

Федеральное государственное образовательное бюджетное учреждение
высшего образования
«Финансовый университет при Правительстве Российской Федерации»
(Финансовый университет)
Махачкалинский филиал

Утверждаю

Зам. директора по УМР


З.М.Лаварсланова

«28» июля 2024

Фонд оценочных средств

по учебному предмету

ОПБ.06. «Иностранный язык»

по специальности 38.02.06

Финансы

Махачкала- 2024

Фонд оценочных средств по учебному предмету «Иностранный язык» разработан на основе федерального государственного образовательного стандарта среднего профессионального образования по специальности 38.02.06 Финансы

Составители:

Хайбулаева Раисат Магомеддибировна- ВКК, заслуженный учитель РД, преподаватель дисциплины «Иностранный язык», ФГОБУ ВО «Финансовый университет при Правительстве РФ»

Баталова Зайнап Абакаровна, преподаватель дисциплины «Иностранный язык», ФГОБУ ВО «Финансовый университет при Правительстве РФ»

Фонд оценочных средств по учебному предмету «Иностранный язык» рассмотрен и рекомендован к утверждению на заседании предметной (цикловой) комиссии общеобразовательных дисциплин.

Протокол от «14» июня /2024 №

Председатель ПЦК  Р.М.Хайбулаева

1. ПАСПОРТ
Фонда оценочных средств
по учебной дисциплине ОГСЭ.04
«Иностранный язык в профессиональной деятельности»
по специальности
38.02.06 «Финансы»

Результаты обучения (освоенные умения, усвоенные знания)	ОК ЛР	Наименование темы	Наименование оценочного средства	
			Текущий контроль	Промеж уточная аттес тация
1	2	3	4	5
2 КУРС Тема: Пресса. Газетная лексика.				
Знать: Специальную «газетную» лексику. Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин. языке. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос. языке. Использовать информационные технологии в проф. деятельности. Пользоваться проф. документацией на гос. и ин. языке	ОК01 ОК02 ОК03 ОК04 ОК05 ОК09 ОК10 ОК11 ЛР13-14 ЛР17 ЛР21	Страдательный залог в настоящем, будущем и прошедшем временах.	Задания для общей проверки знаний по теме. Карточки опроса. Контрольные работы по темам.	Задания для дифференцированного зачета
Тема: Экономика Великобритании и США.				
Знать: Лексический и грамматический материал по теме. Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин. языке. Правила чтения текстов проф. направленности на ин. языке. Лексический минимум и нормы речевого поведения и делового этикета для построения устной и письменной речи на ин. языке. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в	ОК01 ОК02 ОК03 ОК04 ОК05 ОК09 ОК10 ОК11 ЛР13-14 ЛР17 ЛР21	Обзор времен в активном и пассивном залогах.	Задания для общей проверки знаний по теме. Карточки опроса. Контрольные работы по темам.	

коллективе. Осуществлять устную и письменную коммуникацию на гос.языке. Использовать информационные технологии в проф.деятельности. Пользоваться проф.документацией на гос. и ин.языке. Пользоваться проф.документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф.деятельности.				
Тема: Деловая поездка				
Знать: Лексический и грамматический материал по теме. Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану.Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку.Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка.Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин.языке. Правила чтения текстов проф.направленности на ин.языке. Лексический минимум и нормы речевого поведения и делового этикета для построения устной и письменной речи на ин.языке. Уметь: Выбирать способы решения задач проф.деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос.языке. Использовать информационные технологии в проф.деятельности. Пользоваться проф.документацией на гос. и ин.языке. Пользоваться проф.документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф.деятельности.	OK01 OK02 OK03 OK04 OK05 OK09 OK10 OK11 ЛР2 ЛР14 ЛР22	Пассивный залог	Карточки опроса. Контрольные работы по темам	
Тема: Знакомство с фирмой и обсуждение планов.				
Знать: Лексический и грамматический материал по теме. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Основные правила поведения и речевого этикета в разных сферах общения. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин.языке. Правила чтения текстов проф.направленности на ин.языке. Лексический минимум и нормы речевого поведения и делового этикета для построения устной и письменной речи на ин.языке Уметь: Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе.Проявлять гражданско-патриотическую позицию. Использовать информационные технологии в проф.деятельности. Пользоваться проф.документацией на	OK02 OK03 OK04 OK05 OK09 OK10 OK11 ЛР 2 ЛР9 ЛР14 ЛР20	Пассивный залог	Карточки опроса. Контрольные работы по темам	

гос. и ин. языке. Пользоваться проф. документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф. деятельности.				
Тема: Деловая корреспонденция.				
Знать: Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основные правила поведения и речевого этикета в разных сферах общения. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин. языке, правила устной и письменной коммуникации при переводе с иностранного языка. Правила чтения текстов проф. направленности на ин. языке. Лексический минимум и нормы речевого повеления и делового этикета для построения устной и письменной речи на ин. языке Уметь: Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Проявлять гражданско-патриотическую позицию. Использовать информационные технологии в проф. деятельности. Пользоваться проф. документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф. деятельности.	OK02 OK03 OK05 OK09 OK10 OK11 ЛР 2 ЛР 9 ЛР14 ЛР20	Сложное дополнение	Карточки опроса. Контрольные работы по темам	
Тема: Посещение выставки.				
Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности. Основные правила поведения и речевого этикета в разных сферах общения. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин. языке. Правила чтения текстов проф. направленности на ин. языке. Лексический минимум и нормы речевого повеления и делового этикета для построения устной и письменной речи на ин. языке Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам, планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Проявлять гражданско-патриотическую позицию. Использовать информационные технологии в проф. деятельности. Пользоваться проф. документацией на гос. и ин. языке. Пользоваться проф. документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф. деятельности.	OK01 OK02 OK03 OK04 OK05 OK09 OK10 OK11 ЛР2 ЛР14 ЛР5-9 ЛР20-22	Пассивный залог и причастие 1-ое.	Карточки опроса. Контрольные работы по темам	
Тема: Зарубежная командировка.				
Знать: Приемы аннотирования, реферирования и перевода спец.	OK01 OK02	Сравнительные конструкции.	Контрольные работы	

литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин. языке. Правила ведения деловой переписки. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос. языке. Использовать информационные технологии в проф. деятельности. Пользоваться проф. документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф. сфере.	OK03 OK04-06 OK09-11 ЛР14 ЛР1-2 ЛР20-22		по темам	
Тема: Таможенный досмотр и паспортный контроль.				
Знать: Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Основные правила поведения и речевого этикета в разных сферах общения. Правила чтения текстов профессиональной деятельности на ин. языке. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос. языке. Проявлять гражданско-патриотическую позицию. Пользоваться проф. документацией на гос. и ин. языке	OK02 OK03 OK05 OK06 OK10 ЛР3-4 ЛР7	Числительные. Модальные глаголы и их эквиваленты.	Контрольные работы по темам	
Тема: Проживание в гостинице в командировке.				
Знать: Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Основные правила поведения и речевого этикета в разных сферах общения. Правила аннотирования, реферирования, перевод спец. литературы по профилю подготовки. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности	OK02 OK03 OK05 OK06 OK10 ЛР5-9 ЛР16	Условные предложения	Контрольные работы по темам	

планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос. языке. Проявлять гражданско-патриотическую позицию. Выбирать способы решения задач проф. деятельности, применительно к различным контекстам.				
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Тема: Юридические формы предпринимательства в Великобритании, США и России.

Знать: Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Правила аннотирования, реферирования, перевод спец. литературы по профилю подготовки.	OK02 OK03 OK05 OK10 ЛР1-2 ЛР7 ЛР13-14 ЛР17 ЛР20-22	Сложное дополнение. Обзор времен группы Совершенно-длительные времена.	Задания для общей проверки знаний по теме. Карточки опроса.	
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Тема: Производство и цены.

Знать: Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Основные правила поведения и речевого этикета в разных сферах общения. Правила аннотирования, реферирования, перевод спец. литературы по профилю подготовки.	OK02 OK03 OK04 OK05 OK06 ЛР13-14 ЛР17 ЛР21-22		Контрольные работы по темам	
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3 курс

Тема: Управление государственным бюджетом. Кредитно-денежная политика.

Знать: Лексические единицы, речевые и письменные штампы. Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо,	OK01 OK03 OK04	Прошедшее совершенное время в активном и	Контрольные работы по темам. Карточки	
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восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин. языке. Правила ведения деловой переписки. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос. языке. Использовать информационные технологии в проф. деятельности. Пользоваться проф. документацией на гос. и ин. языке. Планировать предпринимательскую деятельность в проф. сфере.	OK05 OK09 OK10 OK11 ЛР13-14 ЛР17 ЛР20-22	пассивном залоге. Префикс –un	опроса	
Тема: Налоги и Налогообложение.				
Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила чтения текстов профессиональной деятельности на ин. языке. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Правила чтения текстов профессиональной деятельности на ин. языке.	OK01 OK02 OK03 OK04 OK09 OK10 OK11 ЛР13-14 ЛР17 ЛР20-22	Аффиксация, конверсия Будущее совершенное время в активном и пассивном залоге. Сослагательное наклонение 1 типа.	Практические занятия. Карточки опроса. Контрольные работы по темам	
Тема: Международная финансовая система. Финансовые рынки.				
Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила чтения текстов профессиональной деятельности на ин. языке. Уметь: Выбирать способы решения задач проф. деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф. деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Правила чтения текстов профессиональной деятельности на ин. языке.	OK01 OK02 OK03 OK04 OK10 ЛР13-14 ЛР17 ЛР20-22	Сослагательное наклонение 2-ое.	Практическое занятие. Контрольные работы по темам.	
Тема: Аудит и Бух. Учет.				

Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила чтения текстов профессиональной деятельности на ин.языке.Правила работы на компьютере. Уметь: Выбирать способы решения задач проф.деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Правила чтения текстов профессиональной деятельности на ин.языке. Использовать информационные технологии в проф.деятельности.	OK01 OK02 OK03 OK04 OK09 ЛР13-14 ЛР17 ЛР20-22	Пассивный залог в группе простого времени.	Карточки опроса. Контрольные работы по темам.	
Тема: Мы в современной экономике.				
Знать: Лексические единицы, речевые и письменные штампы. Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку.Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка.Правила работы на компьютере, правила чтения текстов профессиональной деятельности на ин.языке. Правила экологической безопасности и ресурсосбережения при ведении проф.деятельности. Уметь: Выбирать способы решения задач проф.деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос.языке. Использовать информационные технологии в проф.деятельности. Пользоваться проф.документацией на гос. и ин.языке. Содействовать сохранению окружающей среды.	OK01 OK02 OK03 OK04 OK09 ЛР13-14 ЛР17 ЛР20-22	Пассивный залог в группе продолжительных времен.	Практически е занятия. Карточки опроса. Контрольные работы по темам	
Тема: Деловые связи				
Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку.Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Основные правила поведения и речевого этикета в разных сферах общения. Уметь: Выбирать способы решения задач проф.деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности	OK01 OK02 OK03 OK04 OK05 OK09-10 ЛР13-14 ЛР17 ЛР20-22	Сложное подлежащее. Самостоятельный причастный оборот	Практически е занятия. Карточки опроса. Контрольные работы по темам	

планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос.языке. Проявлять гражданско-правовую позицию.				
Тема: Контракт. Обсуждение контракта.				
Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку. Основы проектной деятельности, правила устной и письменной коммуникации при переводе с иностранного языка. Основные правила поведения и речевого этикета в разных сферах общения. Уметь: Выбирать способы решения задач проф.деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Работать в коллективе. Осуществлять устную и письменную коммуникацию на гос.языке. Проявлять гражданско-правовую позицию.	OK02 OK03 ЛР13-14 ЛР17 ЛР22	Сослагательное наклонение 1,2 и 3 типа.	Контрольные работы по темам. Карточки опроса.	
Тема: Банки и банковская система.				
Знать: Приемы аннотирования, реферирования и перевода спец. литературы по профилю подготовки. Чтение, письмо, восприятие речи на слух и воспроизведение иноязычного текста по плану. Способы самостоятельной оценки и совершенствования уровня знаний по английскому языку, правила устной и письменной коммуникации при переводе с иностранного языка. Правила чтения текстов проф.направленности на ин.языке. Уметь: Выбирать способы решения задач проф.деятельности, применительно к различным контекстам. Осуществлять поиск, анализ и интерпретацию информации для выполнения задач проф.деятельности планировать и реализовывать собственное, профессиональное и личностное развитие. Осуществлять устную и письменную коммуникацию на гос.языке Пользоваться проф.документацией на гос. и ин. языке	OK01 OK02 OK03 OK05 OK09 OK10 ЛР13-14 ЛР17 ЛР20-22	Complex Object, Complex Object with Passive, Infinite Passive, Voice(the Present and Past Perfect Tenses)	Практические занятия. Карточки опроса. Контрольные работы по темам	

2.Комплект оценочных средств

1.Задания для текущего контроля успеваемости

2 курс

Тема 1. Пресса .Газетная лексика.

