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**«Российский экономический университет имени Г.В. Плеханова»**

**МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ**

**по планированию, организации и проведению практических занятий по иностранному языку(английскому)**

**для студентов 1 курса специальности 40.02.01**

**обучающихся по программам СПО**

**Профессионально-ориентированный модуль.**

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Брянск – 2020

**Topic: Business etiquette (Деловой этикет)**

Business etiquette is made up of significantly more important things than knowing which fork to use at lunch with a client. Etiquette is about presenting yourself with the kind of polish that shows you can be taken seriously. Etiquette is also about being comfortable around people.

People are a key factor in your own and your business’ success.  The most important thing to remember is to be courteous and thoughtful to the people around you, regardless of the situation.

Make it a point to arrive ten or fifteen minutes early and visit with people that work near you.  If you arrive early for a meeting, introduce yourself to the other participants.

Keep notes on people.

If you’re travelling on business to a foreign destination, or have visitors here, it is a good idea to learn as much as you can about the culture they are coming from and make appropriate allowances.

Items to consider:

* Language (make an effort to learn theirs if possible, but don’t pretend to be fluent unless you have many years of study under your belt!)
* Time zones
* Working schedules
* Holidays
* Food customs (table manners, use of implements, etc.)

It can be insulting to your coworkers or clients to show a lack of concern about your appearance.

Being wrinkled , unshaven, smelly or unkempt communicates (intentionally or not) that you don’t care enough about the situation, the people or the company to present yourself respectably.

**Code of conduct (Норма поведения)**

The most important rule for businessman is *to keep his word* and *to be honest*. Besides, *punctuality*is very important, for business and social appointments. The businessman should observe various rules.

Here are a few formulas for everyday communication:

|  |  |
| --- | --- |
| ***Greetings*** | ***Partings*** |
| The most common | |
| *Good morning* | *Good-bye* |
| *Good afternoon* | *Bye-bye* |
| *Good evening* | *Bye now* |
|  | *Bye* |
| The less formal | |
| *Hello!* | *It has been nice seeing you.* |
| *Hi!* | *I hope to see you again soon.* |

***Introducing (Представление)***

There are different levels of introductions:

*May I introduce Mr Brown?*

*I'd like you to meet Mr Brown.*

*This is Mr Brown.*

*Mr Smith, I would like you to meet Mr Brown. He is doing business in chemicals. He is Vice President of British Chemicals Ltd. His office is not far from yours, in London.*

*David: John, this is Maria Olivia.*

*Maria, this is John Black.*

*John: Hello, Maria.*

*Maria: Hello, John.*

When two persons introduced they often exchange the following:

*- How do you do?*

*- How do you do.*

They can also add a phrase like this:

*I'm glad to meet you.*

*I'm pleased to meet you.*

*It's nice to meet you.*

When you are introduced, listen carefully to each name and use it later in your conversation. This will help you to remember the name. If you forget a person's name or did not hear the name, do not hesitate to say:

*I'm sorry I have forgotten your name.*

*I'm sorry I did not hear your name.*

In many English speaking countries*handshaking*is a social curtesy whenever people meet or introduced. When men meet or are introduced they generally shake hands. Women shake hands less frequently. Kissing is prevalent at parties when people meet.

Sometimes people are to introduce speakers to audience on some formal occasions. For example:

*Ladies and gentlemen! It is a privilege for me to introduce Mr Watts. Mr watts is a recognized authority in the management field. He is a member of the advisory comitee for the labour and management programme. Mr Watts' topic tonight is:*

*“How to organize an effective business programme”.*

*Mr Watts!*

**Topic: Negotiations ( Переговоры)**

Negotiations are complex because one is dealing with both facts and people. It is clear that negotiators above all must have a good understanding of a subject. They must be aware of the company`s general policy, initial bargaining position as well as fallback position.  
  
However, awareness of these facts may not necessarily suffice to reach the agreement. The role of human factor must be taken into account. The approach and strategy in negotiations are influenced by cool, clear logical analyses. But the personal needs of the actors must therefore be considered. These needs might include the need for friendship, goodwill, credibility, recognition of status and authority, a desire to be appreciated and promoted as well as the need to get home earlier on Friday evening.  
  
Researches, who have studied negotiations, recommend separate people from facts. Moreover, while negotiations indirect and impersonal forms should be used. Furthermore, a really tough negotiator should be hard on the facts but soft on the people.  
  
Language also varies according to negotiating style adopted: it can be either a co-operative or a competitive mode. Cooperative style is based on win-win principles when both parties want to benefit from the deal. This style is often accepted within one company or between companies with longstanding relations when common goals are being pursued. Competitive negotiation style can be appropriate for one-off contracts when the aim is to get the best results possible without considering future relations and risks of the breakdown of negotiations. Moreover, the language can become hostile and threatening.  
  
In reality negotiations are a complex mode of co-operative and competitive styles. Negotiating successfully implies dealing with four main components of negotiations: people, facts, co-operation and competition.

Задание:

1. Выполнить перевод текста письменно в тетрадях.
2. Составить список незнакомой Вам лексики делового характера из данного текста (15 слов), записав их на английском языке с транскрипцией и переводом на русский язык.
3. Выучите эту лексику наизусть.

**Topic: Business telephone conversations (Деловые телефонные переговоры)**



Целью телефонных переговоров является обычно налаживание и упрочнение международных деловых контактов. По телефону назначаются встречи, обсуждаются различные нюансы и решаются вопросы по части сотрудничества. Если уровень разговорного языка еще немного хромает, для беглого и уверенного общения с коллегами и будущими бизнес-партнерами по телефону можно использовать небольшую хитрость: выписать несколько подходящих и удачных по вашему мнению ключевых оборотов и держать их перед собой в процессе разговора.

Начинаем, как и всегда, с приветствия, представления себя и уточнения, с кем именно разговариваете:

* *Good afternoon, my name is… — Добрый день, меня зовут…*
* *I’m calling on behalf… — Я звоню от имени (компания)…*
* *May I speak to… — Я могу поговорить с…*

При этом не удивляйтесь, если с той стороны вас попросят продиктовать побуквенно свои ФИО или название компании, а также назвать по цифрам номер для обратного звонка. Далее можно смело приступать к сути телефонного звонка:

* *We’re calling to arrange an appointment… — Мы хотели бы назначить встречу…*
* *Which day would be convenient for you? — Когда вам будет удобно?*
* *How about Friday the 17th? — Как насчет Пятницы 17-го?*
* *We are available today — Мы свободны сегодня*

Нередки случаи, когда тот, кто именно был вам нужен, по какой-то причине недоступен или не может вести переговоры прямо сейчас. Здесь пригодятся следующие фразы:

* *Could you please tell him — Передайте ему, пожалуйста…*
* *Thanks, we’ll call back later — Мы перезвоним, спасибо*
* *Sorry that we have troubled you — Простите за беспокойство*

Не лишним будет составить себе план или детальный черновик предстоящего разговора. Следует заранее отрепетировать и потренировать произношение. Уважайте собеседника и говорите четко, разборчиво и обдуманно. От того, насколько приятно будет общаться с вами, во многом зависит продуктивность всех телефонных переговоров.

