-культурной сфере общения

Guest: "I want to speak to the manager!"

Receptionist: "_____"

- 1) She is not available At the moment. Can I help you?
- 2) You can't do so!
- 3) She is busy now.
- 4) You have to wait for some time. Be patient, please!

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Business partner 1: «We planned a second meeting in the morning».

Business partner 2: « _____ ».

- 1) It won't do.
- 2) It's out of the question.
- 3) I'm afraid the morning isn't convenient for us.
- 4) Give me another time.

Найдите информацию в иноязычных источниках по следующим темам:

1. Microstructure of cast irons
2. Grey iron and its main characteristics
3. Malleable iron
4. High-alloy irons
5. Wrought carbon steel
6. Free-machining steels
7. Tool steel
8. Gears and gear drives
9. Bearings
10. Bearing materials
11. Clutches
12. Belt drives

ТЕСТИРОВАНИЕ

ВАРИАНТ 1

Блок 3.1. Термины

Выберите соответствующие определения:

The property of material to preserve the changed shape after removing the external forces is

....

- 1) elasticity
- 2) plasticity
- 3) hardness
- 4) reliability

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

SAFETY

1. Safety is concerned with those activities that seek either to minimise or to eliminate hazardous conditions that can cause bodily injury. Safety precautions fall under two principal headings, occupational safety and public safety. Occupational safety is concerned with risks encountered in areas where people work: offices, manufacturing plants, farms, construction sites, and commercial and retail facilities. Public safety involves hazards met in the home, in travel and recreation, and other situations not falling within the scope of occupational safety.

2. Safety was not considered to be a matter of public concern in ancient times, when accidents were regarded as inevitable or as the will of the gods. Today the concern for safety is world-wide and is the province of numerous governmental and private agencies at the local, national, and international levels.

3. Several international organisations provide means by which national safety organisations can exchange information and pass on new ideas. Among them are the International Social Security Association (ISSA) and the International Labour Organisation (TJLO). A number of organisations, including the ILO, ISSA, the World Health Organisation, and the European Economic Community, maintain a joint information bureau in Geneva. The International Organisation for Standardisation, which is also based in Geneva, helps establish safety codes and standards for numerous areas of activity among the many nations that sponsor it.

4. Among the chief activities of individuals and organisations concerned with safety are the collection of statistics on accidents and injuries and the publication of analyses of those statistics; the study of hazardous situations and environments and the development of safer designs, procedures, and materials; the development of educational programs for employers, workers, drivers, and other groups at risk; and the design of machines, workplaces, and safety equipment that minimize the risk of injury

SAFETY

1. Определите, является ли утверждение:

There are more than a thousand safety standards concerned with occupational safety.

- 1) истинным
- 2) ложным
- 3) в тексте нет информации

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Major fields of activity of people and institutions concerned with safety.

- 1) 4
- 2) 2
- 3) 1
- 4) 3

3. Ответьте на вопрос.

What is public safety concerned with?

- 1) It deals with hazards people are exposed to in their offices.
- 2) It deals with accidents at work.
- 3) It deals with establishing safety codes for nations.
- 4) It deals with risks people encounter at home, on holiday, etc.
4. Определите основную идею текста.

- 1) Safety in ancient times was not the same as it is today.
- 2) Travel and recreation are in the scope of interest of public safety.
- 3) There are various organizations for exchanging information on safety.
- 4) Safety concerns different spheres of modern life.

ВАРИАНТ 2

Блок 3.1. Термины

Выберите соответствующие определения:

The ability of material to return to the original shape when the external loads are removed is called

- 1) plasticity
- 2) strength
- 3) shock-resistance
- 4) elasticity

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

AUTOMATION

1. Automation is the application of machines to tasks once performed by human beings or to tasks that would otherwise be impossible. Although the term mechanization is often used to refer to the simple replacement of human labour by machines, automation generally implies the integration of machines into a self-governing system. There is scarcely an aspect of modern life that has been unaffected by automation.

2. The term automation appeared in the automobile industry about 1946 to describe the increased use of automatic devices and controls in mechanized production lines. The term is used widely in a manufacturing context, but it is also applied outside manufacturing in connection with a variety of systems in which there is a significant substitution of mechanical, electrical, or computerized action for human effort and intelligence.

3. Automation can be defined as a technology concerned with performing a process by means of programmed commands combined with automatic feedback control to ensure proper execution of the instructions. The resulting system is capable of operating without human intervention. The development of this technology greatly depends on the use of computers and computer-related technologies. Consequently, automated systems are becoming more sophisticated and complex.

