­­­­­­Федеральное государственное образовательное

бюджетное учреждение высшего образования

**«ФИНАНСОВЫЙ УНИВЕРСИТЕТ**

**ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ»**

Департамент языковой подготовки

**ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК**

**(АНГЛИЙСКИЙ)**

**Методические указания по выполнению**

**контрольной работы**

**Для самостоятельной работы студентов-заочников**

**первого курса магистратуры,**

**обучающихся по всем направлениям**

Квалификация (степень) магистр

**МОСКВА 2016**

 **Методические указания разработали:**

доктор филологических наук **Л.С.Чикилева**

канд. филол. наук :**Е.Л. Авдеева**

**Деловой иностранный язык.** Методические указания по выполнению контрольной работы для самостоятельной работы студентов-заочников первого курса, обучающихся по всем направлениям, квалификация (степень) магистр. – М.: Финуниверситет, 2016.

**Содержание**

Цели и задачи дисциплины …………………………………….……......4

Требования к оформлению контрольной работы …………………….. 7

Выполнение работы над ошибками…………………………………..…8

Образец титульного листа ………………………………………………9

**Контрольная работа**

Вариант № 1………………………………………………………………10

Вариант № 2……………………………………………………………… 20

Вариант № 3……………………………………………………………… 29

Вариант № 4……………………………………………………………… 39

Вариант № 5……………………………………………………………… 48

1. Цель и задачи дисциплины

 Цель обучения деловому иностранному языку в магистратуре заключается в развитии навыков владения иностранным языком и его практическом использовании в научно-исследовательской работе; в совершенствовании умений, позволяющих магистру эффективно осуществлять профессиональную деятельность:

* уметь писать на английском языке деловые письма, резюме, заполнять анкеты;
* использовать формы речевого этикета;
* понимать звучащие аутентичные тексты по направлению подготовки и профилю вуза, опираясь на профессиональные знания, навыки контекстуальной и языковой догадки; выполнять задания, связанные с проверкой понимания на слух. Целью обучения аудированию является развитие различных коммуникативных видов аудирования, понимание диалогической и монологической речи в сфере профессиональной коммуникации. Виды коммуникативного аудирования определяются коммуникативной установкой и подразделяются на следующие: аудирование с пониманием основного содержания текста/извлечением основной информации, ознакомительное аудирование; аудирование с выборочным извлечением информации.
* выступать с презентациями на профессиональные темы, представлять научные результаты на конференциях, симпозиумах, участвовать в дискуссиях и дебатах; знать деловой этикет, основы риторики, выполнять требования к подготовке публичных выступлений;

В области говорения рассматриваются два вида речи: диалогическая и монологическая речь с использованием наиболее употребительных и лексико-грамматических средств в основных коммуникативных ситуациях официального и неофициального общения.

Содержание обучения монологической речи состоит в овладении разными видами монолога, включая высказывания по поводу прочитанного. Для этого предусматривается развитие следующих умений:

- делать сообщения, содержащие наиболее важную информацию по теме/проблеме;

- кратко передавать содержание полученной информации;

- рассказывать о себе, учебе и работе, своих планах;

- описывать особенности жизни и культуры своей страны и страны/стран изучаемого языка;

- передавать основное содержание, основную мысль прочитанного или услышанного.

При обучении поисковому чтению с выборочным извлечением информации развивается умение быстро находить нужную информацию, опуская несущественные детали. Чтение с извлечением основной информации предполагает понимание 70% текста, если в остальные 30% не входят ключевые положения текста, существенные для понимания.

 Основные умения при данном виде чтения:

- определять тему, выделять основную мысль;

- выбирать из текста основные факты, опуская второстепенные;

- прогнозировать содержание текста по заголовку, началу текста;

- уметь выделить ключевые слова и обходить незнакомые слова, которые не препятствуют пониманию основного содержания.

 В ходе изучения дисциплины «Деловой иностранный язык» ставятся следующие задачи:

* совершенствование полученных навыков и умений во всех видах речевой деятельности;
* формирование навыков и умений самостоятельной работы и применение их на практике.

**Требования к оформлению контрольной работы**

Контрольные задания по английскому языку представлены в пяти вариантах. Номер варианта следует выбирать в соответствии с первой буквой фамилии студента.

|  |  |
| --- | --- |
| Начальная буква фамилии студента |  № варианта |
| **А, Б, В, Г, Д** | **1** |
| **Е, Ж, З, И, К** | **2** |
| **Л, М, Н, О, П, Р** | **3** |
| **С, Т ,У, Ф, Х, Ц** | **4** |
| **Ч, Ш, Щ, Э, Ю, Я** | **5** |

* Контрольные задания выполняются на компьютере. На титульном листе (см. Приложение) указывается фамилия студента, номер группы, номер контрольной работы и фамилия преподавателя, у которого занимается студент. Электронную версию контрольной работы можно найти на портале Финансового университета.
* В конце работы должна быть поставлена подпись студента и дата выполнения задания.

 Контрольные задания должны быть выполнены в той последовательности, в которой они даны в настоящем пособии.

* Выполненную контрольную работу необходимо сдать преподавателю для проверки и рецензирования в установленные сроки.
* Если контрольная работа выполнена без соблюдения изложенных выше требований, она возвращается студенту для повторного выполнения.

**Выполнение работы над ошибками**

При получении проверенной контрольной работы необходимо проанализировать отмеченные ошибки. Все задания, в которых были сделаны ошибки или допущены неточности, следует еще раз выполнить в конце данной контрольной работы. Контрольные работы являются учебными документами, которые хранятся на кафедре до конца учебного года. При подведении рейтинга учитываются результаты выполненной контрольной работы.

Федеральное государственное образовательное бюджетное
учреждение высшего образования

**«Финансовый университет при Правительстве Российской Федерации»**

**(Финуниверситет)**

**Калужский филиал Финуниверситета**

**Факультет** «Финансово-учетный»

**Кафедра** «Иностранные языки»

**КОНТРОЛЬНАЯ РАБОТА**

**по дисциплине** «\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_»

**Вариант:**

**Выполнил (а) студент (ка)** \_\_\_\_\_\_ курса,

группы \_\_\_\_\_\_\_\_\_\_\_\_\_,

формы обучения\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (очной, заочной)

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

(Ф.И.О. студента)

**Проверил преподаватель:**

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

(ученая степень, должность, Ф.И.О.)

|  |  |
| --- | --- |
| Дата поступления работы на кафедру: | Оценка:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_(зачтено/не зачтено) подпись преподавателя |
| \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_2017г. | \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ 2017 г. |

Калуга 2017

**Вариант 1**

**I. Match the words (a-e) to their definitions below (1-5):**

**a. to accomplish**

**b. to address**

**c. to adjourn**

**d. agenda**

**e. AGM**

1)deal with; speak on

2)close a meeting

3) Annual (yearly) General Meeting

4)succeed in doing

5) list of objectives to cover in a meeting

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**I. I. Complete the sentences (1-5) with the words below (a-e)**

**a. to accomplish**

**b. to address**

**c. to adjourn**

**d. agenda**

**e. AGM**

1. We have a lot … today, so let's begin.

2. I hope we do not have … this matter again in the future.

3. If there are no further comments, we will **…** the meeting here.

4. Please forward the **…** to anyone who is speaking at the meeting.

5. We always vote for a new chairperson at the **… .**

Fill in the table with your answers**:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**II. Choose the correct answer (a, b,c)**:

1. *Which phrase is used during a presentation?*

a) Thanks for giving me a hand.

b) Thank you very much for your time today.

c) Thank you for your quick response.

