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**рабочая тетрадь**

по дисциплине

**«Английский язык»**

для студентов специальности 21.02.06. Информационные системы обеспечения градостроительной деятельности

(базовая подготовка)

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## Автор: Боронникова Е.В., преподаватель Южно-Уральского государственного технического колледжа.

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**Пояснительная записка**

Рабочая тетрадь создана для студентов специальности 21.02.06. Информационные системы обеспечения градостроительной деятельности

Задания рабочей тетради направлены на закрепление и углубление знаний и умений студентов: уметь общаться на иностранном языке на профессиональные и повседневные темы, переводить со словарем иностранные тексты профессиональной направленности знать лексический и грамматический минимум, необходимый для чтения и перевода со словарем иностранных текстов профессиональной направленности. Развитие общих компетенций: понимать сущность и социальную значимость своей будущей профессии, осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.

Рабочая тетрадь поможет преподавателям в проведении аудиторных занятий и самостоятельной работы, а студентам – в усвоении изучаемого материала. Использование рабочей тетради разнообразит виды деятельности студентов на занятиях, а также поможет им усвоить учебный материал, систематизировать и закрепить полученные знания.

**Раздел 1 Практикум**

**Тема 1.1 Деньги**

Грамматика: Видовременные формы глагола (времена группы “Simple”).

Грамматика: Видовременные формы глагола (времена группы “Continuous”).

Грамматика: Видовременные формы глагола (времена группы “Perfect”).

Text: “American money”.

Text: “British money”.

**Урок 1 Времена группы “Simple”.**

**Text: “American money”.**

**Студент должен**

*иметь представление:*  о временах группы Simple;

*знать:* правила образования и употребления времен группы Simple, лексику по теме;

*уметь:* применять на практике полученные знания; рассказать о денежной системе США.

**Задание 1. С**оставьте предложения со следующими словами и словосочетаниями:

1. always \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. sometimes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. often \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. in 5 days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. tomorrow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. last week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. yesterday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2**. Образуйте форму Past Simple следующих неправильных глаголов:

to get - \_\_\_\_, to go\_\_\_\_\_\_, to leave\_\_\_\_\_\_\_, to come\_\_\_\_\_\_ ,to take \_\_\_\_\_\_\_\_, to write\_\_\_\_\_\_, to begin\_\_\_\_\_\_\_, to know\_\_\_\_\_\_\_, to put\_\_\_\_, to buy\_\_\_\_\_\_\_\_, to be\_\_\_\_\_\_\_\_\_\_, to give\_\_\_\_\_\_\_\_\_.

**Задание 3**. Поставьте следующие предложения в отрицательную форму:

1. They go to the library every day. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. He always works at the English lab. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. We got excellent marks at the exams.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. She liked to work in the evening. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. They will finish their work in 5 days. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Употребите данные в скобках глаголы в форме Present, Past или Future Simple:

1. We always (to consult) a dictionary when we (to translate) texts. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. They (to take part) in a sport competition last Sunday. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. He (to graduate) from the University in 5 years. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. She (to study) at our college. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. If my friend (to buy) tickets, we will go to the concert.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. When he (to be) 18, he (to take part) in the elections.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 5.** Поставьте вопросы к выделенным словам:

1. The best students receive **scholarship.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The seminar will take place **on Monday**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **The students** went to the canteen after the lectures. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. They **spent** their vacations in London. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. He works **at the people`s court**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 6.** Переведите следующие предложения на английский язык:

1. Завтра у нас будет 2 лекции. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Он не принимал участие в научной конференции, т.к. был болен. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Она успешно сдала экзамены и поступила в университет в прошлом году. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Что вы обычно делаете по вечерам? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Когда он окончит университет, он будет хорошим специалистом. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Когда я был студентом, я каждый день ходил в библиотеку. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 7.** Прочитайте и переведите текст на русский язык:

**“American money”**

American money comes in bills (paper money) and coins. The denomination of paper money are $1, $2, $5, $10, $20, $50, $100, tough 2 dollar bills are rare. A slang word for the dollar is “buck”. All the bills are of the same color and size. American money`s color is green with some white, the bills have the face of a great American leader.

There are 100 cents (c) to the dollar. 1 cent is a small copper coin known as a “penny”, a 5 cent coin is called a “nickel”, a 10 cent coin is a “dime”, and a 25 cent piece is known as a “quarter”. Half dollar and one dollar coins have no special name and are rather rare. Coins are silver looking but made out of lead and some copper. They also have a monument or a face of a famous event or great American leader, respectively. In the other side, it`s usually the American eagle.

Note the proper way of naming a certain sum: $1.40 – “one and forty cents” or “a dollar and forty cents” or “one forty”. $3.60 – “three dollars and sixty cents” or “three sixty”.

**Задание 8.** Прочитайте и запомните значение следующих слов и словосочетаний:

1. to come in smth - иметь хождение ( о деньгах),
2. denomination – название, достоинство, стоимость
3. bills – банкноты
4. coins – монеты
5. the same colour – одинаковый, тот же самый цвет
6. …Is known as … - известен как
7. lead – свинец
8. copper – медь
9. respectively – соответственно, в указанном порядке

**Задание 9**. Ответьте на вопросы:

1. What are the denominations of paper money in the USA?
2. What are the names of the coins?
3. How will you name the following sums of money: $ 3.55, $15.25, $106.41?
4. What denominations of paper money are used in your country?
5. Do you know the present dollar exchange rate in your country is?

**Задание 10.** Перескажите текст.

**Урок 2. Времена группы “Continuous”.**

**Text: “British money”.**

**Студент должен**

*иметь представление:*  о временах группы Continuous;

*знать:* правила образования и употребления группы Continuous, лексику по теме;

*уметь:* применять на практике полученные знания; рассказать о денежной системе Великобритании.

**Задание 1**. Составьте предложения со следующими словами и словосочетаниями:

1. At the moment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. From 6 to 10 p.m. yesterday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Just now \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. tonight\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. at 10 o`clock on Sunday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. all day long \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2**. Образуйте причастие I (participle I) от следующих глаголов:

* to buy \_\_\_\_\_\_\_\_\_\_\_\_\_ - to sit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to break \_\_\_\_\_\_\_\_\_\_\_\_ - to give \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to feel \_\_\_\_\_\_\_\_\_\_\_\_\_\_ - to stop \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to leave \_\_\_\_\_\_\_\_\_\_\_\_\_ - to write \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to know \_\_\_\_\_\_\_\_\_\_\_\_\_ - to answer \_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3**. Переведите предложения на русский язык:

1. What are you doing tonight? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. We are leaving at 8 tomorrow. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. It was raining when I left home. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What is he doing now? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Will they be writing their course paper in April? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Употребите данные в скобках глаголы в форме Present, Past или Future Continuous:

1. He (to take) a bath now. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I (not to laugh) at you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Where he (to go) when the rain started? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What you (to do) from 2 till 3 o`clock tomorrow? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The children (to play) when we returned home. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 5.** Переведите следующие предложения на английский язык:

1. О чем вы сейчас думаете? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Автобус уже отправлялся, когда я подошел к остановке. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Идет дождь, и мы не можем поехать за город. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Вчера в 10 часов наша группа сдавала экзамен по экономике. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Мы будем переводить этот текст, когда ты вернешься. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 6.** Прочитайте и переведите текст на русский язык:

**“British money”**

British money also comes in bills and coins. The value of notes is 5, 10, 20, 50 pounds sterling. Scottish 1 notes are still in circulation in Scotland. The British bills are different in color - a 5 pound banknote is blue, a 10 pound banknote is orange, a 20 pound note is purple ( violet) and a 50 pound note is pink. The British bills have the face of British queen.

British money is based on the decimal system – there are 100 (one hundred) pence to each pound. Coins have the values of 1p (penny), 2p (pence), 5p, 10p, 20p, 50p, 1 pound, 2 pounds.

All coins bear HM the Queen`s head on one side. Portraits of kings and queens have been engraved on the coins for hundreds of years. On the edge of the coins the letters D.G.REG.F.D. always appear after the Queen`s name. The letters stand for the Latin words “Dei Gratia Regina Fidei Defensor”, which means “By the Grace of God, Queen, Defender of the Faith”.

Note the proper way of naming a certain sum: 1.40 – “one and forty pence” or “a pound and forty pence” or “one forty”. $3.60 – “three pounds and sixty pence” or “three sixty”.