Тема 1. The article*Major Market Forces.*

Task 1. Read the text and try to understand the content of the article.

Major Market Forces.

1. *Major Market Forces.* Learning how these major factors shape trends over the long term can provide insight into why certain trends are developing, why a trend is in place and how future trends may occur. Here are the four major factors.

2. *International Transactions.* The flow of funds between countries impacts the strength of a country's economy and its currency. The more money that is leaving a country, the weaker the country's economy and currency. Countries that predominantly export, whether physical goods or services, are continually bringing money into their countries. This money can then be reinvested and can stimulate the financial markets within those countries.

3. *Speculation and Expectation.* Speculation and expectation are integral parts of the financial system. Where consumers, investors and politicians believe the economy will go in the future impacts how we act today. Expectation of future action is dependent on current acts and shapes both current and future trends. Sentiment indicators are commonly used to gauge how certain groups are feeling about the current economy. Analysis of these indicators as well as other forms of fundamental and technical analysis can create a bias or expectation of future price rates and trend direction.

4. *Supply and Demand.* Supply and demand for products, currencies and other investments creates a push-pull dynamic in prices. Prices and rates change as supply or demand changes. If something is in demand and supply begins to shrink, prices will rise. If supply increases beyond current demand, prices will fall. If supply is relatively stable, prices can fluctuate higher and lower as demand increases or decreases.

Words and word-combinations:

supply and demand	спрос и предложение
auditing	бухгалтерский учет
balance	сальдо
balance of payments	платежный баланс
balance of trade	торговый баланс
balancesheet	балансовый отчет
purchase	закупить
cash	наличные
chamber of commerce	торговая палата
client/customer	заказчик
Collateral	клиент
deal/transaction	сделка
consumer goods	потребительские товары
Employer	работодатель
Enterprise	предприятие

Task2. Answer some questions:

1. What does it mean « Major market Forces»
2. What does it mean International transactions?
3. Are speculation and expectation integral parts of the financial system?
4. Can analysis of these indicators as well as other firms of fundamental and technical analysis?

Task3. Give some English equivalents:

главные рыночные силы-

платежные операции-

долгосрочный период-

получают деньги-

рефинансирование-

финансовые рынки-

спрос и предложения-

курс валюты-

денежные средства-

цены ставки-

балансовый учет-

торговая плата-

Task4. Translate some sentences:

1.Предложение продукции и спрос на нее, валюты и другие инвестиции создают подталкивающую и подтягивающую динамику цен. Ожидание будущего действие зависит от текущего действия и формирует как текущую, так и будущую тенденцию. Эти деньги затем могут быть реинвестированы и могут стимулировать финансовые рынки в тех странах. Страны, которые преимущественно экспортируют либо физические товары, либо услуги- непрерывно получают деньги. Если предложение относительно стабильно, то цены могут быть колебаться вверх и вниз по мере увеличения или снижения спроса.

Грамматика. Страдательный залог в настоящем времени.**Task1.Translate into English:**

- 1.Mike is included in the team.
- 2.Tom is included in the team.
3. Both Mike and Tom are included in the team.

4. Neither Mike nor Tom is included in the team.

5. She isn't taken to the hospital.

Task2. Translate into Russian

1. Чек оплачивается ими.

2. Многих людей убивают каждый день.

3. Старый дом продается ею.

4. Убийца несет наказание.

5. Машина чинится папой.

6. Машина останавливаются полицией.

7. Студенты обучаемые учителем.

8. Школа строящаяся богатыми людьми.

Task 3. Change the following sentences to passive voice.

1. The teacher will punish the students.

2. The referee will expell two of the players.

3. Will they sign the contract?

4. The woman won't clean the house.

5. She will type the letters.

Грамматика. Страдательный залог в будущем времени.

Task1. Translate from English into Russian:

1. The old house will be redecorated .

2. The work won't be done in time .

3. Will she be invited to dinner?

4. When will the book be finished?

Task2. Change the following sentences to passive voice.

1. They will sing a lot of folk songs.
2. The police will definitely catch the thief tonight.
3. I will praise the best students at the end of my lecture.
4. They won't have built that hotel by this autumn.
5. We shall paint the roof tomorrow morning.
6. Mother will serve dinner in a few minutes.

Грамматика. Страдательный залог в прошедшем времени.

Task1. Translate from English into Russian:

1. I was impressed by this painting.
2. His friend was offered a place.
3. She was taken to the hospital.
4. The picture was painted in an abstract style.
5. I wasn't impressed by this painting
6. His friend was not offered a place.
7. She wasn't taken to the hospital.

Task2 .Translate from Russian into English:

1. Картина не была написана .
2. Меня информировали об этом? Да.
3. Его забрали в больницу? Нет.
4. Ей подарили кольцо или браслет?
5. Машина, купленная им.
6. Книга, написанная известным автором.

Task 3. Change the following sentences to passive voice.

1. What did they repair ?

1. They sold the old house
2. Somebody stole my wallet
3. They stopped the cart
4. They paid the bill yesterday
5. They repaired the car
6. They did not return the books

Тема 2. Экономика Великобритании и США.

Task1. Read the text and try to understand the content of the text

Text . The economy of Great Britain and the USA

The economy of Great Britain is based primarily on private enterprise. The private sector accounts for 82 per cent of output and 79 per cent of employment. Since 1979 the government has reduced the state-owned sector of industry by about two-thirds under its privatization programme. It believes that economic decisions are best taken by those competing in the market place and that its primary roles are to help keep inflation low, maintain sound public finances and create the right climate for markets to work better. Government programmes provide direct assistance or advice mainly to small and medium-sized businesses. Government economic policies are aimed at raising productivity, increasing employment opportunity for all, providing educational opportunity for all, abolishing poverty, delivering public services, and achieving rising prosperity.

In 2012 growth in the UK economy continued. Gross Domestic Product (GDP) rose considerably. Recent decades have generally seen the largest growth in the service sector (finance, tourism, shipping and aviation) which now accounts for around two-thirds of GDP, compared with about one-half in 1950. Production of manufactured goods contributes less than one quarter of GDP, compared with over a third in 1950. Employment has grown over this period at a high pace. At the moment the economy is seeing the longest period of low inflation since the 1960s. In 2012 the Government investment rose by 15.4 per cent.

The United States of America. American farmers plant spring wheat in the western plains. They raise corn, wheat and beef cattle in the Midwest. Florida and California are famous for their vegetables and fruit production, and the north-western states are known for apples, pears, berries and vegetables. There are many important cities in the USA, for example New York, one of the largest cities in the world, a great seaport and financial centre, Chicago near the Great Lakes, one of the biggest industrial cities in the USA, and the second largest after New York. Boston is one of the first cities built on the Atlantic coast of America. Now it is a big

cultural centre with three universities. Los Angeles in California is a centre of modern industries and show business. Other big cities in the USA are Philadelphia, Dallas, San Francisco, Washington, Detroit etc. From the beginning of the twentieth century the USA became one the world's leading country.

Vocabulary list:

primarily– главным образом

economic policy – экономическая политика

aim (at) (/нацеливать, направлять

abolish - уничтожать, отменять

private enterprise- частное предпринимательство

private sector – частный сектор

poverty– бедность

account (for) v – составлять

deliver- поставлять, обеспечивать

reduce – снабжать

state-owned sector- гос.сектор

rising prosperity – растущее благосостояние **growth** n – рост

under its privatization programme----- в соответствии со своей программой **decade** – десятилетие

investment–инвестиции

servicesector- сектор услуг

primary - имеющий первостепенное

shippings – перевозка груза

compared with – по сравнению с **maintain** -поддержать

production of manufactured goods – производство готовой продукции

right- верный, надлежащий, подходящий

direct assistance - непосредственная

small and medium-sized businesses-малый и средний бизнес

Test N2. Answer the questions.

1. What is the British economy based on?
2. How does the government see its role in the UK economy?
3. What is the policy pursued (проводимая) by government aimed at?

4. Did Gross Domestic Product (GDP) rise considerably in 2012?
5. What sector of economy has grown particularly fast over the recent decades?
6. How do figures for manufacturing in 2012 compare with (сравнивать) those in 1950?
7. What tend (тенденция) has been registered in employment over this period?
8. Does the Government control inflation? 9. Is Britain attractive to investors?

Test №3. Find in the text English equivalents for the following Russian words.

экономика базируется главным -
создавать необходимый климат;
образом на-
оказывать содействие-
на частный сектор приходится ...
политика направлена на ...;
выпуска продукции-
поднимать производительность-
сократить долю государственного сектора-
уничтожить бедность-
сектора в промышленности-
предоставлять услуги-
соответствии с программой -
достигнуть благосостояние-
приватизации-
валовой внутренний продукт -
принимать экономические решения-
рост в секторе услуг-

конкурировать на рынке-

по сравнению с-

сдерживать инфляцию на низком-

высокими темпами-

Test N°4. Match the infinitives in A with the nouns in B.

A	B
to produce	an enterprise
to privatize	a climate
to play	raw materials
to take	assistance
to create	productivity
to provide	goods
to provide	a decision
to raise	a role

Грамматика. Сравнение и использование глаголов в Active и PassiveVoice.

PASSIVE VOICE (Present Perfect-Past Perfect)

Task1. Change the following sentences to passive voice

Example: They had sent the children home.- The children had been sent home

He has already answered the questions.

She has baked the cake.

Somebody has stolen my car.

They have just finished the job,

The police have stopped the car.

The doctor has just examined the old patient-.

Somebody has taken our photographs.

Task 2. .Translate from English into Russian:

He has been painted that house twice.

Some people have been taken the piano

They have been closed the library temporarily.

She hasn't been planted any flowers in the garden. He hadn't delivered- the letters

Where have they been sent mm"?

He has already been paid the bill.

Have they arrested the thief?