2. *Which phrase should a man making a presentation use?*

a) Please feel free to interrupt me with questions.

b) Don't disturb me while I'm presenting these statistics.

c) No, you're wrong. We need more staff.

3. *Which phrase is more polite?*

a) Why do you want him?

b) Who's that?

c) Who's calling please?

Fill in the table with your answers:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
|  |  |  |

**III. Read the Resume. Mark the sentences (1-5) –True (T)or False (F):**

1. Susan studied only in England.

2. She worked in China.

 3. Susan Mary George dealt with pharmaceutical products.

4. She worked as research assistant.

5. Susan is interested in computing.

Resume

**Name:** Susan Mary George

**Date of birth:** 9 July 1975

**Address:** 31 Whitstable Road, Canterbury, Kent

**Telephone:** 023 7892 0547

**E-mail:** mba229@kent.ac.uk

**Education:**

**Simon Langton Grammar School 1993**

GCE ‘A’ Levels: Maths (Grade B), Biology (Grade B), Chemistry (Grade C)

**Lancaster University 1993-1996**

BSc 2.1 Biochemistry

**Keele Management College 1997**

Eight-week course in Marketing

**Work experience:**

**2000-present**

Product Manager responsible for over-the-counter medicines

**1999-2000 RootesAgriTe**

Junior executive responsible to Product Manager for commercializing

new remedies for Alzheimer’z disease.

**1997-1999 Fisons Pharmaceutical Products**

Research assistant responsible for the development of genetically modified disease-resistant rice plants.

**Other skills:** Fluent in Spanish.

**Interests:** Enjoy reading books

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**IV. Complete the Business letter (1-10) with the missing words from the box(a-j)**

|  |
| --- |
| a)to send you the information; b) upon your request; c) make investments; d) to take part in; e) let us know; f) to get the visa ready; g) have opportunity to see new models; h) for future sale; i) at the hotel; j) let us know |

05.02.2011

Sergey Sakharov
RusInvestment ltd.

12 Prospect Mira,
Moscow, Russia,
425450

Dear Mr. Sakharov,

We are glad (1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the forthcoming Detroit Auto Show exhibition that will take place on 11 - 24 March 2011 (2) \_\_\_\_\_\_\_ (see the attached file). You will (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and concept cars and (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to develop concept cars (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please (6) \_\_\_\_\_\_\_\_\_\_\_\_ if you would like (7) \_\_\_\_\_\_\_\_\_\_ this event so that we could send you the invitation letter (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and book a room (9) \_\_\_\_\_\_\_\_\_\_\_\_\_.

Also we would like you to (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what group discussion you would like to take part in:

- Investment in Concept Cars;

- Investment in Car Market;

- Hybrid Automobiles Investment;

Best regards,

Stuart Field

Chief Executive of Detroit Auto Show

16 WestStreet,

Detroit, USA

546789

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**V. Put the words in the telephone conversation in the right order:**

|  |  |
| --- | --- |
| Michelle: | Hello, marketing.  can, How, help, I?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Male: | speak, Could, I , to, please, Jason Roberts ?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Michelle: | Certainly. Who, shall, I, calling, say, is?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Male: | name’s, Mike Andrews, My.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Michelle: | Just a second -  I’ll see if he’s in. a moment, Hang on .through, I’m, just putting you.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**VI. Match the professions (1-10) to their definitions (a-j):**

**1.** government official

**2.** banker

**3.** accountant

**4.** independent director

**5.** CIO (Chief Executive Officer)

**6.** dealer

**7**. entrepreneur

**8.**trader

**9.**economist

**10.**loan officer

**a**. a non-executive director who does not form part of the executive management team and is not an employee of the company

**b.** someone who buys and sells goods or stocks

**c.** someone whose holds a responsible position in government organization

**d.** someone who works in a bank in an important position

**e.** someone whose job is to keep and check financial accounts , calculate taxes etc.

**f.** the person with the most important position in the company

**g.** someone who studies the way in which money and goods are produced

and used in the systems of business and trade

**h**. someone who buys and sells a particular product, especially an expensive one

**i.** someone who starts a new business or arranges business deals in order to make profit

**j**. a person who works in a bank, dealing with customers who want to borrow money

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VII. Match the beginnings (1-10) to their endings (a-j):**

|  |  |
| --- | --- |
| **1.** I want the people who work for me | **a.** because they are better with people |
| **2.** Here we consult employees | **b.** it is important to get the greeting right |
| **3.** Women make better managers than men | **c.** to be tough |
| **4.** When you meet someone | **d.** on all major decisions |
| **5.** I shake hands with people | **e.** presents to everyone you meet |
| **6.** In some cultures you should give | **f.** but I don’t really like physical contact |
| 7.The inflation rate has remained | **g.** has increased dramatically |
| Demand for cheap air travel | **h.** steady over the past year |
| We bought euros at $0.92 | **i.** to move to a slower, more relaxed |
| More and more people are giving up | **j.** and sold them at $0.98**.** |

Fill in the table with your answers

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VIII. Complete the text (1-10) with the missing prepositions below (a-j):**

1. *to* **b.** *for* **c.** *between* **d.** *during* **e.** *up* **f.** *in* **g.** *on* **h.** *out* **i.** *about* **j.** *with*

**A Day in the Life of a Sales Manager**

At 5:00 each morning, Miller rises and gets ready (1) \_\_\_\_\_ another day. “I’m an early bird,” he says, and the first thing he does is make himself available (2) \_\_\_\_\_ salespeople and customers via his BlackBerry. Miller usually only spends Mondays in the office, arriving at 6:45 a.m. to prepare for the weekly telephone meetings (3) \_\_\_\_ his salespeople. In these meetings, Miller discusses budgeting, forecasts, customers, the previous week’s calls and action plans for the upcoming week. “We talk (4) \_\_\_\_ their top three goals for each week and how I can help them achieve those goals,” Miller explains. He spends about an hour with each salesperson, and the rest of the day is spent following up with customers. He leaves the office about 5:15 p.m.

