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МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА РОССИЙСКОЙ ФЕДЕРАЦИИ
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ АГРАРНЫЙ УНИВЕРСИТЕТ – МСХА
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КАЛУЖСКИЙ ФИЛИАЛ

ФАКУЛЬТЕТ ЭКОНОМИЧЕСКИЙ

КАФЕДРА ИНФОРМАЦИОННЫХ ТЕХНОЛОГИЙ, УЧЕТА И ЭКОНОМИЧЕСКОЙ
БЕЗОПАСНОСТИ

УТВЕРЖДАЮ:
И.о. зам. директора по учебной работе
Т.Н. Пимкина
«29» марта 2024 г.



ОЦЕНОЧНЫЕ МАТЕРИАЛЫ ДИСЦИПЛИНЫ

ОГСЭ.04 Иностранный язык в
профессиональной деятельности

для подготовки специалистов среднего звена

ФГОС СПО

специальность: 38.02.01 Экономика и бухгалтерский учет (по
отраслям)

Форма обучения: очная

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Оценочные материалы дисциплины разработана в соответствии с требованиями федерального государственного образовательного стандарта среднего профессионального образования (далее ФГОС СПО), утвержденным приказом Минобрнауки России от 05.02.2018 № 69 по специальности
38.02.01 Экономика и бухгалтерский учет (по отраслям)

Оценочные материалы обсуждены на заседании кафедры информационных технологий, учета и экономической безопасности протокол № 7 от «21» марта 2024 г.

Согласовано:

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Протокол № 7 от «26» марта 2024 г.

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1. Паспорт оценочных материалов

Оценочные материалы составлены в соответствии с требованиями: федерального государственного образовательного стандарта среднего профессионального образования (далее - ФГОС СПО) по специальности среднего профессионального образования 38.02.01 Экономика и бухгалтерский учёт (по отраслям), утвержденного приказом Минпросвещения России от 05.02.2018 № 69.

на основании рабочей программы дисциплины ОГСЭ.04 Иностранный язык в профессиональной деятельности, утвержденной директором колледжа.

Комплект оценочных материалов содержит материалы по основным видам аттестации обучающихся в рамках ППССЗ по специальности ОГСЭ.04 Иностранный язык в профессиональной деятельности, процедурам оценивания результатов освоения ППССЗ, описание критериев, показателей, шкал оценивания..

В результате освоения дисциплины обучающиеся, в соответствии с ФГОС СПО по специальности ОГСЭ.04 Иностранный язык в профессиональной деятельности **компетенций:**

ОК 02. ОК 03.

ОК 02. Осуществлять поиск, анализ и интерпретацию информации, необходимой для выполнения задач профессиональной деятельности.

ОК 03. Планировать и реализовывать собственное профессиональное и личностное развитие.

В результате изучения учебной дисциплины обучающийся должен **уметь:**

- понимать общий смысл четко произнесенных высказываний на известные темы (профессиональные и бытовые);
- понимать тексты на базовые профессиональные темы;
- участвовать в диалогах на знакомые общие и профессиональные темы;
- строить простые высказывания о себе и о своей профессиональной деятельности;
- кратко обосновывать и объяснить свои действия (текущие и планируемые);
- писать простые связные сообщения на знакомые или интересующие профессиональные темы. **знать:**
- правила построения простых и сложных предложений на профессиональные темы основные общеупотребительные глаголы (бытовая и профессиональная лексика);

- лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности;
- особенности произношения;
- правила чтения текстов профессиональной направленности.

В результате проверки осуществляется оценка следующих показателей:

№ п/п	Контролируемые разделы (темы дисциплины)	Контролируемые результаты обучения	Наименование оценочного средства
1	2	3	4
1.	Тема 1. Система образования в России и за рубежом	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.
2.	Тема 2. Различные виды искусств. Мое хобби.	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.
3.	Тема 3. Здоровье и спорт	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.

№ п/п	Контролируемые разделы (темы дисциплины)	Контролируемые результаты обучения	Наименование оценочного средства
1	2	3	4
4.	Тема 4. Путешествие. Поездка за границу.	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.
5.	Тема 5. Моя будущая профессия, карьера	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.
6.	Тема 6. Компьютеры и их функции	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.
7.	Тема 7. Подготовка к трудоустройству.	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.

№ п/п	Контролируемые разделы (темы дисциплины)	Контролируемые результаты обучения	Наименование оценочного средства
1	2	3	4
8.	Тема 8. Правила телефонных переговоров	ОК 02. ОК 03. •	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.
9.	Тема 9. Официальная и неофициальная переписка.	ОК 02. ОК 03.	Входной контроль, текущий контроль, устный опрос, тест, практическая работа, самостоятельная работа, другие формы контроля.

2. Входной контроль

По учебной дисциплине предусмотрен входной контроль, который решает следующие задачи:

- проверить уровень базовых знаний;
- диагностировать пробелы в знаниях обучаемых, организовать их ликвидацию;
- повысить мотивацию, обеспечить активное вовлечение обучающихся в учебный процесс;
- создать контекст для изучения нового материала,
- скорректировать формы и методы обучения в зависимости от результатов входного контроля.

Для проведения входного контроля разработаны контрольно-измерительные материалы (*тесты*) для проверки базовых знаний из областей знаний по биологии, анатомии.

Количество тестовых заданий на одного обучающегося: 1 шт.

Время выполнения тестовых заданий одним обучающимся: 30 мин.

Критерии и шкала оценивания:

- уровень базовых знаний и представлений обучающихся,
- уровень сформированности общих учебных умений (универсальных учебных действий) и (или) общих и профессиональных компетенций (ОК и ПК). Интерпретация результатов проводится на основании следующей шкалы оценивания:

- оценка «отлично» выставляется при условии правильного ответа студента не менее чем 85 % тестовых заданий;

- оценка «хорошо» выставляется при условии правильного ответа студента не менее чем 70 % тестовых заданий;

- оценка «удовлетворительно» выставляется при условии правильного ответа студента не менее 51 %;

- оценка «неудовлетворительно» выставляется при условии правильного ответа студента менее чем на 50 % тестовых заданий.

Примерные задания входного контроля

Вариант 1 I.

Выберите правильный вариант ответа:

1. Suddenly he saw ... man standing at ... bus stop.

- a) an; – c) a; a
- b) the; the d) a; the

2. There in the next room.
 a) are; nobody c) am; somebody
 b) is; somebody d) aren't; anybody
3. Don't put ... sugar in my coffee.
 a) many c) muny
 b) much d) few
4. Today the weather is ... than it was yesterday.
 a) the best c) goodder
 b) better d) few
5. How much money do you spend ... food every month?
 a) at c) for
 b) on d) in
6. Not far from our house two are being built.
 a) news schools c) new schools
 b) new schooles d) news schools
7. There ... seven ... in the yard.
 a) was; children c) were; childs
 b) was; childs d) were; children
8. Look! The cat ... with the ball!
 a) plays c) play
 b) is playing d) is play
9. I think Fred ... the rule yet.
 a) haven't understood c) didn't understand
 b) hasn't understood d) didn't understood
10. – What time ... now? – 5 p.m. – Oh! I ... for the bus for an hour!

a) is it; have been waiting c) is it; have waited
 b) it is; wait d) it is; am waiting

11. Mrs. Williams ... our teacher of English. She ... Mrs. Smith who ... for America.

a) don't is; substitutes; left c) isn't; is substituting; left
 b) aren't; substitute; leave d) doesn't is; substitutes; is leaving

12. She said she had got the letter

a) yesterday c) the day before
 b) last day d) the following day

13. We... to the country tomorrow unless it

a) shall go; rains c) will go; will rain
 b) shall go; rain d) go; will rain

14. Harry didn't know that that ... to him the following day.

a) happens c) will happen
 b) would happen d) happened

15. If I ... that the traffic lights were red, I

a) had realized; would stop c) realized; would have stop
 b) had realized; would have d) realized; would stopped
 stopped

II. Заполните пропуски в предложениях, преобразуя слова из правой части таблицы с помощью суффиксов:

16. Jerome David Salinger has become a classic of because of his real_American youth.	UNDERSTAND
17. His father was a prosperous of ham and cheese.	IMPORT
18. The _____ day of the year is the 25 of December.	SHORT

III. Расставьте части текста в правильном логическом порядке:

Oxford Cars

19. № ... Now they make cars in Oxford, too. The name of these cars is *Rover*. William Morris's cars helped to make Oxford a big modern city. He gave his money to hospitals and opened a new Oxford college, *Nuffield College*.
20. № ... One man who lived in Oxford was very famous. His name was William Morris. Morris lived in Oxford when he was a child. Morris always enjoyed riding bikes.
21. № ... Morris's company made many famous cars. A lot of people know the *Morris Minor* and the *Little Mini*.
22. № ... He liked cars too, and he made his first car in 1913. Later he opened a car factory in Cowley in the south-east of Oxford. The business got bigger and bigger and soon Morris was making 100,000 cars a year.

Вариант 2 Выберите

правильный вариант ответа:

1. We ... students and we ... at ... College now.

- a) am; the; am; - c) is; the; is; an
b) are; -; are; - d) is; the; is; the

2. I was surprised to see so ... people there.

- a) many c) muny
b) much d) few

3. It's too dark in the room. I can see

- a) nothing c) anything
b) everything d) something

4. ... red dress is ... than ... one.

- a) These; expensiver; that c) This; most expensive; that
b) This; more expensive; that d) That; the expensivest; that

5. Have you heard ... news?

- a) the last c) the least

- b) stole d) has stolen

15. If you ... the door yesterday the thief ... the house.

- a) lock; cannot enter c) locked; couldn't enter
 b) had locked; couldn't have d) could lock; wouldn't enter

entered

II. Заполните пропуски в предложениях, преобразуя слова из правой части таблицы с помощью суффиксов:

16. We sat in _____ for a long time.	SILENT
17. Finding a product online is much easier than _____ for it in the local store.	LOOK
18. Kid's _____ way to eat popcorn is by shooting it into the mouth.	FAVOUR

III. Расставьте части текста в правильном логическом порядке:

George Clooney's Holidays

19. № ... One day he went riding his motorbike in the country. The motorbike stopped. George wanted to start it but he couldn't. A farmer took George to his house and helped him with his motorbike.
20. № ... George Clooney is an American film star. He lives in Hollywood. He often goes to Italy for his holidays. He went to Italy last summer. George Clooney enjoyed the weather and the country.
21. № ... "But it's George Clooney, the film star!" she said to her father. "Clooney?" said the farmer, "I don't know him. I don't watch television."
22. № ... In the evening the farmer's daughter came home from school. She was happy to see the famous man in her house.