2. Употребите правильную форму глагола в пассивном залоге.

1. The roads (cover) with the snow. – Дороги покрыты снегом.
- 2.Chocolate (make) from cocoa. – Шоколад изготавливается из какао.
3. The Pyramids (build) in Egypt. – Пирамиды были построены в Египте.
- 4.This coat (buy) four years ago. – Это пальто было куплено 4 года назад.
- 5.The stadium (open) next month. – Стадион будет открыт в следующем месяце.
- 6.Your parents (invite) to a meeting. – Твои родители будут приглашены на собрание.
7. Where is your car? – It (mend) at the moment. – Где твоя машина? – В данный момент она ремонтируется.
8. The books already (pack). – Книги уже упакованы
- 9.The castle can (see) from a long distance. – Замок можно увидеть из далека.
10. The guests must (meet) at noon. - Гости должны быть встречены в полдень.

Тема 3 . Деловая поездка

Task1. Read the text and try to understand the content of the text

Text . A BUSINESS TRIP

Roberts and Company, a British firm, sent an enquiry for boilers to I “Machinoexport”. The buyers were interested in boilers of different models. I “Machinoexport” received the enquiry from the firm and the President of our I office asked Mr. Bunin to be ready for the talks. On the 3rd of April Mr. Camp, a representative of Roberts and Co. came to Moscow. The next day he had a talk with Mr. Bunin and got the necessary materials from him. Mr. Camp and Mr. Bunin made an appointment for the 6th of April.

Dialogue

Camp: Good afternoon, Mr. Bunin.

Bunin: Good afternoon, Mr. Camp. I hope you are having a good time.

Camp: Oh, yes. I like it here very much.

Bunin: Have you gone sightseeing yet?

Camp: Well, I've only been here since Tuesday and I haven't seen much yet. I was at the the Tretyakov Gallery yesterday and I've just been to the Kremlin. It's wonderful.

Bunin: Glad to hear it. Now, what can I do for you?

Camp: I've gone through your catalogues and price-lists. I believe we can \ buy from you two boilers. Model PK-67 and three boilers Model 1 BK-220. But your prices are too high, I'm afraid.

Bunin: I don't think so². We usually sell our boilers at these prices. They are \ in great demand, and we have so Id a lot of them at these prices lately.

I'm afraid we can't reduce them.

Camp: I see.³ And what about the terms of delivery?

Bunin: We can offer you the goods c.i.f.⁴ London.

Camp: Good, then we accept the terms.

Bunin: When do you require the boilers?

Camp: We'd like to have them in May. •

Bunin: That's all right.⁵ We can ship them in May.

Camp: Fine.⁶ I'd like to contact my people⁷ and let them know your answer. Can I see you on Friday?

Bunin: Certainly. What time is convenient to you?

Camp: Any time you say

Bunin: 11.30 then.

Camp: Very good. Good-bye.

Bunin: Good-bye.

Words and word-combinations:

model-модель

president -председатель объединения

to ask- просить, попросить

talk -беседа

to have a talk-вести беседу

to have talks- вести переговоры

representative- представитель

next- следующий, будущий

necessary- необходимый	material -материал
materials -материалы, документы	to make an appointment-назначать встречу
to hope -надеяться	to go sightseeing- осматривать достопримечательности
to believe-полагать	high-высокий
low-низкий	to be affaid-бояться
to think - (thought, thought –думать	great-великий, большой
to be in demand-пользоваться спросом	to reduce-сокращать, снижать
to offer –предлагать	offer- предложение
to accept- принимать	acceptable-приемлемый
to ship- отгружать	

Test1. Найдите в тексте и диалоге эквиваленты к следующим предложению и словосочетаниям.

1. Покупатели интересовались котлами различных моделей
быть готовым к переговорам.
2. На следующий день у него были переговоры с господином Буниным
3. Он получил необходимый материал
4. Они назначили встречу на 6 апреля .
5. Мне очень нравится здесь .
6. А каковы ваши условия поставки?
7. На них большой спрос .
8. Не хотелось бы связаться со своей фирмой и сообщить им ваш ответ

Test1. Change the following sentences to passive voice.

Somebody has taken suitcase.

Mother had cleaned the flat before father came.

He translated text s at every lesson.

She is watching the film.

My parents visit grandmother every day.

Students will pass exams next month.

Test2. Use the verbs in the proper tense of the passive voice.

I (was invited, invite, is inviting) to the disco by them.

This article (translates, is translating, was being translated) by students at 5 o'clock yesterday.

The prices (will discuss, will be discussed, will have discussed) next Monday.

The contract (sign, was signed, is signing) by director.

The car (wash, washes, is washed) every week.

Test3. Use the proper tense - form.

Mary just (have come, has come).

(Had, has) you watched the film by 2 o'clock?

We (hadn't closed, hasn't closed) the shop when the manager arrived.

My mother (had baked, baked) the cake before I came back from the college.

We (will have passed, will be passed) the exams by January already.

Тема 4 .Знакомство с фирмой. Обсуждение планов.

Task1. Read the text and try to understand the content of the text

Business Plan.

The business plan is probably the most important the most important document that any company can have and yet it is also the least well known or used. All large companies have a business plan which is updated each year. The idea behind a business plan is like having a map before you set out into relative unknown territory. When businesses first begin they are normally run by one person and that person usually understand what he or she is trying to do. Within a very short space of time however the business can grow to a size where one person cannot keep all the possibilities and options in his or her own head and cannot fully understand all the possible ways in which the business needs to be controlled. Without a business plan it is almost impossible to obtain any form of financial assistance from a bank without a fully worked-out business plan. Usually business plan starts with an executive summary which gives the main points and conclusions of the plan so that a reader might be given the gist of the business plan very quickly without having to read everything. Then a description of the company usually comes.

Then comes a section of the management. Banks and other lenders will need to understand the quality and experience of the management of the company. This section will contain details of the names, ages,

experience and qualifications of the management. It is also usual to say why the managers want to work in the company and how they see its future.

Many business plans also contain a section of products and pricing. This section describes the products and services which the company offers. This will normally be very detailed, listing each product or service and saying why the company is producing or offering it, what market it is designed to reach and how successful it has been. It will also say how those products have been priced and how the company intends to increase or decrease the prices over the next few years.

Useful phrases:

To negotiate the deal *повторные переговоры*

To boost growth- поддерживать рост

To put business in hold- задерживать развитие бизнеса

To reserve the right- оставлять за собой право

To fall through the deal- провалить сделку

According to agreement- согласно договору

To make an appointment- назначать встречу

Advertising business- рекламный бизнес

We deliver ...- мы поставляем...

Task 1 Read and translate into Russian :

- 1) Every business needs to be controlled.
- 2) Why does the plan need rewriting?
- 3) It only needs good will from both sides.
- 4) Does he need any help?
- 5) Does she need to know?
- 6) He didn't need to be reminded about it.
- 7) It needs to be done carefully.
- 8) He needs to be kept informed about the developments.

Task 2 Say how following verbs are formed:

to update

to enable

to succeed

to summaries

to log-on

to control

to log-in

to work-out

to rewrite

Task 3 Write down the verbs from which the following nouns are formed:

Supplier

Competition

Worker

Beginning

Employer

Marketing

Teacher

Work

Manager

Finance

Designer

Objective

Planner

Success

Discussion

Knowledge

Task 4. Underline the negative prefixes in the following words:

Unknown

Unsuccessful

Impossible

Mismanagement

Inconsistent

Miscalculation

Unimportant

Disabled

Task 5 Translate into English:

- 1) Любая компания, большая или малая, должна иметь бизнес-план.

- 2) Он позволяет вести успешно дело и контролировать бизнес.
- 3) Изложите, пожалуйста, суть вашего бизнес-план.
- 4) Объясните, почему компания выбрала этот бизнес.

Грамматика. Пассивный залог.

Task 6. Измените предложения из действительного залога в пассивный.

1. Popov invented radio in Russia.
(Попов изобрел радио в России.)
1. Every four years people elect a new president in the USA.
(Каждые 4 года народ выбирает нового президента в США.)
2. The police caught a bank robber last night.
(Полиция поймала грабителя банка прошлой ночью.)
3. Sorry, we don't allow dogs in our safari park.
(Извините, но мы не допускаем собак в наш сафари парк.)
4. The postman will leave my letter by the door
(Почтальон оставит мое письмо у двери.)
5. My mum has made a delicious cherry pie for dinner.
(Мама приготовила вкусный вишневый пирог на ужин.)
6. George didn't repair my clock.
(Джордж не отремонтировал мои часы.)
7. Wait a little, my neighbor is telling an interesting story
(Подожди немного, мой сосед рассказывает интересную историю.)
8. My son can write some more articles about football.
(Мой сын может написать еще немного статей о футболе.)
10. You must clean your bedroom tonight.
(Ты должен убраться в своей спальне сегодня вечером.)

3. Превратите предложения в отрицательные и переведите.

1. Ann was bitten by a homeless dog.
2. The zoo is being reconstructed at the moment.
3. The luggage must be checked at the customs.
4. Souvenirs are sold everywhere.
5. The job will be finished at 3 o'clock.

Тема 5 .Деловая корреспонденция. Структура делового письма.

Task1. Read the text and try to understand the content of the letter

Text . Деловые и формальные письма.

Letter of complaint (письмо-жалоба)

Dear Mr. Olsen,

I am writing to complain about ineffective work of your book service centre. On February the third I ordered from you one copy of «Dandelion wine» by Ray Bradbury. The book arrived by mail and I found that some of the pages were transposed so that the book was not usable.

As a result I was left without a needed book. I would like the privilege of returning the defective book to you in exchange for a perfect copy. I hope it would be possible for you to replace it as soon as possible. I look forward to your answer.

Yours sincerely,

Bill Berry

VOCABULARY NOTES

correspondence – корреспонденция, переписка **purchase** - покупка

exchange – обмениваться, обменяться

inform - сообщать

regular buyers – постоянный покупатель

sample - образец

particulars – подробности, подробные данные

en'close – прилагать

enclosure -приложение

greet – приветствовать

current – текущий

by separate mail – отдельным пакетом

further -дальнейший,дополнительный

vice-president – заместитель председателя

get down to business – приступить к делу

carefully - внимательно

examine – рассматривать, изучать

route - назначить

the price – цена

competitor – конкурент

transaction – сделка

to conclude a transaction – заключить сделку

Task 1. a) Say from what verbs these nouns are:

examination, quotation, reduction, expectation, information, impression, payment, requirement, enclosure.

b) Form adverbs from these adjectives by means of the suffix “ly”:

regular, recent, careful, faithful, especial, historical, political, favourable, reasonable.

Task 2. What are the English equivalents for (see the text).

1. Мы будем признательны, если вы пришлете нам ваши образцы. 2. Мы с удовольствием узнали, что вы заинтересованы в покупке х/б тканей. 3. С нетерпением ждем вашего ответа. 4. Благодарим вас за ваше письмо от 20 марта. 5. Сообщите нам, пожалуйста, нужны ли вам еще какие-либо сведения. 6. Они поздоровались и затем приступили к делу. 7. Наши образцы были посланы вам отдельной посылкой. 8. Образцы 58, 81, и 90 произвели на нас благоприятное впечатление. 9. Мы надеемся разместить заказ на образец № 81. 10. Мы заключили много сделок по этим ценам. 11. Если вы закажете свыше 500,000 ярдов, мы предоставим вам скидку в 5%.