**Задание 7.** Прочитайте и запомните значение следующих слов и словосочетаний:

* the value – стоимость, цена, ценность,
* pounds sterling – фунты стерлингов,
* to be different in … - отличаться чем-либо, в чем-либо,
* the decimal system – десятичная система,
* a penny – пенни ( англ.монета),
* pence – пенсы ( мн.ч. от penny ),
* HM (Her Majesty) – Ее Величество,
* to engrave – гравировать, резать по камню, металлу, дереву,
* the edge – край, кромка,
* by the Grace of God – милостью Божией,

**Задание 8.** Ответьте на вопросы:

1. What are the denominations of paper money in the UK?
2. What are the names of the coins?
3. How many pence are there in 1 pound?
4. Are the British bills of the same colour?
5. How will you name the following sums: £5.20, £1.20, £110.17?
6. What have been engraved on the British coins for hundreds of years?
7. What do the letters D.G.Reg.F.D. mean?

**Задание 9.** Перескажите текст.

**Урок 3. Времена группы “Perfect”.**

**Text: “British money” (2).**

**Студент должен**

*иметь представление:*  о временах группы Perfect;

*знать:* правила образования и употребления времен группы Perfect, лексику по теме;

*уметь:* применять на практике полученные знания; рассказать о денежной системе Великобритании.

**Задание 1**. Составьте предложения со следующими словами и словосочетаниями:

1. ever \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. already \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. yet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. never \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. this morning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. by 5 p.m. yesterday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. when she came \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Образуйте от следующих глаголов причастие II (Participle II):

* to do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - to tell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to close \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - to come \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to understand \_\_\_\_\_\_\_\_\_\_\_ - to make \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to go \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - to see \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* to speak \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - to have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3**. Поставьте предложения в отрицательную форму:

1. I have been to the cinema this week (since Sunday). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. We often had had rains here (before you came). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. My sister will have passed her exams by the end of January. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. We have tasted a new French dish.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4**. Употребите данные в скобках глаголы в форме Present, Past или Future Perfect:

1. By the time you arrive we (to leave). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I (to do) already all my lessons. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Our family (to live) in this street since we got a new flat. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The film (to be) on for a week. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. He (to work) as a teacher for 20 years by next September. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 5.** Переведите предложения на английский язык:

1. Он когда-нибудь показывал свои работы специалисту? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Что с ней произошло? Я давно ее не видел. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Он только что пришел домой. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. На будущий год к этому времени он уже закончит университет. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 6.** Прочитайте и переведите текст на русский язык:

**“British money” (2)**

1p. – a penny pictures the portcullis of Westminster Palace. A penny is often pronounced “one pee”. 2p. – a two pence piece pictures the Prince of Wales features (“two pee”). 5p. – This coin shows the symbol of Scotland, the thistle. On the top of the thistle you can see the British crown (“five pee”). 10p. – The 10 pence coin shows a lion. For centuries the lion was a proud symbol of Britain`s strength. The lion is wearing the crown of British Monarch (“ten pee”). 20p. – The pence coin shows the Tudor Rose. A rose is a national flower of England. On the top you can see the British crown (“twenty pee”). 50p. – The 50 pence coin shows the picture of Britannia and the lion. Both are symbols of Britain (“fifty pee”). 1 – There are many different pictures on the 1 coin to reflect the different countries: lions for England, a thistle for Scotland and a leek for Wales. The coin on the left shows the three lions of England. The slang term for pound is “quid”. 2 – The design of the 2 pound coin represents technological development. The edge lettering features the quote “Standing on the shoulders of giants”, by Sir Isaac Newton.

**Задание 7.** Прочитайте и запомните значение следующих слов и словосочетаний:

* a thistle – чертополох,
* a leek – лук-порей,
* a British Monarch – британский монарх.

**Задание 8.** Ответьте на вопросы:

1. What are the national symbols of England, Scotland, and Wales?
2. What is the symbol of Britain`s strength?
3. What is the slang term for pound?
4. Who belongs the quote “Standing on the shoulders of giants”?

**Задание 9.** Перескажите текст.

**Тема 1.2 Система оплаты**

Грамматика: Функции глагола “to be”.

Грамматика: функции глагола “to have”.

Грамматика: Объектный инфинитивный оборот.

Text: “The American payment system”.

Text: “The British payment system”.

**Урок 4. Функции глагола “to be”.**

**Студент должен**

*иметь представление:*  о функциях глагола “to be” в предложении;

*знать:* правила спряжения и употребление глагола, лексику по теме;

*уметь:* применять на практике полученные знания; рассказать о системе оплаты в США.

**Задание 1.**Переведите предложения на русский язык и определите функцию глагола “to be”:

1. The train is to arrive at 8 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. There are some interesting articles in this magazine. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. This book was translated by a group of our teachers.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Our students were in London last year. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. My friend is preparing to enter the University. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. The lesson will be over in 5 minutes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Переведите предложения на английский язык:

1. Все студенты на лекции. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Моя мечта - выучить английский язык. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Эти книги были переведены на 5 языков. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Мне нужно окончить работу к понедельнику. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. В вашем городе есть университеты? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Сейчас она работает в библиотеке. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Прочитайте и переведите текст:

**“The American system of payment”.**

You can make your payments in cash, traveler`s checks, credit and banking cards, or checks. When traveling the best way to carry your money is in traveler`s checks. They are insured, and you can get your money back if they are lost or stolen. Traveler`s checks can be bought at most banks but the service charge may vary. One can use traveler`s checks almost anywhere: in hotels, stores, or restaurants.

With Americans, the most common way of making payment is by credit card, the major ones being Visa, American Express, and Master card. It is common practice for an American to have various credit cards, as every company provides its customers with certain advantages.

Other ways of completing business transactions or making a purchase is by means of a check book and a banking card. They are given by your bank when opening an account. A banking card enables you to withdraw money from your account immediately. You slip the card into an automated teller machine (ATM, cash machine) that is connected to your bank computer and the amount of payment is instantly deducted from your bank balance.

Both credit and banking (ATM) cards are commonly called “plastic” money, or just “plastic”.

**Задание 4.** Прочитайте и запомните слова и словосочетания:

* to make payment – оплачивать что-либо,
* cash – наличные деньги,
* to be insured – быть застрахованным,
* to provide advantages – предоставлять преимущества,
* to complete business transactions- совершать сделку,
* to make a purchase – делать покупку,
* to open an account – открывать счет,
* to enable – давать возможность делать что-либо
* to withdraw money – изымать деньги
* an automated teller machine – банкомат
* to deduct instantly – вычитать, удерживать, снимать тотчас

**Задание 5.** Ответьте на вопросы:

1. How do you usually pay for your purchases and services when at home?
2. What is the best way to carry money when traveling and why?
3. Why do the Americans have various credit cards?
4. What is ATM?
5. What do you use it for?
6. What is “plastic” money?

**Задание 6.** Перескажите текст.

**Урок 5. Функции глагола “to have”.**

**Студент должен**

*иметь представление:*  о функциях глагола “to have” в предложении;

*знать:* правила спряжения и употребление глагола, лексику по теме;

*уметь:* применять на практике полученные знания; рассказать о системе оплаты в Великобритании.

**Задание 1.**Переведите предложения на русский язык и определите функцию глагола “to have”:

1. I`m awfully hungry. I didn`t have any dinner. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. They haven`t paid for the tickets yet. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. I have to complete this work today. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. She has no relatives in London. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. I have got many books on this question. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. He had his watch repaired. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Переведите предложения на английский язык:

1. У меня много друзей в колледже. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 2) Ему приходится встречать свою младшую сестру после школы. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Он когда-нибудь был в Париже? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Вы хорошо отдохнули в воскресенье?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. У нас есть к вам несколько вопросов. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Прочитайте и переведите текст:

**“The British system of payment”**

Cash is accepted everywhere in the UK. Credit and debit cards can be used in nearly all shops but tend not to be accepted by mobile retailers like markets, ice cream vans and roadside vendors. Small businesses like B&Bs, that are not retails shops may also not accept cards.