Ключи

Вариант 1				Вариант 2			
Задание I				Задание I			
1.	d	9.	b	1.	b	9.	d
2.	b	10.	a	2.	a	10.	c
3.	b	11.	c	3.	a	11.	c
4.	b	12.	c	4.	b	12.	c
5.	b	13.	a	5.	b	13.	b
6.	c	14.	b	6.	c	14.	c
7.	d	15.	b	7.	b	15.	b
8.	b			8.	b		
Задание II				Задание II			
16.	understanding			16.	silence		
17.	importer			17.	looking		
18.	shortest			18.	favourite		
Задание III				Задание III			
19.	4			19.	2		
20.	1			20.	1		
21.	3			21.	4		
22.	2			22.	3		

3.

Текущий контроль

Задача текущего контроля - обеспечить мониторинг качества освоения учебной дисциплины, постоянную обратную связь, позволяющую своевременно реагировать на потери качества, совершенствовать содержание и технологии образовательной деятельности.

Текущий контроль проводится в виде:

-тематического контроля: по итогам изучения отдельных тем дисциплины; - рубежного контроля: по итогам изучения раздела или нескольких разделов дисциплины.

Результаты текущего контроля обучающихся складываются по следующим видам работ: устные и письменные ответы на вопросы, выполнение практических и самостоятельных (аудиторных) работ, контрольных работ, результаты тестирования, написание реферата, создание презентаций и т.д.

3.1 Устный опрос

Критерии и шкала оценивания.

Устный опрос (ответы на вопросы, собеседование, коллоквиум) позволяет оценить знания, кругозор обучающихся, умение логически построить ответ, владение монологической речью и иные коммуникативные навыки.

Оценка «отлично» ставится, если обучающийся:

- демонстрирует глубокие знания программного материала;
- исчерпывающе, последовательно, грамотно и логически стройно излагает программный материал, не затрудняясь с ответом при видоизменении задания;
- свободно справляется с решением ситуационных и практических задач;
- грамотно обосновывает принятые решения;
- самостоятельно обобщает и излагает материал, не допуская ошибок;
- свободно оперирует основными теоретическими положениями по проблематике излагаемого материала.

Оценка «хорошо» ставится, если обучающийся:

- демонстрирует достаточные знания программного материала;
- грамотно и по существу излагает программный материал, не допускает существенных неточностей при ответе на вопрос;
- правильно применяет теоретические положения при решении ситуационных и практических задач;
- самостоятельно обобщает и излагает материал, не допуская существенных ошибок.

Оценка «удовлетворительно» ставится, если обучающийся:

- излагает основной программный материал, но не знает отдельных деталей;

- допускает неточности, некорректные формулировки, нарушает последовательность в изложении программного материала;

- испытывает трудности при решении ситуационных и практических задач.

Оценка «неудовлетворительно» ставится, если обучающийся:

- не знает значительной части программного материала;

- допускает грубые ошибки при изложении программного материала;

- с большими затруднениями решает ситуационные и практические задачи.

Устный опрос №1 по теме «Система образования в России и за рубежом» Примерные вопросы:

1. What is the role of a teacher at school? 2.

Are you for or against specialized school?

Устный опрос №2 по теме «Различные виды искусств. Мое хобби.»

Примерные вопросы:

1. What activities do you like doing in your free time?

2. Do you like travelling? What place would you like to visit?

Устный опрос №3 по теме «Здоровье и спорт» Примерные

вопросы:

1. Why do many people like sports and games?.

2. Why is sport so important in our life?

Устный опрос №4 по теме «Путешествие. Поездка за границу»

Примерные вопросы:

1. What are the ways of travelling? What do you do when travelling?

2. What sort of rooms do most hotels offer? What does hospitality mean?

Устный опрос №5 по теме «Моя будущая профессия, карьера»

Примерные вопросы:

1. How have working conditions changed in recent years?

2. If you had to choose between a satisfying job and a well-paid one, which would you choose?

Устный опрос №6 по теме «Компьютеры и их функции»

Примерные вопросы:

1. What are you looking for in a good computer? 2. What type of computer would you like to have in the future?

Устный опрос №7 по теме «Подготовка к трудоустройству.»

Примерные вопросы:

1. Have you ever taken any courses that specifically help you with the job you are doing now?
2. Name three occupations that you could do.

Устный опрос №8 по теме «Правила телефонных переговоров»

Примерные вопросы:

1. What kind of features does your cell phones have?
2. What comes to mind when you hear the words ‘mobile telephone’?

Устный опрос №9 по теме «Официальная и неофициальная переписка.»

Примерные вопросы:

1. What kind of topics should you use in unofficial letters?
2. Name the main structure of official letter that you would use?

3.2 Тестовые задания

Тесты – короткие стандартизированные задания, результаты выполнения которых обычно выражаются в количественной форме. Тестирование занимает часть учебного занятия (10-20 минут), правильность решения разбирается на том же или следующем занятии; частота тестирования определяется преподавателем.

Критерии и шкала оценивания. Тестовые задания используются для проверки владения терминологическим аппаратом и конкретными знаниями по дисциплине, курсу.

Оценка «отлично» выставляется при условии правильного ответа студента не менее чем 85 % тестовых заданий;

- **оценка «хорошо»** выставляется при условии правильного ответа студента не менее чем 70 % тестовых заданий;

- **оценка «удовлетворительно»** выставляется при условии правильного ответа студента не менее 51 %;

- **оценка «неудовлетворительно»** выставляется при условии правильного ответа студента менее чем на 50 % тестовых заданий.

Примерный тест №1 по теме: «Система образования в России и за рубежом»

In Russia _____education is compulsory.

- pre-school
- basic
- pre-school and basic

In Britain secondary education is _____.

- compulsory
- optional
- free

In Britain in _____schools education is not free.

- primary
- independant
- state

Most pupils in Russia study at _____schools.

- state

- private□

□

kindergartens□

The _____ school is a school where pupils live and study.

- private□
- state□
- boarding□

At the end of the 9-year course pupils take _____.

- exams□
- courses□
- tests□

Примерный тест № 2 по теме: «Различные виды искусств. Хобби»

Collecting matchbox labels is Brenda's favourite _____.

- leisure□
- business□
- pastime□

Bring your racket and I will meet you at the tennis _____.

- field□
- gym□
- court□

She _____ aerobics.

- goes in for□
- trains□
- takes□

Playing computer games is the most popular hobby _____ young people.

- among□
- with□
- about□

□

□

Embroidery is an excellent way to fill my _____time.

idle□

freedom□

- leisure□

Примерный тест № 3 по теме: «Здоровье и спорт»

An important competition that decides which player or team is the best in a particular sport, game, etc. is_.

- fencing□
- championship□
- javelin□

My friend _____judo.

- goes□
- does□
- plays□

The head of a team is _____.

- referee□
- captain□
- spectator□

Football by Americans is called_____.

- soccer□
- football□
- golf□

The boxer _____his opponent as hard as he could.

- knocked□
- punched□
- touched□

□

□

A figure skating team won, because they had been trained by such a good
—.

- coach□
- director□
- teacher□

After their long period of training the footballers were in good_____.

- figure□
- style□
- shape□

Примерный тест №4 по теме: «Путешествие. Поездка за границу»

This summer I want to go_to Europe. I haven't decided yet, maybe to Italy or Spain.

- sightseeing□
- abroad□
- holiday□

Before going to another country, you should get a _____.

- visa□
- passport□
- money□

If you don't want to travel by plane, you can book a _____.

- accomodation□
- flight□ □ table□

When you are in a foreign country and you don't know their language, you can easily
get_____.

- lost□
- most□
- toast□

When you are going to foreign country, you need to get travel___, in case you get injured or lose your things.

ignorance

insurance

- durance

Примерный тест № 5 по теме: «Моя будущая профессия, карьера»

Ask the shop _____ where the washing powder is.

- nurse
- assistant
- barber
- conductor

That _____ sells very good meat.

- baker
- dentist
- architect butcher

If my tooth doesn't stop hurting, I'll go and see my _____.

actor

- dentist writer
- jockey

Look! The _____ is feeding the lions.

- keeper pianist
- postman
- engineer

The _____ is showing them his plans of the new building. optician nurse

- architect
- dancer

□

□

She wants the _____to make a special cake for her daughter's birthday.

- inspector

- baker
- cashier
- mechanic

Примерный тест № 6 по теме: «Компьютеры и их функции»

Computer is a _____ for processing information.

- device
- car
- board

Without _____ instructions hardware doesn't know what to do.

- hardware
- software
- printer

With _____ you can type instructions and commands for the computer.

- mouse
- screen
- keyboard

You can move the _____ on the screen with the help of the mouse.

- button
- cursor
- key

How many letter _____ are there on this computer keyboard?

- keys
- manuals
- dot

Scanner is used to _____ texts and graphics.

- output
- read
- input

Information in the form of instruction is called a _____.

- program□
- command□
- memory□

Примерный тест № 7 по теме: «Подготовка к трудоустройству»

Are you _____at foreign languages? – Yes, I think so.

- well
- good
- better

What kind of job are you looking_____?

- to
- after
- for

We have a vacant ... of a manager in a travel agency.

- staff
- employer
- position

You can use all your _____and abilities here.

- skills
- jobs
- references

So, you are a journalist. That must be an exciting _____.

- job
- resume
- receptionist

Примерный тест № 8 по теме: «Правила телефонных переговоров»

If someone leaves you a message on voicemail, you have to _____it.

- read
- listen to
- text

I'm sorry, but I really have to take this _____.

- ring
- tone
- call

We don't speak on the phone much because _____ each other is cheaper.

- calling
- texting
- dialing

If I really like a song, I make it my phone's _____.

- ring tone
- dial tone
- pick-up tone
-
-

I'm busy right now. Can you _____ later?