**Деловое приветствие на английском**

Необходимо быть предельно вежливым, показать свою решительность и, конечно же, улыбаться.

|  |  |
| --- | --- |
| **Начало разговора на английском** | **Перевод на русский** |
| What can I do for you? | Чем могу быть полезен? |
| What shall we start with (today)? | С чего мы начнем (сегодня)? |
| The point (The matter / The fact) is that … | Дело в том, что … |
| I think we can start with … | Я думаю, мы начнем с … |
| Let’s get down to business / Let’s get on to the point of … | Давайте приступим к делу (к вопросу о …) |
| Let’s speak to the point | Давайте говорить по существу |
| I’d like to clear up the point of … | Мне хотелось бы выяснить вопрос о … |
| We are having trouble with … and we’d like … | У нас затруднения с … и мы хотели бы … |
| Let’s resume the discussion(s) | Давайте возобновим обсуждение |

**Фразы для выяснения деталей на английском**

Уточнение каких-либо моментов в ходе деловой беседы – совершенно нормальное явление. Просто используйте такие фразы:

|  |  |
| --- | --- |
| **Промежуточные фразы на английском** | **Перевод на русский** |
| I’d (We’d) like to clear up one more point | Хотелось бы выяснить еще один вопрос |
| Now comes the next point | А теперь следующий вопрос |
| What about …? How about …? | А как насчет …? |
| Let’s get on (pass on) to … | Давайте перейдем к вопросу о … |
| Is there anything else you’d like to take up? | Вы еще что-нибудь хотите обсудить? |
| On the one hand …, on the other hand … | С одной стороны …, с другой стороны … |

**Фразы для завершения деловых переговоров**

Подводя итоги бизнес встречи, не забудьте поблагодарить партнеров и выразить надежду относительно возможного дальнейшего сотрудничества.

Кроме того, важно озвучить ключевые моменты и сроки исполнения достигнутых договоренностей.

|  |  |
| --- | --- |
| **Заключительные фразы на английском** | **Перевод на русский** |
| I believe we can consider the matter closed | Я думаю, вопрос можно считать решенным |
| All right, I’ll get in touch with my friends (colleagues, people) and consult them | Хорошо, я свяжусь со своими коллегами и посоветуюсь с ними |
| All right, I’ll be expecting to hear from you (your reply, your next visit) | Хорошо, жду от вас известий (вашего ответа, следующего визита) |
| I’ll phone you (ring you up, call you up) today (tomorrow, in the afternoon) | Я позвоню вам сегодня (завтра, во второй половине дня) |
| Does it suit you? Yes, quite | Это вас устраивает? Да, вполне |
| My (Our) decision is final | Мое (Наше) решение окончательное |
| We’ll think your proposal over | Мы обдумаем ваше предложение |
| We’ll think it over | Мы обдумаем это |
| We’ll be expecting your confirmation | Мы будем ждать вашего подтверждения |
| In conclusion I’d like to say … | В заключение хотелось бы сказать |
| Let’s sum up the discussion | Подведем итог обсуждению |

**Задание.**

Составьте диалог с помощью изученных выше фраз и выражений.

**Схема составления деловой беседы по телефону**

1. Поприветствуйте партнера.
2. Представьте себя (Имя, Фамилия; кто вы?)
3. Уточните с кем выговорите
4. Приступите к сути телефонного звонка (назначьте деловую встречу на определенное время и в определенном месте)
5. Обсудите другой вопрос (внесите предложение провести конференцию по обмену опытом)
6. Поблагодарите партнера, выразите надежду на сотрудничество.
7. Подведите итог разговора

**Topic: 29 business etiquette tips**

**to make a great impression at your business dinner.**

**Note:**This is a roundup of common business etiquette tips, but be mindful that there are places in the world where some of these tips don't hold true. If you're dining in a country that uses etiquette you're unfamiliar with, take the time to look up the etiquette for that specific country, or ask a friend or colleague ahead of time.

**Before the Meal**

1*) Eat a little something ahead of time.*

You may be going to an awesome restaurant with delicious food, but you that doesn't mean you should show up super hungry. If you do, you risk focusing more on your food than on the conversation. Have a little snack before you head to dinner, like a protein bar, a piece of fruit, or some cheese and crackers.

2) Dress appropriately.

I wish there were a simple answer to the question of what to wear, but it really does depend on the context. As with any work event, the culture of the company or industry hosting the dinner should be your first clue. Is your host from a financial firm? Lean toward the formal side of business casual. Meeting with someone from a tech startup that tends to be a little more casual? Stick to business casual, but relax your look a bit. For specific details, [**here's a guide to what business casual entails**](https://blog.hubspot.com/marketing/business-casual-attire-deconstructing).

Another clue is the dinner venue. Look up the restaurant's website ahead of time and see what vibe you get. And when in doubt, overdressing is better than underdressing.

3) Silence your cell phone.

This should be a no-brainer. Keep in mind a vibrating phone is as bad as a ringing one. Turn it on silent, put it away, and don't take it out while in the presence of your host.

4) Plan to arrive on time.

Plan your travel well in advance so you're sure to arrive on time, or even a little bit early, just to be safe. If you're going to be late -- hey, it happens -- be sure to call your host and/or the restaurant to let them know. If your host is late, wait at least 15 minutes before checking in on them.

**On Arrival**

5) Shake hands with everyone.

Greet everyone with a firm handshake accompanied by good eye contact, and introduce yourself to anyone you don't know. Concentrate on remembering people's names -- especially the host's, as you'll need to remember it to thank them later.

6) Store your stuff under your chair.

It's always awkward trying to figure out where to stuff your bag, sunglasses, cell phone, or briefcase. The number one rule here is to *not*place anything on the table, no matter how small it is. The proper place for your bags are either under your chair, or wedged between your back and the back of the chair. Place your coat on a nearby coat hook, over the back of your chair, or under your chair with the rest of your belongings.

7) Wait to sit until your host sits first.

In many countries, it's polite to remain standing until your host has taken their seat. If there isn't a host, then wait for the most senior or oldest person at the table to sit first.

**Note:** In some countries, the host never sits before the guests, so try to figure out what the proper etiquette is beforehand if you're dining in an unfamiliar country.

8) Place your napkin in your lap right away.

As soon as you sit down, take your napkin off the table, unfold it, and put it on your lap with the open end of the fold facing away from you. Never, ever, tuck your napkin into the front of your shirt.

Speaking of napkin etiquette: If you have to leave the table at any point during your meal, place your napkin on your empty chair instead of on the table in front of you. This tells the server that you plan to return.

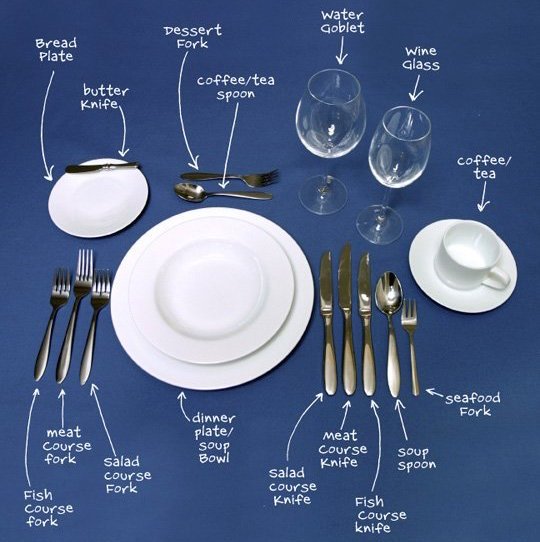
9) Familiarize yourself with the place settings.

For the vast majority of meals, you'll probably just be dealing with a fork, knife, and a spoon. But for the occasional fancy dinner, there's a chance you'll see a few more pieces -- and it's best to be prepared.