Miller spends the remainder of the week (5) \_\_\_\_the road. “I’m a firm believer that a sales manager is someone who should be (6) \_\_\_\_in the field managing the salespeople.” Therefore, he sets (7) \_\_\_\_ a rotating schedule about 60 days (8) \_\_\_\_ advance so that each salesperson knows what days Miller will be riding with them. It takes less than 90 minutes for Miller to travel to most places in the state of Columbia (US), so he leaves his home about 6:00 a.m. to meet his salesperson by 7:30. Each salesperson has five or six hard appointments (9) \_\_\_\_the day. Following each visit, Miller and the salesperson will deconstruct it. What went well? What could have been done differently? Then they focus on the next appointment and set goals. The last call is typically around 4:00 and will end (10) \_\_\_\_\_\_ 4:30 and 5:00, so Miller usually returns home around 6:30, using the drive time to make follow-up phone calls.

It’s a busy day, but activity is what drives Kevin Miller. “I like having a lot to do, and I love interacting with customers,” he says. Sounds like a perfect fit.

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**IX. Mark the Sentences True (T) or False (F).**

Начало формы

1. The person who is in charge of the meeting is the person who takes the minutes.

2. The best way to call a meeting is to inform each participant individually by phone.

3. An agenda should outline the order and amount of time to spend on each item at the meeting.

4. The person who is speaking during a meeting is the person who "has the floor".

5. A polite way to indicate that you want to make a comment during a meeting is to say: "If I could just come in here..."

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**X. Listen to the text “Internet addiction signs of mental health problems”**

<http://breakingnewsenglish.com/1609/160921-internet-addiction-l.html>

**Mark the sentences (True/T) or False/F:**

1. A survey says people should not use the Internet.**T / F**
2. The survey said Internet addicts needed to get online regularly.**T / F**
3. Researchers questioned over 2,540 people in their study.**T / F**
4. A professor said we know a lot about Internet addiction.**T / F**
5. The professor said addicts had no problem with day-to-day activities.**T / F**
6. Internet addicts suffer from depression more than non-addicts. **T / F**
7. Internet addicts find it more difficult to manage their time.**T / F**
8. We need to know if mental health problems create Internet addiction.**T / F**

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |

**Вариант 2**

**I.**

**I. Match the words (a-e) to their definitions below (1-5):**

1. **board of directors**
2. **ballot**
3. **apologies**
4. **AOB**
5. **to allocate**

1. assign roles/tasks to certain people

2. Any Other Business (unspecified item on agenda)

3.item on agenda announcing people who are absent; apologies for absence

4. item on agenda announcing people who are absent; apologies for absence

5. group of elected members of an organization/company who meet to make decisions

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**I. I. Complete the sentences (1-5) with the words below (a-e)**

**a) board of directors**

 **b)ballot**

 **c) apologies**

 **d) AOB**

 **e) to allocate**

1. I forgot to **…** someone to bring refreshments.

2. The last item on the agenda is **…** .
3. Everyone is present today, so we can skip the **…** .

4. Please fold your **…** in half before you place it in the box.

5. The **… … …** meets once a month to discuss the budget.

* 1. **Choose the correct answer (a,b,c)**:

1. *Which phrase refers to a future meeting*?

a) I look forward to seeing you in March.

b) As you know, the meeting we attended concerned ...

c) I'd like to apply for the position of clerk.

2. The phrase “*To Whom it May Concern”*:

a) Is an opening from an e-mail

b) Is an opening from an inquiry

c) Is an opening from a letter to a colleague

3. *Which document is intended to provide clients with information about an organization*?

a) Memo

b) Report

c) Catalogue

Fill in the table with your answers:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
|  |  |  |

**III. Read the Resume. Mark the sentences True (T) or False (F):**

1. Akiko Tanaka studied in America.

2. She develops new business in smaller satellite stores.

3. Akiko Tanaka dealt with customs enquiries and procedures.

4. She worked as a shop assistant at Sony Corporation.

5. Akiko Tanaka is fond of swimming.

Resume

**Name:** Akiko Tanaka

**Date of birth:** 9 October 1976

**Address:** 1-23 Magame Asakita-ku, Hiroshima Japan

**Telephone:** 020-7654 3210

**E-mail:** akiko9999@hotmail.com

**Education:**

**1993-1997 Meikai University, Chiba, Japan.**

Degree in International Relations

**2001-2002 Britannia School of English, London**

Passed Cambridge First Certificate exam in June 2002

**Work experience:**

**2005 – present Natural Group, Tokyo, Japan**

A manufacturer and retailer of natural foods and supplements in Japan Sales Assistant. Advise the main shop’s customers about organic and health foods.

Develop new business in smaller satellite stores, explaining the benefits of supplements and organic food to potential new customers.

**1997- 2005 Sony Corporation, Tokyo, Japan.**

Administration Assistant, General Affairs Department.
Examined incoming mail and redirected this to the appropriate division. Translated foreign letters (written in English) into Japanese. Customs Clearance Officer, Import Division, Sony Air Cargo. Completed reports (e.g. bills of entry) to facilitate the import of goods from abroad. Dealt with customs enquiries and procedures.

**Other skills:** good knowledge of Word and Excel, as well as e-mail and the Internet. Advanced knowledge of Japanese; intermediate of English and elementary of Korean.

**Interests:** swimming.

|  |
| --- |
|  |

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**IV. Complete the Business letter (1-10) with the missing words from the box (a-j):**

|  |
| --- |
| a) greatly; b) production process; c)the best plan; d) sincerely believe; e) a pleasure meeting you; f) key members of my team; g) your wants and needs; h)last week; i) be available; j) overview of our services |

Company, Inc.

123 Alphabet Drive

Los Angeles, California 90002

15 November 2014

Ms. Susan Smith

Supervisor of Product Development

Pet Supply Provider, Inc.

472 Canine Road

Los Angeles, California 90002

Dear Ms. Smith,

It was (1) \_\_\_\_\_\_\_\_\_\_\_ at the conference (2) \_\_\_\_\_\_\_\_. As we discussed, I (3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the new product, invented by Company, Inc. can (4) \_\_\_\_\_\_\_\_\_ streamline your (5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you are still willing, I would like to bring some of the (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ along with me to meet with you at Pet Supply Provider, Inc. We would like to give you an (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and discuss with you (8) \_\_\_\_\_\_\_\_\_\_\_\_\_ to suit your needs.

Meeting in person would allow us to fully evaluate (9) \_\_\_\_\_\_\_\_\_\_. Our team is available to meet any time this week or next. Please let me know, at your earliest convenience, when you would (10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cordially,

Sam Brown

Vice President of Company, Inc.

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**V. Put the words in the telephone conversation in the right order:**

Charles: This is Charles Harrison. speak, I'd like, to, with Mr. Tanaka.

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

Gerry: Please hold on. He is not at his desk. a message, take, May, I ?

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

Charles: to confirm, I, wanted, our, this, appointment, afternoon.

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

Gerry: me, Let, you, connect, with, receptionist, his.

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

Charles: Hey, wait! . I, wonder, can, she, if, English, speak .