4. Automation technology has matured to a point where a number of other technologies have developed from it and have achieved a recognition and status of their own. Robotics is one of these technologies. It is a specialized branch of automation in which the automated machine possesses certain humanlike characteristics. The most typical humanlike characteristic of a modern industrial robot is its powered mechanical arm. The robot's arm can be programmed to perform useful tasks, such as loading and unloading parts at a production machine or making a sequence of spot-welds on the sheet-metal parts of an automobile body during assembly.

AUTOMATION

1. Определите, является ли утверждение:

Robotics is a sophisticated automation technology.

- 1) истинным
- 2) ложным
- 3) в тексте нет информации

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Automated machines possessing certain humanlike characteristics.

- 1) 4
- 2) 2
- 3) 1
- 4) 3

3. Ответьте на вопрос.

What does the term "automation" mean?

- 1) It implies systems in which mechanical, electrical, or computerized action is substituted for human effort and intelligence.
- 2) It implies replacement of human labour by machines.
- 3) It implies systems in which human effort and intelligence are substituted for mechanical, electrical, or computerized action.
- 4) It implies systems in which mechanized production lines are used.

4. Определите основную идею текста.

- 1) Automation penetrated almost all spheres of modern life.
- 2) Robotics is one of the automated technologies.
- 3) There are different kinds of automated machines.
- 4) Automation is used in automobile industry.

ВАРИАНТ 3

Блок 3.1. Термины

Выберите соответствующие определения:

A machine part used to transmit rotary motion from one shaft to another is known as a

- 1) bearing
- 2) belt drive
- 3) gear
- 4) engine

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

EFFICIENCY IN ENGINEERING OPERATIONS

1. To solve an engineering problem means to find a proper solution having taken into account the user's needs and conflicting requirements of the production process.

Efficiency costs money, safety adds complexity, performance increases weight. An engineering solution is to be the optimum based on many factors: it should be the cheapest for a given performance, the most reliable for a given weight, the simplest for given safety or the most efficient for a given cost. In other words engineering means performance optimisation.

2. The rate of efficiency is calculated according to «output divided by input» formula: one should secure a maximum output for a given input or to secure a given output for a minimum input. Efficiency is achieved by using efficient methods, devices, and personnel organisations. The efficiency ratio may be expressed in terms of energy, materials, money, time or men.

The processing of new antibiotics in the test-tube stage belongs to the field of biochemistry science. One of the main engineering problems is to start the efficient process of their manufacturing but the need for efficiency brings about the introduction of complicated engineering operations.

The efficiency factor also helps to differentiate ceramic engineering from the work of the potter, textile engineering from weaving, and agricultural engineering from farming.

3. Since output is input minus losses, the engineer must keep losses and wastes to a minimum having developed methods for waste products to be properly utilised. Losses due to friction can occur: in any machine or system. Efficient functioning depends on a good design, lubrication facilities and careful attention to operating difficulties.

4. The raw materials, engineers have to work with, are not often found in useful forms. Engineering is required to conceive, design and convert energy of a mountain stream into the powerful torque an electric motor. Similarly, many engineering operations are required to change the seashore sands into precise lenses to observe the microscopic amoeba in a drop of water. In a certain sense, the successful engineer is a person who is able to improve things.

EFFICIENCY IN ENGINEERING OPERATIONS

1. Определите, является ли утверждение:

Efficiency, among other ways, is achieved through using corresponding personnel organisation.

- 1) истинным
- 2) в тексте нет информации

3) ложным

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

An engineering solution is to be based on many factors: cost, reliability, safety and others.

1) 2

2) 1

3) 4

4) 3

3. Ответьте на вопрос

What is the definition of efficiency in engineering?

1) It is a given input and minimum output.

2) It is the output to input ratio.

3) It is minimum output for a given input.

4) It is maximum input for a given output.

4. Определите основную идею текста

1) The efficiency factor helps to differentiate engineering from farming.

2) Any performance optimization is the goal of engineering.

3) The successful engineer is a person who is able to use raw materials.

4) The processing of new antibiotics belongs to the field of biochemistry.