The general rule of thumb is that utensils are generally placed in the order of their use. So, when in doubt, start from the outside and work your way in. Another handy trick is to think of solids on your left, and liquids on your right. Wondering which bread plate is yours? It'll be the one on your left. Your water, wine, and coffee cups will be on your right.

Below is a simple diagram showing the anatomy of a table setting. A few things to note:

* The salad fork will be on the outside of your place fork (for the main dish), and it'll be smaller than your place fork.
* Forks usually go on the left, but if you ever see a small fork on your right, it's an oyster fork.
* Your water glass will always be on the left-hand side of your wine glass.



*Image Credit:*[***the kitchen***](http://www.thekitchn.com/a-guide-to-setting-a-formal-table-185718)

**Ordering Your Food**

10) Order a club soda with lemon.

In general, it's best to just not order alcohol at a business meal. Instead, [**Ross McCammon suggests**](https://blog.hubspot.com/marketing/business-lunch-etiquette) ordering a club soda with lemon because it indicates to others that you'd likely have an alcoholic drink in another context. Iced tea is another good, non-alcoholic option.

If you do order a drink at dinner -- say, if your host encourages it -- then limit yourself to one beer or glass of wine. Pay attention to how quickly your host is drinking theirs, too, and drink yours more slowly than they do.

**Note:** In some countries, like Russia, offering someone a drink [**is a sign of trust and friendship**](http://www.cnn.com/2012/02/29/travel/international-food-etiquette-rules), so don't turn it down if it's offered to you. Again, if you're unfamiliar with the local etiquette, look it up ahead of time or ask a friend or colleague.

11) Take note of what your host orders.

Pay attention to what your host orders to eat, as it'll give you an idea of what you should order. If they order an appetizer, you may want to order one, too. If the host isn't the first person to order, you might ask for his or her recommendation.

12) Be ready to place your order.

Order simply, and don't make a scene. You can ask your server a question or two, but don't ask them to explain everything on the menu or substitute ingredients -- unless you have a food allergy. Not only is it annoying, but you'll also appear indecisive.

13) Don't order the most expensive item.

It's rude to order the most expensive item on the menu. Save the lobster or the decadent red meat dishes for another time.

14) Don't order "trouble" foods.

Some foods can be a little difficult to eat. Save yourself the trouble -- and the embarrassment -- by just not ordering those foods.

Foods that are easy to eat include chicken, fish, or salads. Foods that aren't easy to eat are spaghetti, burgers, lobster, finger foods, anything with a lot of sauce, or anything that can get stuck in your teeth, like spinach, broccoli, and anything with seeds.

If you *do*get something on your clothing, here are some tips for removing the stain on the spot:

* **Sauce stains:** Pour some club soda directly onto the stain and rub into it with a damp, clean cloth or napkin.
* **Red wine stains:** Wet the stained area with water, sprinkle it with table salt, and rub one half of the stain against the other to work in the salt and loosen the stain. Then, wash the stain quickly with soap and water -- and throw it in the laundry as soon as you get home.
* **Lipstick stains on dark fabrics:** [**Remove the crust**](http://home.howstuffworks.com/home-improvement/household-hints-tips/cleaning-organizing/10-quick-tips-for-removing-stains-from-clothing.htm#page=5) from a piece of white bread. Wad up the soft center with water, and rub it gently on the stain until it picks up all of the lipstick. Sweep away any leftover crumbs, and voilà.

**How to Eat**

15) Pour others' water before your own.

Is the table sharing a communal pitcher of water? Before adding more to your glass, check and fill others' glasses first. It's a polite gesture that others will take notice of.

16) Tear your bread and butter it piece by piece.

If bread's going to be served at your meal, you'll typically find a small side plate on the left side of your place setting. If the bread comes in a loaf, tear off a piece with your fingers -- never cut a piece off with a knife. When you want to eat your piece of bread, tear off a bite-sized piece with your fingers.

What about the butter? Since it's polite to only get butter from the butter dish once, use your butter knife to slice off a large amount of butter, and place it on the side of your bread plate. Tear a piece of bread and butter each one as you eat it, as opposed to of butter it all up front and then tearing off pieces.

If you're the first person to eat bread from the basket, the etiquette is to offer the bread basket to the person on your left and then begin passing the bowl around the table to the right.

**Note:** In France, bread is commonly used as a utensil instead of as a straight appetizer. When you're not using your bread, it's acceptable -- even preferred -- to [**place it on the table or tablecloth**](http://www.cnn.com/2012/02/29/travel/international-food-etiquette-rules) instead of the plate.

17) Wait for your host to begin eating before you start.

Don't pick up your fork and start eating until the host does so first. Don't start eating until everyone at the table has been served their food unless the host indicates that you can.

18) Hold your utensils correctly.

There is a "right" and a "wrong" way to hold your utensils, but it depends on the culture of the people you're eating with. (Of course, holding your utensils in a fist is always wrong, no matter where you are.)

Beyond that, there are two main styles for holding a fork and knife: continental style (i.e. European style) and American style. In both styles, you hold your fork in your left hand and your knife if your right, and you use the fork to hold the food while you cut it with the knife in your right hand. Once you cut a bite, the main difference comes in.

**Continental Style (i.e. European Style)**

Use the fork in your left hand to hold the food down while you cut it with the knife in your right hand. Once you cut a bite-sized piece off, keep the fork in your left hand (even if you're right-handed), and bring the piece of food to your mouth with the fork with the tines curving downward. In other words, the back of the fork will be facing upward as you bring it to your mouth.



*Image Credit:****[WikiHow](http://www.wikihow.com/Use-a-Fork-and-Knife" \t "_blank)***

**American Style**

Use the fork in your left hand to hold the food down while you cut it with the knife in your right hand. Once you cut a bite-sized piece off, place your knife down on the edge of your plate -- blade at the twelve o'clock and handle at three o'clock -- and transfer your fork from your left hand to your right. Then, turn your fork so the tines are taking upward, and take a bite.

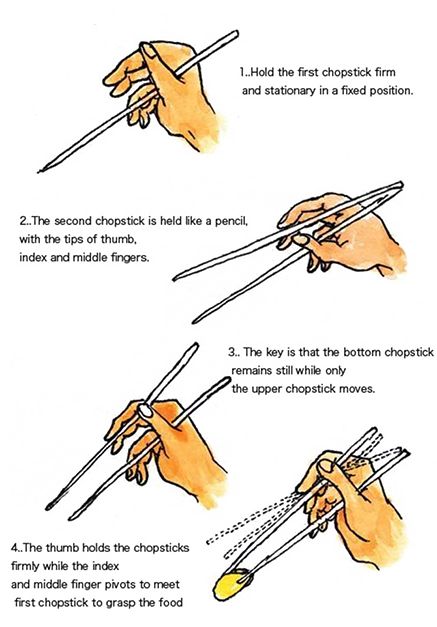
 

*Image Credit:****[WikiHow](http://www.wikihow.com/Use-a-Fork-and-Knife" \t "_blank)***

Speaking of utensil placement ... once you start eating, your utensils -- including the handles -- should never touch the table again. In other words, anytime you need to put your fork or knife down, be sure it's resting completely on your plate instead of propped up on the table against your plate.

**Using Chopsticks?**

Check out the diagram below for illustrated instructions on how to pick up and use chopsticks:



*Image Credit:*[***The Royal Garden***](http://theroyalgarden.co.uk/chop-sticks/)

Keep in mind that it's impolite to use your chopsticks to point, spear your food, or dig through your food to find something in particular.