Foreign currency can be easily changed into sterling at Banks, Post Offices, Travel agents and Bureau de changes. All towns will have at least one facility where you will be able to exchange your money.   
There are several banks on Britain's high streets which include Barclays, the Co-operative, Natwest, HSBC and Lloyds. Banks are usually open from 9am to 5pm from Monday to Friday. A lot of banks now open on a Saturday and times vary from branch to branch and from bank to bank. It is quite common for them to be open on a Saturday morning. Banks are not open on bank holidays.  
If you need to exchange money when the banks are closed, you can try a high street travel agent, large hotel or Bureau de change at a large train station or airport.

ATMs, known as 'Cash Machines' or 'Cash Points' in Britain, can be found almost everywhere in populated areas of the UK. Typically they are attached to the side of a bank or building society but can now be found in shopping centres, petrol stations and supermarkets.  
International credit or debit cards can be used in an ATM as long as they have a four digit pin encoded. Most ATMs will accept Visa, MasterCard or Cirrus. To see if your card is accepted at an ATM simple look at the logos displayed on the machine and match them to the logo on your card.

If you are putting your card into a chip and pin machine make sure that the machine is kept in view. One type of fraud, known as skimming, occurs when your card is swiped into a different machine and your card details are then stolen.

**Задание 4.** Прочитайте и запомните слова и словосочетания:

* to accept – принимать
* mobile retailers - продавцы в розницу
* roadside vendos – уличные продавцы
* currency – валюта
* to change – менять
* to exchange money – обменивать деньги
* to charge commission – брать комиссионные
* exchange rates – курс обмена
* to be aware – сознавать, отдавать себе отчет
* fee – плата, вознаграждение
* skimming- скиминг
* to swip - красть

**Задание 5.** Ответьте на вопросы:

1. Where is cash accepted in the UK?
2. Where can you change foreign currency into pounds?
3. How do the British banks work?
4. What cards do ATMs accept?

**Задание 6.** Перескажите текст.

**Урок 6. Объектный инфинитивный оборот (Сложное дополнение).**

**Студент должен**

*иметь представление:*  о сложном дополнении;

*знать:* объектный падеж личных местоимений, глаголы, употребляемые со сложным дополнением; лексику по теме;

*уметь:* переводить предложения со сложным дополнением; сравнивать систему оплаты США и Великобритании.

**Задание 1.** Подчеркните в предложениях сложное дополнение и переведите предложения на русский язык:

1. I want my brother to help me. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The students heard their friend play the piano. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. I allowed this girl to take my book. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. He saw her entering the house. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Don`t make me go there! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Употребите данные в скобках местоимения в форме объектного падежа:

1. I understood (she) to say that she would help them. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Everybody believes (he) to be a promising artist. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. He doesn`t expect (they) to get back before next Tuesday. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. She heard (I) speak in the next room. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. They watched (we) playing football. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Переведите предложения на английский язык:

1. Вы хотите, чтобы мы встретились сегодня? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Мы ожидаем, что они хорошо проведут у нас время. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Я не хочу, чтобы ты им что-либо рассказывал. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Он видел, как она работала в саду. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Она советует мне поступать в университет. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Прочитайте тексты уроков 4 и 5 и найдите общее и различное в системе оплаты США и Великобритании:

|  |  |  |
| --- | --- | --- |
|  | **THE USA** | **GREAT BRITAIN** |
| **Symbol** |  |  |
| **Bills** |  |  |
| **Coins** |  |  |
| **Denominations** |  |  |
| **Colour** |  |  |
| **The ways of making payment** |  |  |

**Урок 7. Система оплаты в России.**

**Студент должен**

*иметь представление:*  о российской системе оплаты;

*знать:* лексику по теме;

*уметь:* рассказать о российской системе оплаты.

**Задание 1.** Используя лексику уроков 5 и 6, составьте тему «The Russian system of payment».

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Перескажите тему.

**Тема 1.3 Трудоустройство**

Грамматика: Причастие I (Participle I).

Грамматика: Причастие (Participle II).

Грамматика: Формы причастий.

Грамматика: Причастные обороты.

Text: “Resume”.

Text: “Application form”.

Text: “Interview”.

Text: “ Dos and DON`Ts for Job Seekers”.

**Урок 8. Причастие I (Participle I).**

**Студент должен**

*иметь представление:*  о причастии I в английском предложении;

*знать:* правила образования причастия I, лексику по теме;

*уметь:* применять на практике полученные знания; написать резюме.

**Задание 1**. Образуйте Participle I от следующих глаголов и переведите их на русский язык:

**Model: to read – reading – читающий, читая.**

1. to buy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. to break \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. to feel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. to walk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. to answer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. to cry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. to skate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. to put \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Переведите на английский язык следующие словосочетания:

**Model: -смеющийся ребенок – a laughing child;**

**-отправляя телеграмму – sending a telegram**

1. поющая девушка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. живущий человек \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. прибывающий поезд \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. идя домой \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. заканчивая работу \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. зная его хорошо \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. читающие хорошие книги студенты \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Прочитайте и переведите пример резюме:

John H.Mill

38 Park Avenue, Ap.50

New York, N.Y. 11298

Tel. (312)493-8332

**OBJECTIVE**  - A position as a bookkeeper

**SUMMARY**  - 12 years of experience in every routine work in this field.

Perfect knowledge of computers and statistics.

**QUALIFICATIONS -** Make up all kinds of financial reports, balances and

production planning

**EXPERIENCE**  - FRISCO DOCKS, Inc.

1990-1995 San Francisco, California.

Accountant. Prepared accounts and balance sheets of every

kind.

**EDUCATION**  - LONDON SCHOOL OF ECONOMICS. London, Great Britain,

Bachelor (Ec.).

**PERSONAL**  - Arrived in the United States January, 1985. British subject.

Married, one child.

**REFERENCES**  - Available upon request.

**Задание 4.** Напишите свое резюме по образцу:

**NAME, ADDRESSS, TEL.NUMBER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OBJECTIVE**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**QUALIFICATIONS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERIENCE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EDUCATION**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFERENCES**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Урок 9. Причастие II(Participle II).**

**Студент должен**

*иметь представление:*  о причастии II в английском предложении;

*знать:* правила образования причастия II, лексику по теме;

*уметь:* применять на практике полученные знания; заполнить анкету.

**Задание 1.** Запишите основные формы глаголов и переведите их:

**Model: to come – came – come – coming (приходить, приходил, пришедший, приходя, приходящий).**

1. to bring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. to smile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. to say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. to stand \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. to do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. to sell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Переведите на русский язык следующие словосочетания:

**Model: the book left on the table – Книга, оставленная на столе.**

1. The way found by you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The cottage bought by Mr. Brown \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The film shown by us \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The question asked by the student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The telephone call answered by nobody \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Переведите на английский язык следующие причастия:

**Model: читая – прочитанный – reading – read**

1. делая – сделанный \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. рассказывающий – рассказанный \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. видя – увиденный \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. показывая – показанный \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. получая – полученный \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Заполните анкету:

**NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDRESS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PHONE \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (home), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mobile)

**DO YOU HAVE A VALID DRIVER`S LICENCE** - Yes No

**MARITAL STATUS** - married, single, **NUMBER OF DEPENDENTS** – child, \_children,

**EDUCATION** – higher, secondary, special secondary

Name of school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year graduated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course taken or degree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LANGUAGES** – English, German, French, Italian (Excellent, good, fair)

**EXPERIENCE** – COMPANY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF BUSINESS INDUSTRY** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYED (Month, year)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION(s) HELD** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUPERVISOR`S NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DESCRIBE YOUR DUTIES** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WHY DO YOU LEAVE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL REFERENCES** – name, address, phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Урок 10. Формы причастий.**

**Студент должен**

*иметь представление:*  о формах причастий в английском предложении;

*знать:* правила перевода причастий, лексику по теме;

*уметь:* применять на практике полученные знания; уметь ответить на вопросы работодателя при проведении собеседования.