ВАРИАНТ 4

A component of almost any machine which serves to support shafts and spindles is known as

a

1) thread

2) gear

3) ring

4) bearing

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

ENGINEERING

1. Engineering is the design, analysis, and/or construction of works for practical purposes. The history of the concept of "engineering" stems from the earliest times when humans began to make clever inventions, such as the pulley, lever, or wheel, etc. The exact etymology of the word engineer, however, is a person occupationally connected with the study, design, and implementation of engines. The word "engine" means "innate quality, especially mental power, hence a clever invention". Thus, an engineer, essentially, is someone who makes useful or practical inventions. From another perspective, a now obsolete meaning of engineer is "a constructor of military engines". Engineering was originally divided into military engineering, which included construction of fortifications as well as military engines, and civil engineering, non-military construction of such as bridges.

2. With the rise of engineering as a profession in the nineteenth century the term became more narrowly applied to fields in which mathematics and science were applied to these ends. Similarly, in addition to military and civil engineering the fields then known as the mechanic arts became incorporated into engineering. Now the broad discipline of engineering encompasses a range of specialized subdisciplines.

3. Engineering is a subject that ranges from large collaborations to small individual projects. Almost all engineering projects are beholden to some sort of financing agency: a company, a set of investors, or a government. The few types of engineering that are minimally constrained by such issues are pro bono engineering and open design engineering.

4. By its very nature engineering is bound up with society and human behavior. Every product or construction used by modern society will have been influenced by engineering design. Engineering design is a very powerful tool to make changes to environment, society and economies, and its application brings with it a great responsibility.

ENGINEERING

1. Определите, является ли утверждение:

The concept of “engineering” is a modern one.

- 1) истинным
- 2) ложным
- 3) в тексте нет информации

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Most engineering projects are financed by a company, a set of investors, or a government.

- 1) 4
- 2) 2
- 3) 1
- 4) 3

3. Ответьте на вопрос.

What new branch of engineering appeared in the 19th century?

- 1) In the 19th century the mechanical arts gave birth to mechanical engineering.
 - 2) In the 19th century due to the development of mathematics and science there appeared nuclear engineering.
 - 3) Chemical engineering as a separate branch of engineering appeared in the 19th century.
 - 4) In the 19th century the achievements in the fields of mathematics and science resulted in the development of space engineering.
4. Определите основную идею текста.
- 1) Engineering is closely linked with the society and human behavior.
 - 2) Engineering was originally divided into military engineering and civil engineering.
 - 3) Engineering deals with design, construction and operation of structures, machines, engines and other devices used in industry and everyday life.
 - 4) The art of engineering grew into a profession in the 19th century.

ВАРИАНТ 5

Блок 3.1. Термины

Выберите соответствующие определения:

Metals which contain iron combined with carbon, silicon and other elements are referred to as

... ..

- 1) ductile metals
- 2) ferrous metals
- 3) non-ferrous metals
- 4) precious metals

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

ENVIRONMENTAL ENGINEERING

1. Environmental engineering is the application of science and engineering principles to improve the environment (air, water, and/or land resources), to provide healthy water, air, and land for human habitation and for other organisms, and to remediate polluted sites. Environmental engineering involves water and air pollution control, recycling, waste disposal, and public health issues. It also includes studies on the environmental impact of proposed construction projects.

2. Environmental engineers conduct hazardous-waste management studies to evaluate the significance of the such hazards, advise on treatment and containment, and develop regulations to prevent mishaps. Environmental engineers also design municipal water supply and industrial wastewater treatment systems as well as being concerned with local and worldwide environmental issues such as the effects of acid rain ozone depletion, water pollution and air pollution from automobile exhausts and industrial sources.

3. Ever since people first recognized that their health and well-being were related to the quality of their environment, they have applied thoughtful principles to attempt to improve the quality of their environment. Modern environmental engineering began in London in the mid-19th century when it was realized that proper sewerage could reduce the incidence of waterborne diseases

such as cholera. The introduction of drinking water treatment and sewage treatment in industrialized countries reduced waterborne diseases from leading causes of death to rarities.

4. Conservation movements and laws restricting public actions that would harm the environment have been developed by various societies for millennia. Notable examples are the laws decreeing, the construction of sewers in London and Paris in the 19th century and the creation of the US national park system in the early 20th century.

ENVIRONMENTAL ENGINEERING

1. Определите, является ли утверждение:

Environmental engineering only supervise and measure industrial wastewater.

1) истинным

2) ложным

3) в тексте нет информации

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

The main tasks of environmental engineers are to study and estimate the harm of environmental pollution.

1) 4

2) 2

3) 1

4) 3

3. Ответьте на вопрос.

What reduced the waterborne diseases?

1) The construction of proper sewerage.

2) The quality of environment.

3) Waste disposal.

4) Water and air pollution.

4. Определите основную идею текста.

1) The main task of environmental engineering is to protect, preserve, and enhance.