19) Rest your utensils correctly.

If you want to put your utensils down but you're not done eating, indicate so to your server either in continental style or American style, depending whom you're dining with.

**Continental Style (i.e. European Style)**

Place your knife (turned inward) and fork (tines down) together in an "X" position, anywhere between the clock positions of four and six.



*Image Credit:*[***Image Resource Group***](http://www.professionalimagedress.com/dining-etiquette-seminars-eating-styles.htm)

**American Style**

Place your knife on the edge of your plate at the one o'clock position (blade turned inward), and your fork (tines up) at the four o'clock position tilted slightly to the left.

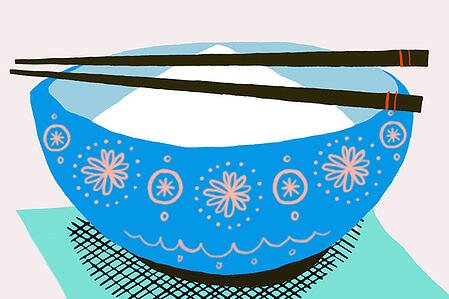


*Image Credit:*[***Image Resource Group***](http://www.professionalimagedress.com/dining-etiquette-seminars-eating-styles.htm)

**Note:** In Thailand, [**don't eat using your fork**](http://www.foodbeast.com/news/this-infographic-explains-how-to-politely-dine-out-around-the-world/). Instead, use your fork only to push food onto your spoon.

**Using Chopsticks?**

When you’re not using your chopsticks, place them in a chopstick holder if you’ve been given one, or side-by-side across the top of your bowl.



*Image Credit:*[***Exploration Online***](http://www.exploration-online.com/2014/11/03/the-hitchhikers-guide-to-chopsticks/)

Never rest your chopsticks by sticking them into your food.



*Image Credit:*[***Exploration Online***](http://www.exploration-online.com/2014/11/03/the-hitchhikers-guide-to-chopsticks/)

20) Cut your food one piece at a time.

No matter where in the world you're located, be sure to cut your meat or meal one piece at a time instead of cutting it into many bite-sized pieces all at once. Likewise, cut your salad into bite-sized pieces so you aren't stuffing giant lettuce leaves into your mouth and splashing your face with dressing. (It's happened to the best of us.)

21) Spoon shared sauces onto your plate.

When you share a sauce with the table, don't dip your food into it. Instead, spoon some of it onto your plate, and dip from there.

22) Don’t blow on hot food to cool it down.

Turns out, it's rude to blow on food to cool it down. Patience, my friend: Just let it cool down by itself.

23) Drink soup from the edge of the spoon.

Not slurping isn't the only rule surrounding soup at the dinner table. In many countries, the proper etiquette is to dip the spoon sideways into the soup at the edge of the bowl closest to you, then skim from the front of the bowl to the back. Then, bring the spoon to your mouth and drink the soup from the *edge* of the spoon, instead of putting the whole spoon into your mouth.

To eat the last bit of soup from the bottom of the bowl, tilt the bowl away from you slightly to scoop it up with your spoon.

**Note:** In some countries, [**like Japan**](http://www.soupsong.com/basetiqu.html), slurping actually signifies your appreciation of your noodles and soups to the chef. You can also drink directly from the soup bowl, as spoons are uncommon.

24) Don't salt your food before tasting it.

It's considered an insult to the chef to salt your meal without tasting it first, because it's assumed you shouldn't know ahead of time which foods need salting and which don't.

25) Eat at a medium pace.

In other words, keep the ratio of food eaten equal to the others at the table. If there's a lot more food on your plate than the other person's plate, you might be talking too much. If there's less food on your plate than the other person's, you're not talking enough.

26) Don't overeat or undereat.

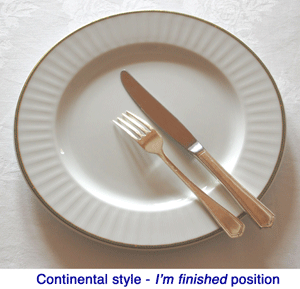
Don't overindulge, or you'll garner attention in a bad way. And never ask to finish anyone else's food. At the same time, don't forego your meal -- that doesn't send a great message, either.

27) When you're done, place your utensils in the "I'm finished" position.

Finished eating? Indicate so to your server either in continental style or American style, depending whom you're dining with.

**Continental Style (i.e. European style)**

Place your fork (tines down) and knife side-by-side on your plate with the handles at four o'clock.



*Image Credit:*[***Image Resource Group***](http://www.professionalimagedress.com/dining-etiquette-seminars-eating-styles.htm)

**American Style**

Place your fork (tines up) and knife side-by-side on your plate with the handles at four o'clock.



*Image Credit:*[***Image Resource Group***](http://www.professionalimagedress.com/dining-etiquette-seminars-eating-styles.htm)

28) Make the "move" to pay, even if you don't expect to.

Although the host who invited you to dinner is obligated to take care of the check, it's still polite to make the "move" to pay. You know, the move where you tentatively reach for your wallet. At this point, the host should intervene and say they've got it covered -- at which point you should *not*argue, nor should you offer to pay the tip.

29) Don't forget to thank your host.

At the end of the meal, be sure to thank the host by name. Shake their hand and maintain good eye contact. Later, you might consider thanking them again by way of an email or a handwritten note.

There you have it. We hope these tips were helpful -- happy dining!

**Topic: Choosing a Career**

Sooner or later all of us face the problem of choosing a career when we are to decide what we are going to be in future. Choosing a career is not a simple matter — in fact, it can be one of the most important in our life. You don't need to hurry making a decision. You should examine thoroughly your abilities and character, take a realistic view of your strengths and weaknesses, pay attention to your parents' and friends' advice and take into account your own preferences. The last point in the list is particularly important because there are many examples when people make great mistakes choosing their future profession. Sometimes they either simply follow in the footsteps of their parents or relatives or just blindly follow their advice. Your choice should be mostly based on your own opinion. Family traditions are good, but your turn of mind may be quite different. So, never base only on other people's opinion.

Having thought carefully about what sort of person you are, try to work out a list of your occupation requirements.

Nowadays there is a great variety of jobs to any taste. Choosing a future career, we should consider the following things.

• **Pay.** Is the size of your salary important? Generally speaking, it is important. Of course there may be various situations, but if you are going to be independent, successful and wealthy, you have to find a well-paid job. Moreover, if you are going to have a family, you should be ready to support it, to be a breadwinner. Naturally, you'd like to live in good conditions, and your children to study at good schools, and then to enter prestigious universities, to travel all around the world and so on. Now you understand why you should take money into consideration when choosing a job.

• **Further training, promotion prospects and job conditions** should also be kept in mind. Just after graduating it is very difficult to find a plum job which will respond to all your preferences. It is usually a monotonous, tedious clerical job, but if you are a capable and hard-working person, you will certainly be offered an opportunity to climb the ladder.

• **Place of work.** You ought to decide whether you want to work indoors (cashier, chemist, librarian, secretary, etc.) or outdoors (driver, firefighter, estate agent, etc.). Your choice may be based on your lifestyle or health condition.

• **Full-time, part-time, flexitime jobs.** There is no set pattern to part-time working. It may involve a later start and earlier finish time than a full-time position, working mornings or afternoons only, fewer working days in a week for less salary. It is a perfect variant for students who want to juggle their studies and work, as well as flexitime jobs. Employees decide by themselves when to begin and end their working day.