**Задание 1**. Определите, в какой форме употреблены причастия и переведите

предложения на русский язык:

**Model: Having finished work I met an old friend. – Perfect Participle, active;**

**Закончив работу, я встретил старого друга.**

1. Having finished the translation she typed it. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Having read many books on the problem, he made an interesting report. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The student being asked by the teacher is Ivanov. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Having been defeated, the enemy had to retreat. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2**. Определите функции причастия в следующих предложениях и

переведите их на русский язык:

1. A girl looked at her reading brother and went away.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. When asked he began speaking English. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Having been demonstrated in Hollywood the film became world famous. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. They were smiling looking at their children. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. All shops were closed.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Выберите правильный английский эквивалент для предложений:

1. (Сдав) all examinations we decided to go on tour.
2. passing b) having passed c) being passed
3. (Когда ему сказали) to stay he refused.
4. telling b) having told c) being told
5. (Закончив) the translation we gave it to the teacher.
6. having finished b) finishing c) being finished
7. (Потеряв) the key I couldn`t enter the room.
8. losing b) being lost c) having lost
9. (Позавтракав) she went to college.
10. having breakfast b) having had breakfast

**Задание 4.** Прочитайте и переведите диалог.

**Situation**: Paula Tanner is interviewed by Mr. Joel Klaus, the Personnel Manager of Woodex.

J.K. – Good morning, Miss Tanner. Please take your seat. I`m Joel Klaus, Personnel

Manager. What can I do for you?

P.T. – I read an advertisement of your firm in yesterday`s Estonian Express. You

need a secretary, so I sent my application and now I`m here.

J.K. – Have you worked as a secretary before?

P.T. – I`m sorry to say that I haven`t. But in spring I finished secondary school with

the specialty of secretarial work.

J.K. – Oh, yes, I remember know. That`s very good. Do you speak any foreign

languages?

P.T. – Oh, to a certain extent, yes. I know fairly well Russian and English, a little

German and Finish.

J.K. - That`s not bad. We really need Finish very much.

P.T. - If you can`t take me on as a secretary, I could be on probation for a time

first.

J.K. – Well, yes. I think that in the beginning you`ll have to learn quite a lot.

P.T. – I`m willing to do that.

J.K. – We need a curriculum vitae (CV) as well and two photographs.

P.T. – I`ll bring them as soon as I can.

J.K. – That`s good. Can you start next Monday?

P.T. - Oh, yes, of course.

J.K. – Well then. I`ll see you next Monday at 9 sharp.

P.T. – Thank you. Good bye.

J.K. – Good bye.

**Задание 5**. Расскажите диалог по ролям.

**Урок 11. Причастные обороты.**

**Студент должен**

*иметь представление:*  о причастных оборотах;

*знать:* правила перевода причастий; требования работодателя;

*уметь:* переводить предложения с причастными оборотами;

**Задание 1.** Измените предложение по образцу, используя the Objective

Participle Constructions:

**Model: I saw the children as they were running. – I saw the children running.**

1. I saw as they were working in the garden. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. I noticed that they were waiting for somebody.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. She heard as he was coming up the stairs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The man watched as the boys were playing hockey. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. He watched as we were swimming across the river.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Используйте the Absolute Participle Constructions в придаточных предложениях:

**Model: As my friend was ill I couldn`t go to the concert.**

**My friend being ill, I couldn`t go to the concert.**

1. When the work was over everybody went home. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. As it was Sunday the shops were closed.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. As it was very dark I could see nothing there. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. As the weather was fine they went for a walk. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. He went to the station and his friends were accompanying him. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Прочитайте и переведите рекомендации о том, как вести себя в

поисках работы.

**Dos and DON`Ts for Job Seekers**

( Что НАДО и что НЕ НАДО делать в поисках работы)

1. Do learn ahead of time about the company and its product.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do apply for a job in person. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do stress your qualification for the job opening. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do recount experience you have had which would fit you for the job. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do indicate, where possible, your stability, attendance record and good safety experience. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do try to be optimistic in your attitude. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do maintain your poise and self control. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do have a good resume. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do make plenty of applications. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10) Do indicate your flexibility and readiness to learn. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11) Do be well-groomed and appropriately dressed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12) Don`t keep stressing you need for a job.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13)Don`t display “cocksureness”. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14)Don`t hedge in answering questions. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15) Don`t express your ideas on compensation, hours, etc. early in the interview

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16) Don`t hesitate to fill out applications, give references, take physical

examinations or tests on request. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17) Don`t go to an interview without a record of your former work connection.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18) Don`t arrive late and breathless for an interview. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19) Don`t isolate yourself from contacts that might help you to find a job.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Тема 4.4 Деловое письмо**

Грамматика: Герундий (Gerund).

Грамматика: Глаголы, употребляемые с герундием.

Text: “Структура письма”.

Text: « Виды писем, стиль письма».

Text: « Письмо запрос».

**Урок 12. Герундий.**

**Студент должен**

*иметь представление:*  о герундии;

*знать:* правила перевода предложений с герундием; основные предлоги и словосочетания, употребляемые с герундием; структуру делового письма, стиль письма;

*уметь:* переводить предложения с герундием; оформлять деловые письма .

**Задание 1.**Образуйте от следующих глаголов герундий в форме Non-Perfect Active:

To read \_\_\_\_\_\_\_\_, to write \_\_\_\_\_\_\_\_\_\_\_\_, to swim \_\_\_\_\_\_\_\_\_, to say \_\_\_\_\_\_\_\_, to change \_\_\_\_\_\_\_\_\_\_\_\_.

**Задание 2.** Переведите на русский язык предложения и определите, каким членом предложения является герундий:

1. Nick sent a telegram without telling me about it.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Listening to such music is very pleasant. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. On arriving at the airport he made a speech. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. On being told that my friends were waiting for me I hurried home. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Переведите следующие предложения на английский язык:

1. Плавать в холодной воде неприятно. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Не уходите, не оставив нам своего нового адреса. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Придя домой, я обычно отдыхаю. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. После того как она закончила работу, она позвонила мне. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Прочитайте и запомните следующие слова:

1)to purchase - покупать 4) a warranty - гарантия

2) an office copier – ксерокс 5) to suit – соответствовать ч-л

3) a fiscal year - бюджетный год 6) to repair - ремонтировать

**Задание 5.** Прочитайте и переведите письмо. Найдите все внутренние реквизиты письма, дайте им название.

MAHONEY AND MILLMAN, INC

1951 Benson Street

Bronx, New York 10465

May 2, 2013

RBM Manufacturing Company, Inc.

4022 Ninth Avenue

New York, New York 10055

Dear Sirs:

We intend to purchase a new office copier before the end of the fiscal year. We would like to consider an RBM copier and wonder if you have a model that would suit our needs.

Our office is small, and a copier would generally be used by only three secretaries. We run approximately 3,000 copies a month and prefer a machine that uses regular paper. We would like a collator, but rarely need to run off more than 25 copies at any one time.

We would also like to know about your warranty and repair service.

Since our fiscal year ends June 30, 2012, we hope to hear from you soon.

Sincerely yours,

William Wilson

Office Manager

WW/sw

**Урок 13. Глаголы, употребляемые с герундием.**

**Студент должен**

*иметь представление:*  о герундии;

*знать:* правила перевода предложений с герундием; формы герундия, глаголы, употребляемые с герундием; виды писем, стиль;

*уметь:* переводить предложения с герундием; писать письма запросы.

**Задание 1.** Образуйте от следующих глаголов герундий в форме Perfect Active:

To do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to carry out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to take part \_\_\_\_\_\_\_\_\_\_\_, to overcome \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to improve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Задание 2.** Переведите глаголы на русский язык:

1. продолжать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. извинять \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. возражать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. зависеть \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. благодарить \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. бояться \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. с нетерпением ждать \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Переведите на русский язык следующие предложения и определите, каким членом предложения является герундий:

1. I insist on going there at once. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. He remembers having seen this film. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. There is a possibility of Mrs. Smith being put in charge of our club. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.**Прочитайте ситуацию и информацию об отправителе и получателе письма.

**Situation:** Janet Cooper wants to go to Spain on holiday with her family. She decides to fax the receptionist at the Hotel Plaza in Alicante to see if they have the accommodation she requires.

1. Hotel Plaza – this luxury hotel is situated on the water`s edge of one of the most beautiful beaches in Spain. For reservations and enquiries:

Phone – (6) 527 21 56; fax – (6) 527 15 02.