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

**VI. Match the professions (1-10) to their definitions (a-j):**

**1.**сashier

**2.** broker

**3.** manager

**4.** branch manager

**5.**programmer

**6.** supplier

**7.** insurer

**8.** financier

**9.** courier

**10.** steward

**a.** someone in charge of a particular branch of a bank shop in a chain of shops

**b.** someone whose job is to manage part or all of a company or other organization

**c.** someone who buys and sells shares in companies for other people

**d.** someone whose job is to receive or pay out money in a shop

**e.** someone whose job is to provide a particular product

**f.** someone whose job is to write computer programs

**g.** someone whose job is to take packages somewhere

**h.** someone whose job is to provide insurance

**i.** someone who controls or lends large sums of money

**j.** someone who protects something or responsible for it, especially something such as public property, or money

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VII. Match the beginnings (1-10) to their endings (a-j) to make sentences:**

|  |  |
| --- | --- |
| **1.** Over the past three years | **a.** to use their initiative |
| **2.** We are encouraging people | **b.** which we all follow |
| **3.** We want to empower employees | **c.** so we delegate responsibility |
| **4.** And a happy team | **d.** we’ve changed the company culture here |
| **5.** We hope that there is no | **e.** with a 48% share of consumer spending |
| **6.** The firm has a strict code of conduct | **f.** is more productive |
| **7.** We are the market leader | **g.** to be stimulated - not stressed |
| **8.** We also want our people | **h.** racial or sexual discrimination |
| **9.** To keep quality high | **i.** in a just-off-time basis |
| **10**. We supply parts to car manufacturers | **j**. we do spot checking throughout the day  |

Fill in the table with your answers**:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VIII. Complete the sentences (1-10)with the missing prepositions below (a-j):**

1. *on;* **b.** *with;* **c.** *of;* **d.** *about;* **e.** *by;* **f.** *of;* **g.** *from* **h.** *for* **i.** *in* **j.** *of*

A Role of an Investment Banker

The general public is full 1)… misconceptions 2)…[investment banks](http://www.investopedia.com/terms/i/investmentbank.asp), which simply help companies or governments raise capital through debt and [equity financing](http://www.investopedia.com/terms/e/equityfinancing.asp). The [capital markets](http://www.investopedia.com/video/play/capital-markets/) are a fast-paced, high-stakes and highly regulated environment, so it really pays to have professional bankers navigate the process. For example, investment banks helped Facebook, Inc. go public in 2012 and assisted Comcast Corporation when it bought NBC Universal Media from General Electric in 2013.

It is true there are trading and sales divisions at places such as Morgan Stanley and [Goldman Sachs](http://www.investopedia.com/financial-edge/0510/the-evolution-of-goldman-sachs.aspx), but the traditional role 3)…an investment banker involves meeting 4)…clients, preparing offers, running financial projections and working 5)… sales books created 6)…the firm to help generate new clients.

What separates investment bankers 7)…[accountants](http://www.investopedia.com/terms/a/accountant.asp) and [financial analysts](http://www.investopedia.com/articles/financialcareers/06/financialanalyst.asp) is the pressing need 8)…excellent social skills. Plenty 9)…business students can perform the technical functions of an investment banking associate, but few have the stamina and social graces to grease the wheels with senior staff and clients. Associates, especially 10)… the first year, are very replaceable cogs in a machine; having the right personality and attitude goes a long way.

Fill in the table with your answers**:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**IX. Mark the sentences True (T) or False (F):**

1. When there is a tie vote, it is customary for the chairperson to ask one participant to reconsider his/her decision.

2. During the closing remarks, the person holding the meeting should introduce new staff members or guest speakers.

3. Reminders are typically announced after all of the items on the agenda have been covered.

|  |  |
| --- | --- |
| 4. When we run out of time we are forced to adjourn the meeting.5. If you have a comment you have to wait until the Chairperson has finished speaking. |  |

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**X. Listen to the text «Money can buy happiness»:**

<http://www.breakingnewsenglish.com/1604/160411-money-happiness-l.html>

**Mark the sentences True/T or False /F**

|  |  |  |
| --- | --- | --- |
| 1. | This news is about a song sung by the group the Beatles. | T / F |
| 2. | A study into happiness and money was done by Cambridge University. | T / F |
| 3. | Researchers said money made 625 people unhappy. | T / F |
| 4. | Researchers said buying the right things can make people happy. | T / F |
| 5. | A researcher said the study would not change our ideas about money. | T / F |
| 6. | The researchers said the study would help Internet companies. | T / F |
| 7. | A researcher said spending money was not very important. | T / F |
| 8. | A researcher said spending money was as important as finding a job. | T / F |

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |

**Вариант 3**

**I. Match the words (a-e) to their definitions (1-5):**

**a) chairperson/ chair
b) clarification/ verification
c) boardroom
d) casting vote**

**e)brainstorm**

1. explanation/proof that something is true/understood

2. deciding vote (usually by the chairman) when the votes are otherwise equal

3. the person who leads or presides at a meeting

4. thinking to gather ideas

5. a large meeting room, often has one long table and many chairs

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**I. I. Complete the sentences (1-5) with the words below (a-e)**

**a) chairperson/ chair
b) clarification/ verification
c) boardroom
d) casting vote**

 **e)brainstorm**

**1.** The **…** is reserved for a managers' meeting, so we'll have to meet in the lounge.

**2.** Let's take a few minutes and **…** some ways that we can cut costs.

**3.** The role of treasurer was decided based on the chairman's **… …** .

**4.** As **…**, it is my pleasure to introduce to you, Mr. Allan Davis.

**5.** Before we address this matter, I'll need some **…** as to who was involved.

1. **Choose the correct answer (a,b,c):**

*1.The phrase “sick leave” refers to*:

a) Time off work because of illness.

b) Time off work because of holidays.

c) Time off work because of family problems.

2. *The phrase “I would be grateful if you could ...” means:*

a) Thank you for ...

b) I'd appreciate your ...

c) I'd like to invite you to ...

3. “*The EU” is*:

a) The European Union

b) The Europe Union

c) The Equal Union

Fill in the table with your answers:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
|  |  |  |

1. **Read the Resume. Mark the sentences True(T) or False (F):**

1. Vadim Kufenko is an auditor.

2. He graduated from Moscow State University.

3. Vadim’s responsibilities are daily financial analysis, preparing financial statements, data processing, and marketing surveys.

4. He knows English and German well.

5. Vadim Kufenko is specializing in marketing.

Resume

**Name:** Vadim Kufenko

**Nationality:** Russian

**Date of birth:** 7 May 1986

**Address:** 58 Suvorovsky pr., apt.52, St Petersburg 191015, Russia

**Telephone:** 8-812-264 69 22

**E-mail:** v\_kufenko@online.ru

**Education:**

**1993-2003** School № 157, St Petersburg

**1998-1999** Southwest Junior High School, Lawrence, Kansas, USA

**2003-2007** St Petersburg State University of Economics and Finance,

BA Degree in Economics

**2007-2008 St Petersburg State University of Economics and Finance**

MA Degree in Economics specializing in Finance and Credit

**Work experience: 2008 – present**

Financial Analyst at the bank of Foreign Trade, St Petersburg.