2) The main task of environmental engineering is the construction of sewers.

3) Modern environmental engineering began in London in the mid-19th century.

4) People restrict public actions that would harm the environment.

ВАРИАНТ 6

Блок 3.1. Термины

Выберите соответствующие определения:

The property of material to preserve the changed shape after removing the external forces is

....

1) elasticity

2) plasticity

3) hardness

4) reliability

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

How Batteries Work

1. An electrical battery is a combination of one or more electrochemical cells, used to convert stored chemical energy into electrical energy. Since the invention of the first Voltaic pile in 1800 by Alessandro Volta, the battery has become a common power source for many household and industrial applications.

2. Inside the battery itself, a chemical reaction produces the electrons. The speed of electron production by this chemical reaction (the battery's internal resistance) controls how many electrons can flow between the terminals. Electrons flow from the battery into a wire, and must travel from the negative to the positive terminal for the chemical reaction to take place. That is why a battery can be stored on a shelf for a year and still have plenty of power. Once you connect a wire, the reaction starts.

3. Batteries may be used once and discarded, or recharged for years as in standby power applications. Miniature cells are used to power devices such as hearing aids and wristwatches; larger batteries provide standby power for telephone exchanges or computer data centers.

1. Определите, какое утверждение соответствует содержанию текста.

- 1) People use batteries because they don't have an alternative source of power.
- 2) The capacities of batteries surpass other energy sources.
- 3) The conversion of chemical energy into electrical makes batteries the source of power.
- 4) Batteries are a comparatively new source of energy.

2. Завершите утверждение согласно содержанию текста.

Batteries' long life is provided by ...

- 1) people's careful service
- 2) the possibility of its recharging
- 3) the peculiarity of chemical reaction taking place inside them
- 4) their stored power

3. Ответьте на вопрос.

Why do people use batteries?

- 1) People use batteries to meet their personal needs.
- 2) Batteries represent a potential source of energy.
- 3) Batteries are used for many industrial and household applications.
- 4) People use batteries due to their convenience and significance of application.

4. Определите основную идею текста.

1) Battery represents a potential energy source as it can be stored for some time and still be powerful.

2) People can't do without batteries nowadays as they are used to power some important devices.

3) An electrical battery is a combination of one or more electrochemical cells, used to convert stored chemical energy into electrical energy.

4) Battery has become a common power source due to peculiarity of its energy generation as well as simplicity and significance of its application.

ВАРИАНТ 7

Блок 3.1. Термины

Выберите соответствующие определения:

The ability of material to return to the original shape when the external loads are removed is called

- 1) plasticity
- 2) strength
- 3) shock-resistance
- 4) elasticity

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

MACHINE TOOLS

1. Machine tools are a class of powered equipment, usually installed in a fixed location in contrast to portable power tools. Machine tools typically have powerful electric motors producing rotational motion or hydraulic force. They often employ cutting surfaces. Machinery equipped with belts, flywheels, chain drives, cranks, connecting rods, and shafting must be equipped with guards to protect employees from the moving parts,

2. Machine tools are capable of causing amputations and other serious personal injury. Also, some machine tools use a lubricant to cool the working surface. This coolant is a potential source of injury and illness in that a spill could be a slip hazard, and bacteria can grow in the fluid mixture. Cutting oils present other health and environmental hazards, but they are used in certain types of machine tools.

3. Because the mechanical transmission of power is frequently associated with machine tools, the general subject of safety guards also needs addressing. You can avoid the hazards associated with

machine tools by standing outside of the work area. If you have business to conduct in the area, wear appropriate eye protection and remain a safe distance away from the machinery. However, for those who run the machinery there is a number of special rules.

4. Here are some efficient responsibilities for a machine operator. Do not attempt to use the machine tools unless you have been trained and are so authorized by your supervisor and the appropriate machine shop supervisor. Inspect and ensure that all required machinery is working properly before use. Wear prescribed personal protective clothing and equipment. Use the proper tool or blade for the job and the material you are working with. Do not get distracted from the work in progress. Keep hands away from pinch points and cutting surfaces. All machinery that can "walk" or tip over from vibration must be secured to the floor.

MACHINE TOOLS

1. Определите, является ли утверждение:

In businesses that rely upon industrial machinery employees working with the machine tools can be injured.

- 1) истинным
- 2) ложным
- 3) в тексте нет информации

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Machine operators should be specially trained and authorized in order to work with machine tools; besides, they should follow a number of self-protective rules..

- 1) 4
- 2) 2
- 3) 1
- 4) 3

3. Ответьте на вопрос.