- hang up
- call back
- call through

A telephone call in which three or more people can hear and speak with one another is a _____.

- conference call
- robocall busy signal

Примерный тест № 9 по теме: «Официальная и неофициальная переписка»

Which term below refers to the process of transmitting information from one person or group to another?

- A.** Feedback
- B.** Communication

- C. Sender**
- D. Receiver**

Which part of the letter identifies the person who is preferred to address the concerns of the letter?

- A. Signatory**
- B. Designation**
- C. Attention line**
- D. Complimentary close**

Which word or phrase on the business letter tells the mail clerk to deliver the letter to the recipient unopened?

- A. For the attention of**
- B. Courtesy copy**
- C. Subject**
- D. Confidential**

Which part of the letter consist of an email address, telephone and fax number?

- A. Letterhead**
- B. Enclosure**
- C. Salutation**
- D. Signatory**

Which part of the business letter states that a brochure is placed in the envelope?

- A. Attention line**
- B. Enclosure**
- C. Carbon copy**
- D. Reference**

3.3 Практическая работа

Практическая работа направлена на оценку готовности обучающегося применять полученные знания на практике (в экспериментальной деятельности). Тематика заданий соответствует рабочей программе. Обучающиеся аттестуются по каждой работе.

Критерии и шкала оценивания. Практические работы / лабораторные работы используются для освоения, отработки и закрепления умений, формирования элементов профессиональных и общих компетенций.

Оценка «5» ставится, если:

- работа выполнена полностью, подтверждено наличие умений, сформированы элементы профессиональных и общих компетенций на высоком уровне, нет пробелов и ошибок. **Оценка «4»** ставится, если:

- работа выполнена полностью, подтверждено наличие умений, сформированы элементы профессиональных и общих компетенций на достаточном уровне, допущены 1-2 ошибки, недочеты. **Оценка «3»** ставится, если:

- работа выполнена полностью, подтверждено наличие умений, сформированы элементы профессиональных и общих компетенций, допущены более 2 ошибок, недочетов.

Оценка «2» ставится, если:

- работа выполнена не полностью, не подтверждено наличие умений, не сформированы элементы профессиональных и общих компетенций, допущены существенные ошибки.

Практическая работа №1

Тема 1. Система образования в России и за рубежом

(ПЗ)№ 1 Дайте ответы на вопросы

1. What kind of schools or pre-school groups do children go to before they start schooling?
2. Are comprehensive schools selective? Do children have to take exams to get accepted?
3. What examination did children use to take at the age of 11?
4. What do psychologists say about it?
5. What choice do they have after the fifth form?
6. What exam do they have at the age of 16?
7. Why do they try to get as many A-levels as possible?

8. If you were in Britain now, what form would you study in?

(ПЗ)№ 2 Переведите текст

The System of Education in Russia

The system of education in Russia is very much the same as in other highly developed countries. It is based on the Soviet education, but it has been gradually changing since the creation of the new Russian state.

There are nurseries and kindergartens for little children aged from 2 to 6. The level of kindergartens has become considerably higher in recent years. Children play games, go for walks, have regular meals there. But the lessons of reading, arithmetic, drawing and other subjects have become more complicated than they were in the kindergartens ten years ago. There are the kindergartens where children learn foreign languages. At the age of 6 or 7 Russian children go to secondary schools. Our children are also streamed into different forms according to their abilities. There are forms A, B and so on. The forms under the first two letters of the alphabet are for the cleverest pupils. The level of education in Russian secondary schools is rather high. Children receive primary education during the first three or four years. Then they enter the middle school, usually without any examinations. The pupils of the middle schools study Russian and foreign languages, Russian literature, algebra, geometry, physics, chemistry and biology. They have their final examinations in the ninth form. Then the pupils may leave school and enter some professional college or receive full-time secondary education in the tenth and eleventh forms. The program of the last two years is the most complicated one. Besides the subjects mentioned above, it often includes trigonometry, organic chemistry and astronomy. Pupils get the necessary knowledge for entering the universities and institutes. There are some special schools where pupils have advanced programs in physics, mathematics or foreign languages.

Every city in Russia has at least one university and several institutes. The oldest Russian universities are the Moscow State University, the University of St.

Petersburg and some others.

(ПЗ)№ 3 Дайте ответы на вопросы

1. Is the system of education in Russia highly developed?
2. What establishments are organized for children from 2 to 6?
3. What do children do in the kindergartens?
4. What subjects do they study?
5. Did you learn any foreign language in the kindergarten?
6. What age is the compulsory school age in Russia?
7. Are Russian children streamed into different forms as in British schools?
8. How many years does the primary school include?
9. Should children pass any examinations entering the middle school?
10. What subjects do pupils of the middle school study?
11. When do they pass examinations?
12. Can pupils leave school after the ninth form?
13. How many years do they attend school to receive full-time secondary education?
14. What subjects do they study during the final two years?
15. Are there any special schools with advanced programs in your native city?
16. Are there many higher educational establishments in Russia?
17. Is there a university in your native city?

(ПЗ)№ 4 переведите текст

Education in Great Britain: Schools

In Britain it is compulsory for everyone between the ages of 5 and 16 years to receive some officially recognized form of schooling, though most secondary schools continue to provide education until the age of 18. The vast majority of pupils attend state schools, which are absolutely free (including all text books and exercise books), but there are also about 500 private schools providing

secondary education. The most famous of these schools are Eton and Harrow. There is no statutory age at which students change from primary to secondary school, nor are schools "specialized" — pupils choose from the numerous subjects taught in their particular school. The recently introduced National Curriculum has made it compulsory, however, for three core subjects — English, mathematics, and science — and seven other foundation subjects — technology (including design), history, geography, music, art, physical education, and a modern foreign language — to be included in the curricula of all pupils.

Passage from one academic year to the next is automatic. After a two-year course, usually from 14 to 16 years of age, most pupils take their General Certificate of Secondary Education (GCSE), assessed on the basis of a mixture of course work and a written examination, in individual subjects. Pupils obtaining at least five passes at GCSE can then specialize for two years (usually from 16 to 18 years of age) in two or three subjects, in which they take the General Certificate of Education Advanced level (A-level) examination. This is used as an entrance qualification for university (minimum two passes) and other types of higher education, as well as for many forms of professional training.

(ПЗ)№ 5 переведите текст

Education in Britain

In England and Wales compulsory school begins at the age of five, but before that age children can go to a nursery school, also called play school. School is compulsory till the children are 16 years old. In Primary School and First School children learn to read and write and the basis of arithmetic. In the higher classes of Primary School (or in Middle School) children learn geography, history, religion and, in some schools, a foreign language. Then children go to the Secondary School. When students are 16 years old they may take an exam in various subjects in order to have a qualification. These qualifications can be either G.C.S.E. (General Certificate of Secondary Education) or "O level"

(Ordinary level). After that students can either leave school and start working or continue their studies in the same school as before. If they continue, when they are 18, they have to take further examinations which are necessary for getting into university or college. Some parents choose private schools for their children. They are very expensive but considered to provide a better education and good job opportunities. In England there are 47 universities, including the Open University which teaches via TV and radio, about 400 colleges and institutes of higher education. The oldest universities in England are Oxford and Cambridge. Generally, universities award two kinds of degrees: the Bachelor's degree and the Master's degree.

(ПЗ) № 6 Дайте ответы по тексту

1. When does compulsory school begin?
2. How long does a child stay in compulsory school?
3. What subjects do children learn in Primary School?
4. What kind of exam do students have to take when they are 16?
5. Do students have to leave school at the age of 16 or to continue their studies?
6. How do private schools differ from the regular ones?
7. How many universities are there in England?
8. What is the Open University?
9. What kinds of degrees do universities award?

(ПЗ № 7) переведите текст

The system of education in the USA varies greatly from state to state. School education in so called state public schools is free. Parents are free to choose any public school for their children. Although there are a lot of private schools, mainly religious, and parents have to pay for them. A school year starts in September and ends in June. It is divided into three terms or four quarters. American children start

attending elementary schools at the age of 6. They continue their studies for eight years there (8 grades). Their basic subjects in the curriculum at this stage are English, Arithmetic, Natural Science, History, Geography, Foreign Language and some others. After that pupils may enter a Senior high school or if they go to a 5- or 6-year elementary school, they then attend a 3- or 4-year Junior high school, and then enter a Senior high school. Pupils graduate from high schools at the age of 18. The high schools (also known as secondary schools) are generally larger and accommodate teenagers from four or five elementary schools. During the school year the students study four or five selective subjects according to their professional interests. They must complete a certain number of courses to receive a high school diploma or a certificate of school graduation. In order to develop social skills and encourage students' participation in extracurricular activities every high school has an orchestra, a music band, a choir, drama groups, football, basketball and baseball teams. School becomes the centre of social life for students. At American colleges and universities young people get higher education. They study for 4 years and get a Bachelor's degree in arts or science. If a student wants to get a Master's degree he must study for two more years and do a research work. Students who want to advance their education even further in a specific field can pursue a Doctor degree. The most famous American universities are Harvard, Princeton, Stanford, Yale, Columbia Universities.

(ПЗ)№ 8 Подберите перевод к пословицам

1. *Live and learn.* А Недоученный хуже ученого
2. *It's never late to learn* В Никогда не откладывай на завтра то, что можешь сделать сегодня
3. *Practice makes perfect* С Повторение – мать учения
4. *A little learning is a dangerous thing* D Учиться никогда не поздно
5. *Learning is an eye in the mind* Г Век живи, век учись
6. *Never put off till tomorrow what you can do today* I Учение – свет, а не ученье - тьма

Тема 2. Различные виды искусств. Мое хобби.

(ПЗ) №1 Переведите на английский язык

Я учусь в техническом училище, и у меня не очень много свободного времени. Но я всегда нахожу время на мое увлечение. Я очень люблю фотографировать. Недавно родители подарили мне дорогой и очень хороший фотоаппарат, и я провожу много времени в поисках интересных кадров. Я люблю фотографировать своих друзей. Когда мы идем в поход или гуляем по городу, у меня всегда с собой мой фотоаппарат. У меня уже есть четыре альбома фотографий, и друзья любят рассматривать их, когда приходят ко мне в гости.