Responsibilities: daily financial analysis, preparing financial statements, data processing, and marketing surveys

**Other skills:** Fluent in English and German.

**Interests:** swimming and reading books

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**IV. Complete the Business letter (1-10) with the missing words from the box(a-j) :**

|  |
| --- |
| a)hardworking; b) a challenge; c) fluent English and German; d) a medical degree; e) in response; f) a good knowledge; g) full reference; h) the University of California; i) resume; j) last week’s |

Luis Antonio de Oliveria

53, rua Maria Angelica

22461 Rio de Janeiro Brasil

Joy Gilbert

A V R C

P.O. Box 2435

London W1AA 7WW

Dear Ms. Gilbert,

I’m writing (1)\_\_\_\_\_\_\_\_\_ to your advertisement for a Marketing Manager in (2) \_\_\_\_\_\_\_ *Sunday Times*. I’m 39 years old, Brazilian, with (3) \_\_\_\_\_\_\_\_\_\_ from University of Sao Paolo, and an MBA from (4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Los Angeles.

I speak (5) \_\_\_\_\_\_\_\_\_\_\_\_, and have (6) \_\_\_\_\_\_\_\_\_\_ of Spanish. I’m (7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, independent, and enjoy (8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I can provide (9) \_\_\_\_\_\_\_\_\_\_ if necessary. Please find enclosed my (10) \_\_\_\_\_\_\_\_\_\_\_.

Yours sincerely,

Luis Antonio de Oliveira

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**V. Put the words in the telephone conversation in the right order:**

Ann: Hello, ABC Company.

Janet: Hi, this is Janet from Consult RUS.

 I, May, speak, Alex, with, please?"

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

Ann: He's in a meeting right now.

like, Would ,you, like, a message, to leave?"

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

Janet: Yes. You, Can, have, call, Alex, back, me?

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

Ann: know, I'll, him, let, know.

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

Janet: Thank you.

Ann: Thank, for, you, calling ABC."

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

Janet: Good bye.

Ann: Bye.

**VI. Match the professions (1-10)to their definitions (a-j):**

**1.** marketer

**2.** tax inspector

**3.** assistant

**4.** merchant

**5.** asset manager

**6.** insurer

**7.** financier

**8.** analyst

**9.** banker

**10.** trader

**a.** someone whose job is to buy and sell goods of a particular type in large quantities; a wholesaler

**b.** someone whose job involves encouraging people to buy a particular company’s product by deciding the price, type of customer, and advertising policy

**c.** someone who works for the government, deciding how much tax a person or company should pay

**d.** someone who helps another manager, does their work when they are not there

**e.** someone whose job is to receive and pay out money in a bank

**f.** someone who works in a bank in an important position

**g.** someone whose job is to provide insurance

**h.** someone who controls or lends large sums of money

**i.** someone who buys and sells goods or stocks

**j.**a person who looks after someone else’s money, investments in stocks and shares

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

~~﻿~~[~~﻿~~](https://docviewer.yandex.ru/print.xml?uid=18618750&sk=604104cb8efb0a1632b3271f2be9c10c&id=2tpn-er0i4u6dyrvcm62rxfjyzizq5vatjlohou4ld51sus9y0kicsoh4mpgib48htm5r2ezomt1npkxek6g2w1prsexe8o68ri99fc)

**VII. Match the beginnings (1-10) to their endings (a-j) to make the sentences:**

|  |  |
| --- | --- |
| **1.** We get the raw materials for our furniture | **a.** for a small, exclusive niche |
| **2.** Our products are | **b.** powerful advertising medium |
| **3.** We want consumers to associate our brand | **c.** then sell on to their customers |
| **4.** I think that TV is the most | **d.** with value for money |
| **5.** If salaries rise then our direct costs | **e.** mystery shoppers into our stores |
| **6.** We check on customer service by sending | **f.** from south-east Asia |
| **7.** We use a professional advertising agency | **g.** will eat up all our profits |
| **8.** Last year, our sales turnover | **h.** so you can look for key words |
| **9.** Our site has a search engine | **i.** to run our marketing campaigns |
| **10**. Retailers buy from wholesalers and | **j.** was 5% higher than our forecast |

Fill in the table with your answers**:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VIII. Complete the text(1-10) with correct prepositions below (a-j):**

**a.** *for***, b.** *into* **c.** *from* **d.** *in* **e.** *with* **f.** *about* **g.** *After* **h.** *to* **i.** *over* **j.** *on*

**A Day in the Life of a Marketing Manager**

I wake up at 8.00. Then I check email and my calendar (1) \_\_\_\_ my tablet or phone before I leave. I’m out the door by 8:30. I live 10 minutes (2) \_\_\_\_ the office, so the Atlanta traffic is perfectly tolerable (3) \_\_\_\_ the mornings. I always brew something – coffee, tea. It also prepares my mind (4) \_\_\_ the day. At 9.15 I check email again to see if there’s anything I’m missing. My colleagues like to send the team thought-provoking articles, so I quickly drop those (5)\_\_\_\_ the “Need to Read” category. My boss also sends (6)\_\_\_marketing ideas for me to ruminate on.
At 11.00I walk over to our main conference room for a meeting (7) \_\_\_ a huge project Arke will be working on until the end of the year: The meeting we’re having now is to review requirements. The Project Manager of the project asks a few questions and we discuss some solutions.

11.45 - It’s lunch time! I usually eat (8) \_\_\_ the developers at the mall across the street. (9) \_\_\_ lunch, I call the advertising partner of our sister company FRMSolutions. I send an email to my team. Our graphic designer also sends us some logo At 2.00 pm I’m back in email.

5.12 pm. The drive home isn’t too long. It only takes 20 minutes. I’ve seen worse Atlanta-traffic. 6:15 pm. My boss wants some quick updates to a sales sheet that we have. I email our graphic designer and ask him if he can make the changes. He makes the changes and emails it (10)\_\_\_ me and my boss.