Task 3. Make up sentences using the given tables:

1. The firm informed us of your address.

We have informed them of the result of the tests.

the number of their telephone.

the time of the appointment.

all particulars of the talks.

the name and the address of the hotel.

Грамматика. « Complex Object»

Task1. Read the sentences, point out the Complex Object, translate into Russian.

1. We consider education to be the ways in which people learn skills, gain knowledge and understanding about the world and about themselves. 2. Teachers expect learners to come to school regularly and on time. 3. Teachers suppose learners to work at about the same speed as their classmates. 4. Teachers wish learners to pass exams successfully. 5. Teachers want them to take up their education after leaving school. 6. He wants the material about the educational system to be memorized. 7. The parents made him enter this university. 8. They expected us to support him. 9. We know him to have entered the university. 10. I heard Mr. Brown congratulate Jane on her birthday.

Task II. Transform the sentences according to the models to practice the use of the Complex Object.

Model: Has Mary filled in the form? (to see) —Yes, I *saw* her fill in the form.

Has Mr. Brown congratulated Jane on her birthday? (to hear) 2. Did Peter come in? (watch) 3. Did John apologize to her? (to hear) 4. Has James done it? (to feel) 5. Did Mary write a composition? (to see)

Model: *We expect that they will come tomorrow.-We expect them to come tomorrow.*

1. The parents suppose that their son will pass that exam. 2. The government considers that the vocational education develops trained specialists. 3. They believe that the general education transmits cultural heritage. 4. We know that primary school pupils are taught such skills, as reading, writing, and arithmetic. 5. We know that they also receive instruction in different subjects.

Task III. Fill in the gaps to practise the use of the Complex Object (the verb is given in brackets at the end of each sentence).

1. They saw him ... the street (to cross). 2. We think him ... a composition (to write). 3. We think the composition ... by him (to write). 4. The mother made her daughter ... the text (to translate). 5. The mother supposes the children ... TV (to watch). 6. The teacher supposes the students ... the material about the educational system in the country (to study). 7. The teacher supposed the material about the educational system ... I by the students (to study). 8. Mary allowed the book ... into the bookcase (to put). 9. They expected him ... the exam (to pass).

Task IV. Make up sentences according to the models to practice the use of the Complex Object.

Model: *Мы не ожидали, что он придет.*

We didn't expect him to come.

1. Мы не предполагали, что вы сделаете это. 2. Преподаватель хочет, чтобы они написали сочинение об этом. 3. Я желаю, чтобы вы поступили в этот университет. 4. Он считает, что она переведет этот текст хорошо. 5. Я не ожидал, что они учатся здесь. 6. Она заставила его спеть. 7. Он заставил нас ответить на вопросы.

Тема 6 .Выставки.

Task1. Read the text and try to understand the content of the text

Text . At a Chemical Exhibition

Mr. Menon, an Indian businessman called at the Russian pavilion. His firm was interested in radiators. After he had seen the latest models on display. He is Mr. Sokolov, a Russian engineer.

Menon: Good morning.

Sokolov: Good morning. Glad to see you in Moscow again. How do you like the exhibition?

Menon: It's wonderful. It's the biggest chemical exhibition, isn't it? 11

Sokolov: Oh, yes, over a thousand firms are taking part in it.

Menon: I've just seen your pavilion. I must say you've made great progress your exhibits show it.

Sokolov: Yes, we are doing good business in chemical goods now.

Menon: I saw your Radiator Model B-73 in operation. You've just started producing it, haven't you?

Sokolov: Yes, six months ago.

Menon: It'll go for export, won't it?

Sokolov: Certainly. All the exhibits that are on display in our pavilion are for sale.

Menon: We'd like to place an order for Model B-73. It meets requirements.

Sokolov: I'm pleased to hear it.

Menon: When could we discuss the matter in detail?

Sokolov: What about Monday, say eleven in the morning.

Menon: That suits me all right, but I'm afraid I must be leaving now. I have an appointment at twelve. Thank you very much. Good bye.

Sokolov: Good bye. See you on Monday.

VOCABULARY NOTES

fair n-ярмарка

international [ˌɪntəˈnæʃənəl] международный

development [dɪ'veləpmənt] n развитие, рост

establish [ɪs'tæblɪʃ] v устанавливать

promote [prə'məʊt] -способствовать, содействовать развитию

be popular with smb-пользоваться популярностью, успехом у кого-л.

therefore[d'efɔ:] -поэтому, следовательно

international международный

promote	способствовать
establish	устанавливать
exhibit	экспонат
pavilion	павильон
participant	участник
participation	участие
an exhibition	выставка
a conference	конференция
event	событие
branch	отрасль
progress	прогресс
make	делать успехи
industry	промышленность
interpreter	переводчик
produce	производить
for sale	для продажи
matter	дело
leave a message	оставить устное сообщение или записку
take a message	принять сообщение для передачи

Task 2. Answer these questions:

1. There are flights to London daily, aren't there?
2. You are not going shopping, are you?
3. These shoes are for summer wear, aren't they?
4. There isn't always accommodation available at hotels, is there?

5. He has tried on the shoes, hasn't he?
6. You will be sent on business one of these days, won't you?
7. New York is one of the main industrial cities .isn't it?

Task 3 Give some English equivalents:

Международная ярмарка-

содействовать развитию мира-

пользоваться популярностью-

быть выставленным на продажу-

устанавливать развитие-

национальная экономика-

устраивать выставку-

достигать прогресса-

квалифицированный гид-

поступать в продажу-

принять сообщение-

оставить сообщение-

Task4. Переводите следующие предложения:

- 1.Россия **стоит за развитие** торговли со всеми странами мира.
- 2.Торговля помогает **установлению** дружеских отношений между странами и **способствует укреплению мира**.
- 3.За последние годы Индия достигла больших успехов в различных **отраслях национальной экономики**.
- 4.Россия много делает для того, чтобы помочь Индии развить свою национальную **промышленность**.
- 5.Я хотел бы, чтобы вы подробно рассказали мне об основных вопросах, которые обсуждались на конференции (conference).

6. Несколько дней назад в Москве начались торговые переговоры между российской компанией и представителями фирмы.

7. Они **продлятся** (будут проходить) несколько дней.

8. Обе стороны (parties) заинтересованы в **установлении** деловых отношений и делают всё возможное, чтобы переговоры **прошли успешно**. 9. Стороны надеются **достичь** хороших результатов.

10. Они считают, что будет подписан контракт, выгодный (profitable) для обеих сторон.

Text 2. Promotion of Goods.

Goods or product are manufactured or produced at one place called place of production and the customers are located at the different places over a vast territory. For example. Maruti cars are manufactured at Gurgaon (Haryana) but its customer are located all over the country. Unless and until the customers do not know about the existence and/or availability of the product, they will not buy the product. Hence, having produced and priced the products, next task involved. In marketing lexicon, informing to customers is called 'promotion'. Thus, promotion decision is yet another element in marketing activities. Promotion decision involves decision on advertising, personal selling, sales promotion, exhibition, sponsorship, and public relations which are nomenclatured as 'promotional mix'.

There are four promotional tools available to an entrepreneur for advertising his/her product.

1. Advertising
2. Personal Setting
3. Sales Promotion
4. Publicity

VOCABULARY NOTES

general average – общая авария	rent – арендная плата
balance (sheet) – баланс	bill (of exchange) – вексель
dealer, trader – дилер	discount – дисконт
value added – добавленная стоимость	income – доход
subsidiary – дочерняя компания	foreign exchange – иностранная валюта
inflation – инфляция	contract – контракт
broker, dealer, jobber – маклер	cash – наличные деньги
wholesale trade, wholesaling – оптовая торговля	
(insurance) premium – премия при страховании	
production – производство	hire purchase – рассрочка
expenses – расходы	forward market – форвардный
futures market – фьючерный	transaction – сделка
discount – скидка	agreement – соглашение

Task 1. Review Questions

1. Identify the types of utility created by marketing. What types are being created in the following examples?
 - a. One-hour cleaners
 - b. National Video movie rental outlet
 - c. Honda auto assembly plant in Marysville, Ohio
 - d. Annual boat and sports equipment show in a local convention center
 - e. Regional shopping mall
2. Relate the definition of marketing to the concept of the exchange process.
3. Discuss the production and sales eras. How does the marketing era differ from the previous era?
4. Explain the concept of marketing myopia. Why is it likely to occur? What steps can be taken to reduce likelihood of its occurrence?
5. What is person marketing? Contrast it with marketing of a consumer product such as magazines.
6. Why is idea marketing more difficult than place or organization marketing.
7. What did the General Electric annual report mean when it stated that GE was introducing the marketer at the beginning rather than the end of the production cycle?
8. Identify the major variables of the marketing mix. Briefly contrast the mix variables in nonprofit marketing with those involved in for-profit marketing.
9. What are the components of the marketing environment? Why are these factors not included as part of the marketing mix? Is the target market a component of the marketing mix?
10. Categorize the following marketing functions as an exchange function, a physical distribution function, or a facilitating function. Choose a local retail store, and give an example of how it performs each of the eight functions.

a. Buying	e. Selling
b. Financing	f. Risk taking
c. Securing marketing information	g. Storing
d. Standardization and grading	h. Transporting

Task 2. Discussion Questions

1. What type of nonprofit marketing does each of the following represent?

a. United Auto Workers	e. University of Montana
b. "Alaska: Land of Surprises"	f. U.S. Girl Scouts
c. New York Public Library	g. Easter Seals
d. Save the Whales Foundation	
2. How would you explain marketing and its importance in the economy to someone not familiar with the subject?

3. Identify the product and the consumer market for each of the following organization:
 - a. Local cable television firm
 - b. Minnesota Twins baseball club
 - c. Planned Parenthood
 - d. Jolt Cola
4. Give two examples each of firms that you feel reflect the philosophies of the following eras. Defend your answers:
 - a. Production era
 - b. Sales era
 - c. Marketing era
5. Choose a company in your area, and briefly describe its target market. How are each of the marketing mix variables employed by this firm? Which of these variables appear to be emphasized in its marketing strategy?

Тема 7 . Зарубежная командировка.

Тема 9 . Task1. Read the text and try to understand the content of the text

Text GOING ABROAD

Techmachimport got instructions to buy chemical equipment abroad. With this in view Mr. Kozlov, President of Techmachimport went on business to Great Britain to place an order with a British firm. He phoned the Intourist booking-office to book a seat for a plane to London. He found out that there were flights daily and that it would take him three and a half hours to get to London. Mr. Kozlov booked a seat for the TU-104 jet-liner. The next morning he had arrived at Sheremetievo airport by seven o'clock, an hour before the plane took off. After the clerk had registered his ticket and passport Kozlov filled in a declaration and went to the waiting-room. There were a few passengers there. They were all waiting for the announcement to get on the plane. In ten minutes they heard the announcement, "Attention, please. Will passengers for London join Flight 312. When Mr. Kozlov got on the plane, the stewardess showed him his seat. At eight o'clock the plane took off. Although it flew at a high speed, the passengers felt well. At 11.30 a.m. the plane landed at London airport.