1. Janet and Peter Cooper, 8 Fast Lane, Chesswood, Herts WD5 8QR

**Задание 5**. Напишите письмо-запрос в отель. Используйте предложения, восстановив в них правильный порядок слов.

**FAX TRANSMISSION**

**From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page 1 of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the attention of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Message**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yours faithfully,**

**Janet Cooper.**

1. rooms, hotel, I, to, some, would, like, reserve, at, your.
2. in, 28 July, We, on, Alicante, are, arriving.
3. ten, hope, stay, to We, for, nights, leaving, 7 August, on.
4. and, husband, like, room, I My, double, balcony, a , would, with, preferably, a.
5. require, Our, a two, teenage, daughters, twin room.
6. are, all, en-suite, that, We, understand, your, bedrooms.
7. you, this, confirm, Could?
8. a, see, view, possible, Is, have it rooms, to, with.
9. available, if, me, let, you, Please, for, know, have, dates, these, rooms.
10. grateful, if, I, be, would, also, me, you, could, tell, rooms, each, price, the, of.
11. from, I, forward, look, you, to hearing.

**Урок 14. Герундий.**

**Студент должен**

*иметь представление:*  о герундии;

*знать:* правила перевода предложений с герундием; формы герундия, глаголы, употребляемые с герундием; виды писем, стиль;

*уметь:* переводить предложения с герундием; писать письма запросы.

**Задание 1.** Образуйте от следующих глаголов герундий в форме Non-Perfect Passive:

To ask \_\_\_\_\_\_\_\_\_\_\_\_\_, to tell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to invite \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

To show \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to do \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Задание 2.** Переведите следующие предложения на русский язык, обращая внимание на функцию и форму герундия:

1. Testing began last Friday.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Reading science fiction excited my imagination. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. She doesn`t like being praised. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. I don`t mind being criticized when it is fair. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. She is busy translating some articles. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. You are responsible for arranging the conference. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3**. Выберите правильный русский эквивалент:

1. John`s refusing our help is regrettable.

a) То, что Джон отказался,

b) То, что Джон отказывается,

c) То, что Джону отказали

2) She is upset of her son being accused of bad conduct at college.

a) ее сына обвинили,

b) ее сын обвиняет,

c) ее сына обвиняют

3) I don`t like being asked such questions.

a) задавать такие вопросы,

b) когда мне задают

c) когда мне задавали

4) The teacher was surprised your having made so many questions.

a) что вы сделали,

b) было сделано,

c) делаете

**Задание 4.** Прочитайте и переведите объявление:

**Wanted:**

**Receptionist** to work in doctor`s surgery at weekends. Would suit teenager who wishes to learn about medicine as a possible career.

Please apply in writing to Dr.Brown, Harley Road.

**Задание 5.** Напишите Доктору Брауну письмо-запрос, используя выражения, данные ниже:

Dear Dr.Brown,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which I saw in today`s

“Daily News”. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_reseptionist.

I am sixteen years old and attend secondary school in St.Petersburg. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the Cambridge

First Certificate in English and the DELF2 in French. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I like to meet new people and have a good telephone manner. It is my intention to go on to study to be a doctor when I leave school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_learn what is involved.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_working for my uncle, who

is a dermatologist, last summer, and would like to find out more.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,which gives more

details and the addresses of two referees. If you require more information,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am available for interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fedor Ivanov

1. This post would be a very useful opportunity to
2. I believe I have the personal qualities necessary for the position because
3. I look forward to hearing from you.
4. My qualifications include
5. please do not hesitate to contact me
6. Yours sincerely,
7. at your convenience
8. I am writing in response to your advertisement
9. I would like to apply for the post of
10. I gained some experience while
11. Please find attached my CV

**Урок 15. Герундий.**

**Студент должен**

*иметь представление:*  о герундии;

*знать:* правила перевода предложений с герундием; формы герундия, глаголы, употребляемые с герундием; виды писем, стиль;

*уметь:* переводить предложения с герундием; писать письма запросы.

**Задание 1.** Образуйте от следующих глаголов герундий в форме Perfect Passive:

To build \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to tell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to send \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to give \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Задание 2.** Переведите предложения на русский язык, обращая внимание на функцию и форму герундия:

1. He has a bad habit of interrupting people. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What`s the reason for his being so angry! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Don`t be afraid of being punished. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. I prefer doing this work myself. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Переведите предложения на английский язык:

1. Она ушла не попрощавшись. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Я не помню, что читал этот журнал. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Извините, что перебиваю вас. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Вместо того чтобы пойти в кино, мы пошли в театр. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Вы ответственны за то, чтобы курсовые работы были закончены в срок. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Научиться водить машину хорошо - очень трудно. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Найдите объявление в газете, журнале, интернете по вашей специальности и переведите его на английский язык.

**Задание 5.** Напишите письмо-запрос по этому объявлению.

**Тема 4.5 Профессия бухгалтер (для специальности 080114)**

**Объекты оценки (для специальности 120714)**

Грамматика: Страдательный залог.

Text: «Квалификационная характеристика бухгалтера». « Виды оценки». Составление плана пересказа прочитанного текста.

Text: « Образование, повышение квалификации». «Имущество».

**Урок 16. Страдательный залог.**

**Студент должен**

*иметь представление:*  о страдательном залоге;

*знать:* способы перевода предложений в страдательном залоге группы “Simple”; образование Passive voice Simple; основную лексику темы.

*уметь:* переводить предложения в страдательном залоге Simple; составлять план пересказа прочитанного текста, высказываться по теме.

**Задание 1.** Переведите предложения на русский язык:

1. The meetings are usually held there. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Our college was founded in 1944. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. You will be met at the station. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. This book is much spoken about. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The doctor was sent for. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. It is known fruit and vegetables are useful for our health. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2**. Поставьте вопросы к выделенным словам в предложении:

1. English is spoken **in many countries of the world**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. A lecture will be delivered **at 2 o`clock** tomorrow. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **The student** was asked to tell the story once again. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Прочитайте и переведите текст:

**Who is a book-keeper?**

A book-keeper is a person who provides financial support and plays an administrative role for businesses of all sizes.

A book-keeper is responsible for ensuring that all the transactions of a business are recorded appropriately. This typically comes in the form of a cashbook, supplier’s ledger, customer ledger or general ledger (called ‘the books’).

A book-keeper often brings the books to the trial balance stage, ready for an accountant. Some book-keepers offer taxation advice, often producing year end accounts and tax returns.

The tasks of a bookkeeper can include the following:

• Purchase & Sales Accounting;• Credit Control;• Stock Control;• Cash & Banking;• Nominal Ledger Accounting;• VAT Returns;• Payroll & CIS Services;• Data Processing;• Year End Financial Accounts for Sole-traders, Partnerships, Limited Companies and Charities;• Self-Assessment Tax Returns;• Corporation Tax Returns;• Business Advice;• General Administration

**Задание 4.** Прочитайте и запомните следующие выражения:

* ledger – бухгалтерская книга,
* stage – фаза, период, этап
* trial balance – предварительный баланс,
* an accountant – квалифицированный бухгалтер,
* a book keeper – счетовод, бухгалтер,
* accounts – бухгалтерские счета, деловые книги,
* tax returns- доход после вычета налогов,
* payroll – платежная ведомость
* data processing – данные, информация о ходе процесса,
* assessment – оценка, обложение налогами, размер налога

**Задание 5.** Ответьте на вопросы:

1. Who is a book keeper?
2. What is he responsible for?
3. What tasks can a book keeper include?

**Задание 6.** Составьте план для пересказа текста.

**Задание 7.** Перескажите текст.

**Задание 8.** Прочитайте и переведите текст:

## Types of value

There are several types and definitions of value sought by a real estate appraisal. Some of the most common are:

* [**Market value**](http://en.wikipedia.org/wiki/Market_value) – The price at which an asset would trade in a competitive [Walrasian auction](http://en.wikipedia.org/wiki/Walrasian_auction) setting. Market value is usually interchangeable with *open market value* or *fair value*. [International Valuation Standards](http://en.wikipedia.org/wiki/International_Valuation_Standards_Committee) (IVS) define:

**Market value** - the estimated amount for which an asset or liability should exchange on the *valuation date* between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

[**Value-in-use**](http://en.wikipedia.org/wiki/Value-in-use), or **use value.** The [net present value](http://en.wikipedia.org/wiki/Net_present_value) (NPV) of a cash flow that an asset generates for a specific owner under a specific use. Value-in-use is the value to one particular user, and may be above or below the market value of a property.

* [**Investment value**](http://en.wikipedia.org/wiki/Investment_value) - is the value to one particular investor, and may or may not be higher than the market value of a property. Differences between the *investment value* of an asset and its *market value* provide the motivation for buyers or sellers to enter the marketplace. [International Valuation Standards](http://en.wikipedia.org/wiki/International_Valuation_Standards_Committee) (IVS) define:

**Investment value** - the value of an asset to the owner or a prospective owner for individual investment or operational objectives.