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **IX. Mark the sentences True (T) or False (F):**1. If the board members cannot come to a consensus they have to hold a vote. |
|  |
| 2. Before we wrap up everyone should sign the attendance form on the way out. |
| 3. In his closing remarks the chairman usually thanks everyone for doing a good job. |

|  |
| --- |
| 4. The meeting commences as soon as all of the board members take a seat. |
| 5. When everyone is punctual we are able to finish the meeting early. |

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**X. Listen to the text “**[**Brown shoes could mean you fail a job interview**](http://breakingnewsenglish.com/1609/160906-job-interview.html)**”:**

<http://breakingnewsenglish.com/1609/160906-job-interview-l.html>

**Mark the sentences True/T or False/F:**

1. The article said high school graduates could be disappointed.**T / F**
2. A study said the investment banking industry follows unwritten rules.**T / F**
3. The study said the industry's code of conduct is very unclear.**T / F**
4. Brown shoes were generally unacceptable for investment bankers.     **T / F**
5. The study said people from upper-class backgrounds had to change.**T / F**
6. A new banker had to change his/her accent to fit in. **T / F**
7. Most investment bankers did not go to an elite university.**T / F**
8. Investment bank managers always judge a candidate on potential.**T / F**

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |

**Вариант 4**

1. **Match the words (a-e) to their definitions (1-5):**
2. **comment**
3. **conference**
4. **closing remarks**
5. **commence**
6. **collaborate**

1. formal meeting for discussion, esp. a regular one held by an organization

2. begin

3.express one's opinions or thoughts

4. last thoughts spoken in a meeting (i.e. reminders, thank yours)

5. work together as a pair/group

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**I. I. Complete the sentences (1-5) with the words below (a-e)**

1. **comment**
2. **conference**
3. **closing remarks**
4. **commence**

**collaborate**

1. I just have a few **… …** and then you will all be free to go.

2. The board fell apart because the members had difficulty**…** .

3. We will **…** as soon as the last person signs the attendance sheet.

4.If you have a **…**, please raise your hand rather than speak out.

5. Before the **…** there will be a private meeting for board members only.

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

1. **Choose the correct answer (a, b, c):**

1. *Use this type of English when speaking to a friend*:

a) Formal

b) Informal

c) Polite

2.*The phrase “This is Ken”* Is *used when:*

a) Answering the telephone

b) Introducing yourself in person

c) Asking who is on the line

3. *“Employment History”* means:

a) Which schools you have attended.

b) Which diplomas and certificates you have.

c) Where you have worked.

Fill in the table with your answers:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
|  |  |  |

1. **Read the Resume. Mark the sentences (1-5) True (T) or False (F):**
2. Georgia has got a Certificate in Basque and Iberian Culture.
3. Georgia is now responsible for projects including website, newsletter and advertising copywriting.
4. She has no experience in working for a media company.
5. Georgia graduated from the University in San Sebastian.
6. As a sales manager Georgia was responsible for student recruitment.

Resume

**Name:** Georgia Holley

**Date of birth**: 18 August 1974

**Address:**911, Rosewood Drive Raleigh, NC 27614

**Telephone (919) 555- 9238**

**Email:** gholley@email.com

**Education:**

**2008 Oxford Seminars, Phoenix, Arizona**

Teaching English as a Foreign Language Certification

**2000 University of the Basque Country, San Sebastian, Spain**

Certificate in Basque & Iberian Culture

**1992-1996 University of Arizona, Tuscan, AZ**

Bachelor of Arts - Journalism (Emphasis in Creative Writing; Minor in Spanish)

**Work experience:**

**June 2008 – Current**

**Preschool Prep Company Raleigh, NC**

Market research specialist for Media company, specializing in preschool learning tools. Projects include website, newsletter and advertising copywriting.

**April 1999 - February 2003 DRM Davenport IA**

Director of Marketing & Public Relations

Lead marketing strategist for international education firm, running both business-to-business and business-to-consumer campaigns for products spanning 26international cities in Europe, Latin & South America, Australia, Asia and Africa. Developed integrated approach to increase sales results, product awareness and brand image. Created integrated web-based marketing strategy including online advertising, web development, paid and natural search campaigns. Managed a two million dollar budget.

**June 1996 - April 1999 DRM Davenport IA**

Sales Manager / Representative

Held both agent and managerial roles in the sales department. Responsible for

student recruitment in addition to managing and staffing team. Promoted

company sales targets and implemented inside sales contests and programs.

**Other skills**: Fluent in German

**Interests**: hiking

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

1. **Complete the Business letter (1-10) with the missing words from the box (a-j):**

|  |
| --- |
| a)on my way; b)to be punctual; c)Communications Assistant; d)public relations firm; e)on time; f)to apologize for; g)lack of professionalism; h)to leave for meetings; i)check local traffic reports; j) look forward to |

Dear Mr. Thomas,

I would like (1) \_\_\_\_ missing my interview on Wednesday, June 10 at 8:00 AM.  A freeway accident stopped traffic completely for thirty minutes 2) \_\_\_\_\_to the office, but that is no excuse.  I should have left my home even earlier to ensure I would arrive 3) \_\_\_\_\_\_.

As a (4) \_\_\_\_\_, I understand that Extreme Public Relations Company values professionalism, which includes timeliness. Whether in a staff meeting or a client consultation, I understand that you would expect your employees (5) \_\_\_\_\_\_\_.

I am currently taking steps to ensure that I am not late for a meeting again. I plan (6) \_\_\_\_\_\_\_ even earlier than I already do to ensure I am on time regardless of delays. I will also always (7) \_\_\_\_\_\_\_before planning my driving route.

I demonstrated a (8) \_\_\_\_\_ on Wednesday. However, I would like to request another opportunity to interview with you for the position of (9) \_\_\_\_\_\_ at Extreme Public Relations Company. I know that, despite my embarrassing error on Wednesday, I am an ideal candidate for the position, due to my extensive experience and my ability to achieve quantitative results for my clients.

I will call you later this week to see if we can schedule a time to meet again. Again, I am very sorry for my actions. I (10) \_\_\_\_\_\_\_meeting you and demonstrating to you why I am a strong candidate for the position.

Best,

Danial Craft
555-555-5555
danial.craft@email.com

Fill in the table with your answers**:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

1. **Put the words in the telephone conversation in the correct order:**

|  |  |
| --- | --- |
| Michael | : department, Hello, you've the marketing reached .help I can How**?****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Phillip: | speak, to, please, Yes ,can, Roger Pitt, I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Michael | : сalling, please, Who’s?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phillip: | here, Phillip Pen, It’s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Michael | :Certainly. hold on, Please, and, put through, I’ll, you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phillip: | Thank you. |

**VI. Match the professions (1-10) to their definitions (a-j):**

1. accountant
2. receptionist
3. landproperty valuer and auctioneer
4. shareholder
5. human resources manager
6. financial advisor
7. market research interviewer
8. sales manager
9. image consultant
10. investor
11. a person who greets and deals with clients and visitors to an office;
12. a person whose job is to give professional advice to individuals and businesses that buy, sell and rent land and property. They also organize and market auction sales.
13. an owner of shares in a company.
14. a person responsible for the department of a business or organization that deals with the hiring, administration, and training of staff;
15. a person whose job is to help their clients choose the financial products and services that best meet their current and future needs. They could advise clients on the right investments, savings, pensions, mortgages or insurance products.
16. a person whose job is to collect information, using prepared questionnaires. They interview people in the street, in their homes, and over the phone.
17. a person whose job is to organize, coach and lead a team of sales representatives to work towards agreed sales targets;
18. a person or organization that puts money into financial schemes, property, etc. with the expectation of achieving a profit
19. a person whose job is to help customers choose the right beauty products. They would also help customers make the most of their appearance.
20. a professional person whose job is to keep and check the financial records of organization, or to advise clients on tax and other financial matters.