VOCABULARY NOTES

Instruction - инструкция, указани **to give instructions-** давать указания

to get instructions-получатьуказания **instructions** -указания

chemical—химический **abroad** за границу, за границей

to be abroad-быть за границей **to go abroad**-ездить за границу

to come from abroad-приезжать из-за границы

to go on business-ездить в командировку

business to France soon-едут во Францию в командировку.

to place an order--размещать заказ

booking-office —билетная касса (на вокзале, в аэро-порту и т.п.)

to book v заказывать (билет)

to book a seat- заказывать (место)

performance-воскресный спектакль. **plane**-самолет

to find out -выяснять, узнавать **flight** -полет, рейс

it takes ... уходить, требоваться (о времени)

jet-liner -реактивный, пассажирский самолет

to arrive прибывать **to arrive in a country**-прибыть в страну

to arrive in a city—в большой город **airport**-аэропорт

Task 1. Complete the sentences:

1. We knew that... 2. They were afraid that... 3. Mr. Orlov asked the secretary when ... 4. She didn't tell us where ... 5. The representative of the firm said that...

6. They wrote when ... 7. I thought that... 8. He believed that... 9. We were glad that ... 10. The other day I read that... 11. We hoped that... 12. I didn't know who...

Task 2. Translate the sentences:

1. Он сказал, что он купит билеты на этот спектакль. 2. Он сказал, что он купил билеты на этот спектакль. 3. Он сказал, что он часто покупает билеты в театр в театральной кассе министерства. 4. Я боялся, что вы не зайдете за мной. 5. В письме она написала, что собирается провести свой отпуск в Турции. 6. Секретарь сказал, что председатель еще ведет переговоры с покупателями. 7. Я не знал, что он хорошо умеет кататься на коньках.

Task 3. Закончите следующие предложения, употребив данные в скобках слова и словосочетания.

1. When I came into the waiting-room of the airport (all the passengers... to wait...). 2. Before Mr. Sobolev got on the plane (to fill in a declaration). 3. Since the representative of a British firm arrived in Moscow, (... to place a few orders). 4. We heard (... to feel bad). 5. The secretary told us (... to go on businesses). 6. We found out (... to arrive). 7. The passenger asked the Customs Official (... to be liable to duty). 8. The Customs Official answered (... to be duty free). 9. I did not know (... to go abroad). 10. The engineers said (... to show us the new machines).

Task 4. Заполните пропуски активными словами:

Customs-office, announcement, to land, airport, to go through the customs, to arrive, waiting-room, to declare, to fly, from abroad, flight, to feel well, plane.

The other day I went to Sheremetievo ... to meet my friend. He and his wife were coming back When our bus ... at the airport ... had not yet landed. It was frosty outside and I went into the airport There were a lot of people there. Some of them were waiting for the ... to get on the plane, others had come there to meet or to see off (проводить) their friends. In 15 minutes the plane My friend's went to the They had no things to ... and it didn't take them long to...

Task1. Read the text and try to understand the content of the text.

Text .Travelling on Business

- People started travelling in the ancient times. Travelling was really dangerous in those days but there were always brave people who went on discovering new lands, in search of wealth and fame. Nowadays things have changed significantly. Hundreds of travel agencies are willing to help you if you are planning to go somewhere. Holidaymaking has become one of the most profitable industries and the budget of many countries. Employees of different countries usually go on business trips. Business travel is the practice of people travelling for purposes related to their work. There are many reasons of going on business: to make a contract, to discuss different terms of delivery, payment or shipment, to have tests, to do consultancy, to improve one's professional skills, to work, etc. Business necessities may also include: trade fairs, participation in congresses or seminars, further education, excursions for research, scientific campaigns, study trips, school or exploratory trips etc. Business today is really international. Usually itinerary of the trip is carefully planned by the head of the department or an executive. Once the employee knows where he is going, he can investigate the airport, rail and hotel amenities to determine which will provide him

with the best business services including good Internet access. Whether it is the first or thousandth business trip, the traveler should be conscious of conduct that is considered proper during the absence from the office. As a representative of the company, a businessman has to know how to behave appropriately on a business trip. These are some recommended steps to follow:

- to pack all essential (*важный, необходимый*) items in a carry-on bag to avoid being ill-prepared for business if the airline loses the luggage.
- to dress professionally during the entire trip. The clothes should reflect the fact that the person is on a business trip, whether he is on a plane, on a golf course or in a conference room.
- to be prepared and be on time, it is not a good decision to be 10 minutes late for an important meeting.
- to use proper business language. Even though some business trips may include more casual (*обыденный, повседневный*) situations, such as lunch, dinner or even golf, it is better to keep in mind that you are still representing your company, and like the old saying goes, “Loose lips sink ships”.
- to brush up on table manners and the basics of business etiquette (*деловой этикет*). This may help avoid some embarrassing (*неловкий, неудобный*) situations while on the trip.
- to conduct oneself with grace (*достоинство, такт, любезность*) and decorum (*приличие*) at all times. If the person is uncertain about these terms (*условия*), it is advisable to consider buying a book on business etiquette for some light reading while on the plane.

Words and word-combinations

- **to register tickets and luggage**- зарегистрировать билеты и багаж
- **to arrive two hours before departure time**- прибывать (в аэропорт) за два часа до отправления
- **to bring in personal belongings duty free**---ввозить личные вещи беспошлинно
- **to complete the airport formalities**- выполнить формальности в аэропорту
- **to open the bags for inspection**-открыть сумки для проверки, контроля
- **to ask routine questions**-задавать обычные вопросы
- **to smell as mugger**- распознавать контрабандиста

- **to go to the check-in counter**-пройти к стойке регистрации
- **9) to insert in the ticket a claim check for each piece of luggage**-внести в билет отметку о квитанции на получение каждого места багажа
- **to fill in the declaration form**- заполнять декларацию

Task1. Choose the right form.

1) to register tickets and luggage	a) пройти к стойке регистрации
2) to arrive two hours before departure time	b) открыть сумки для проверки, контроля
3) to bring in personal belongings duty free	с) внести в билет отметку о квитанции на получение каждого места багажа
4) to complete the airport formalities	d) зарегистрировать билеты и багаж
5) to open the bags for inspection	е) прибывать (в аэропорт) за два часа до отправления
6) to ask routine questions	f) выдать посадочный талон
7) to smell a smuggler	g) выполнить формальности в аэропорту
8) to go to the check-in counter	h) ввозить личные вещи беспошлинно
9) to insert in the ticket a claim-check for each piece of luggage	i) предотвращать контрабанду
10) to give a boarding pass	j) проверить ручную кладь
11) to fill in the declaration form	k) являться противоугонной мерой
12) to go through passport control	l) садиться в самолет
13) to prevents mugging	m) распознавать контрабандиста
14) to inspect carry-on luggage	n) заполнять декларацию
15) to be an anti-hijacking measure	о) задавать обычные вопросы
16) to board the plane	p) проходить паспортный контроль

Task 2. Test your Business Etiquette.

Social and business etiquette can be tricky (*сложный*), and making the right moves can make a big difference. Take this quiz (*опрос, викторина*) and see how you fare in the following business situations.

Your boss, Ms. Alpha, enters the room when you're meeting with an important client, Mr. Beta. You rise and say "Ms. Alpha, I'd like you to meet Mr. Beta, our client from San Diego". Is this introduction correct?

At a social function, you meet the CEO[2] of an important corporation. After a brief chat, you give him your business card (*визитная карточка*). Is this correct?

You answer the phone for a peer (*сверстник*) who's available, and ask "Who's calling, please?" Are you correct?

You're hosting a dinner at a restaurant. You've pre-ordered for everyone and indicated where they should sit. Are you correct?

A toast has been proposed in your honor. You say "Thank you" and take a sip (*маленький глоток*) of your drink. Are you correct?

Тема 8. Таможенный и паспортный контроль.

Task1. Read the dialogue and try to understand the content of it.

AT THE CUSTOMS OFFICE

Mr. Kozlov is going through the Customs at London airport.

Customs Official: Is this your suit-case, sir?

Kozlov: Yes, that's right.

Customs Official: Will you, please, open it?

Kozlov: Certainly.

Customs Official: Have you any things to declare?

Kozlov: No, I don't think so, though I have some cigarettes for my own use.

Customs Official: How many packets of cigarettes have you got?

Kozlov: Oh. I've got only three packets. I believe they'll be duty free.

Customs Official: Yes, " of course

Have you got any presents or any things liable to duty?

Kozlov: No, I haven't.

Customs Official: Well, thank you, sir.

Kozlov: Thank you.

VOCABULARY NOTES

passport – паспорт

passport control – паспортный контроль

passport control officer – паспортный контроллер

customs – таможенные пошлины

to pass (to get) through the customs – таможенный осмотр

custom house –таможня

declare – предъявлять вещи, облагаемые пошлиной

duty – пошлина, налог, гербовый сбор

contents – содержимое

single – рассчитанный на одного

porter - носильщик

fill in —заполнять, вставлять

personally – лично, сам

order - заказ

offer - предлагать

Task 1. Find the dialogues English equivalents for these word combinations and sentences.

1. Сколько времени вы собираетесь пробыть в нашей стране? 2. Желаю вам приятно провести время в нашей стране. 3. Пройдите сюда. 4. Жаль, что меню на английском языке. 5. Это был чудесный обед, несмотря на меню. 6. Ради разнообразия. 7. Он называется. 8. Если это то, что вы пьете. 9. Что вы можете предложить нам? 10. Да, она (пломба) вот-вот выпадет. 11. Вам следовало бы давно прийти на обследование. 12. Уже некоторое время. 13. И затем я вырву ваш больной зуб.

Task 2.Fill in prepositions :

A few days ago Mr. Semenov came ... abroad. He had gone ... business ... Great Britain. He had instructions to place an order... chemical equipment. Mr. Semenov came ... Moscow ... TU-154. It took him three and a half hours to get home. He had got... the plane... London airport... 8 o'clock... the morning. The plane landed ... Vnukovo airport... half... eleven. It didn't take him long to go ... the Customs. He had no things liable ... duty. He filled ... a declaration and gave it... a Customs Official. The Customs official came Mr. Semenov and asked him to open his suit-case. ... 15 minutes all the formalities (формальности) were...Mr. Semenov took his suit-case and joined his friends. The car was already waiting ... them. They got into the car and went home. Where were you yesterday ... 5 and 6 o'clock? I phoned you. I'm sorry, I was not.... I went ... the Bolshoi Theatre booking-office to book tickets ... tomorrow.

Task 3. Complete the sentences:

1. When I came into the waiting-room of the airport (all the passengers ... to wait...). 2. Before Mr. Sobolev got on the plane (to fill in a declaration). 3. Since the representative of a British firm arrived in Moscow, (... to place a few orders). We heard (... to feel bad). 5. The secretary told us (... to go on business). 6. We found out (... to arrive). 7. The passenger asked the Customs Official (... to be liable to duty). 8. The Customs Official answered (... to be duty free). 9. I did not know (... to go abroad). 10. The engineers said (... to show us the new machines).

Task 4. Put the missing words:

Customs-Office, announcement, to land, airport, to go through the customs, to arrive, waiting-room, to declare, to fly, from abroad, flight, to feel well, plane. The other day I went to Sheremetievo ... to meet my friend. He and his wife were coming back When our bus ... at the airport... had not yet landed. It was frosty outside and I went into the airport There were a lot of people there. Some of them were waiting for the ... to get on the plane, others had come there to meet or to see off (проводить) their friends. In 15 minutes the plane My friends went to the They had no things to ... and it didn't take them long to My friends said they had enjoyed the ... and although the jet-liner... at a high speed they.... My friend and his wife were very happy to be back.