* [**Insurable value**](http://en.wikipedia.org/w/index.php?title=Insurable_value&action=edit&redlink=1) - is the value of real property covered by an [insurance policy](http://en.wikipedia.org/wiki/Insurance_policy). Generally it does not include the site value.
* [**Liquidation value**](http://en.wikipedia.org/wiki/Liquidation_value) - may be analyzed as either a **forced liquidation** or an **orderly liquidation** and is a commonly sought standard of value in bankruptcy proceedings. It assumes a seller who is compelled to sell after an exposure period which is less than the market-normal time-frame.

**Задание 9.** Прочитайте и запомните следующие выражения:

**Задание 10.** Составьте план для пересказа текста.

**Урок 17. Страдательный залог.**

**Студент должен**

*иметь представление:*  о страдательном залоге;

*знать:* способы перевода предложений в страдательном залоге группы “Continuous”; образование “Passive voice Continuous”; основную лексику темы.

*уметь:* переводить предложения в страдательном залоге “Continuous”,преобразовывать предложения из действительного залога в страдательный; составлять план пересказа прочитанного текста, высказываться по теме.

**Задание 1.** Переведите предложения на русский язык:

1. Your report is being typed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. This question was being discussed when I entered the classroom. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. A scientific conference is being held. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Dinner is being cooked. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. I was being asked when my friend called me. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Измените залог в предложении по образцу:

**Model:** We **ask** a lot of questions at the lesson.

A lot of questions **are asked** at the lesson.

1. The students often see him in the club.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. People speak English all over the world. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. I asked him to come later. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. We will invite our friends to the party. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. He is writing a letter to his granny. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. They were playing football the whole evening yesterday. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Прочитайте и переведите текст:

**Careers and qualifications**

Book-keeping is a necessary and important task for any business. Every business, small or large, needs a book-keeper, as it's a legal requirement to keep a record of all income and expenses.

There is no legal requirement in the UK for a book-keeper (or accountant) to hold any professional qualifications, or be a member of any book-keeping association or institute in order to trade as a book-keeper. There are however certain regulatory requirements a book-keeper will need to satisfy before offering their services to the public. An overview of these requirements can be read here.

If you've decided that becoming a book-keeper is for you, then you have a wide range of options and different routes available to help you accomplish the task.

The options available will probably fall into one of the following categories:

-Home Study Courses,Franchises,College / Night School.

**Задание 4.** Прочитайте и запомните следующие выражения:

* to keep a record – вести учет,
* income – доход, прибыль,
* expenses – расходы,
* requirements – требования,
* options – выборы , сделки,
* to accomplish task – выполнять, завершать задание,
* available – наличный, доступный

**Задание 5.** Составьте план для пересказа текста.

**Задание 6.** Перескажите текст.

**Задание 7.** Прочитайте и переведите текст:

**Property**

**Property** is any [physical](http://en.wikipedia.org/wiki/Tangible_property) or [intangible](http://en.wikipedia.org/wiki/Intangible_property) entity that is [owned](http://en.wikipedia.org/wiki/Ownership) by a person or jointly by a group of people or a legal entity like a [corporation](http://en.wikipedia.org/wiki/Corporation).Depending on the nature of the property, an owner of property has the right to [consume](http://en.wikipedia.org/wiki/Consumption_(economics)), [sell](http://en.wikipedia.org/wiki/Sales), [rent](http://en.wikipedia.org/wiki/Renting), [mortgage](http://en.wikipedia.org/wiki/Mortgage_law), [transfer](http://en.wikipedia.org/wiki/Transfer_payment), [exchange](http://en.wikipedia.org/wiki/Trade) or destroy it, or to exclude others from doing these things. The [Restatement](http://en.wikipedia.org/wiki/Restatements_of_the_Law) (First) of Property defines Property as any thing, tangible or intangible whereby a legal relationship between persons and the State enforces a possessory interest or legal title in that thing. This mediating relationship between individual, property and state is called as property regimes. Important widely recognized types of property include [real property](http://en.wikipedia.org/wiki/Realty) (the combination of land and any improvements to or on the land), [personal property](http://en.wikipedia.org/wiki/Personal_property) (physical possessions belonging to a person), [private property](http://en.wikipedia.org/wiki/Private_property) (property owned by legal persons, business entities or Individuals ), [public property](http://en.wikipedia.org/wiki/Public_property) (state owned or publicly owned and available possessions) and [intellectual property](http://en.wikipedia.org/wiki/Intellectual_property) (exclusive rights over artistic creations, inventions, etc.), although the latter is not always as widely recognized or enforced. A [title](http://en.wikipedia.org/wiki/Title_(property)), or a [right](http://en.wikipedia.org/wiki/Right) of [ownership](http://en.wikipedia.org/wiki/Ownership), establishes the relation between the property and other persons, assuring the owner the right to dispose of the property as the owner sees fit.

**Задание 8.** Составьте план для пересказа текста.

**Урок 18. Страдательный залог.**

**Студент должен**

*иметь представление:*  о страдательном залоге;

*знать:* способы перевода предложений в страдательном залоге группы “Perfect”; образование “Passive voice Perfect”; основную лексику темы.

*уметь:* переводить предложения в страдательном залоге “Perfect”,преобразовывать предложения из действительного залога в страдательный; составлять план пересказа прочитанного текста, высказываться по теме.

**Задание 1.** Переведите предложения на русский язык:

1. The house has just been built. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The secretary told us that all the documents had been signed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The course paper will have been finished by the end of the term. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The article has already been translated. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 2.** Переведите на русский язык следующие предложения, обращая внимание на модальные глаголы и их эквиваленты:

1. I can do it. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. You may go home. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. He must come to college at 8 a.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. She has to do it every day. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. They had to read the text twice to understand it well. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. The train is to arrive. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. You should visit a doctor. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 3.** Измените залог в следующих предложениях по образцу:

**Model:** Everyone **can see** this film soon.

This film **can be seen** soon.

1. You must do it at once. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The students were to learn the poem by heart. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. They may change the day of the meeting. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. He should learn the rules. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. They had to postpone their visit. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Задание 4.** Прочитайте и переведите текст:

**Franchise**

Starting your own book-keeping business can be a daunting task. Some book-keepers will want the start-up and operational support that an accounting franchise can offer.

Like anything in life if it’s too good to be true – it probably is! The same applies to franchises. Whilst the majority of franchises are reputable, some are not. We recommend that you choose a franchisor who is a member of the British Franchise Association (BFA).

When you become an accounting franchisee you're gaining access to a proven business plan. This reduces the risk and ensures you have a detailed start up plan to follow. A good franchisor will provide you with the training necessary to run your accounting practice efficiently, together with (hopefully) an effective marketing plan to help get your first clients on board.

**Задание 5.** Прочитайте и запомните следующие выражения:

* Franchise – льгота, привилегия, франшиза,
* To gain access – получать доступ,
* A proven business plan – утвержденный бизнес план,
* To reduce the risk – сокращать риск,
* To ensure – обеспечивать, гарантировать, ручаться.

**Задание 6.** Составьте план для пересказа текста.

**Задание 7.** Перескажите текст.

**Задание 8.** Прочитайте и переведите текст:

### Types of property

Most [legal systems](http://en.wikipedia.org/wiki/Legal_system) distinguish between different types of property, especially between land ([immovable property](http://en.wikipedia.org/wiki/Immovable_property), [estate in land](http://en.wikipedia.org/wiki/Estate_in_land), [real estate](http://en.wikipedia.org/wiki/Real_estate), [real property](http://en.wikipedia.org/wiki/Real_property)) and all other forms of property—goods and [chattels](http://en.wikipedia.org/wiki/Chattels), [movable property](http://en.wikipedia.org/wiki/Movable_property) or [personal property](http://en.wikipedia.org/wiki/Personal_property). They often distinguish [tangible](http://en.wikipedia.org/wiki/Tangible_property) and [intangible property](http://en.wikipedia.org/wiki/Intangible_property). One categorization scheme specifies three species of property: land, improvements (immovable man-made things), and personal property (movable man-made things).