(ПЗ) № 2 Ответьте на данные ниже вопросы

1. Is he a good or a bad student?
2. Do they live in Moscow or in St. Petersburg?
3. Have you read this or that book?
4. Will you go to the disco or stay at home in the evening?
5. Are you reading or just dreaming?
6. Did they give him an album or roller skates as a present?
7. Was she working or playing a computer game when they came
8. Does he play tennis or football in his free time?
9. Would you like tea or coffee?
10. Has he been dreaming about a PC or a musical centre?

(ПЗ) №3 Прочитайте отрывки текста и заполните табличку

1. Kate, 43, bank manager

I can say that my hobby is dog training. I have a dog Jerry and we are best friends. Jerry follows all my commands and performs some simple tricks. We understand each other perfectly. I spend 2-3 hours a day training Jerry and it takes me a lot of effort but it's so much fun! Dogs are very devoted and understanding creatures and it is a great pleasure and entertainment to communicate with them. When

Jerry is disobedient I never punish him but ignore his bad behaviour. And I often give him sweets and cookies as a reward.

2. Adam, 72, pensioner

I started collecting milk-jugs 12 years ago. At first my collection was small but today I have more than 200 items in it. I like drinking tea with milk and I have all sorts of milk-jugs in my collection. Most of them are attractively displayed on the shelves in my living-room. My relatives and friends know about my passion and they often add to my collection. My granddaughter often travels abroad on business and for pleasure and she always presents milk-jugs to me. I also collect antique clocks and icons, but my collection is still very small.

3. Daniel, 63, cook

My favourite pastime is amateur astronomy. When a school boy I liked physics and astronomy and dreamt of becoming astronaut. Observing and studying celestial objects is very interesting and romantic. Viewing the night sky you can see stars, the Moon, planets, comets and meteor showers. Of course you won't see much looking at the sky with the naked eye, that's why I use optical telescopes. I often keep records of my observations and share useful information with other amateur astronomers. Now my dream is to discover a new comet and to make some useful contribution to astronomy.

4. Simon, 25, messenger

Parkour teaches you to move quickly and efficiently and to overcome obstacles such as concrete walls, high fences or rocks. It has no set of rules or competitiveness. Parkour helps me develop my body and mind and gives me much energy. I learn to trust myself and to be strong. Parkour teaches me to overcome everyday difficulties and to approach problems differently. My friends and I practice in parks and abandoned structures. We try to avoid injuries but of course everything happens. You need no particular equipment: just a T-shirt, light

trousers and comfortable athletic shoes. I think Parkour has changed my life and my attitude to everything.

HOBBY	FOR	AGAINST
Dog training		
Collecting		
Amateur astronomy		
Parkour		

(ПЗ) № 4 составьте короткий топик для рассказа на любую тему:

1. My hobby.
2. As many people as many hobbies.
3. Strange hobbies.

(ПЗ) №5 Ответьте на вопросы:

1. How does a hobby influence a person's life?
2. What kinds of hobbies do you know?
3. Why do people collect different things?
4. What is your attitude to extreme camping?
5. Why is ecotourism fashionable today?
6. What are the principles of eco-tourism?
7. Why is it important to everybody to have a hobby?
8. How do you spend your spare time?

(ПЗ) №6 Переведите текст

A Hobby Makes Your Life Much More Interesting

Our life would be hard without rest and recreation. People have quite different ideas of how to spend their free time. For some of them the only way to relax is watching TV or drinking beer. But other people use their spare time getting maximum benefit from it. If you enjoy doing some activity in your free time, than you have a hobby. A person's hobbies are not connected with his profession, but they are practiced for fun and enjoyment. A hobby gives one the opportunity of acquiring substantial skill, knowledge and experience. A hobby is a kind of self-expression and the way to understand other people and the whole world. A person's hobbies depend on his age, intelligence level, character and personal interests. What is interesting to one person can be trivial or boring to another. That's why some people prefer reading, cooking, knitting, collecting, playing a musical instrument, painting, photography, fish keeping or playing computer games while others prefer dancing, travelling, camping or sports. A hobby plays a very important educational role, makes you stronger physically and mentally, helps you escape from reality, improve your knowledge, broaden your mind, develop your skills and gain a better understanding of how the world works.

Тема 3. Здоровье и спорт

(ПЗ) №1 Переведите текст

The Olympic Games

The Olympic Games have a very long history. They began in 777 BC in Greece and took place every four years for nearly twelve centuries at Olympia. They included many different kinds of sports: running, boxing, wrestling, etc. All the cities in Greece sent their best athletes to Olympia to compete in the Games. For the period of the Games all the wars stopped. So the Olympic Games became the symbol of peace and friendship. In 394 AD the Games were abolished and were not renewed until many centuries later. In 1894 French Baron Pierre de

Coubertin, addressed all the sports governing bodies and pointed out the significance of sport and its educational value.

Two years later the first modern Olympic Games took place. Of course, the competitions were held in Greece to symbolize the continuation of the centuries-old tradition. In 1896 the International Olympic Committee was set up. It is the central policy-making body of the Olympic movement. It is formed by the representatives of all countries, which take part in the Olympic Games. Summer and Winter Games are held separately

(ПЗ) №2 Переведите слова

1. a gym – a fitness centre (a health club)
 2. a yoga class
 3. a pool cardio class
 4. a sauna
 5. working out
 6. a personal trainer
 7. a gym membership
 8. to slim down
- A. фитнес центр, оздоровительный клуб
B. кардио-занятия в бассейне C. похудеть
D. сауна
E. занятие йогой
F. абонемент в зал
G. персональный инструктор
H. тренировка

(ПЗ) №3 Дайте ответы на вопросы

1. Why does sport play an important role in our life?
2. What kinds of sport are popular in Russia?
3. Do you go in for sport regularly?

4. What can you tell about diets? Are they a good way to keep fit? Why does sport play an important role in our life?
5. What kinds of sport are popular in Russia?
6. Do you go in for sport regularly?
7. What can you tell about diets? Are they a good way to keep fit?

Тема 4. Путешествие. Поездка за границу

(ПЗ) №1 Запишите разговор в правильном порядке А:

We'll take a room on the second floor. How much is it?

B: Okay. It suits us. We'll take this room.

A: Seventy dollars a night, sir.

B: Yes, we'll be able to put you up. Which floor would you like, sir?

A: Have you got any vacant rooms?

B: One double-room, please.

A: Single or double, sir?

(ПЗ) №2 Подберите синонимы

1. luggage a. trip
2. return ticket b. baggage
3. journey c. a buffet car
4. cloakroom d. schedule
5. a dining car e. round-trip ticket
6. booking-office f. left-luggage office
7. timetable g. ticket office
8. fellow-passenger h. travelling companion

(ПЗ) №3 Переведите слова и фразы данные в скобках

1. I hate flying and always prefer to travel **(на поезде)**. 2. Would you like **(носильщика)** for your luggage, miss? 3. Unfortunately there was no **(кафе-ресторана)** on the train and we had to take a lot of food with us. 4. Modern planes have very comfortable **(сиденья)** in all cabins. 5. There are always bustle and confusion **(на**

станции). 6. Before boarding the plane (**пассажир**) must register at the airport. 7. You (**приземлитесь**) in London at ten-fifteen p.m. 8. If you've got something to declare you come through (**красный коридор**). **(ПЗ) №4 Переведите предложения с русского на английский**

1. Куда я могу отнести ваш багаж, сэр?
2. Давайте поспешим, иначе мы опоздаем на поезд.
3. Вот мой билет и паспорт.
4. К сожалению, все билеты проданы на сегодня.
5. Как долго вы собираетесь оставаться в стране?
6. У вас есть вещи подлежащие декларированию?

(ПЗ) № 5 Переведите предложения с английского на русский

1. I'm sorry I'm late. When did you arrive?
2. Excuse me, please, where's Platform six?
3. I'd like to book a single ticket.
4. Don't make a fuss, we have still a lot of time left.
5. I'd like two tickets for the 7 o'clock train to Warsaw.

(ПЗ) №6 Выберите подходящее слово из списка и вставьте его в предложение

1. It's always more convenient to book tickets ... 2. London Tourist Board is here to help you enjoy your ... to London. 3. We can provide ... in a wide range of price categories in over 900 hundred hotels and guest houses of Berlin. 4. Will you tell me about the facilities offered by your ... ? 5. Good-bye! I wish you a pleasant ... 6. She was as excited as a child about her first trip ..., and spent the next days buying clothes. 7. It ... at 11.00 but it may be a little late because the weather forecast is bad.

(ПЗ) №7 Переведите с русского на английский

T: What are you doing, Liza?

L: I'm looking at the holiday brochure. There are four hotels in the town, but I can't decide which one we should stay.

T: Let me see. Why don't we stay at the Gold Plaza? It looks the most comfortable of the four, and it's not as expensive as the Sunshine.

L: But, it's near the main road and I think it'll be too noisy to live there.

T: So, what about the Magic Castle Hotel then?

L: I don't know. It looks dirtier than the other hotels.

T: But it's the cheapest and it's probably quieter than the Gold Plaza. Look! The brochure also says that it's got friendly staff.

L: Okay! Let's stay at the Magic Castle Hotel. I'm sure it will be fine.

Тема 5. Моя будущая профессия, карьера

(ПЗ) №1 Соотнесите профессии и их описание

1) an architect a) works with the computer

2) a teacher b) designs buildings

3) a dentist c) plays football

4) a vet d) teaches children at school

5) a doctor e) looks after peoples teeth

6) a photographer f) looks after sick people

7) a secretary g) plays a musical instrument 8) a lawyer h) takes photos i) looks after sick animals

j) does projects

k) knows laws

l) works with papers

(ПЗ) №2 Подберите название профессии к описанию

Профессии: doctor, driver, artist, stewardess, director, singer

1. She speaks foreign languages. She works very long hours, but she doesn't work every day. She likes people and travel, and she travels a lot in her work.. She is a ...

2. She doesn't work in an office. She is not a teacher. She works very long hours, and she often works at night – it's a hard job. She likes people and she helps them. She loves her job. She is a ...

3. He gets up at half past seven every day, has breakfast at eight o'clock, and starts work at half past nine. He works in an office. He has two secretaries and two telephones. He does not work on Sundays. He likes people. He is a ...