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VII. Match the beginnings (1-10) to their endings (a-j) to make sentences:**

|  |  |
| --- | --- |
| **1**. Ubix computers is a | **a**. from 2% to 5% during the past 18 months |
| **2**.The company was | **b.** the development of a line of laptop computers to export to the Chinese Market |
| **3**. Shareholders own | **e.** publicly traded corporation |
| **4.**Ubix is located in Denver, Colorado with manufacturing | **d**. more than 80% of the company |
| **5**. The total cash flow during 2000 was | **e**. launched in 1999 with an IPO raising $70 million |
| **6.**While other computer manufactures are losing market share, we are | **f.** increasing our market share at over 100% annually |
| **7.**Future plans include | **g**. plants in Taiwan and Indonesia |
| **8.**CEO, Robin Lancaster, was optimistic in | **h.** to meet their specific requirements, while pricing these computers at mass market prices |
| **9.**Ubix Computers market share in the US domestic market has grown | **i.**$365 million. |
| **10.**Ubix offers consumers computers that are made | **j.** his vision of the future. |

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**VIII. Complete the text(1-10) with the correct prepositions below (a-j):**

* 1. *at;* **b.** *in*; **c**. *for*; **d**. *by*; **e**. *about*; **f**. *before*; **g**. *between,* **h**. after; **i**. *off*; **j**.*up*

**A Day in the Life of a Corporate Finance Analyst**

I arrive (1) \_\_\_ the office (2) \_\_\_\_anyone else. Everyone starts (3) \_\_\_ 9 and 10 am., but I like to get a head-start and work quietly for at least one hour before the open space gets full. I send an update about my project to my manager, because when you get up at 6:30am it’s good to point out your dedication to others.

(4) \_\_\_ answering my emails, I start crunching numbers for one of my projects. At 9am my manager arrives, and I’m a bit shocked by his outfit. I knew that Casual Friday was a big thing in the UK but I wasn’t prepared for this – when the guy that you usually see in a classic “suit and tie” shows (5) \_\_\_ in sneakers, jeans and a white t-shirt it just rocks your world. At 10am I start preparing a presentation for next Monday.

When I’m almost done, my manager reviews it and makes me change everything (6) \_\_\_ annotating with a red marker. The monthly meeting starts at 2 pm. It’s a one-hour update (7) \_\_\_this month’s performance and objectives (8) \_\_\_ the next one.

At 3 pm we have got another meeting. At 4 pm I go back to my desk. I start reviewing a financial model I developed one month ago and I send over some guidelines.

I’m usually(9) \_\_\_ at 5 PM. I leave with the manager and we chat (10) \_\_\_\_ the elevator about our plans for the weekend.

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**IX. Mark the sentences true (T) or False (F):**

1. Reminders are typically announced after all of the items on the agenda have been covered.

2. During the closing remarks, the person holding the meeting should introduce new staff members or guest speakers.

3. The person who is speaking during a meeting is the person who "has the floor".

4. If no one volunteers to take the minutes the Chairperson will be forced to designate someone.

5. Any financial information shared during this meeting should be kept confidential.

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**X. Listen to the text “Why do children go to school?”:**

<http://breakingnewsenglish.com/1609/160903-school-l.html>

**Mark the sentences True/T or False/F:**

1. The article says it seems easy to say what school is for.**T / F**
2. A poll was taken by an association of technology CEOs.**T / F**
3. Half of people said kid’s getting a job was the main reason for schools.**T / F**
4. A quarter of people said teaching citizenship is the purpose of schools. **T / F**
5. The polling company CEO was sure schools were doing the right thing.**T / F**
6. The CEO quoted a writer from the twentieth century. **T / F**
7. The writer said school was to ask questions of the universe.**T / F**
8. A 15-year-old said schools were to make poor kids richer.**T / F**

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |

**Вариант 5**

1. **Match the words (a-e) to their definitions (1-5):**

a) **designate**

b) **conference call**

**c) consensus**

**d) deadline**

**e) confidential**

1. assign

2. general agreement

3. due date for completion

4.telephone meeting between three or more people in different locations

5. private; not to be shared

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**I. I. Complete the sentences (1-5) with the words below (a-e)**

a) **designate**

b) **conference call**

**c) consensus**

**d) deadline**

**e) confidential**

1. Please make sure I have no interruptions while I'm on the **… …**.

2. Any financial information shared during this meeting should be kept **…** .

3. If we cannot come to a **…** by the end of the meeting we will put it to a vote.

4. The **…** for buying tickets to the conference is May 25th.

5. If no one volunteers to take the minutes I will be forced to **…** someone.

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**II. Choose the correct answer (a, b, c):**

1. *Which letter ending best goes with the opening “Dear Personnel Director,”?*

a) Best wishes,

b) Yours faithfully,

c) Best regards,

2. *2.56 is read:*

a) two point fifty six

b) two point five six

c) two dot five six

3. *Which question is used to ask about residential status?*

a) Please sign here

b) What's your address?

c) Where are you from?

Fill in the table with your answers:

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
|  |  |  |

**III. Read the Resume. Mark the sentences True (T) or False (F):**

1. She provided administrative support for three banking officers.

2. Laura did not initiate a recycling program for the workplace.

3. Her job did not involve handling customer complaints.

4. She has a diploma in business administration.

5. Laura coordinated and planned training classes for the regional branches quarterly.

Resume

**Name:** Laura Thomas

**Date of birth**:

**Address:** 657 Holly Tree Way

Rolesville, NC 27571

**Telephone**:(919) 555-0023

**Email**: ljthomas@provider.com

**Education:**

**1996** Bachelor of Arts - **Business Administration** East Carolina University - Greenville, NC

**Work experience:**

**2006- Present**

**Durable Atlantic Group**

Operations Administrator

Provide administrative support to President and engineers including proposal preparation and final distribution to prospective and current clients.

Orient new employees with telephone set-up, computer equipment and office organization. Update employee directory and route important information to appropriate staff. Track and maintain office needs including ordering supplies and handling copier and fax machine related issues. Developed and initiated a recycling program for the workplace.

**2003-2006, Henderson Miller Investments**

Branch Office Administrator

Managed all administrative responsibilities for branch location of Henderson Miller, including completing and submitting branch reports.

**1997-2000 American Bank of** N.C**.**

Administrative Assistant

Provided administrative support for three banking officers. Duties included typing correspondence for all triangle branches, updating them on new rules and regulations and operational issues. Assisted department in handling all customer complaints and other banking related issues. Coordinated and planned ongoing training classes for the regional branches quarterly.

**Other skills:** Experienced in Windows, MS Office Suite, Goldmine Contact Management Software and mid-level equipment set-up and trouble-shooting.