• **Communication with different people.** Meeting and dealing with people doesn't appeal to every person. Some people are not very sociable; on the contrary, they are timid, shy and diffident. Frankly speaking, it is a great talent to have communication skills. If you think you have it, you may choose a profession involving close contacts with people, such as a doctor, a journalist, a lawyer, a guide, a teacher.

• **Business trips.** You should keep in mind that some professions imply travelling all over the world, such as tour guides, scientists, actors, journalists, pilots and so on. It's not always fun. Business trips may last a week, a month and even more. You may be sent to London for a few days, then you'll spend only a few hours in Paris, and right after that, without any rest, you'll have to go to Berlin. Sometimes it turns out that you don't have even an hour for yourself just to relax and see the town you've come to. Such trips may be very exhausting and stressful. However, if you are young, ambitious and full of energy, you will be able not only to do your job successfully but also see the world.

• **Aspiration for creative work.** If you are a creative person, it's a must for you to find such job. It can be a job of an artist, a tailor, a designer or a stylist.

• **Jobs connected with risk.** Such jobs are usually well-paid, but very dangerous. A police officer, a fireman, a bodyguard, a lifeguard — these are the names of jobs which imply risk. Those, who want a rewarding but demanding job and who are ready to devote all their lives to it, may choose this kind of work.

Analyzing all these points will help you not to make a wrong choice.

In case you are an aspiring, responsible, creative, optimistic, reliable person, who is ready to learn and be laborious, who is not afraid of any difficulties of the future and ready to solve any problem with a smile, the world of jobs and careers will be open to you.

Choosing a career should not only be a matter of future prestige and wealth. Work should bring real satisfaction; otherwise your whole life will become dull and monotonous.

**Questions:**

1. Have you already thought about your future career? What makes the profession chosen so attractive for you?  
2. Do your parents give you a piece of advice about your future profession?  
3. What are your parents?  
4. Have you got any traditions in your family? (connected with jobs)  
5. Try to take a realistic view of your strengths and weaknesses. Which of your qualities are worth improving?  
6. What part-time jobs can students do nowadays?  
7 What occupations are popular nowadays in your country? Why?  
8. Imagine that you are a successful businessman (businesswoman). Describe your life: your living conditions, some usual activities and so on.  
9. What is the best way of preparing for your future profession?  
10. Is it easy to choose a career?  
11. Do you agree with the quotation: "It doesn't matter what job you do. It's how you do it"?

**Vocabulary:**choosing a career — выбор профессии  
matter — вопрос, дело  
to examine — изучать  
thoroughly — тщательно  
ability — способность  
strength — сильная сторона  
weakness — слабая сторона  
to take into account — принимать во внимание  
preference — предпочтение  
particularly — особенно  
to follow in the footsteps of — идти по стопам  
blindly — слепо  
to base on — основываться на  
opinion — мнение  
turn of mind — склад ума  
to work out — разрабатывать  
occupation requirements — требования к профессии  
variety — разнообразие  
pay — зарплата, жалованье  
salary — зарплата  
generally speaking — вообще говоря  
independent — независимый  
successful — успешный  
wealthy — состоятельный  
well-paid — хорошо оплачиваемый  
to support a family — содержать семью  
breadwinner — кормилец  
condition — условие  
to enter — поступать  
prestigious — престижный  
further training — дальнейшее обучение  
promotion prospects — перспективы на повышение  
to graduate — окончить (университет)  
plum job — «тёплое местечко» (несложная работа с хорошим заработком)  
to respond — отвечать, соответствовать  
monotonous — монотонный  
tedious — нудный, скучный, утомительный  
clerical job — офисная работа  
capable — способный  
hard-working — трудолюбивый  
to climb the ladder — делать карьеру  
firefighter — пожарный  
estate agent — агент по недвижимости  
full-time job — работа на полную ставку, предполагающая полную занятость  
part-time job — работа на полставки, предполагающая неполную занятость  
flexitime job — работа со скользящим графиком  
set — установленный, неизменный  
pattern — график, расписание  
involve — включать, содержать  
to juggle — совмещать  
employee — служащий, работник  
to appeal — привлекать, нравиться   
sociable — общительный   
on the contrary — напротив, наоборот   
timid — робкий, застенчивый  
diffident — неуверенный в себе  
frankly speaking — откровенно говоря   
communication skill — навык общения  
business trip — командировка   
to imply — подразумевать   
to turn out — оказываться  
exhausting — изнуряющий, изматывающий, утомительный   
stressful — напряжённый  
ambitious — целеустремлённый, честолюбивый   
creative — творческий  
tailor — портной  
well-paid — хорошо оплачиваемый   
bodyguard — телохранитель   
lifeguard — спасатель  
rewarding — полезный, стоящий   
demanding — требующий много усилий или времени  
to devote — посвящать  
aspiring — устремлённый, честолюбивый   
reliable — надёжный  
laborious — трудолюбивый, старательный   
to be a matter of future prestige and wealth — быть вопросом будущего престижа и благополучия

**Topic: «Юридические навыки».**

**План изучения темы**:

1. Работа с текстом по теме.
2. Выполнение предтекстовых упражнений.

**Exercise 1. Прочитайте и переведите текст со словарем.**

**TOP TEN LEGAL SKILLS**

While legal positions vary greatly in scope and responsibility, there are several core legal skills that are required in most legal functions. If you are considering a career in the law, it is wise to polish these top ten legal skills to excel in today’s competitive legal market.

1. **Oral Communication.**

Language is one of the most fundamental tools of the legal professional. Legal professionals must:

·Convey information in a clear, concise, and logical manner.

·Communicate persuasively.

·Advocate a position or a cause.

·Master legal terminology.

·Develop keen listening skills.

1. **Written Communication.**

From writing simple correspondence to drafting complex legal documents, writing is an integral function of nearly every legal position. Legal professionals must:

·Master the stylistic and mechanical aspects of writing.

·Master the fundamentals of grammar.

·Learn how to write organized, concise and persuasive prose.

·Draft effective legal documents such as motions, briefs, memos, resolutions and legal agreements.

1. **Client Service.**

In the client-focused legal industry, serving the client honestly, capably and responsibly is crucial to success.

**4. Analytical and Logical Reasoning.**

Legal professionals must learn to review and assimilate large volumes of complex information in an efficient and effective manner. Legal analytical and logical reasoning skills include: reviewing complex written documents, drawing inferences and making connections among legal authorities; developing logical thinking, organization and problem-solving abilities; structuring and evaluating arguments; using inductive and deductive reasoning to draw inferences and reach conclusions.

1. **Legal Research.**

Researching legal concepts, case law, judicial opinions, statutes, regulations and other information is an important legal skill.

1. **Technology.**

Technology is changing the legal landscape and is an integral part of every legal function. To remain effective in their jobs, legal professionals must master communications technology including e-mails, voice messaging systems, videoconferencing and related technology.

1. **Knowledge of Substantive Law and Legal Procedure.**

All legal professionals, even those at the bottom of the legal career chain, must have basic knowledge of substantive law and legal procedure.

1. **Time Management.**

In a profession based on a business model (billable hours) that ties productivity to financial gain, legal professionals are under constant pressure to bill time and manage large workloads.

1. **Organization.**

In order to manage large volumes of data and documents, legal professionals must develop top-notch organizational skills.

**10. Teamwork.**

Legal professionals do not work in a vacuum. Even solo practitioners must rely on secretaries and support staff and team up with co-counsels, experts to deliver legal services.