4. He usually gets up at eleven o'clock, and has breakfast at 12. He works at home. Sometimes he may work outside. He works in the afternoons, but not every day.

Sometimes he works long hours, sometimes he does not work at all. He loves his job. He is an ...

5. She lives in a big city. She gets up late and has a late breakfast. She works late in the evening. She goes to and from work by taxi. People like to listen to her and sometimes they send her flowers. She is a ...

6. He gets up at five o'clock in the morning. He has breakfast and lunch in motorway restaurants. He works sitting down and travels a lot in his work. He likes his job. He is a ...

(ПЗ) №3 Назовите профессию:

1) I work outside and I love flowers. I'm a

2) I look after sick people in a hospital, but I'm not a doctor. I'm a

3) I work in a small restaurant. I prepare food for out quests. I'm a

4) I love animals. Some people call me an animal doctor. I'm a

5) I'm an artist and my job is taking photographs. I'm a

6) I'm interested in fashion. I make clothes for women. I'm a **(ПЗ) №4**

переведите слова:

plans new buildings , one of the fine arts , wooden objects , cooks food , treat the teeth , roads, bridges , language , advise people a , laws, mine, ship, repairs shoes , a ship or plane , garments changes writing from one language into another , weave cloth , shoemaker, artist , tailor , physician, smith, interpreter

(ПЗ) №5 Допишите фразы и переведите:

1. A person whose job is to keep and examine the money accounts of business or people is called ...

2. A person who plans new buildings and sees that they are built properly is called ...

3. A person who practices or works in one of the fine arts is called

4. A person who is skilled at making and repairing wooden objects is called

5. A scientist who specializes in chemistry is called ...

6. A person who prepares and cooks food is called ...

7. A person professionally trained to treat the teeth is called
8. A person who works at a dock is called
9. A person who drives a car is called
10. A person who plans and understands the making of machines, roads, bridges is called
11. A person who owns or plans the work on a farm is called
12. A person who changes speech from one language into another is called
13. A person whose profession journalism is called
14. A person whose business is to advise people about laws and to represent them in court is called
15. A worker in a mine is called
16. A person who performs on a musical instrument, or who writes music is called
17. A person qualified to practice both medicine and surgery is called
18. A person who studies physics is called
19. A person who flies an aircraft is called
20. A member of a navy, or sailor on a ship, who is not an officer is called
21. A person who makes or repairs shoes is called
22. A worker in iron or other metals is called
23. A man who serves passengers on a ship or plane is called
24. A person who makes garments (одежда) for men is called
25. A person who changes writing from one language into another is called
26. A person whose job is to weave cloth is called

For help:

a) dentist, b) shoemaker, c) artist, d) tailor, e) accountant, f) driver, g) seaman, h) architect, l) physician, j) chemist, k) smith, l) docker, m) translator, n) farmer, o) carpenter, p) lawyer, g) steward, r) weaver, s) journalist, t) cook, u) physicist, v) interpreter, w) pilot, x) miner, y) musician, z) engineer.

(ПЗ) №6 Переведите текст

When a young man starts to think about a future career, he imagines a very glorious picture. But a person gets older he faces real life with its problems. After graduation from the Institute young specialists don't have many variants. The most common one is to get work as a manager.

As for me, I don't want to spend all the time in a stuffy office full of computers and printers. I believe that I will never impose unnecessary goods, compose boring reports, and be on phone all day. I understand that modern life could be more difficult without managers, but this kind of work not for me. We have one life and we ought to spend it wisely. I'm sure that in the future I'll ask myself what I've achieved. I believe that any person is born to fulfil some goals, which nobody else, but himself, could define. So as sooner I define my goals as happier I will be. I'm leaving school at the end of the spring and I always think about an educational institution which I need to choose. I think the ideal option for me will be any Choreographic Academy. I have been dancing all since I was five and I can't imagine my future life without choreography. Dancing is the best way to express myself, to capture my emotions and thoughts to people. I adore dancing. When I'm engrossed in creation, I don't think about my school problems and everyone around. I call it "inspiration". I feel that a real connection between me and the Universe. So I just pick up some ideas and express them through dance using my body and emotions. If I tell my friends or parents about this plan, perhaps they will say that I am aspiring to be famous. By no means, fame is a heavy burden. There is an important difference between the desire to be a famous artist and the desire not to be forgotten dancer. I don't think the people of art are exceptional. If an architect creates buildings that will stand for many years, people will be thankful for his great work. If the writer's novels are read in three hundred years, it will be wonderful. If a dancer's creation will be remembered next generations, he will live in human hearts. Any career should make the human who has chosen it satisfied. Otherwise, working routine will be an excruciation and nothing else. I really don't want to write reports and answer the phone sitting in the office all day. I want my profession to make me happy, and I want to see happy people around me.

Now I have to think about my entrance exams. They are not so easy. I believe that my dream to become a great dancer will come true and I will be able to share the pleasure of dancing with other people.

(ПЗ) №7 Определите профессию

1. — a person who does experiments.
2. — someone who works in the country with animals or plants.
3. — a person who cooks in a restaurant.
4. — a person who makes things from wood.
5. — a person who helps a doctor in a hospital.
6. — someone who does office work, such as typing letters, answering phone calls, etc.

(ПЗ) №8 дополните предложения переведите

1. A doctor who treats teeth is ...
2. A person who paints pictures is ...
3. A person who types papers is ...
4. A person who takes part in public life is ...
5. A scientist who studies the structure of materials is ...
6. A scientist who studies the structure of organisms is ...
7. A person who writes books is ...
8. A person who knows a lot about his job is ...

(ПЗ) №9 Напишите названия профессий, которую выполняют люди

- inside the building,
- in the open air,
- with their hands,
- with the help of a computer,
- using a pen.

Тема 6. Компьютеры и их функции

(ПЗ) №1 переведите предложения

1. Работа программиста – сложная, но интересная, она подходит для нас.
2. Мы выбрали её из многих других профессий и надеемся стать хорошими специалистами.
3. Хотя некоторые люди думают, что в сфере компьютеров уже больше нечего открывать, мы знаем, что наши открытия ещё впереди.
4. Записи и чертежи Чарльза Баббеджа вдохновили учёных из Британского музея науки на создание машины, придуманной им.
5. Мировое научное сообщество признаёт достижения Ады Лавлейс и считает её первым программистом.
6. Уже в 17 веке были первые попытки создания электронных машин; это, например, счётные машины Лейбница и Паскаля.

(ПЗ) №2 догадайтесь о значении следующих международных слов

- Program, programmer, detail, instruction, function, specialist, code, design, structure, problem, innovation, technology, mathematician, poet, machine, algorithm;
- Logical, technical, international; - To design, to publish, to start.

(ПЗ) №3 дайте синонимы следующим словам

modern, to design, to test, to finish, success

(ПЗ) №4 дайте антонимы следующим словам

unfortunately, to change, to enrich, international, to start

(ПЗ) №5 догадайтесь о значении следующих слов

generalist, annual, leap year, tool, innovation, team, to succeed, instructions. **Make up your own sentences with these words to speak about the profession of a programmer.**

(ПЗ) № 6 дополните предложения, используя приведенные ниже слова

operate, eliminate, store, determine, enter, subtract, require

1. The value of digit in abacus ... the position of the pebbles on the wire.
2. Relays ... by means of electromagnets.

3. Punched cards were used ... data into the computer.
4. Machine language information ... on magnetic drums.
5. With the help of abacus people can ..., multiply and divide.
6. Integrated circuit technology ... some discrete components and integrated the others on a single chip.
7. In the vacuum tubes resistors, inductors and capacitors ... in order to make the whole system work.

(ПЗ) № 7 Переведите текст

Cloud Computing Advantages or Disadvantages Storage and Scalability

No more infrastructure investments or time spent adding new servers, partitioning silos – none of that mess. With the cloud, you basically have access to unlimited storage capability and scalability. **Control and Reliability**

The biggest fear of cloud computing is founding its major benefit – the ability to outsource the IT burden to a specialized vendor or provider. Sure it sounds great, but with a move to the cloud you do give up the in-house control of a traditional IT department.

Security, Privacy and Compliance

Security can also be a concern in the cloud, particularly if you manage confidential data like customer information. Compliance in the cloud may also become an issue, which may require deploying a private cloud if you do have to secure private data.

Backup and Disaster Recovery

Those days of tape back-up are long gone. Most cloud providers across service types and platforms offer comprehensive backup and recovery capabilities.

Compatibility

Making sure every existing tool, software and computer is compatible with the Web based service, platform or infrastructure. While onsite IT may have a little more control in managing integration and compatibility, it is often "what you see is what you get" in the cloud. **Mobility**

Your cloud, anywhere. Whether it's your development platform, suite of office tools or custom content management system – cloud mobility enables access anywhere with a Web connection (just about). **Unpredicted Costs**

Sure, the cloud can substantially reduce staff and hardware costs, but the price could end up

being more than you bargained for. Migrating to the cloud is also an understated cost, and

making sure the current systems that support your business while moving to the cloud could raise operating costs substantially.

Contracts and Lock-Ins

Traditional IT could be downsized, upsized, contracted-in and otherwise controlled by you.

On-site hardware, software, infrastructure and platforms always carried some obligations, but now the cloud service provider, for the most part, has all the decision power. Vendor lockin is also a major issue – as it was with old IT – and this could add up to cost and performance disadvantages later.

Cost Efficiency

Aside from storage and infrastructure costs, just think about all the other costs you can minimize with cloud services – updating and managing software or applications, hiring and training new staff and even decreased on-site energy costs.

Enable IT Innovation

Probably the most understated benefit of the cloud – it is reshaping IT into a proactively innovative bunch that focuses a lot less on manual system administration, and a lot more on improving the technology. From integration, mobility to even user personalization, giving your IT the cloud can make their jobs much easier – and more enjoyable.

Тема 7. Подготовка к трудоустройству.

(ПЗ) №1 Ответьте н вопросы

1. Have you chosen an appropriate job for yourself?

What responsibilities are you suitable for?