Fill the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**IV. Complete the Business letter (1-10) with the missing words from the box (a-j):**

|  |
| --- |
| a)responsible for; b) Human Resources; c) communications strategies; d) apply for; e) have held positions; f) writing and editing skills; g) resume; h) Corporate Communications Department; i) participated in; j) clients |

Dear Mr. Field,

I would like to formally (1) \_\_\_ the Assistant Communications Manager position in the (2) \_\_\_\_. As you are aware, I have extensive experience with the company starting when I (3) \_\_\_\_ the summer editorial intern program while I was in college.

Since then, I (4) \_\_\_\_in the both the (5) \_\_\_\_ and Marketing departments. During my tenure I have developed exceptional (6) \_\_\_\_, and have designed and implemented (7) \_\_\_\_\_ on a departmental level.

I have a demonstrated ability to work collegially with leaders across business units and lines of business. In addition, I have been (8) \_\_\_\_ benefits communications, employee relations, as well as communicating with the company's (9) \_\_\_\_\_\_ and vendors.

These are just a few examples of my accomplishments. I hope that you will find that this brief view, in combination with the attached (10) \_\_\_\_\_\_, describe a dedicated employee of ABCD with the experience and skills to meet or exceed the requirements of the position of Assistant Communications Manager.

Best Regards,

James Morris

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**V. Put the words in the telephone conversation in the right order:**

|  |  |
| --- | --- |
| Jane: | department,Marketing, Hello, this is the .\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Richard: | Alisa Robinson,please.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Jane: | number, must, I’m , you, have, the, sorry wrong . name, here, There’s no-one, that, of.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Richard: | Oh. check, Can, number, got, I ,the, I’ve …. Is that not  3375640**?****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Jane: | No, it’s 2558390.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Richard: | that, about, Oh, sorry.  must, I, have, wrong, dialed, the number.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Jane: | problem, No!  Bye!\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
|  |  |

**VI. Match the professions (1-10)to their definitions (a-j):**

1. estate agent
2. retail buyer
3. director
4. bookkeeper
5. auditor
6. business adviser
7. public relations officer
8. assistant
9. call center operator
10. fund manager
11. a person who has control or direction of an institution, business
12. a person who is subordinate to another in rank, function, etc.; one holding a secondary rank in an office or post
13. an outside specialist accountant that checks that an individual’s or accounts of an organization are true and honest
14. a person whose job is to keep an official record of all the money received into and paid out of a business
15. a person who is responsible for selecting products to be sold in retail outlets.
16. a person who is concerned with answering enquiries from customers by telephone and email.
17. a person who deals with marketing and selling property for clients and negotiating between buyers and sellers
18. an expert who gives information to someone so that they are able to make a good business decision
19. a person whose job is to manage a particular type of investment for a financial institution or its clients
20. a person who is responsible for managing an organization’s image and reputation , planning PR campaigns and strategies monitoring the public and media's opinion of your client or employer

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

1. **Match the beginnings (1-10) to their endings to make sentences (a-j):**

|  |  |
| --- | --- |
| **1**. Angel investors provide capital for | **a**. and capture market share |
| **2**. Recently, with the huge growth in opportunities brought about by the internet, more and more small investors are | **b.**a much better return |
| **3**. Angel investors typically invest from | **c.**an idea that they provide funds for a business that hasn't even been founded |
| **4**. Sometimes, 'angels' are so convinced by | **d.**start-ups bringing their innovations to the marketplace |
| **5.** Without these risk-takers, innovative and revolutionary advances in technology may not | **e.**venture capitalists usually wait until a young company has proven their idea and has brought their product or technology to market |
| **6**. The price is high, and start-ups often fail | **f**. providing 'angel' financing for these small, nimble companies  |
| **7.** In other words, an angel investing in fifteen companies needs just one success | **g.**but just one 'winner' can return twenty times the initial investment  |
| **8**. Of course, angels hope | **h.**to make the investment strategy worthwhile |
| **9**. Angel investors fund at the initial entry level while | **i.**from $5,000 to $40,000 in a start-up in its infancy |
| **10**. These companies then need larger investments to quickly grow | **j**. come to pass |

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**VIII. Complete the text (1-10) using the prepositions below (a-j):**

**a**. *in*; **b.** *of*; **c.** *to*; **d.** *as*; **e.** *across*; **f**. *with*; **g**. *at*; **h**. *through out*;**i**. *up*; **j.** *for*

**A Day in the Life of an Accountant**

(1)\_\_\_\_8 am I arrive at the Aggreko PLC Glasgow office for a conference call (2) \_\_\_\_\_ our Australian team. (3)\_\_\_\_\_a global organization we always have an accountant working somewhere around the world! Next step is a review of my email Inbox, which can be filling (4)\_\_\_\_\_ early, as our finance hubs in Dubai and (5) \_\_\_\_ Europe have been working (6) \_\_\_\_ a few hours already.

As our operations are spread (7) \_\_\_\_\_the globe, there are plenty of opportunities for finance teams to share their experiences and best practices.

One (8) \_\_\_ my roles is to organize the call for financial controllers, which involves controllers, based in Dumbarton, Dubai, Rotterdam, Singapore and Texas.

Our business in Spain has grown rapidly in the last 18 months and there is a new finance manager in place. I catch a flight mid-afternoon which takes me (9) \_\_\_\_ Barcelona (10) \_\_\_\_ time to have dinner with him, giving us the opportunity to have a relaxed discussion.

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**IX. Mark the sentences True (T) or False (F):**

1. The board may fall apart if the members have difficulty collaborating.
2. We can commence as soon as the last person signs the attendance sheet.
3. If you have a comment, please raise your hand rather than speak out.
4. If we cannot come to a consensus by the end of the meeting we will put it to a vote.
5. The person who is in charge of the meeting is the person who takes the minutes.

Fill in the table with your answers:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |

**X. Listen to the text “People who read live longer”:**

<http://breakingnewsenglish.com/1608/160810-reading-l.html>

**Mark the sentences True/T or False/F:**

1. The research was carried out by Oxford University in the UK.**T / F**
2. Researchers say reading makes us take better care or our health.**T / F**
3. The researchers say reading magazines is better than reading books.**T / F**
4. The researchers looked at 3,500 people aged between 12 and 50.**T / F**
5. People who read had a better chance of living longer if they read.**T / F**
6. A researcher said reading was greatly affected by gender and health. **T / F**
7. The researcher said people should swap watching TV for reading.**T / F**

8.People aged over 65 spend an average of 4.4 hours a day watching TV.**T / F**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Пожалуйста, подождите

Началоформы

|  |  |  |
| --- | --- | --- |
|  |  |  |

Fill in the table with your answers:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |

Конецформы

Пожалуйста, подождите

Началоформы

|  |  |  |
| --- | --- | --- |
|  |  |  |

Конецформы

Пожалуйста, подождите

|  |  |  |
| --- | --- | --- |
|  |  |  |

Конецформы