In [common law](http://en.wikipedia.org/wiki/Common_law), [real property](http://en.wikipedia.org/wiki/Real_property) ([immovable property](http://en.wikipedia.org/wiki/Immovable_property)) is the combination of [interests](http://en.wikipedia.org/wiki/Interests) in land and improvements thereto, and [personal property](http://en.wikipedia.org/wiki/Personal_property) is interest in movable property. Real property rights are rights relating to the land. These rights include ownership and usage. Owners can grant rights to persons and entities in the form of [leases](http://en.wikipedia.org/wiki/Lease), [licenses](http://en.wikipedia.org/wiki/License) and [easements](http://en.wikipedia.org/wiki/Easement).

Later, with the development of more complex theories of property, personal property was divided into tangible property (such as [cars](http://en.wikipedia.org/wiki/Automobile) and [clothing](http://en.wikipedia.org/wiki/Clothing)) and intangible property (such as [financial instruments](http://en.wikipedia.org/wiki/Financial_instruments) - including [stocks](http://en.wikipedia.org/wiki/Stock) and [bonds](http://en.wikipedia.org/wiki/Bond_(finance)) - [digital files](http://en.wikipedia.org/wiki/Digital_file), and [intellectual property](http://en.wikipedia.org/wiki/Intellectual_property) - including [patents](http://en.wikipedia.org/wiki/Patent), [copyrights](http://en.wikipedia.org/wiki/Copyright), and [trademarks](http://en.wikipedia.org/wiki/Trademark)).

**Задание 9.** Составьте план для пересказа текста.

**Урок 19. Страдательный залог.**

**Студент должен**

*иметь представление:*  о страдательном залоге;

*знать:* способы перевода предложений в страдательном залоге групп“Simple, Continuous,Perfect”; образование “Passive voice Simple, Continuous,Perfect”; преобразовывать предложения из действительного залога в страдательный; основную лексику темы.

*уметь:* переводить предложения в страдательном залоге “Simple, Continuous,Perfect”; составлять план пересказа прочитанного текста, высказываться по теме.

**Задание 1.** Поставьте глаголы в нужную видовременную форму Passive voice:

1. The invitation ………………………………………………………..tomorrow (to send).
2. The new plan of the reconstruction of the town …………………………………………

still (to work out).

1. He left the hall when the first item of the agenda ………………………………………………………………………………still (to discuss).
2. I …………………………………………..just ………………( to offer) a ticket for the concert.
3. I knew that he ………………………………………………………………….to go out as he was not well ( not to allow).

**Задание 2.** Переведите предложения на английский язык:

1. Какой вопрос сейчас обсуждается? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ее можно увидеть в ночном клубе каждый вечер. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Мне предложили новую работу. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. За последнее время в нашем городе построено мало красивых зданий. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Окна были разбиты сильным ветром. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Меня уже спросят об этом к тому времени. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Тема 4.6 Виды налогов (для специальности 080114)**

**Подходы оценки имущества (для специальности 120714)**

Text: «Виды налогов». Составление плана пересказа прочитанного текста. Работа с лексическими единицами.

Text: «Оценка имущества». Составление резюме прочитанного текста. Работа с фразами-клише по теме.

Text: « Подходы оценки имущества». Микроизложение прочитанного текста.

**Урок 20-23. Налоги, виды налогов.**

**Подходы оценки имущества.**

**Студент должен**

*иметь представление:*  о налогах; подходах оценки имущества

*знать:* виды налогов; подходы оценки имущества в Великобритании, основную лексику темы.

*уметь:* составлять план пересказа прочитанного текста, высказываться по теме. Составлять резюме прочитанного текста.

**Задание 1.** Прочитайте и переведите текст:

**Tax**

A **tax** (from the Latin [*taxo*](http://en.wiktionary.org/wiki/en:taxo#Latin); "rate") is a financial charge or other levy imposed upon a taxpayer (an individual or [legal entity](http://en.wikipedia.org/wiki/Legal_person)) by a [state](http://en.wikipedia.org/wiki/State_(polity)) or the functional equivalent of a state such that failure to pay is punishable by law. Taxes are also imposed by many [administrative divisions](http://en.wikipedia.org/wiki/Administrative_division). Taxes consist of [direct](http://en.wikipedia.org/wiki/Direct_tax) or [indirect taxes](http://en.wikipedia.org/wiki/Indirect_tax) and may be paid in money or as its labour equivalent.

According to [Black's Law Dictionary](http://en.wikipedia.org/wiki/Black%27s_Law_Dictionary), a tax is a "pecuniary burden laid upon individuals or property owners to support the government a payment exacted by legislative authority." It "is not a voluntary payment or donation, but an enforced contribution, exacted pursuant to legislative authority" and is "any contribution imposed by government whether under the name of toll, tribute, tallage, gabel, impost, duty, custom, excise, subsidy, aid, supply, or other name."

[**Kinds of taxes**](http://en.wikipedia.org/wiki/Tax#Kinds_of_taxes): [1)Taxes on income](http://en.wikipedia.org/wiki/Tax#Taxes_on_income)- [a) Income tax](http://en.wikipedia.org/wiki/Tax#Income_tax),[b) Negative income tax](http://en.wikipedia.org/wiki/Tax#Negative_income_tax),[c) Capital gains tax](http://en.wikipedia.org/wiki/Tax#Capital_gains_tax)[.,d) Corporate tax](http://en.wikipedia.org/wiki/Tax#Corporate_tax).[2) Social security contributions](http://en.wikipedia.org/wiki/Tax#Social_security_contributions),[3) Taxes on payroll or workforce](http://en.wikipedia.org/wiki/Tax#Taxes_on_payroll_or_workforce),[4) Taxes on property](http://en.wikipedia.org/wiki/Tax#Taxes_on_property):[a) Inheritance tax](http://en.wikipedia.org/wiki/Tax#Inheritance_tax), b) [Expatriation tax](http://en.wikipedia.org/wiki/Tax#Expatriation_tax),c)[Transfer tax](http://en.wikipedia.org/wiki/Tax#Transfer_tax),d)[Wealth (net worth) tax](http://en.wikipedia.org/wiki/Tax#Wealth_.28net_worth.29_tax),e)[Taxes on goods and services](http://en.wikipedia.org/wiki/Tax#Taxes_on_goods_and_services) -  [Value added tax (Goods and Services Tax)](http://en.wikipedia.org/wiki/Tax#Value_added_tax_.28Goods_and_Services_Tax.29), [Sales taxes](http://en.wikipedia.org/wiki/Tax#Sales_taxes), [Excises](http://en.wikipedia.org/wiki/Tax#Excises), [Pigovian taxes](http://en.wikipedia.org/wiki/Tax#Pigovian_taxes).5)[Tariff](http://en.wikipedia.org/wiki/Tax#Tariff), 6) [Other taxes](http://en.wikipedia.org/wiki/Tax#Other_taxes) -  [License fees](http://en.wikipedia.org/wiki/Tax#License_fees),  [Poll tax](http://en.wikipedia.org/wiki/Tax#Poll_tax),  [Other](http://en.wikipedia.org/wiki/Tax#Other). 7)[Descriptive labels given some taxes](http://en.wikipedia.org/wiki/Tax#Descriptive_labels_given_some_taxes) -  [Ad valorem](http://en.wikipedia.org/wiki/Tax#Ad_valorem),  [Consumption tax](http://en.wikipedia.org/wiki/Tax#Consumption_tax), [Environmental tax](http://en.wikipedia.org/wiki/Tax#Environmental_tax),  [Proportional, progressive, regressive, and lump-sum](http://en.wikipedia.org/wiki/Tax#Proportional.2C_progressive.2C_regressive.2C_and_lump-sum),  [Direct and indirect](http://en.wikipedia.org/wiki/Tax#Direct_and_indirect),  [Fees and effective taxes](http://en.wikipedia.org/wiki/Tax#Fees_and_effective_taxes).

**Задание 2**. Составьте резюме прочитанного текста.

**Задание 3**. Кратко перескажите текст.

**Задание 4.** Прочитайте и переведите текст:

### Taxes on income

Many jurisdictions tax the income of individuals and business entities, including corporations. Generally the tax is imposed on net profits from business, net gains, and other income. Computation of income subject to tax may be determined under accounting principles used in the jurisdiction, which may be modified or replaced by [tax law](http://en.wikipedia.org/wiki/Tax_law) principles in the jurisdiction. The incidence of taxation varies by system, and some systems may be viewed as [progressive](http://en.wikipedia.org/wiki/Progressive_tax) or [regressive](http://en.wikipedia.org/wiki/Regressive_tax). Rates of tax may vary or be constant (flat) by income level. Many systems allow individuals certain personal allowances and other nonbusiness reductions to taxable income.