**Exercise 2. Найдите в тексте английские эквиваленты русским словам и словосочетаниям:**

1. профессиональные компетенции юриста

2. представлять информацию в ясной и краткой форме

3. овладеть юридической терминологией

4. развивать способность внимательно слушать собеседника

5. составлять сложные юридические документы

6. овладеть основами грамматики

7. составлять ходатайства, записки по делу

8. обслуживать клиента честно и ответственно

9. просматривать и усваивать большой объем информации

10. навыки логического рассуждения

11. делать выводы и умозаключения

12. осваивать технологии общения (коммуникации)

13. на нижней ступеньке карьерной лестницы

14. знания материального права и судопроизводства

15. выдерживать большие рабочие нагрузки

16. почасовая оплата

17. развивать навыки самоорганизации высокого класса

18. работа в команде

**Exercise 3. Прочитайте дефиниции и соотнесите их со словами из рамки.**

1. *DOCUMENT 2. COMMUNICATION 3. CLIENT 4. TOP -NOTCH 5. DRAFT 6. SKILL 7. RESEARCH*

1. An ability to do something well, especially because you have learned and practiced it.\_\_\_\_\_\_\_\_\_\_\_

2. To write a plan, letter, report, bill, etc. that will need to be changed before it is in its finished form.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. A piece of paper that gives official written information about something.\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Someone who pays for services or advice from the person or organization. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Serious study of a subject that is intended to discover new facts or test new ideas. \_\_\_\_\_\_\_\_\_\_\_\_

6. Having the highest quality or standard. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. The process by which people exchange information or express their thoughts or feelings.\_\_\_\_\_\_\_\_\_\_\_

**Exercise 4. Переведите предложения на английский язык, используя слова и словосочетания из текста.**

1. Мы осваиваем юридическую терминологию с первого дня поступления в университет.

2. К концу первого курса он научится представлять информацию в четкой и краткой форме.

3. На вчерашнем семинаре по истории государства и права России студенты активно отстаивали свои позиции.

4. Только к концу прошлого семинара он понял, как составлять ходатайство.

5. Тише, идет лекция! Преподаватель рассказывает об использовании индуктивно-дедуктивных методов в работе юриста.

6. Он занимался исследовательской работой в области теории государства и права еще в школе.

7. Овладение современными технологиями общения, такими, как видеоконференции, является неотъемлемой частью работы юриста.

**Exercise 5. Выскажите мнение по поводу следующих утверждений. Начните ответ с одного из следующих выражений:**

***а) выражения полного согласия: It goes without saying, Exactly so;***

***б) выражения абсолютного несогласия: Nothing of the kind, Surely not;***

***в) выражения неуверенности и неясности позиции: Im not quite sure about it,Thats hard to tell….***

1. Legal research is the only reliable tool of the legal profession.

2. In the first year students must read and brief hundreds of cases.

3. Experts say that the brain is a complex information processor capable of processing and assimilating complex information at greater speeds through practice.

4. We must know how to analyze and gather information, identify issues, organize our data base, draft inferences and reach conclusions.

5. You can brush up your writing skills by reading resources on the craft of writing.

6. It is easy to learn legal English.

7. It is possible for me to learn and memorize for ever a large amount of information for a few days.

8. We must pace ourselves and learn the substantive law and legal procedure.

**Topic: “Outstanding people” («Выдающиеся личности»)**

1. Read and translate the text.

Once in our life we start to consider what actually to be an outstanding person means.  
 In my opinion to be an outstanding person means to possess personality, not to be like anyone else and it is someone who is not trying to emphasize it. An outstanding person is the one who wants to do something good in his or her life and who likes to help other people and leaves some kind of trace in the life of others, I believe, an outstanding person is not a person who is famous all over the world. A great number of remarkable people surround us and we may not even know about it. So, my slogan for it is — go up and find out people, try to communicate with others and you’ll understand that there are a lot of people who are smart, who are compassionate and who are fun to be with. I know it from my own experience and only communication will help you find friends for yourselves and people who’ll help you to understand that you are one of the kind and you are a personality, you mean a lot to other people and it’s important to know your values, to be confident. If you want to be a success, you have to know who you are and only if you know who you are, if you can define yourself, in some way you may be called an outstanding person.  
 All famous people we can speak about are outstanding, because to make yourselves known and be spoken about you have to be different in some way and not only people born to famous families, rich families can be called outstanding.  
Vice versa, people who have to find their own way in life, people who have to do everything by themselves, they have a chance to become famous, strong, confident. Americans are very proud of their in «some way national hero» Bill Gates and they consider him an outstanding person. Why? Because he was able to create and to create something from nothing. He is not like everyone else, he is one of a kind and that makes him an outstanding person. A young man who used to work in his garage became famous all over the world and when you exchange a word with him you’ll never get a message, that he is better than you are. This is an example of becoming an outstanding person, a respectable and strong person.

We have to live our lives to be respected, we shouldn’t do harm to anyone, we have to help people, that will make an outstanding person from each of us. Our country has raised a lot of people who can be called outstanding, who were famous all over the world. If to speak about people who were famous outside our borders, there were famous scientists, geologists, people who did a lot for other countries. They fought for the independence of the USA, set up a university in Chili, worked as biologists in France, set up a research university in Germany.

Russia gave the world a lot of great writers, artists, musicians, philosophers, sportsmen and politicians. The names of Russian scientists and inventors are known all over the world. Almost in all branches of science and technology the Russian scientists played the leading role.

***The achievements of the Russian lawyers are great too.***

**Plevako, Fedor Nikiforovich**

**(1842-1909) - one of the largest pre-revolutionary Russian lawyers, a lawyer, a judicial speaker, and a full state Councilor. He was able to persuade and protect. In 1870, he graduated from the law faculty of Moscow University. He was a member of the 3rd state Duma from the October party and a supporter of democratic principles of legal proceedings. For representatives of legal professions, all Russians, the name of Plevako was and remains the embodiment of excellent qualities of a lawyer, a defender of good and justice, who cares about the welfare and prosperity of the Fatherland.**

**In memory of Fyodor Nikiforovich Plevako on the initiative of the Guild of Russian lawyers in 1996, a gold medal was established. It is awarded only to the most worthy and honored members of the Russian legal community. And already on December 4, 2003,the silver medal named after F. N. Plevako was established to award lawyers who successfully carry out their professional activities and other persons for their contribution to human rights activities.**

There is place for heroic deeds, each of us is able to do it, to respect others and to be respected.

1. Write an essay about one of the outstanding persons who was a lawyer. Contact the Internet for help. Your story must be at least 10 sentences long.

**Topic: APPLYING FOR A JOB.**

**How to prepare for it.**

***(Подаю заявление на работу. Как к этому подготовиться)***

*Задание: Выполните перевод содержимого материала занятия.*

Time flies, and one day you will have to seek for the job. In this unit you'll learn how to write a letter of job application, curriculum vitae (CV) = resume (American version), a short\* written account of your education and past employment.

Besides you'll be given some hints (advice) on how to behave during an interview.

**How to write a job application (Как написать заявление о приеме на работу)**

*The job-winning tips given by some professionals:*

1. Writing in black ink on white unlined paper looks professional.

Put your address, telephone number and date in the top right-hand corner and the name of the person you are applying to on the left, level with the date. Write the company name and address below.

You can possibly type your letter but employers do prefer to see your handwriting. Leave a line between paragraphs.

2. First paragraph - a polite one-sentence opening explanation why you

are writing.

3. Tell them you know they are busy people but stress that your CV

proves you are worth time too.