Here you can find some ideas:

- to work on the full range of development activities – analysis, design, coding, testing and implementation
- to perform formal analysis of operational needs
- to run data-processing equipment (data control and editing) -to facilitate systems integration
- to provide messaging, data storage, networking
- to develop and maintain web-based applications
- to possess analytical problem solving skills
- to handle customer support calls
- to set up equipment
- to maintain security of documents and customers
- to install, configure and maintain software and hardware systems
- to assess potential risks

-to conduct trainings to new hires, users and technical teams as needed -
to analyze system issues and provide resolutions.
-to recommend process
improvements -to ensure system
reliability, security

ПЗ.№ 2 Переведите образец CV

You will be given an example of CV.

What parts does a typical CV consist of?

Curriculum Vitae Profile

Self-motivated, responsible and ambitious

Skilled organizer and problem solver with the ability to consider options with an open mind before making a decision

Determined to achieve results and be successful

Education

2003 – 2006 Computing with Business Management (BSc) at Kingston University.

Subjects studied: Operating System Networking, Management Accounting, System Analysis & Design, Accounting in a Business Context, Introductory Data Analysis, Business Modeling and etc.

2000 – 2003 A/S Maths & AVCE Information Communication Technology at Harrow College

Main modules included: Creating and managing website, Spreadsheet, Networking, Presenting Information, Visual Basic, Graphics and etc

1998 – 2000 GCSE at Harrow High School

10 GCSE's: Including Maths, English/ English Literature, Humanities, Art, Science, French and Technology

1999 – 2000 Diploma of Vocational Education in Art and Design

Experience

15.08.06 – 15.08.2007 Ocean Exchange UK Ltd: Data Entry Administrator

Main Duties: Administration of inbound and outbound data – Logging, checking and storing. Data Manipulation – Formatting, verifying and preparation of electronic data

using MS Excel, MS Access Data Reporting – Delivery of internal reports on database compilation.

12.03.01 to Present Primark Stores Ltd: Sales Advisor

Involved in all aspects of customer service, including: answering questions, problem solving and providing assistance to the customers

21.06.99 - 02.07.99 Nationwide Building Society: Clerical Assistant

Responsibilities were amending records on computer, extracting information from computer and etc.

Computer skills

Highly proficient in using the following software packages: Microsoft Word, Excel, Access, Front

Nationality: British ***Marital***

Status: Single

Referees:

Professor Jones, Kingston University, Penrhyn Road, Kingston upon Thames Mr Burke (Store Manager) Primark Stores Ltd, 13 St Ann's Shopping Centre, St Ann's Road, Harrow

(ПЗ) № 3 переведите описания вебсайтов To

which website does each sentence 1-7 refer?

a) paralegal.com Fed up with paying exorbitant legal fees? Get leading-edge legal services at a fraction of the cost of going to a law firm. E-mail our legal team for low- cost advice on all aspects of company and tax law. *Download* specialist up to-the- minute documents for a small *charge*. Conduct your own court cases with our help and save thousands of euros! No win, no fee!

b) bespontaneous.com Be spontaneous! Do something on the spur of the moment. Book otherwise impossible-to-get tickets to theatre and sports events. Ready to fly tomorrow? Take a break to one of our popular destinations: beach or city.

Worry-free booking by credit card on our secure *server*. Next-day courier delivery of tickets to your door.

c) **worldweather.com** Want to see what the weather's like anywhere in the world? Come to worldweather.com! Consult free forecasts for 100 world cities. Download stunning satellite pictures of the world's increasingly unpredictable weather for free. Deluxe, framed versions of these pictures make beautiful gifts. Order on-line. Delivery within 48 hours.

d) **goinggone.com** Consumer electronics products auctioned daily: computers, TVs, washing machines, you name it. It's so simple: put in your bid and we'll notify you by e-mail of the competing *bids*. You can raise your bid as many times as you like over a three-day period. If your bid is the highest at the end of three days, pay by credit card and goods are delivered to you within 24 hours.

1. You consult this site if you are not sure what clothes to take with you on a trip.
2. This site tries to reassure users who may be worried about giving their credit card details on-line.
3. This site mentions a delivery method that does not use the ordinary post office service.
4. This site does not mention physical delivery of goods or documents.
5. On this site, you can order a picture to put on your wall.
6. On this site, you can offer a price for something, but you won't necessarily get it.
7. On this site, there is a service that you may have to pay for or that may be free, depending on the results.

(ПЗ) №4 Заполните анкету

APPLICATION FORM

NAME..... AGE

.....

DATE OF BIRTH.....

ADDRESS

PHONE

E-mail

PLACE OF BIRTH.....

DO YOU HAVE A VALID DRIVER LICENCE yes \ no

PERSONAL.....

OF DEPENDENTS

EDUCATION:

NAME OF SCHOOL

YEAR GRADUATED

COURSE TAKEN or DEGREE

LANGUAGES EXPERIENCE

COMPANY

Fromtill

TYPE OF BUSINESS

INDUSTRY

POSITION HELD.....

DESCRIBE YOUR DUTIES

WHY DID YOU LEAVE

PERSONAL

(ПЗ) №5 Составьте резюме по шаблону

... (First Name, Surname)

... (Address (Number of your house, Street, City, Region, Country))

... (Date of birth)

Cellular phone: ...(*Number*), Home phone: ... (*Number*)

E-mail

OBJECTIVE

To obtain a position as ...

or

Apply my skills as ...

or

A career in ...

WORK EXPERIENCE

... (*Dates*)

... (*Position*)

... (Title of company)

... (*City*)

Type of business - ...

Major Duties: - ...; -

....

Accomplishments

: - ...; -

... (*Dates*)

... (*Position*)

... (*Title of company*)

... (*City*)

Type of business - ... Major

Duties:

- ...;

-

EDUCATION

... (*Dates*)

... (*Title of educational institution, Major, Degree*)

... (*Dates*)

... (*Title of educational institution, Major, Degree*)

SKILLS

Computer: ... (*Name of program*)

Languages: ... (*Native and foreign*)

HONORS

... (*Title, Awarding Organization, Date(s)*)

PUBLICATIONS Published)

... (*Title and Type, Title of Publication, Publisher, Date*)

PERSONAL INFORMATION

... (*Hobby etc.*)

REFERENCES

Available upon request

(ПЗ) № 6 Составьте письмо о приеме на работу из фраз

I am applying for this vacancy as I reckon on progress from a senior manager to a managerial position with further career advancement opportunities. I have always been interested in sales and

I have been striving for professional and personal development and strongly believe your organization is a well-run business.

I would like to work for your company.

Yours sincerely, / Yours faithfully,

I would be glad to have an interview with you to give you a better idea about my experience and working potential.

I look forward to hearing from you at your earliest convenience.

I am writing to apply for the vacancy of a deputy sales manager advertised in the Jobs Today of 14 January 2017.

Тема 8. Правила телефонных переговоров

(ПЗ) № 1 переведите текст

One of the most important practices to which office workers may face on a daily basis, is the ability to negotiate (ability to negotiate). What is the talks (negotiations)? The idea is that this solution to the conflict (resolution of conflict). We are starting negotiations (enter negotiations) in order to start (to start) or continue (continue) the business relationship (relationship), and to resolve the issue (resolve an issue). Even when we act on your first job, or start a career (begin career), we learn to negotiate. For one talks begin with a discussion of cash benefits (allowance), issued by the parents, for another - with a dispute with a brother or sister about what TV show would look. Some people are strong negotiators from nature (naturally stronger negotiators) and are able to more easily achieve the desired result. Not being able to negotiate, people stop relations (break off relationships), leave from work (quit jobs), or deliberately avoid conflict situations

(ПЗ) № 2 переведите фразы - клише

- I understand where you're coming from; however, ... –
- I'm prepared to compromise, but... –
- The way I look at it... – □ The way I see things... –
- If you look at it from my point of view... –
- I'm afraid I had something different in mind
- That's not exactly how I look at it –
- From my perspective... –
- I'd have to disagree with you there –
- I'm afraid that doesn't work for me –
- Is that your best offer? –

(ПЗ) № 3 Скажите на английском - приятно

познакомиться могу я
представить ... это ...

– Вы встречали?

- я/мы предлагаем

– Как насчет ...?

– Будет ли это возможным

– Что Вы думаете насчет

– Вы рассмотрите

– Вы примите

-существует вероятность ...

- возможно ...

- по всей вероятности

- этого следует ожидать ...

- это невозможно ...

- и речи не может идти ...

– к сожалению, это невозможно выполнить!

-мы можем исключить возможность - сомнительно, что

очень мала вероятность того, что ...

– вы предлагаете ... вы предлагаете ...

- Вы имеете ввиду?
- что вы имеете ввиду под ...?
- Если я Вас правильно понимаю, то ...?
- по моему мнению/я думаю ... -
- по моему мнению/я думаю ... -
- мы говорим о

(ПЗ) № 4 Переведите фразы - клише

- I am of the opinion that-
- I strongly believe that-
- I am confident that ...-
- We imagine it's something like-
- That would depend on ...-
- Considering this ...-
- It sounds like an alternative/option/possibility ...- ...
- We think we should ... - It
- would be an option ... - It
- might be possible to ... -
- It would be helpful ... -
- From our experience, the best way ... -
- Could the problem be solved by ... -
- That is not how we see it -
- Could you clarify that, please? -
- Could you explain that more fully, please? -
- I'm afraid we couldn't agree to that -

Тема 9. Официальная и неофициальная переписка.

(ПЗ) №1 Переведите письмо

Dear Mr Murray,

Please accept our apologies for the recent problems you had regarding our delivery service.

Our company recently had experienced some problems with the software. The vendor has since applied a patch, and our systems are now 100% functional. Please be assured that you will receive your order not later, than the day after tomorrow.

To compensate for the inconvenience caused we have applied a 20% discount on equipment you ordered. We value your custom highly.

Sincerely, Nick Harley

(ПЗ) № 2 Составьте договор, заполните пробелы

«___» _____20___

1. PARTIES

(A) _____, a legal entity established and organized under the laws of _____, located at _____ ("Supplier") and

(B) _____ LLC, a legal entity established and organized under the laws of the _____ ("Purchaser")

have concluded the present Contract as provided herein below:

2. SUBJECT MATTER

2.1. The Supplier shall manufacture, deliver equipment _____. The Purchaser shall accept and pay for equipment, tooling, facilities, spare parts and other related goods (hereinafter - "Goods"), in accordance with the Invoice. The Invoices are stated in accordance with purchase notifications (Annex №1) and specification №1 (Annex №2).