Task 4. Put the correct verbs- to say, to speak, to tell :

1. What did the Customs Official... you to do at the Customs-office? 2. Mr. N. ... that it had taken him an hour to go through the Customs. 3. My friend ... two foreign languages. 4. How long did he ...? He ... for half an hour. 5. If you don't know what things are liable to duty ask the Customs Official about it.

Грамматика. Согласование времен (Sequence of Tenses)

Task 1. Change sentences into indirect speech.

He said, "I went to the city centre yesterday."

My mother said, "I have washed the dishes."

Kristy asked me, "Do you want to stay here?"

She asked us, "Why have you come so late?"

Task 2. Put the correct verbs.

Aristotle discovered that the Earth (be) round.

I thought you (invite) her to the cinema.

I met the girl who (live) near here.

He told me he (be preparing) for his exams.

You made me understand how important education (be).

Task 3. Mark right sentence.

He knew he has a problem.

He knows he will have a problem.

He knew he will have a problem.

Task 4. Complete the sentences.

Пример: I think I know the answer.

I thought... - I thought I knew the answer.

He realizes he will be alone.

He realized...

We hope she will be waiting for us at six o'clock.

We hoped...

He proves he is the best.

He proved...

She imagines she can do that.

She imagined...

We understand we need more money.

We understood...

Task 5. Translate from Russian into English.

Я думал, что они ждут меня дома.

Джон был уверен, что я уехал из города.

Я надеялся, что он придет.

Мы не знали, что он говорит по-английски

Грамматика. PASSIVE VOICE (Modals-Future)

Task 1. Change the following sentences to passive voice.

Example: You must find the bag.- The bag must be found.

They can build it.

He is going to publish a new book.

They are going to block the road.

They may send the parcel tomorrow.

We can answer the questions.

They must check the passports.

They have to sign all the documents.

"S They should serve everybody

Where can we keep the money? -

Why should they pay the bill in cash?

Do they have to bring it now.

Might they cancel the flight?

Тема 9. Проживание в гостинице в командировке.

Task1. Read the text and try to understand the content of the text

Text . AT THE HOTEL

At about 1 o'clock in the afternoon Mister Kozlov arrived at the Tavistock Hotel. A hotel-porter took Kozlov's suit-case and showed him to the reception- desk. Kozlov told the receptionist that the Russian Trade Delegation had reserved room in his name a few days before. The receptionist checked that and said that they could let him have a nice room on the third floor. After that the receptionist gave Mister Kozlov a form and asked him to fill it in. Mister Kozlov wrote his name, address, nationality and occupation on the form and gave it back. Then the porter took the key to Kozlov's room and they went to the lift. In a minute they were on the third floor. The porter unlocked the door, brought in the suit-case and asked if that was Kozlov's. Kozlov thanked him, gave him a tip and the porter went out. Kozlov unpacked his suit-case and rang the bell for a chambermaid because he wanted to have his suit pressed.

Chambermaid: Good afternoon, sir. What can I do for you? ~

Kozlov: Good afternoon. Could I have my jacket and trousers pressed?

Chambermaid: Very good, sir. I think I can do it right away.

Kozlov: Thank you. By the way, could I have an extra blanket? I'm afraid I'll be cold at night as the weather is damp to-day.

Chambermaid: I'll attend to it, sir.

Kozlov: Thank you. I wonder if the restaurant is open now.

Chambermaid: Yes, sir. The restaurant serves breakfast from eight to ten, | lunch from twelve to two thirty and dinner from six to eight.

Kozlov: Thank you very much.

VOCABULARY NOTES

To reserve -заказывать (номер, билет ит.д.)

Trade Delegation -Торгпредство

accommodation -номер в гостинице; помещение жилье

single room-номер на одного человека

whether-союз, который вводит косвенный в

charge-цена, стоимость, плата

hotel-porter портье (в гостинице)

to show (showed, shown)v проводить, довести, вводить

to show to a reception-desk--проводить до стола администратора

to show into a room-ввести в комнату

to check-проверять (обычно путем сравнения с чем-л.)

address- адрес

nationality -национальность

occupation -род занятий, профессия

Task 2 Answer these questions:

1. How did you must reserve a room in the hotel?
2. What kind of room did you prefer single room or private room?
3. What's the charge?
4. What did do a hotel – porter

Task 3 Give some English equivalents:

иметь в наличии-

торговая делегация-

бюро администратора-

номер в гостинице-

погладить вещь-

на предыдущей неделе-

упаковать чемодан-

давать чаевые-

распаковать чемодан-

проследить за чем-либо-
заказать

Task 4. Complete these sentences:

There secretary wondered if ... (to arrive by plane)

She told us that ... (to reserve a room)

The receptionist asked me whether ... (to reserve a table)

He answered that ... (to have accommodation)

The porter told me that ... (to attend to my suit-case)

I didn't know when ... (to serve dinner)

Task 5. Translate the sentences:

Интересно, в какой гостинице они? - Я полагаю, что они остановились в «Гранд - Отеле». В прошлый раз они тоже остановились там. Директор конторы попросил меня позвонить в ресторан «Прага» и заказать 2 столика на завтра. Он спросил меня, есть ли лифт в том новом здании. Администратор сказал, что он может предложить мне очень хороший номер на одного человека с отдельной ванной на 5-м этаже. Интересно, какая завтра будет погода? Мы спросили администратора, какова стоимость номера на одного человека в их гостинице.

Тема 10. Типы предприятий в Великобритании и США.

Task1. Read the text and try to understand the content of the text.

Text . Types of businesses in the UK

Most businesses in the United Kingdom operate in one of the following ways:

limited liability company

branch of a foreign company.

The sole trader is the oldest form of business. There are many one-man owners, for example: a farmer, doctor, solicitor, estate agent, garage man, jobber, builder, hairdresser etc. The partnership is a firm where there are a few partners. They are firms of solicitors, architects, auditors, management consultants etc. The names of all the partners of the firm are printed on the stationery of a partnership. The most common type of company in the United Kingdom is the limited liability company. At the end of the name of such a company the word Ltd. is used. For example: Wilson and Son Ltd, Many of such companies are joint-stock companies owned by shareholders. Limited liability companies are divided into public and private ones. Only public companies may offer shares to the public at the stock exchange. The names of such companies end in p.l.c. which stands for public limited company. Private limited companies may not offer shares to the public. The names of such companies end simply in Ltd. branch of a foreign company is a part of a company incorporated outside Great Britain but acting under the law of the UK. Usually these companies act in the UK under their normal foreign names.

Text: Forms of businesses in the USA

Businesses in the USA may be organized as one of the following forms

Individual business

General partnership

Limited partnership

Corporation

Alien corporation

Foreign corporations

An individual business is owned by one person.

A general partnership has got several owners. They all are liable for debts and they share in the profits.

A limited partnership has got at least one general owner and one more other owners. They have only a limited investment and a limited liability.

A corporation is owned by persons, called stockholders. The stockholders usually have certificates showing the number of shares which they own. The stockholders elect a director or directors to operate

the corporation. Most corporations are closed corporations, with only a few stockholders who buy and sell their shares at will.

Usually they have little interest in management of the corporations.

Vocabulary

Sole	единственный, исключительный
trade	1-торговля , 2-профессия
to trade	торговать
trader	торговец
partner	участник партер пайщик
partnership	участие товарищество
liability	ответственность
limited liability	ограниченная ответственность
limited liability company	компания с ограниченной ответственностью
branch	отделение
solicitor	адвокат
estate	1-недвижимое имущество 2-имение поместье
Estate agent	агент по купле-продаже недвижимого имущества
jobber	маклер комиссионер
auditor	аудитор ревизор
management	управление менеджмент
joint-stockcompany	акционерная компания
shareholder	держатель акций акционер
stock exchange	фондовая биржа
public	публичный, государственный, общественный
to incorporate	зарегистрировать как корпорации

Task1. Use the appropriate pronouns, read and translate the sentences:

Could you tell about types of businesses in your country?

I don't know much about {they}.

Could you give a few examples?

Last week I spoke with (he) about business hours in various countries.

He told some new facts.

Who told {you} that?

How long did you speak with {she}?

Task2. Translate these word combinations into English and make sentences:

их фирма и ее филиалы-

ваша ответственность-

их акционеры-

наш договор-

ее отделы-

их фондовая биржа-

ее менеджеры и аудиторы-

их замечания к договору-

зарегистрировать как корпорацию

Task 3. Answer the following questions:

(1) What is the most common type of company in the UK?

(2.) Are all limited liability companies joint-stock companies?

Грамматика. PASSIVE VOICE (Present Continuous)

Task1. Change the following sentences to passive voice.

Example: Somebody is repairing the car.

The car is being repaired.

They are disturbing us continuously.

We are being disturbed continuously.

They are cleaning the rooms.

Mehmet is washing the windows.

She's dusting the tables.

They're painting the walls.

The mother is washing the dishes.

The girl is sweeping the carpets.

The boy is carrying the chairs.

The man is repairing the TV.

Somebody is following us.

They are building a new suspension bridge.

The lorry is towing the car.

Task 2. Choose the right form

1. The difference between a country's total earnings or GNP, and its total expenditure is called its.....
 - a. balance of profit
 - b. balance of payments
 - c. balance of goods
 - d. balance of peace
2. The UK's principal exports are
 - a. foodstuffs and raw materials
 - b. cars and boats
 - c. vehicles, machinery, manufactured goods and textiles
 - d. books, medicines, machines.
3. Foreign trade is vital..... Britain's livelihood.
 - a. by
 - b. from
 - c. to
 - d. with
4. In the 19th century Britain dominated
 - a. International trade
 - b. livelihood
 - c. percentage
 - d. manufactured goods
5. We could open a letter of credit with Barclays Bank.

- a. Мы смогли открыть письмо в банке Барклай.
- b. Мы сможем открыть письмо в банке Барклай.
- c. Мы смогли открыть письмо в банке Барклай.
- d. Мы сможем открыт аккредитив в банке Барклай.

6.The reviews made by auditor..... audits.

- a. are called
- b. called
- c. calls
- d. is called

7.Auditors see that current transactions are reordered

- a. promptly and complete
- b. clean and nice
- c. bad and late
- d. normal and in time

8.A very interesting business plan by our scientists last month.

- a. are written
- b. was written
- c. will be written
- d. has written

9. His research work..... with high technology in economics.

- a. has been connected
- b. were connected
- c. is connected
- d. will be connected

10. They new models of radiators for the English firm.

- a. are sold
- b. was sold
- c. will be sold
- d. has been sold

Task 4.Translate into Russian.

- 1) The applicant is to fill in a resume or an application form.
- 2) The form can be laid out in various ways.
- 3) The CV should contain the following information...
- 4) It should give the names of two referees.
- 5) The referees may be contacted and asked some questions.
- 6) The applicant may name a doctor, a vicar, an old family friend.
- 7) The firm may also contact the former or present employer of the applicant.

Task5.Translate into English.

- 1) Анкета должна содержать всю необходимую информацию о претенденте, в том числе его семейное положение.
- 2) Кандидат может узнать двух-трёх человек, которые могут дать ему рекомендацию.
- 3) Фирма может обратиться к лицам, дающим рекомендацию.
- 4) Форма анкеты могут быть самыми разными.

Task 6. Translate the words.

applicant – application
 printer – printed form – printing machine
 lay - out of the letter
 person – personality
 information – impressive
 referee – reference
 supervisor – supervision
 interview – interviewer – to interview
 trainer – trainee – trainee – traineeship – training courses

Task 7. Complete the sentences.