4. Describe yourself like a product on sale. List your skills and personal qualities like high motivation, enthusiasm and adaptability.

5. If you have qualifications, list them briefly.

6. Flattery is important, so explain why it's the only firm you want to

work for.

7.Ask for an interview. Say you are happy to come in for a chat at any time, even if there are no jobs available now. Thank the reader for their time and remind them you are waiting for a reply. Use "Yours sincerely" if you're writing to a named person and "Faithfully" if you started "Dear Sir/Madam". Sign your letter at the bottom left and print your name clearly below.

**Here is one example of a JOB APPLICATION:**

Dear Sir/Madam 30 Henry Court Meadows Nottingham No. 92

I am writing to enquire about the possibility of employment with your company. I can offer a variety of skills from practical to clerical, any role would suit at present time. I enclose my CV for your attention.

For the past two years I have been engaged in casual voluntary work at Queens Medical Center. This has kept me busy and has led to meeting new people. A position at your company, however, would allow me to resume a working role.

I am adaptable, reliable and willing to retrain. From packing to office work, my past experience may be useful to you, given the opportunity.

If there is a position available at this time, I can be contacted on *(telephone No)*in the afternoons and would be more than willing to come down for an interview. If not then would you please keep my details to hand for the near future.

Yours faithfully…

**YOUR CV (CURRICULUM VITAE) -** **ВАШЕ РЕЗЮМЕ**

Always type it on unlined white paper, preferably a single sheet.

Write your name, address and telephone number.

Put your health record, date of birth and marital status.

In the next section, note down your education. Put any qualifications on the next line.

Next, detail your work history, starting with your most recent job. Give dates and describe your duties.

List hobbies and interests and put extra information in a separate section.

End by saying that two referees are available on request - not naming them leaves you free to choose the best ones for particular jobs. *Remember*the longer an application, the less chance it has of being read.

Never send a photo-copied letter - it looks like you don't care.

Always be positive and never apologise for being You.

**Вариант 1. Here is an example of one CURRICULUM VITAE (CV):**

NAME

Bob Edward Bateman

ADDRESS

28 Grow Road in West Clapham, UK

DATE AND PLACE OF BIRTH

9th September 1976, London

NATIONALITY

British

Father British, Mother French

EDUCATION

Ripton County School

Grant College of Further

University of Everton

LANGUAGES

English, French

PREVIOUS EXPERIENCE

2 years of a translator for publisher of dictionaries

3 years of teaching English in France

INTERESTS

Reading, travelling, art.

**Вариант 2. Here is an example of one RESUME:**

1. NAME/SURNAME

Mariana Smirnova

2. AGE

14 October, 1974

3. MARITAL STATUS

Single

4. CONTACT TELEPHONE

412 70 81

5. LANGUAGES

English (fluent) - translating,

interpreting and negotiating skills

German (basic)

6. EDUCATION

A fourth-year student at the evening department of the Institute

of Foreign Relations (MGIMO)

International Economy

7. COURSES AND PROFE

1994-1995

SIONAL TRAINING

Typing and computer courses 1994-1995

Interpreting courses

8. WORK EXPERIENCE

1992-1995 - JSC, Poliphondis

Securities

Assistant General Director 1995 -

MADI Institute (Automobile Institute, Economics department)

Translator/Interpreter, Office

Assistant

9. SALARY HISTORY

$ 700 per month including lunch

10. COMPUTER SKILLS

Word for Windows, EXCEL, Norton Commander

11. PREVIOUS EXPERIENCE

1. Oral and written translation

2. Travel arrangement

3. Meetings and negotiations arrangement

4. Business letters and contracts making

5. Carrying out administrativeduties about the office

6. Working with clients, marketing experience

12. ITERPERSONAL

Good communication skills

QUALITIES

energetic, well-organised, flexible,

friendly, honest, responsible,

**Topic: “HOW TO BEHAVE DURING AN INTERVIEW”**

It's evident that getting a job depends on many factors, among them writing correctly a job paper application, CV or resume and your behaviour during an interview. The latter is often the best and often the most important stage in getting a job.

Interviews may be conducted by one or by several people.

The interview is the opportunity for the applicant to project his/her personality and convince the interviewers of his/her suitability for the job.

1. Pay attention to the way you are dressed.

When you are properly dressed you demonstrate respect and consideration for those with whom you interact.

Your hairstyle, nails and choice of cosmetic will contribute to your appearance.

Your clothing should meet the requirements of business style. It's very important that in your suit you should feel comfortable.

2. Be ready to speak about yourself. Your words should contain something to make people take notice of you. Describe briefly your experience at the previous job, good results you achieved there.

3. A standard question you may be asked - "Why are you looking for a job?" You should be ready to speak about the reasons which sound convincing.

4. You should organize your thoughts logically, have self-confidence, never distort facts and try to persuade people to your way of thinking.

5. You must be ready to answer some unexpected questions: "What are your strong points?" and hat are your weak points?"

Your speech should be illustrated with clear examples. When speaking about your failures or mistakes be sure to emphasize the conclusion you have drawn after analyzing your failures and what they taught you.

Just remember that the experience of overcoming failures and analyzing the mistakes is valuable for the company.

6. You may be asked what you can do for the company or how you see your future duties. You should learn as much as possible about the company you are dealing with. If possible quote concrete figures or examples so that the interviewer can appreciate the extent of your contribution.

7. What salary are you expecting?

Think of concrete figures - you should base your answer on the average salary of other employees with your qualification.

8. Be ready for practical tests - if you apply for a job as a salesmanager you may be asked to sell something or to express your opinion on settlement of some conflicts in a hypothetical situation.

9. At the end of the interview you may ask some questions. You have to understand better what your future job will entail, what possible difficulties there are in store for you, what the other staff members are like.

10. Some more advice:

1) Never be late. Even if you came too early, it is better to walk around outside rather than bother the interviewer with the problem of what you should do for the next 20-15 minutes.

2) Remember your speech should be more than the words you use. How you say sometimes is not as important as what you say.

3) Be yourself-just speak the way you speak with your friends.

Try to overcome your nervousness. You can learn to control your nervousness rather than let it get you down. Try to accept nervousness as a natural way of helping you to be alert and do your best. Remember it is normal and natural for you to be a little nervous. During your speech smile and try to change your facial expression to convey the emotions that you feel. A smile coupled with good posture can work wonders.

4) Much attention should be paid to eye contact. You should not look at the floor or at the ceiling. Look in the eyes of the people you are talking to.

Your speech is certain to be enthusiastic and lively.

Now think what kind of person you are.

**You may use the following words to describe yourself and other people, translate them now:**

to be well-organised

to be intelligent

to be adaptable

to be flexible

to be loyal

to be energetic

to be friendly

to be professional

to be hardworking

to be honest

to be ambitious

to be experienced

to be responsible

to be communicative

to be modest

to be patient

to be sensitive

to be practical

to be independent

to be romantic

to be punctual

to be sociable

to be helpful

**What do we mean…- (Что мы имеем ввиду…)**

1) when we say that a person is:

- reliable, hardworking, sociable, helpful, ambitious, friendly, professional, experienced?

2) when we say that a person is:

- unreliable, dependent, unfriendly, inexperienced, dishonest, indifferent, unsuccessful, irresponsible, helpless, inflexible?