2.2. While performing their obligations under the Contract, the Parties are required to follow the provisions of the Contract and the _____(_____) dated ____ (hereinafter - the "Global Terms and Conditions"), which are submitted to the Supplier at the time of signing this Contract. The Global Terms and Conditions shall apply as long as they do not contradict the applicable Russian legislation.

2.3. Term delivery of the Goods – not later than _____- _____

3. REQUIREMENTS TO GOODS

3.1. All goods must be accompanied by relevant certificates issued in accordance with the laws of the Russian Federation.

3.2. This product and all its parts, and materials used must be new, not previously installed.

3.3. Supplied goods should be quantitative measures in accordance with the Annexes to the agreement.

4. DOCUMENTS

4.1 The Goods to be supplied shall be accompanied by the documents listed below. Any other documents will be subject to additional negotiations between Purchaser and Supplier.

4.2. The copies of the documents mentioned in items 1-8 shall be faxed and e-mailed by the Supplier within 24 hours after the shipment of the Goods at the addresses given by the Purchaser.

5. DELIVERY TERMS

5.1. The term of delivery shall be _____, Russian Federation in accordance with INCOTERMS 20_____.

5.2. In case of any changes in the mentioned above delivery address (4.6 3), the Purchaser shall send a written notice to the Supplier informing about the new delivery address two (2) weeks prior to the date of shipment and will agree with the Supplier about the modification of the Letter of credit , if necessary.

6. ACCEPTANCE OF GOODS

6.1. The Purchaser shall check the Goods on conformity with the quantity, quality, and integrity of the packing as well as the conformity to the data specified in the shipping documentation, at the delivery address. The Purchaser shall confirm the receipt by the signing of the documents hereof

7. PACKING

7.1. Goods should be packed up meeting requirements of normative documents and ensuring safety and quality of product during its transportation and storage.

8. PRICE

8.1. The price of the Goods will be in Euro and will be indicated in the Annex №2. More detailed schedule of the Goods shall be specified in the Purchase Notification and in the Invoice.

9. VALUE OF THE CONTRACT

9.1. The total maximum value of the Goods to be supplied under this Contract is _____ Euro 00 eurocents (_____Euro 00 eurocents).

9.2. The total aggregate purchase price of all Goods purchased hereunder shall not exceed such amount.

10. PAYMENT

10.1. All payments for Goods shall be made by means of documentary, irrevocable letter of credit opened in favor of the Supplier on the contract sum without VAT _____ Euro 00 eurocents (_____Euros 00 eurocents).

11. NOTICES

11.1. All notices, inquiries, invoices and other communications provided hereunder shall be forwarded by the Purchaser at the addresses and to the numbers set forth below:

12. LIABILITY OF THE PARTIES.

12.1. If obligations for this Contract, annexes or additional agreements failed to be performed or are improperly performed, the Parties shall bear responsibility in accordance with the legislation of the Russian Federation.

13. FORCE MAJEUR

13.1. The Parties shall be exempt from liability for full or partial failure to perform obligations under this Contract in case of force majeure; the circumstances shall be testified by the Chamber of Commerce of the Russian Federation or by another appropriate body according to its established procedure.

14. CONFIDENTIALITY

The Parties shall treat all information under this Contract, financial, commercial and other information, including the information on costs and validity of the Contract, volume of supplies and plans on future cooperation of the Parties as confidential.

15. ARBITRATION

The Parties shall take efforts to resolve any disputes and claims resulting from or in connection with this Contract by negotiations.

16. TERMS OF VALIDITY AND CONTRACT TERMINATION

This Contract shall become effective from the moment of its signing by the Parties and will be valid till __, but in any case until the full implementation of its obligations.

17. SPECIAL CONDITIONS

The Purchaser shall have the right to send its authorized representatives at any reasonable time to inspect and review any documents and materials in or under the Supplier's possession or control, which concern the performance by the Supplier of its obligations.

18. MISCELLANEOUS

18.1. This Contract has been executed in 2 (two) originals, each in the English and Russian languages. In case of any discrepancies the Russian text shall prevail.

18.2. All changes to this Contract are valid only if they are made in writing and signed by both parties.

19. WARRANTY

19.1. The Supplier warranties:

19.1.1. That the delivered new goods meet the high standards for this kind of the goods by the date of signing the contract.

3.4 Контрольная работа/ Самостоятельная работа

Контрольная работа / Самостоятельная (аудиторная) работа проводится на практических занятиях после изучения наиболее значимых разделов/тем программы (если предусмотрено рабочей программой). Контрольная работа/ самостоятельная работа состоит из определённого количества средних по трудности вопросов, задач, заданий.

Критерии и шкала оценивания. Объём выполненных заданий, умения студентов применять полученные теоретические знания на практике.

Оценка «5» ставится, если:

- работа выполнена полностью, отсутствуют ошибки и пробелы.

Оценка «4» ставится, если:

- работа выполнена полностью, допущены 1-2 ошибки, недочёты.

Оценка «3» ставится, если:

- работа выполнена не полностью, допущены более 2 ошибок, недочётов, но обучающийся обладает обязательными умениями по проверяемой теме.

Оценка «2» ставится, если:

- допущены существенные ошибки, показавшие, что обучающийся не обладает обязательными умениями по данной теме в полной мере.

Примерные задания контрольной (самостоятельной - аудиторной) работы №1

Тема «Тема 1. Система образования в России и за рубежом»

Время на выполнение: 30 мин

Вариант 1 1. Соотнесите иностранные слова с их переводом.

2. teacher	А магистр
3. course	В предмет
4. exam	С экзамен
5. subject	Д курс
6. university	Е учитель
7. development	Ф развитие
8. opportunity	Г возможность
9. to award	І присваивать
10. bachelor	Ж бакалавр
11. master	К университет

2. Переведите отрывок текста:

Nowadays in England there are about 35 universities. The two oldest universities in England are Oxford and Cambridge, which were founded in the middle ages. They have much in common. These two universities are often called Oxbridge. The oldest university, Oxford, was founded in the 9th century. The history of Oxford began in 1243. It is famous for its first-class education. The first of its colleges was founded in 1249. The university now has thirty-five colleges and about thirteen thousand students, many of them from other countries. There were no women at Oxford until 1878. Now most colleges are open to men and women. Some of the most intelligent men and women in the country live and work here. Oxford gives them what they need: a quiet atmosphere, friendly colleagues and the four-hundred-year-old library, which has about five million books. Cambridge is the second oldest University in GB after Oxford. It was founded in 1209. It is famous for its university, which started during the 13th century and grew steadily, until today there are more than twenty colleges.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №2**

Тема «Различные виды искусств. Мое хобби»

Время на выполнение: 30 мин

Вариант 1

1. Соотнесите части предложений:

- A. If you enjoy doing some activity in your free time, than
- B. A hobby gives one the opportunity of
- C. A person's hobbies depend on his D. What is interesting to one person
- E. Some people collect valuable and rare things as they consider it
- F. Camping is a cheap way
- G. Ecotourism is popular with people who H. A hobby plays a very important

- 1. age, intelligence level, character and personal interests.
- 2. educational, situational and psychological role.
- 3. acquiring substantial skill, knowledge and experience.
- 4. try to damage the environment as little as possible.
- 5. you have a hobby.
- 6. can be trivial or boring to another.
- 7. to rest, to improve your health, to train yourself physically and to enjoy nature.
- 8. to be a good investment of their money.

2. Переведите отрывок текста:

Every person has passion for something or does something for pleasure. This is called a hobby. Some people like collecting different objects, some adore handmade things, others simply love reading books. I love photography. Photography is a true art which is not so easy to master. In fact, it is not just an art but a whole science. I like learning new things about photography equipment, exposure, colours and lighting. I read blogs of famous photographers and try to follow their advice. There are a lot of genres in photography. I like to take pictures of nature and people. Still nature comes alive in a photograph. People, on the contrary, become motionless only in the picture and let the photographer perpetuate the moment of their life. I love

portraits. I have taken full-length and half-length portraits as well as family and group portraits.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №3**

**Тема «Здоровье и спорт» Время на
выполнение: 30 мин Вариант 1**

1. Ответьте на вопросы:

- 1) What game is played between 2 teams of eleven players?
- 2) What game is played on a court with a large orange ball?
- 3) What game is played by 2 players on a board? The aim of the game is to move pieces so that your opponent's king will be taken.

2. Переведите отрывок текста:

Sport is probably as old as the humanity itself. It has been developing with the developing and growth of the mankind. To my mind we can hardly overestimate the meaning of sport in our life and day-to-day activities, because it's main purpose is to bring up the harmoniously developed generation — the generation of strong and healthy people. Sport makes our bodies strong, quickens our reaction, and shapes the wits. It also prevents us from getting too fat, gives us so valuable practice in making eyes, brain and muscles work together and makes us more self-organized and better disciplined. I'm absolutely sure that doing sports is the best way to keep fit. There is always a kind of sport which will suit you and there are many different kinds to choose from. If you like team games, try hockey, football, volleyball or basketball. Games for you to play with a friend include badminton, squash and tennis, and if you enjoy doing things on your own, you may take up swimming, riding, golf or athletics.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №4**

**Тема «Путешествие. Поездка за границу»
Время на выполнение: 30 мин
Вариант 1**

1. Соотнесите иностранные слова с их переводом:

- | | |
|------------------|-------------------------|
| 1) room service | a. остановиться в отеле |
| 2) travel agency | b. прибытие |

- | | |
|----------------------|-------------------------------|
| 3) book tickets | с. круиз |
| 4) arrival | d. бюро путешествий |
| 5) departure | e. отправляться по расписанию |
| 6) leave on time | f. купить билеты |
| 7) stay at the hotel | g. багаж |
| 8) cruise | h. бюро обслуживания |
| 9) passport | i. отправление |
| 10) baggage | j. паспорт |

2. Переведите отрывок текста:

Some people prefer an active rest which includes walking tours, travelling by train, by car or by steamer. They are glad and happy even if their steamer comes to the next city on a cold rainy night and when they have to wait on the shore till the morning when their excursion starts. Some people find it quite romantic. Others go to the seaside to sunbathe and swim for hours. They just lie in the sun and relax, or play ball games on the yellow sand. Some people think that though the air is polluted in their town it is quite good near their house and choose to have a rest at home. And there are people who usually spend their vacation in the country, working in their gardens and kitchen gardens.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №5**

**Тема «Моя будущая профессия, карьера» Время
на выполнение: 30 мин**

Вариант 1 1.