What should those who have to conduct business in the machinery work area do?

- 1) They only should stand outside of the work area; eye protection is not necessary.
- 2) They should undergo a special training performed by the supervisor; then they are freely allowed to the work area.
- 3) They should remain a safe distance away from the machinery and wear appropriate eye protection.
- 4) They should not approach the work area and keep a five-meter safety distance.

4. Определите основную идею текста.

1) Machine tools and in particular their cutting surfaces and cooling fluids present a potential hazard for health and environment.

2) All kinds of machinery must be equipped with guards to protect employees from the moving parts.

3) Described as powered equipment with cutting surfaces capable of causing serious personal injuries, machine tools require only specially trained workers with self-protective means to operate them.

4) Those who would like to run the machinery should undergo special training.

ВАРИАНТ 8

Блок 3.1. Термины

Выберите соответствующие определения:

A machine part used to transmit rotary motion from one shaft to another is known as a

- 1) bearing
- 2) belt drive
- 3) gear
- 4) engine

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

MACHINES

1. Machine is a device, having a unique purpose, that replaces human or animal effort for the accomplishment of physical tasks. This broad category encompasses such simple devices as the lever, wedge, wheel and axle, pulley, and screw as well as such complex mechanical systems as the modern automobile. The operation of a machine may involve the transformation of chemical, thermal, electrical, or nuclear energy into mechanical energy, or vice versa, or its function may simply be to modify and transmit forces and motions.

2. All machines have an input, an output, and a transforming or modifying and transmitting device. Machines that receive their input energy from a natural source, such as air currents, moving water, coal, petroleum, or uranium, and transform it into mechanical energy are known as prime movers. Windmills, waterwheels, turbines, steam engines, and internal-combustion engines are prime movers. In these machines the inputs vary; the outputs are usually rotating shafts capable of being used as inputs to other machines, such as electric generators, hydraulic pumps, or air compressors.

3. All three of the latter devices may be classified as generators; their outputs of electrical, hydraulic, and pneumatic energy can be used as inputs to electric, hydraulic, or air motors. These motors can be used to drive machines with a variety of outputs, such as materials processing, packaging, or conveying machinery, or such appliances as sewing machines and washing machines. All machines of the latter type and all others that are neither prime movers, generators, nor motors may be classified as operators.

4. This category also includes manually operated instruments of all kinds, such as calculating machines and typewriters. In some cases, machines in all categories are combined in one unit. In a diesel-electric locomotive, for example, the diesel engine is the prime mover, which drives the electric generator, which, in turn, supplies electric current to the motors that drive the wheels.

MACHINES

1. Определите, является ли утверждение:

The level, the wheel and the axle are prime movers.

1) в тексте нет информации

2) ложным

3) истинным

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Various natural sources of input energy for machines.

1) 4

2) 2

3) 1

4) 3

3. Ответьте на вопрос.

What may the performance of a machine be based on?

1) It may be based on manually operated instruments of all kinds.

2) It may be based on the transformation of energy or modification of forces and motions.

3) It may be based on the work of calculating machines and typewriters.

4) It may be based on such complex mechanical systems as the modern automobile.

4. Определите основную идею текста.

1) General classification of machines and the main principles of their operation.

2) Generators as inputs to electric, hydraulic, or air motors.

3) Prime movers capable of rotating shafts of generators, pumps, or compressors.

4) Combination of different categories of machines in one unit.

ВАРИАНТ 9

Блок 3.1. Термины

Выберите соответствующие определения:

A component of almost any machine which serves to support shafts and spindles is known as

a

1) thread

2) gear

3) ring

4) bearing

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

ON THE DEVELOPMENT OF TECHNOLOGY

1. The use of technology began with the conversion of natural resources into simple tools. The prehistorical discovery of the ability to control fire increased the available sources of food, and the invention of the wheel helped humans in travelling and controlling their environment. Recent technological developments, including the printing press, the telephone, and the Internet, have lessened physical barriers to communication and allowed humans to interact on a global scale.

2. Not all technology, however, has been used for peaceful purposes; the development of weapons of ever-increasing destructive power has progressed throughout history, from clubs to nuclear weapons. Technology has affected society and its surroundings in a number of ways. In many societies, technology has helped develop more advanced economies (including today's global economy) and has allowed the rise of a leisure class.

3. Nevertheless, it is a well-known fact that many technological processes produce unwanted by-products, known as pollution, and deplete natural resources, to the detriment of the Earth and its environment. Various implementations of technology influence the values of a society and new technology often raises new ethical questions. Examples include the rise of the notion of efficiency in terms of human productivity, a term originally applied only to machines, and the challenge of traditional norms.