- 1) The information required is practical...
- 2) The information given by the candidate will be very...
- 3) The resumes filled in will be sent to ...
- 4) The referees mentioned may be asked...
- 5) The name mentioned isn't familiar to ...

Task 8. Complete the sentences.

- 1) When a person is eager to get a job he is often to fill in ...
- 2) The form can be laid out in different ways but ...
- 3) The information given by the candidate can be very helpful in assessing ...
- 4) It is important that the candidate ...
- 5) CVs should contain the following information...
- 6) CVs and application forms will require the name and address of at least...
- 7) The referees may be contacted and asked....
- 8) Normally the firm will ask for the names of present...

Task 9. Translate the sentences.

1. Can we reserve a single room with a private bath in your hotel?
2. The receptionist asked him to fill in a form in English
3. The secretary showed Mr. Black into the President's private room.
4. We must settle the problem in the shortest possible time .
5. They told me they would improve their model.
6. I could not find the book anywhere.
7. They serve breakfast from eight to eleven at this hotel.

Task 10. Translate the sentences and find Passive Voice.

Are any defects found during tests? By whom are they to be eliminated? Is another test to be made after the defects are eliminated?

1. Is the Tretjakov Gallery visited by a lot of people? Whose pictures are shown there? Can pictures from other countries be found there? What museum can they be found in?
2. Are foreign businessmen usually met at the airport? Where are they taken from the airport? Is accommodation booked for them in advance? Why is accommodation to be booked in advance?

Тема 11. Производство и цены.

Task1. Read the text and try to understand the content of the text.

Text . Production

Very often newspapers, journals and other publication and speeches give information on production of goods .Here is a report of a big English radio company executive at a conference. Well, ladies and gentlemen, it has been a very difficult year for us. We've had difficulties in production and our production record this year is not good. These are the figures; at the start of the year all our factories had been on strike for two months; the strike finished on January 29th, so in January we produced only two hundred radios. Production started slowly because of continued one-day strikes; in February we produced twenty eight thousand radios. Then the production figures increased every of the three months. In May we reached target figure of one hundred and forty thousand radios and in June we managed to produce one hundred and forty nine thousand radios. This last figure is the best production figure we have ever reached. Then e had the two-week factory holiday at the beginning of September, which accounts for the figure of eighty thousand radios for that month. In October production rose to one hundred and twenty thousand and then, for reasons beyond our control, we had our second major strike of the year. Some workers continued working, and others, mainly the engineers and maintenance people, took turns in staying away .In November we produced only one hundred thousand radios and in December ninety thousand. So our production figures for last year were, I am afraid, not very good.

Vocabulary

Price - цена

Report - отчет

Record – данные

Productionrecord – данные о производстве

Target– цель

Target figure – плановая

To manage – суметь

To reach – достигать

To reach the figure – достигнуть цифры

To account for smth – являться причиной чего-либо

For reasons beyond – по не зависящим от нас причинам

Maintenance people – обслуживающий персонал

To take turns – делать поочередно

Task 1. Underline the Predicates, read and translate the sentences:

- (1) It has been a very difficult year for him.
- (2) They've had difficulties in production.
- (3) At the start of the year the factory had been on strike for two months.
- (4) We have covered seven units by now.
- (5) They had covered five units by the beginning of the month.
- (6) Have you ever been to Britain?
- (7) I have never been to any English-speaking country.

Task 3. Make the sentences negative and translate them into Russian:

- (1) Before she started writing a report she had read the story very attentively.
- (2) He has been to a few cities and towns in the south of France.
- (3) Before their competitors held the exhibition they had started producing two new models.
- (4) They are sure the company will have increased production by the beginning of next year.
- (5) We have carefully studied the graph.

Task 4. Translate into English:

- (1) Мы уже обсудили несколько вариантов решения задачи.
- (2) Прошедший год был для компании довольно трудным.
- (3) В этом году многие фирмы увеличили затраты.
- (4) К сожалению, своей цели они так и не достигли.

(5) По не зависящим от нас причинам встреча не состоялась.

Task 5. Find the answers in the text:

- (1) Who made the report quoted?
- (2) How did he characterize the year in general?
- (3) How did the year start?
- (4) Did the situation change in February – April?
- (5) What was the result in May?
- (6) Was June a peak month?
- (7) How did the situation change in September?
- (8) Did the company suffer another strike in October?
- (9) How did the year end?

Task1. Read the text and try to understand the content of the text.

Text: Sales

Here is what the executive of the English radio company said about sales of radios in the second part of his speech at the conference. Our sales figures however were quite encouraging. If you look at the graph in front of you can see the production figures, represented by the thick black line, and the sales figures- that's the broken line. To take you through these figures, in January we sold sixty thousand radios, and in February fifty five thousand/ although weren't producing at that time, we had large stocks in reserve/ In March sold only one thousand/ our stocks were exhausted, and couldn't get our newly produced radios to the shops on time. In April we sold twenty thousand radios-but April is always a bad month because of the Budget/ in May we started to get a little worried, because we sold forty thousand radios. So we started a major sales campaign, and in June our sales figures climbed to ninety nine thousand/ in July the campaign really took off and we managed to sell one hundred and sixty thousand radios. This continued through August and September, when we sold one hundred and fifty thousand and one hundred and seventy thousand. But then demand started fall. And it is very low at the moment. Our main problem is to start producing a new line of radios, which we are here to discuss.

Vocabulary

graph	диаграмма
stocks	запасы
budget	бюджет

campaign	компания
sales campaign	компания по увеличению
the demand fell	спрос упал
the demand rose	спрос поднялся
the demand is low	спрос низкий
the demand is high	спрос высокий

Task 1. Underline the Predicates, read and translate the sentences:

- 1 I have been learning English for about a year.
- 2 And how long have you been learning this language
- 3 They have been exporting these goods for more than five years.
- 4 Have the specialists been studying this problem for a long time.
- 5 How long had the company been producing these cars when he visited the plant?

Task 2. Translate into English:

- 1 Сколько времени он изучает французский язык
- 2 Она изучает русский язык с конца прошлого года.
- 3 Они работают над этой проблемой уже два года.
- 4 Она жила в Москве уже несколько лет, когда здесь организовали отделения этой фирмы.

Task 3. Translate the following word combinations:

Sales figures	Radio company
Sales campaign	Newly produced radios
Major sales campaign	Newly produced radio stocks
Production figures	Completely exhausted reserves

Task 4. Translate these word combinations and use them in sentences of your own:

Цифры, представленные в бизнес-плане	спрос начал падать
Ломаная кривая спроса на графике	пик продаж
Цифры поднялись до ...	продажи сокращаются

TEXT. Basic terms in GNP and GDP

Countries buy and sell various goods as well as various services. Goods bought from abroad, such as food, cars, machines, medicines, books and many others, are called **visible imports**. Goods sold abroad are called **visible exports**.

Services such as insurance, freight, tourism, technical expertise and others are called **invisible imports** and **invisible exports**. The total amount of money a country makes including money from visible and invisible exports, for a certain period of time, usually for a year, is **Gross National Product**, or **GNP**.

The difference between a country's total earnings or GNP and its total expenditure is called its **balance of payments**. The difference between what a country receives for its visible exports and what it pays for its visible imports is its **balance of trade**. If a country sells more goods than it buys, it will have a **surplus**. If a country buys more than it sells, it will have a **deficit**.

Gross Domestic Product or **GDP** is the amount of money a country makes from goods and services inside the country for a certain period of time, usually for a year. When GDP is calculated different sectors of economy are analysed. In the UK the services sector accounted for roughly 60 per cent of Gross Domestic Product.

VOCABULARY NOTES

Gross Domestic Product – валовый внутренний продукт

Gross National Product -

to calculate – подсчитывать

leisure - досуг

natural gas – природный газ

to quote – цитировать, приводить (текст)

medicine – лекарство, медицина

invisible – невидимый

exports – экспорт

freight – фрахтование, фрахт

to balance – балансировать, уравнивать

balance of payments – платежный остаток

balance of trade – торговый баланс

surplus – излишек, активное сальдо

science – наука

to define – определять

foreign – внешний

visible - видимый

imports - импорт

abroad – за границу

expertise – экспертиза, знания

balance – баланс, остаток

scientific – научный

Task 1. Make sentences using the following:

its foreign trade

its total amount

its visible and invisible exports

its balance of payments

its importance

its GNP

its technical expertise

its GDP

Task 2. Complete the sentences:

It's difficult for me too ...

It's not raining ...

It's necessary ...

It's ... o'clock now.

It's cold ...

It's ... today.

Task 3. Complete the sentences:

(1) Gross National Product is the total amount...

(2) Gross Domestic Product is...

(3) Invisible exports and imports is...

(4) Visible exports and imports is...

(5) A country's balance of payments is...

(6) A country's trade balance is...

(7) If a country sells more goods than it buys, it will have a...

(8) If a country buys more than it sells, it will have a...

3 курс

Тема 1: Управление государственным бюджетом. Кредитно-денежная политика.

Task 2. Answer the questions

1. What is the leading element of the Budget system of Russia?
2. What is the Federal Budget?
3. By what is enshrined the right of the Russian Federation for an independent federal budget?.
4. How is the Federal budget developed?
5. What are adopted and approved at the 1st, 2nd and 3rd readings?
6. What is used to control the economy by the government?
7. For what do people get loans?
8. Why will house prices fall?
9. How do consumers buy other things?
10. What has a big impact on consumer spending and the economy as a whole?

Task 3. Complete these sentences.

1. The Federal Budget is a major state financial plan.....
- 2.... which has the force of law after its approval.....
3. The share of the federal budget account.....
4. The right of the Russian Federation for an independent federal budget is enshrined.....
5. Following the adoption of the State Duma.....
6. Monetary policy mainly involves
7. This kind of loan.....
8. Fewer people will want.....
9. A fall in interest rates will have.....
10. Purchases made using credit cards are now.....

Task 4. Find English equivalents for the following Russian phrases.

1. Акция федерального бюджета
2. Независимый федеральный бюджет
3. Государственная Дума
4. Одобрить бюджет
5. Первое, второе, третье чтения
6. Денежно кредитная политика
7. Контролировать экономику
8. Этот вид кредита
9. Ипотеки становятся дорогими
10. Кредитные карты

Grammar: The Past Perfect Tense. PrefixUN

Task 1.Translate into English

1. Директор закончил переговоры, когда мы подошли к нему.
2. Кто получил прайс-листы и каталоги к трем часам дня?
3. Фирма отгрузила товар к 8 ноября.
4. Мы уже обсудили все вопросы, когда вы приехали в офис.
5. Директор фирмы просмотрел письма, когда секретарь принесла новую почту.
6. Мы отправили вам оборудование до того, как приехал ваш представитель.
7. Продавцы приняли наши условия после того, как мы обсудили все вопросы.
8. Секретарь сказала, что британские бизнесмены приехали, чтобы встретиться с президентом.
9. Фирма подписала контракт с нами после того, как мы выяснили все детали.
10. Он сказал, что господин Бунин уехал в командировку в Лондон.

Task 2.Complete these sentences

- 1 .We had discussed all the questions.....
2. The director of our office had not yet gone through the letters and cables.....
- 3.Mr. Orlov had left Moscow.....
4. After they had had lunch
5. The firm had shipped the equipment
6. We had looked through your price lists and catalogues.....
7. The British businessman had come to meet the president.....