Personal income tax is often collected on a [pay-as-you-earn](http://en.wikipedia.org/wiki/PAYE) basis, with small corrections made soon after the end of the [tax year](http://en.wikipedia.org/wiki/Tax_year). These corrections take one of two forms: payments to the government, for taxpayers who have not paid enough during the tax year; and [tax refunds](http://en.wikipedia.org/wiki/Tax_refund) from the government for those who have overpaid. Income tax systems will often have deductions available that lessen the total tax liability by reducing total taxable income. They may allow losses from one type of income to be counted against another. For example, a loss on the stock market may be deducted against taxes paid on wages. Other tax systems may isolate the loss, such that business losses can only be deducted against business tax by carrying forward the loss to later tax years

**Задание 5**. Составьте резюме прочитанного текста.

**Задание 6**. Кратко перескажите текст.

**Задание 7.** Прочитайте и переведите текст:

#### [Property tax](http://en.wikipedia.org/wiki/Property_tax)

A property tax (or millage tax) is an [ad valorem tax](http://en.wikipedia.org/wiki/Ad_valorem_tax) levy on the value of property that the owner of the property is required to pay to a government in which the property is situated. Multiple jurisdictions may tax the same property. There are three general varieties of property: land, improvements to land (immovable man-made things, e.g. buildings) and personal property (movable things). Real estate or realty is the combination of land and improvements to land.

Property taxes are usually charged on a recurrent basis (e.g., yearly). A common type of property tax is an annual charge on the ownership of [real estate](http://en.wikipedia.org/wiki/Real_estate), where the tax base is the estimated value of the property. For a period of over 150 years from 1695 a [window tax](http://en.wikipedia.org/wiki/Window_tax) was levied in England, with the result that one can still see [listed buildings](http://en.wikipedia.org/wiki/Listed_buildings) with windows bricked up in order to save their owners money. A similar tax on hearths existed in France and elsewhere, with similar results. The two most common types of event driven property taxes are [stamp duty](http://en.wikipedia.org/wiki/Stamp_duty), charged upon change of ownership, and [inheritance tax](http://en.wikipedia.org/wiki/Inheritance_tax), which is imposed in many countries on the estates of the deceased.

**Задание 8**. Составьте резюме прочитанного текста.

**Задание 9**. Кратко перескажите текст.

**Задание 10.** Прочитайте и переведите текст

#### [Land value tax](http://en.wikipedia.org/wiki/Land_value_tax)

In contrast with a tax on real estate (land and buildings), a Land Value Tax (or LVT) is levied only on the unimproved value of the land ("land" in this instance may mean either the economic term, i.e., all natural resources, or the natural resources associated with specific areas of the Earth's surface: "lots" or "land parcels"). Proponents of land value tax argue that it is economically justified, as it will not deter production, distort market mechanisms or otherwise create [deadweight losses](http://en.wikipedia.org/wiki/Deadweight_loss) the way other taxes do.

When real estate is held by a higher government unit or some other entity not subject to taxation by the local government, the taxing authority may receive a [payment in lieu of taxes](http://en.wikipedia.org/wiki/PILOT_(finance)) to compensate it for some or all of the foregone tax revenue.

**Задание 11**. Составьте резюме прочитанного текста.

**Задание 12**. Кратко перескажите текст.

**Задание 13.** Прочитайте и переведите текст:

#### Value added tax (Goods and Services Tax)

A value added tax (VAT), also known as Goods and Services Tax (G.S.T), Single Business Tax, or Turnover Tax in some countries, applies the equivalent of a sales tax to every operation that creates value. To give an example, sheet steel is imported by a machine manufacturer. That manufacturer will pay the VAT on the purchase price, remitting that amount to the government. The manufacturer will then transform the steel into a machine, selling the machine for a higher price to a wholesale distributor. The manufacturer will collect the VAT on the higher price, but will remit to the government only the excess related to the "value added" (the price over the cost of the sheet steel). The wholesale distributor will then continue the process, charging the retail distributor the VAT on the entire price to the retailer, but remitting only the amount related to the distribution mark-up to the government. The last VAT amount is paid by the eventual retail customer who cannot recover any of the previously paid VAT. For a VAT and sales tax of identical rates, the total tax paid is the same, but it is paid at differing points in the process.

VAT is usually administrated by requiring the company to complete a VAT return, giving details of VAT it has been charged (referred to as input tax) and VAT it has charged to others (referred to as output tax). The difference between output tax and input tax is payable to the Local Tax Authority. If input tax is greater than output tax the company can claim back money from the Local Tax Authority.

**Задание 14**. Составьте резюме прочитанного текста.

**Задание 15**. Кратко перескажите текст.

**Задание 16.** Прочитайте и переведите текст:

## Three approaches to value.

There are three general groups of methodologies for determining value. These are usually referred to as the "three approaches to value" which are generally independent of each other: the [cost approach](http://en.wikipedia.org/wiki/Cost_approach), the [sales comparison approach](http://en.wikipedia.org/wiki/Sales_comparison_approach) and the [income approach](http://en.wikipedia.org/wiki/Income_approach).

However, the recent trend of the business tends to be toward the use of a scientific methodology of appraisal which relies on the foundation of quantitative-data, risk, and geographical based approaches. Pagourtzi *et al.* have provided a review on the methods used in the industry by comparison between conventional approaches and advanced ones.

The appraiser can generally choose from three approaches to determine value. One or two of these approaches will usually be most applicable, with the other approach or approaches usually being less useful. The appraiser has to think about the "scope of work", the type of value, the property itself, and the quality and quantity of data available for each approach. No overarching statement can be made that one approach or another is always better than one of the other approaches.

**Задание 17**. Составьте резюме прочитанного текста.

**Задание 18**. Кратко перескажите текст.

**Задание 19.** Прочитайте и переведите текст.

### The UK valuation methods

In the [United Kingdom](http://en.wikipedia.org/wiki/United_Kingdom), valuation methodology has traditionally been classified into five methods:

**1. Comparative method**. Used for most types of property where there is good evidence of previous sales. This is analogous to the sales comparison approach outlined above.

**2. Investment method**. Used for most commercial (and residential) property that is producing future cash flows through the letting of the property. If the current Estimated Rental Value (ERV) and the passing income are known, as well as the market-determined [equivalent yield](http://en.wikipedia.org/w/index.php?title=Equivalent_yield&action=edit&redlink=1), then the property value can be determined by means of a simple model. Note that this method is really a comparison method, since the main variables are determined in the market. In standard US practice, however, the closely related capitalizing of NOI is confounded with the DCF method under the general classification of the income capitalization approach (see above).

**3. Residual method**. Used for properties ripe for development or redevelopment or for bare land only.

**4. Profit method**. Used for trading properties where evidence of rates is slight, such as hotels, restaurants and old-age homes. A three-year average of operating income (derived from the profit and loss or [income statement](http://en.wikipedia.org/wiki/Income_statement)) is capitalized using an appropriate yield. Note that since the variables used are inherent to the property and are not market-derived, therefore unless appropriate adjustments are made, the resulting value will be Value-in-Use or Investment Value, not [Market Value](http://en.wikipedia.org/wiki/Market_value).

**5. Cost method**. Used for land and buildings of special character for which profit figures cannot be obtained or land and buildings for which there is no market because of their public service or heritage characteristics. Both the residual method and the cost method would be grouped in the US under the [cost approach](http://en.wikipedia.org/wiki/Cost_approach) (see above).

Under the current RICS Valuation Standards, the following bases of value are recognized: market Value, market rent, worth (investment value) and fair value.

**Задание 20**. Составьте резюме прочитанного текста.

**Задание 21**. Кратко перескажите текст.

**Лист промежуточного контроля**

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3. Боронникова Е.В. Методические рекомендации к выполнению практических работ по теме «Деловое письмо» для студентов экономических специальностей. Челябинск, ЧМК, 2010.

**Интернет-ресурсы:**

1.<http://en.wikipedia.org/wiki/taxation>

2.http://en.wikipedia.org/wiki/valuation(finance)