4. Philosophical debates have arisen over the present and future use of technology in society, with disagreements over whether technology improves the human condition or worsens it. Neo-Luddism and similar movements criticise the global penetration of technology into the modern world, claiming that it alienates people and destroys culture; proponents of ideologies such as transhumanism and techno-progressivism view continued technological progress as beneficial to society and the human condition.

ON THE DEVELOPMENT OF TECHNOLOGY

1. Определите, является ли утверждение:

The development of technology dates back to ancient times.

1) истинным

2) ложным

3) в тексте нет информации

2. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Some modern inventions help people to communicate freely and easily.

1) 4

2) 2

3) 1

4) 3

3. Ответьте на вопрос.

What do we mean when we speak about the undesirable by-products of some technological processes?

1) The development of weapons of high destructive power.

2) Changes in the values of the society.

3) The pollution of the environment and the depletion of natural resources.

4) The development of global economy.

4. Определите основную идею текста.

1) The development of technology resulted in the application of the term "efficiency" not only to machines, but also to people.

2) The development of technology causes both negative and positive consequences.

3) The development of technology follows the development of society.

4) It is impossible to use technology only for peaceful purposes.

ВАРИАНТ 10

Блок 3.1. Термины

Выберите соответствующие определения:

Metals which contain iron combined with carbon, silicon and other elements are referred to as

...

- 1) ductile metals
- 2) ferrous metals
- 3) non-ferrous metals
- 4) precious metals

Блок 3.2. Чтение.

Прочитайте текст и выполните задания, следующие за ним.

Plasma Cutters

1. Modern industry depends on the manipulation of heavy metal and alloys. We need metals to build the tools and transportation necessary for day-to-day business. The reason is simple: metals are extremely strong and durable, so they're the logical choice for most things that need to be especially big, especially sturdy or both.

2. The funny thing is that metal's strength is also a weakness: because metal is so good at resisting damage, it's very difficult to manipulate and form into specialized pieces. People can precisely cut and manipulate the metals using the plasma cutter. The plasma cutter is actually a common tool that has been around since World War II.

3. Plasma cutters are not the only devices to harness the power of plasma. Neon signs, fluorescent lighting and plasma displays, just to name a few, all rely on it to get the job done. These devices use "cool" plasma. Though cool plasma cannot be used to cut metals, it has tons of other useful applications.

1. Определите, какое утверждение соответствует содержанию текста.

- 1) "Cool" plasma is a device which is applied for illumination.
- 2) Plasma cutter uses all the best possibilities of plasma.
- 3).The drawback of metal is in its difficulty to be manipulated and formed into specialized pieces.
- 4) People use metals in building tools and transportation as they are easy to work with.

2. Завершите утверждение согласно содержанию текста.

Modern industry relies on plasma cutters as ...

- 1) plasma has a great many applications
- 2) metals are the most frequently used material in industry
- 3) they are common tools to manipulate with metals
- 4) they are the most effective devices in manipulating with metals and their alloys.

3. Ответьте на вопрос.

How is the effectiveness of plasma used in industry?

- 1) Metals can be manipulated both by plasma cutters and "cool" plasma.
- 2) In spite of having good characteristics metals' drawback is in being manipulated primarily by plasma cutters.

3).Due to plasma cutters metals can be manipulated and formed.

4). Plasma cutter is irreplaceable for manipulations with metals and "cool" plasma can be used for illumination.

4. Определите основную идею текста.

- 1) It would be impossible to manipulate with metals without plasma cutters.
- 2) Plasma cutters are not the only devices to harness the power of plasma.
- 3) Plasma is the latest achievement in industry designating for metals manipulations.
- 4) Modern industry relies on plasma as it has a lot of valuable applications.

СОБЕСЕДОВАНИЕ ПО ТЕМАМ:

ОБЩИЕ ТЕМЫ: "О себе и своей", "Учеба в институте", "Муром:вчера и сегодня".

ОБЩЕПРОФЕССИОНАЛЬНЫЕ ТЕМЫ: "Машиностроение".

ВАРИАНТ 1

1. Could you tell us about yourself? What is your occupation?

2. How many departments are there at your institute? What are they?

3. Where is the Russian Federation situated? What is the total area of the country?
4. What is your native town? Why is called so?
5. What are the main two groups of metals?
6. What non-ferrous metals do you know?
7. Why is it necessary to know the properties of engineering materials?
8. What is a gear and what is it used for?