**Translate the following words and if you can say in what context you can use them. Make sentences of your own.**

to advertise, to interview, application, advertisement, an interview, applicant, advertiser, interviewer, interviewee, to employ, to appear, to suit (a suit), employment, appearance, suitability, employer, to disappear, suitable, employee

**Итоговая контрольная работа**

***Инструкция для студентов***

**Последовательность и условия выполнения заданий.**

Работа состоит из 4 частей и включает 16 заданий.

Часть I: (Чтение) состоит из 7 заданий. Включает в себя устное чтение текста на английском языке и предоставлении развёрнутого ответа на поставленные вопросы.

Часть II: (Грамматика) состоит из 5 заданий. К каждому заданию даётся 4 варианта ответа, из которых только один – правильный.

Часть III: (Лексика) состоит из 7 заданий. Включает в себя употребление соответствующих лексических единиц в предложении по смыслу.

Часть IV: (Говорение) состоит из 7 заданий. Диалогическая речь в ситуации официального и неофициального общения. Вести диалог – обмен информацией.

Для экономии времени пропускайте задание, которое не удаётся выполнить сразу, и переходите к следующему. Если после выполнения всей работы у Вас останется время, Вы сможете вернуться к пропущенным заданиям. Постарайтесь выполнить как можно больше заданий.

Вы можете воспользоватьсяпри выполнении работы англо-русским и русско-английским словарем, таблицей неправильных глаголов.

**Максимальное время выполнения задания.**

На выполнение устной и письменной работы по английскому языку отводится 1,5 часа (90 минут).

Рекомендуемое время выполнения каждого задания:

Для каждого задания первой части - до 15 минут;

Для каждого задания второй части – до 10 минут;

Для каждого задания третьей части – до 10 минут;

Для задания четвертой части – до 10 минут.

**Вариант 1**

***Часть I . Чтение***

***Прочитайте текст, переведете и дайте развёрнутые ответы на вопросы****.*

An employer has several options to consider when he wants to hire a new employee. First of all, he may look within his own company. But if he can’t find anybody suitable for the position he will look outside the company. If there is a personnel office in the company, he can ask them to help him to find a qualified applicant. The employer can also use other valuable sources, for example, employment agencies, consulting firms, placement offices and professional societies. He can also advertise in a newspaper or in a magazine and request candidates to send in resumes.

The employer has two sets of qualifications to consider if he wants to choose from among the applicants. He must consider both professional qualifications and personal characteristics. A candidate’s education experience and skills are included in his personal qualifications. These can be listed on a resume. A Resume or Curriculum vitae (CV) is an objective written summary of your personal, educational, and experience qualifications. Personal characteristics or personality traits must be evaluated through interviews.

1. Which options should an employer first consider when he wants to hire a new employee?
2. What service does a personnel department provide?
3. In what way can the new employees be found outside one’s company?
4. What qualifications does the employer consider in choosing an employee?
5. What is meant by “professional qualification” for a job?
6. What personal characteristics does the administrator consider when choosing an employee?
7. What is “a resume”?

***Часть II . Грамматика.***

***Выберите правильный вариант ответа:***

1. Today people often … for different employers, many are self-employed
2. working
3. are working
4. have worked
5. work
6. When … the company floated?
7. –
8. was
9. were
10. did
11. The U SA has … living area per person than Japan.
12. bigger
13. more bigger
14. most bigger
15. big
16. There are many…
17. factory
18. factorys
19. factories
20. a factories
21. Ты должен быть на собрании
22. You have to be at the meeting
23. You don’t have to be at the meeting
24. You can be at the meeting
25. You mustn’t be at the meeting.

***Часть III . Лексика.***

***Дополните следующие предложения в соответствии с содержанием текста:***

1. When an employer wants to hire a new employee, he may\_\_\_\_\_ .
2. Personnel office will help you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The employer can also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
4. He must consider both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
5. A candidate’s education experience and skills \_\_\_\_\_\_ .
6. Candidate’s personal qualifications can be listed \_\_\_\_\_ .
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must be evaluated through interviews.

***Часть IV. Говорение.***

***Ответьте на следующие вопросы:***

1. What kind of company would you like to organize ( private company, family company, stock-joint company)?

2. Will you make goods or provide services?

3. Will it be a small company or a large company?

4. Will you run a company yourself?

5. What will the full name of your company?

6. How many people are you going to employ?

7. Where will be the head-office of your company located?

**Бланк ответов**

**к дифференцированному зачету по дисциплине «Иностранный язык (английский)»**

**для специальности \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

студента группы \_\_\_\_\_\_\_\_ Фамилия И.О.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Вариант №\_\_\_\_**

**Часть 1. Чтение**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Часть 2. Грамматика**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | 1 | 2 | 3 | 4 | 5 |
| A |  |  |  |  |  |
| B |  |  |  |  |  |
| C |  |  |  |  |  |
| D |  |  |  |  |  |

**Часть 3. Лексика**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Часть 4. Говорение**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Вариант 2.**

***Часть I . Чтение.***

***Прочитайте текст и дайте развёрнутые ответы на вопросы****:*

David lost his traveler’s check. He went to the traveller’s check office and they told him that he had to call New York before they could do anything. They let him use their phone- it was a toll-free number. The clerk asked him how much he had lost and what the check numbers were. Luckily, he had them written down. Then the clerk wanted to know where he bought the check and if he had any ID. David gave him his passport number. The clerk gave David “a file number” and told him where the nearest refund office was. David told the clerk he had already been there and the clerk spoke to the agent. After that David filled out a form with all the same information on it. Then finally, the agent okeyed the thing, the supervisor initiated it and David got his check.

1. What happed to David?
2. Where did he go then?
3. What did he want traveller’s check company to do when he went to their office?
4. What did he have to do first?
5. Did he have to pay for the phone call?
6. What were the four things the clerk in New York wanted to know?
7. Why was it easy for David to get new checks?

***Часть II . Грамматика.***

***Выберите правильный вариант ответа:***

1. Twenty years ago most people… work around the age of twenty and retied at the age of sixty-five.
2. have started
3. were starting
4. start
5. started
6. Where… the first restaurants located?
7. were
8. was
9. –
10. did
11. It’s … than taking a train.
12. relaxing
13. relaxed
14. more relaxing
15. more relaxed
16. They are …
17. a businessman
18. businessmans
19. businessmen
20. a businessmen
21. Здесь нельзя курить.
22. You mustn’t smoke here.
23. You don’t have to smoke here.
24. You must smoke here.
25. You can’t smoke here.

***Часть III. Лексика.***

***Дополните следующие предложения в соответствии с содержанием текста:***

1. David lost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. In the traveler’s check office he was told \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. The clerk asked David \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. The clerk also wanted to know \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. David gave the clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. David filled out the form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. David got his check after \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

***Часть IV. Говорение.***

***Ответьте на вопросы интервью при устройстве на работу:***

1. What are your professional skills?
2. What salary do you want to have?
3. Do you enjoy speaking English?
4. Have you ever visited any English-speaking countries?
5. Would you like to work abroad at some time in the future?
6. Have you ever worked for a big company like ours?
7. So will you be free to work for us next month?

**Бланк ответов**

**к дифференцированному зачету по дисциплине «Иностранный язык (английский)»**

**для специальности \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

студента группы \_\_\_\_\_\_\_\_ Фамилия И.О.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Вариант №\_\_\_\_**

**Часть 1. Чтение**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Часть 2. Грамматика**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | 1 | 2 | 3 | 4 | 5 |
| A |  |  |  |  |  |
| B |  |  |  |  |  |
| C |  |  |  |  |  |
| D |  |  |  |  |  |

**Часть 3. Лексика**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Часть 4. Говорение**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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