Соотнесите иностранные слова с их переводом:

- | | |
|------------------------|----------------|
| 1) Nurse | зубной врач |
| 2) Lawyer | адвокат, юрист |
| 3) Dentist | медсестра |
| 4) Engineer | программист |
| 5) Computer programmer | инженер |
| 6) Farmer | водитель |
| 7) Driver | переводчик |
| 8) Actor | доктор |
| 9) Writer | фермер |
| 10) Doctor | повар |
| 11) Cooker | актер |
| 12) Translator | писатель |

2. Переведите отрывок текста:

I want to become a computer programmer. I am interested in computers. It is a whole new world.

Many people continue careers of their parents or grandparents but it is not the case with me. My mother is a teacher and my father is a doctor. But I don't want to be neither a teacher nor a doctor. My favorite subjects in school are mathematics, physics, and, of course, computer science. I am not interested in such subjects as geography, biology or chemistry. My hobby is computer games and computer programming. I think that the profession of programmer can give many opportunities. Computers are the most rapidly changing sphere of modern technology. We are living in the age of information. And I think that the future is just filled with computers.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №6**

Тема «Компьютеры и их функция»

Время на выполнение: 30 мин Вариант

1

1. Соотнесите слова с их значениями:

- 1) a browser A to artistically arrange the shape or layout of something
- 2) to click B a series of interconnected computers and databases around the world
- 3) content C 1) to press the button on a computer mouse 2) to make a small, sharp sound
- 4) to design D to determine the size, shape and form of a written document
- 5) to format E the size, shape and form of a written document
- 6) a format F a program used to view the Internet
- 7) Internet (Net) G a series of commercial, educational and governmental web pages on the Internet
- 8) to lay out H to design the technical arrangement of a web page, building, garden, etc.
- 9) World Wide Web I subject matter; the main idea of a book, a paper or a web page

2. Переведите отрывок текста:

Just a century ago we didn't even know about computers and the Internet. But today we take them for granted and can't imagine our life without these inventions. I think that the Internet is the greatest invention ever and it has made a significant impact on our lives. Nowadays the Internet is affordable almost for anyone and it connects people all around the world. You can stay in touch with your friends, relatives and colleagues. Our modern life will stop without the net because it helps to make on-line business transactions, manage our bank accounts, pay our gas or electricity bills and send important e-mails, for example.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №7**

Тема «Подготовка к трудоустройству»

Время на выполнение: 30 мин

Вариант 1

1. Соотнесите иностранные слова с их переводом:

- | | |
|---------------------|---------------------|
| 1) application form | повышение |
| 2) CV | рабочие часы |
| 3) Manager | опыт |
| 4) Career | заявление |
| 5) full-time | отпускные |
| 6) contract | менеджер |
| 7) promotion | карьера |
| 8) working hours | контракт |
| 9) holiday pay | полный рабочий день |
| 10) experience | резюме |

2. Переведите отрывок текста:

Getting a job is a very hard period in the life of most people. Companies choose an employee from hundreds of candidates according to special rules, that is why there are special «typical» factors, influencing on employer's choice. Among such factors are: age, sex, experience, family background and marital status, personality and references. If you are to go to an interview tomorrow, sleep well before it and do not forget your CV at home — is the basic rule. Moreover, there are some recommendations, which can help you. For example, read annual report, or a newspaper of the company to show your understanding of the corporate strategy on the interview. What is more, you should choose corresponding dress code for the interview.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №8**

Тема «Правила телефонных переговоров»

Время на выполнение: 30 мин

Вариант 1

1. Соотнесите иностранные фразы с их переводом:

- | | |
|--|---|
| 1) I agree with you on that point | Другими словами, вы чувствуете, что... |
| 2) That's a fair suggestion | Я не вижу никаких проблем с |
| 3) So what you're saying is that you... | Я согласен с вами в этом вопросе |
| 4) In other words, you feel that... это | У вас есть сильная сторона в |
| 5) You have a strong point there | Это справедливое предложение |
| 6) I think we can both agree that... вы... | Итак, вы хотите сказать, что |
| 7) I don't see any problem with | Я думаю, мы оба можем согласиться с тем, что... |

2. Переведите некоторые правила телефонных переговоров:

- 1) Confirm that says the opposite side. Everyone likes to know that what they say - it is important. If the other party starts talking first to use this advantage to remember what you heard. Be aware of important ideas before you present your arguments.
- 2) Keep track of your and other people's gestures. We will help you to deal with sign language later. To restrain from negative sign.
- 3) Always try to continue the negotiations for at least 15 minutes. If negotiations are held in less time, the parties are unlikely to form a correct opinion about each other.

**Примерные задания контрольной (самостоятельной - аудиторной)
работы №9**

Тема «Официальная и неофициальная переписка»

Время на выполнение: 30 мин

Вариант 1 1. Переведите письмо:

Dear Mr Brams

I am writing with reference to your advertisement in Guardian. Can you give me some information about your proposal? I would like to receive a copy of your latest price-list. I also wonder if it is possible to get discounted price for buying in volume.

Thank you and I am looking forward to hearing from you.

Yours sincerely,
Kate Gordon
Sales Manager
T&K Corporation

2. Вставьте пропущенные слова: *appointment / could / unable / hesitate / faithfully / afraid / grateful / please / sincerely / forward / due to*

Dear Mr. Perkins,

I am writing in response to the email I received from you on the 21st July 2002. I am I will be to attend to our meeting a work meeting arranged on the same day. The only solution to discuss our differences would be to meet another day it be possible to arrange another? Do not to contact me whenever you find a free day for our meeting. I would be if you could inform me about the day as soon as possible.
I look to hearing from you,

Yours,

Malcom Bross

4. Промежуточная аттестация

В соответствии с учебным планом по специальности 38.02.01 Экономика и бухгалтерский учёт (по отраслям), промежуточная аттестация проходит в форме – дифференцированный зачет.

Материал для промежуточной аттестации помимо теоретических вопросов включает карточку с практическими заданиями по основным темам дисциплины.

Контрольные требования и задания соответствуют требуемому уровню усвоения дисциплины и отражают ее основное содержание.

Для получения зачета студент обязан выполнить все самостоятельные работы, написать контрольные работы.

Примерные вопросы к дифференцированному зачету:

1. Introduce and describe yourself and your friends.
2. Tell about yourself and your family, about your household duties
3. Describe your house and your college.
4. Tell about stores in our city and how do you make purchases.
5. Tell about your daily routine during the working day and weekends.
6. Tell about your hobby and how do you spend your free time.
7. Tell about the main institutions of our city and how to find the way to them.
8. Tell about the stores and shops in your city and how do you make purchases.
9. Tell about the rules of a healthy lifestyle. What role does sport play in your life?
10. Tell about excursions and travel and a place you would like to visit.
11. Tell about our Motherland – Russia.
12. Tell about English-speaking countries.
13. Tell about great inventions and their authors.
14. Tell about ecological problems in our region and how can we protect environment
15. Tell about modern computer technologies in the industry and the role of the Internet.
16. Tell about auto industry exhibitions in Russia and abroad.

5. Учебная литература и ресурсы информационно-образовательной среды университета, включая перечень учебно-методического обеспечения для самостоятельной работы обучающихся по дисциплине

Основная литература:

1. Мильруд, Р. П. Теория обучения иностранным языкам. Английский язык : учебник для вузов / Р. П. Мильруд. — 2-е изд., перераб. и доп. — Москва : Издательство Юрайт, 2021. — 406 с. — (Высшее образование). — ISBN 978-5-534-11977-0. — Текст : электронный // Образовательная платформа Юрайт [сайт].
2. Лопсан, А. П. Сборник текстов и упражнений по английскому языку : учебно- методическое пособие / А. П. Лопсан. — Кызыл : ТувГУ, 2018. — 47 с. — Текст : электронный // Лань : электронно-библиотечная система.— Режим доступа: для авториз. пользователей.
3. Мерзликина, О. В. Испанский язык для филологов и преподавателей иностранного языка (B1—B2) : учебное пособие для вузов / О. В. Мерзликина. — Москва : Издательство Юрайт, 2021. — 201 с. — (Высшее образование). — ISBN 978-5-534-11305-1. — Текст : электронный // Образовательная платформа Юрайт [сайт].

Дополнительная литература:

1. Зайцева, И. А. Английский язык : учебно-методическое пособие / И. А. Зайцева. — 2-е изд., доп. — Самара : СамГУПС, 2015. — 57 с. — Текст : электронный // Лань : электронно-библиотечная система.— Режим доступа: для авториз. пользователей.
2. Овчинникова, О. И. Методическая разработка внеклассного мероприятия «Halloween party» : учебно-методическое пособие / О. И. Овчинникова. — Орел: ОрелГАУ, 2017. — 21 с. — Текст : электронный // Лань : электронно-библиотечная система.— Режим доступа: для авториз. пользователей.

Учебно-методические материалы:

1. Методика обучения иностранному языку : учебник и практикум для вузов / О. И. Трубицина [и др.] ; под редакцией О. И. Трубициной. — Москва : Издательство Юрайт, 2021. — 384 с. — (Высшее образование). — ISBN 978-5-534-09404-6. — Текст : электронный // Образовательная платформа Юрайт [сайт].

2. Методические указания к практическим/лабораторным работам (Электронный ресурс)/ Коровин Ю.И., Кравчук С.И., – Москва: РГАУ-МСХА, 2021 – ЭБС – «РГАУ-МСХА»

Интернет - ресурсы

Научная электронная библиотека «КиберЛенинка» -

<https://cyberleninka.ru/> Сетевая электронная библиотека аграрных вузов -

<https://e.lanbook.com/books>

Электронно-библиотечная система РГАУ-МСХА им. К.А. Тимирязева (далее ЭБС) сайт www.library.timacad.ru