ВАРИАНТ 2

1. What is your occupation?
2. Who are your relatives? Where do they live?
3. What countries does Russia border on?
4. What degrees does your Institute award? In what areas?
5. What degree do you study for?/What faculty do you study at?
6. What elements do ferrous metals consist of?
7. What are the main characteristics of non-ferrous metals?
8. To what forces are machine parts subjected in the process of work?

ВАРИАНТ 3

1. What does the family mean to you?
2. What courses do the students take?
3. What is the population of Russia?
4. When was your native town founded? What is its population?
5. What is the difference between cast iron and steel?
6. What are the properties of copper and what is it used for?
7. What main mechanical properties do metals possess?
8. What do types of gears depend on?

ВАРИАНТ 4

1. What do you look like? Do you look like your parents?
2. Do you attend all lectures, seminars and practical classes? What type of class do you like most of all?
3. What is the capital of our country?
4. What are the largest cities in Russia?
5. What is casting?
6. What do you know about lead?
7. What is strength of metals?
8. According to what features may gears be classified?

ВАРИАНТ 5

1. What is your hobby?
2. What kind of family would you like to have in future?
3. What end-of-term tests and exams will you take? Which of them will be the easiest/the most difficult for you?
4. What is the climate like in Russia?
5. What are the educational institutions of your native town?
5. What principle parts does the engine lathe consist of?
6. What are vertical – spindle drilling machines?
7. How are antifriction bearings classified?

ВАРИАНТ 6

1. How many are you in the family?
2. What institute facilities and resources do you use to prepare for seminars or practical classes?
3. How many rivers are there in Russia? What are the longest rivers in the country?
4. Are there any squares and monument in your native town? What are they?
5. What are the main types of cast iron?
6. What are the properties of other non-ferrous metals?
7. What can you say about plasticity of metals?
8. What basic types of gears can you enumerate?

ВАРИАНТ 7

1. Where are you from? What is your occupation?
2. What does the family mean to you?
3. Do you attend all lectures, seminars and practical classes? What type of class do you like most of all?
4. What can you say about the present economic situation in Russia?
5. What type of cast iron is mainly used nowadays instead of grey iron and why?
6. What is a non-ferrous alloy?
7. What is the most important property of metals and how it can be defined?
8. What kinds of drives do gears replace and in what case?

ВАРИАНТ 8

1. What kind of person are you?
2. What kind/sort of person is your mother?
3. What institute facilities and resources do you use to prepare for seminars or practical classes?
4. What is the cultural life of your native town?
5. Why should the malleable iron castings be annealed?
6. What do you know about brasses?
7. What is the source of heat in arc welding?
8. What do the bed ways serve for?

ВАРИАНТ 9

1. What do you look like? Do you look like your parents?
2. How many departments are there at your institute? What are they?
3. What great Russians do you know?
4. Are there any squares and monument in native town? What are they?
5. What is white iron?
6. What are the most common bronzes?
7. What is the source of heat for gas welding?
8. What are the methods of autogenous welding?

ВАРИАНТ 10

1. What kind of family would you like to have in future?
2. How many departments are there at your institute? What are they?
3. What are the historical monuments of the past?
4. Do tourists come to your native town? What attracts them? What you recommend them to visit?
5. What great men were born in your native town?
6. Due to what reason is white iron difficult to machine?
7. What ferrous alloy is the most easily machined?
8. What is the sphere of application of malleable iron castings?

Подготовьте выступление и презентацию по следующим темам:

1. Light industry in Great Britain and the USA.
2. Chemical industry in Great Britain and the USA.
3. Mechanical engineering in Great Britain and the USA.
4. Metallurgy in Great Britain and the USA.

Методические материалы, характеризующие процедуры оценивания

1 семестр (зачет).

1. Промежуточное тестирование по грамматическим темам (местоимения; имя существительное; артикль, степени сравнения; предлоги; модальные глаголы; союзы, неличные формы глагола; фразовые глаголы; словообразование).
2. Промежуточное тестирование по грамматике (глагол и его формы).

3. Собеседование по темам "О себе и своей семье", "Учеба в институте", "Муром: вчера и сегодня"

2 семестр (зачет с оценкой).

Зачет проводится в двух формах: электронной и устной формах в соответствии с контролируемыми результатами образования:

1) электронная форма
тестирование в ИОП MOODLE

2) устная форма

Собеседование по темам

Тестовые задания охватывают содержание изученных тем и размещены в ИОП MOODLE.

Индивидуальный тест включает 24 вопроса и формируется в автоматическом режиме на основе типовых заданий.

Зачетные задания включают три блока:

Блок 1

Блок 1. Тема 1. Учебная лексика по теме "О себе и своей семье", "Учеба в институте", "Муром: вчера и сегодня"

Блок 1. Тема 2. Словообразование

Блок 1. Тема 3. Местоимения

Блок 1. Тема 4. Степени сравнения прилагательных и наречий

Блок 1. Тема 5. Артикли

Блок 1. Тема 6. Предлоги

Блок 1. Тема 7. Союзы

Блок 1. Тема 8. Глагол и его формы

Блок 1. Тема 9. Неличные формы глагола

Блок 1. Тема 10. Фразовые глаголы

Блок 1. Тема 11. Модальные глаголы

Блок 2

Блок 2. Тема 1. Оформление делового письма

Блок 2. Тема 2. Оформление конверта

Блок 2. Тема 3. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса, контракта, служебной записки

Блок 2. Тема 4. Оформление электронного сообщения, факса, меморандума

Блок 2. Тема 5. Речевой этикет в бытовой сфере общения

Блок 2. Тема 6. Речевой этикет в учебно-познавательной сфере общения

Блок 2. Тема 7. Речевой этикет в социально-культурной сфере общения

Блок 2. Тема 8. Деловое общение в профессиональной сфере

Блок 3

Блок 3.1.1. Термины

Блок 3.1.2. Чтение

Блок 3.2.1. Собеседование по общим темам: "О себе и своей семье", "Учеба в институте", "Муром: вчера и сегодня"

Блок 3.2.2. Собеседование по общепрофессиональной теме "Машиностроение"

Максимальная сумма баллов, набираемая студентом по дисциплине равна 100.

Оценка в баллах	Оценка по шкале	Обоснование	Уровень сформированности компетенций
Более 80	«Отлично»	Содержание курса освоено полностью, без пробелов, необходимые практические навыки работы с освоенным материалом	Высокий уровень

		сформированы, все предусмотренные программой обучения учебные задания выполнены, качество их выполнения оценено числом баллов, близким к максимальному	
66-80	«Хорошо»	Содержание курса освоено полностью, без пробелов, некоторые практические навыки работы с освоенным материалом сформированы недостаточно, все предусмотренные программой обучения учебные задания выполнены, качество выполнения ни одного из них не оценено минимальным числом баллов, некоторые виды заданий выполнены с ошибками	<i>Продвинутый уровень</i>
50-65	«Удовлетворительно»	Содержание курса освоено частично, но пробелы не носят существенного характера, необходимые практические навыки работы с освоенным материалом в основном сформированы, большинство предусмотренных программой обучения учебных заданий выполнено, некоторые из выполненных заданий, возможно, содержат ошибки	<i>Пороговый уровень</i>
Менее 50	«Неудовлетворительно»	Содержание курса не освоено, необходимые практические навыки работы не сформированы, выполненные учебные задания содержат грубые ошибки	<i>Компетенции не сформированы</i>

3. Задания в тестовой форме по дисциплине

Примеры заданий:

Пример закрытого типа:

1. We'll begin _____ the solution of the present-day problems of our enterprise.
at
by
in
with

2. Определите к какому виду делового письма относится данный отрывок:

The goods will be considered as delivered by the Sellers and accepted by the Buyers:

1) as regards the gross weight and the number of cases – in accordance with the weight and the number of cases stated in an airway bill.

2) as regards the net weight and the quality – in accordance with the Sellers' Specification.

The date of an airway bill is to be considered as the date of delivery.

contract

CV

inquiry letter

letter of confirmation

Пример открытого типа:

1. Определите правильный артикль. Впишите ответ.

Here's _____ book you asked to borrow.

2. Расположите реплики диалога в правильном порядке.

1. Are you flying alone, sir?

2. I think, business.

3. Good morning. What can I do for you?

4. Yes, I am.

5. Just a moment, sir... I'll check. Yes. There are some seats left.

6. I want a ticket to Moscow. Are there any seats left on the 5th of February?

7. What class would you like?

Полный перечень тестовых заданий с указанием правильных ответов, размещен в банке вопросов на информационно-образовательном портале института по ссылке <https://www.mivlgu.ru/iop/question/edit.php?courseid=2897&category=33041%2C97185&qshowtext=0&recurse=0&recurse=1&showhidden=0>

Оценка рассчитывается как процент правильно выполненных тестовых заданий из их общего числа.