Task 3. Fill in prepositions

1. He had gone ... business ... France
2. We had come ... the office ...time.
- 3 .Mr. Petrov's friends had come to meet himto the airport.
4. The plane landed London airport ...half ... seven.
5. They said that it had taken them an hour to go ... the Customs.
6. The plane had taken ... and there were a few passengers ... in the waiting room.
7. He had got instructions before he went Business.

Task 4. Open the brackets using the verbs in the correct tense form.

- 1.Before she started writing a report she(to read) the article very attentively.
2. The secretary (to say) that the German engineers had come to talk to our director.
3. I heard that our president (to go) on business abroad.
4. The prices of this firm (to reduce) by that time and we decided to order the goods.
5. I planned to visit this town last May because I (to be) never been there before.

Task 5. Give antonyms using prefix UN

Necessary
Usually
Important
To pack
To lock

Тема 2. Налоги и налогообложение.

Task 1. Answer the questions using the text:

1. What kinds of taxes are there in the U.K. ?
2. What is a fiscal year ? How long does it long ?
3. How many days have taxpayers to pay the taxes ?
4. What is P. 45 ?
5. What does P.A.Y.E mean ?

Task 2. Complete as in the text:

1. Individuals, partnerships and trusts pay
2. The tax year runs from
3. Corporation taxes are charged for
4. Individuals usually pay taxes in two
5. Employees pay taxes
6. When the employee taxes a new job he
7. If an employee has no P. 45
8. When the position is clarified ...

Task 3. Fill in prepositions.

1. The tax year runs ... 6 April ... the following April 6.
2. Individuals usually pay taxes ... two equal installments ... 1 January.
3. The commissioners are completely independent ... the Inland Revenue.
4. Employees pay taxes ... a different way.
5. The deductions are calculated ... reference ... the employees tax coding.

Grammar : Future Perfect Passive

**TASK 1: Как вы думаете, что произойдет или еще не произойдет к 2020 году?
Употребите глаголы в Future Perfect Passive.**

Begin: I think... or I don't think. . . . Use find, introduce, invent and solve.

Example: I don't think the drug problem will have been solved.

1. the drug problem
2. a cure for cancer
3. passenger transport to the moon
4. the world's hunger problem
5. supersonic trains
6. new energy source
7. the problem of world peace

TASK 2: Rewrite the sentences in passive voice.

Frank will have ordered the drinks. - The drinks will have been ordered by Frank.

You will have spent all the money. -

I will have taken the dog for a walk. -

She will have sold the car. -

They will have solved the problem. -

She will not have read the book. -

They will not have trusted him. -

He won't have rung Barbara. -

Will they have paid the bill? -

Will you have washed my socks?

TASK 3 : Translate the following sentences into Russian.

1. The performance will have been finished by 8 o'clock.
2. The car will have been repaired by the next week.
3. The toy will have been made by your birthday.
4. The letters will have been read by your return.

TASK 4: Turn into Passive Voice.

1. I will have received his letters.
2. He will have asked a question.
3. Harry will have phoned her.
4. He will have done his job.
5. Joseph will have made money.
6. She will have learnt English.

GRAMMAR: subjunctive mood I

TASK 1. Select the appropriate verb form in each sentence.

If we ... (will leave/leave/leaves) at 7 o'clock, we ... (will arrive/arrive/arrives) on time.

If Bob ... (will get/get/gets) a good job, he ... (will buy/buy/buys) a new car.

If you ... (won't drink/don't drink/doesn't drink) wine, you ... (won't feel/don't feel/doesn't feel) sleepy.

The child ... (will start/start/starts) crying if the toy ... (will break/break/breaks).
 We ... (will go/go/goes) to the beach if the weather ... (will be/is/be) sunny tomorrow.
 I ... (will be/am/be) late for the concert if I ... (won't find/don't find/doesn't find) a taxi.
 If he ... (will become/become/becomes) Prime Minister, he ... (will raise/raise/raises) taxes.
 If you ... (will be/are/is) more careful, you ... (won't make/makes/make) so many mistakes.

TASK 2. Open the brackets and put the verbs in the required form.

If you ... (not help) me, I ... (not pass) the exam tomorrow.
 We ... (buy) this car if you ... (give) us a discount.
 If my dad ... (find) his tools, he ... (be able) to repair my bike.
 If David ... (not give up) smoking, Liza ... (not marry) him.
 Mary ... (meet) her friends from Italy if she ... (come) to the party.
 If you ... (lend) me the money, I ... (pay) you back next month.
 They ... (not let) you into the cinema if you ... (lose) your tickets.
 If my sister ... (travel) to Japan, she ... (buy) a kimono for me.

Тема 3. Международная финансовая система. Финансовые рынки

Task 2. Answer the questions based on the text:

1. How would you describe the world economic situation in the 1940s?
2. What was the purpose of signing the Bretton Woods Agreement in 1945?
3. What were the initial goals of the IMF?
4. What is the current mission of the IMF? What are the Fund's primary responsibilities?
5. What does a member country's voting power depend on?
6. What are all member countries entitled to?
7. What were the conditions of integrating developing countries into the global economy under the so-called "Washington Consensus"?
8. What is the relationship between the G7 and the IMF?

Task 3. Agree or disagree with the following statements:

1. The amount of the subscription fee a member country pays depends on the size of the country.
2. The IMF uses its own resources to give financial assistance to the member countries.
3. The IMF plans monetary, tax and exchange rate policies for the member countries.
4. At the end of World War II countries tried to protect their weakened economies by expanding international trade.
5. Borrower countries were expected to implement trade liberalization policies in exchange for credit.
6. The IMF globalization policy has helped to overcome poverty and environmental destruction in developing countries.

Task 4. Open the brackets and supply the correct verb forms:

In the 1940s the world still 1 _____ (to reel) from the financial turmoil of the Great Depression. As markets in the United States and around the world 2 _____ (to collapse), countries 3 _____ (to try) to protect their weakened economies by closing their doors to foreign imports and restricting their citizens from making purchases abroad. The result 4 _____ (to be) catastrophic: world trade nearly 5 _____ (to come) to a halt. In order to protect the world economy from suffering another similar blow, and to hasten financial recovery among war-torn nations, leaders from forty-two countries 6 _____ (to come) together during the summer of 1944. Their historic meeting in Bretton Woods, New Hampshire, 7 _____ (to establish) a new international system of economic collaboration called the IMF. In December 1945, representatives from twenty-nine member nations 8 _____ (to sign) the Articles of Agreement aimed at preventing currency competition and promoting cooperation among nations. The initial goals of the organization 9 _____ (to be) to expand international trade and to protect the stability of international currencies and exchange rates. Since the IMF 10 _____ (to establish), its purposes 11 _____ (to remain) unchanged, but its operations 12 _____ (to develop) to meet the changing needs of its member countries in an evolving world economy.

TEST. Choose the correct answer and translate the sentences into Russian.

1. Banks borrow money from the public in order to
 - a) invest in a business
 - B) meet their liabilities
 - c) lend money to firms, households
2. The clearing system enables banks
 - a) to purchase interest-bearing securities
 - b) to settle debts between banks
 - c) to cover cash deficit
3. Bills are financial assets to be repurchased by
 - a) the borrower within a year or less
 - b) a creditor within a year and a half
 - c) insurance company within a year
4. Securities are traded daily on the Stock Exchange and ...
 - a) their price is stable
 - b) their price fluctuates considerably
 - c) their price fluctuates in the afternoon

5. To withdraw a time deposit one must give the bank a period of notification ... a) within which banks can buy some high-interest securities
- b) within which banks can get money from government reserve
- c) within which banks can sell off some of their securities or call in some loans

Grammar: Subjunctive Mood II

Task1. Combine the sentences together. Use First or Second Conditional mood.

Example:

I have to go to Japan (I will go for sure). I need to learn something about Japanese culture.

If I have to go to Japan, I will need to learn something about Japanese culture.

1. She is possibly stressed. She needs some rest.
2. We are going to Germany. We want to visit Berlin.
3. My business partners are Russian. I mustn't ask them whether bears are walking in the Moscow streets.
4. I am not that good at non-verbal communication. My partner uses lots of body language. I don't understand him sometimes.
5. It seems that their boss is French. Their boss likes to eat frogs.

Task 2. Translate into Russian.

1. If my brother had time (now) he would help me.
2. If we received the reply tomorrow, we would start talks next week.
3. If he were (was) here he would tell us an interesting story.
4. If we had free time we should visit museums and exhibitions.
5. If you were invited to a birthday party you would buy a useful present.

Task 3. Translate into English.

1. Если бы он не был занят, он бы назначил вам встречу сегодня.
2. Если бы погода была хорошей, он бы вернулся с командировки вчера.
3. Если бы вы увеличили свой заказ, мы бы дали вам 5% скидку.
4. Необходимо, чтобы наши инженеры посетили их завод.
5. Если бы у меня было время, я бы мог посмотреть выставку вашего оборудования.

ТЕМА 4. Бухгалтерский учет и аудит.

Пассивный залог в группе простых времен.

Task №1: Read and translate the sentences:

- (1) Office staff are either monthly or weekly paid.
- (2) The money they get is called salaries.
- (3) The money workers are paid is called wages.
- (4) Shell have/has recently increased the price of petrol.

- (5) The government want/wants to increase taxes.
- (6) The committee have/has not made a decision yet.
- (7) Where do/does your family live?

Task №2: Choose the right words and translate the sentences:

- (1) Physics (was/were) my best subject at school.
- (2) Gymnastics (is/are) my favourite sport.
- (3) The staff of the school (is/are) not happy with their working conditions.
- (4) Fortunately the news (was/were) not so bad as we expected.
- (5) The police (want/wants) to interview these people.
- (6) What (is/are) the news?
- (7) There (is/are) no information on these events in the press.

Task №3: Translate into English:

- (1) Экономика – это не только наука, но и учебная дисциплина.
- (2) Население этого города очень маленькое.
- (3) Весь персонал фирмы получает премию к Рождеству.
- (4) К сожалению, это печальные новости.
- (5) Правительство страны ушло в отставку.

Task №4: Write down the English equivalents:

- (1) Доходы
- (2) Вычеты
- (3) Персонал с месячным окладом
- (4) Платежная ведомость
- (5) Персонал с недельной оплатой
- (6) Почасовики
- (7) Установленный оклад служащего
- (8) Система бонуса
- (9) Сверхурочные
- (10) Отметить карточку
- (11) Сумма к получению

Task №5: Answer the following questions:

- (1) On what time basis can different employees be paid?
- (2) What is the money paid to office staff and workers called?
- (3) On what basis is bonus paid?
- (4) How does 'on the clock' system operate?
- (5) Do employees sometimes work overtime?
- (6) How are they paid then?
- (7) In what ways can wages and salaries be paid?
- (8) What way of being paid would you prefer?

Task 6. Translate into English

1. Директор закончил переговоры, когда мы подошли к нему.
2. Кто получил прайс-листы и каталоги к трем часам дня?
3. Фирма отгрузила товар к 8 ноября.

4. Мы уже обсудили все вопросы, когда вы приехали в офис.
5. Директор фирмы просмотрел письма, когда секретарь принесла новую почту.
6. Мы отправили вам оборудование до того, как приехал ваш представитель.
7. Продавцы приняли наши условия после того, как мы обсудили все вопросы.
8. Секретарь сказала, что британские бизнесмены приехали, чтобы встретиться с президентом.
9. Фирма подписала контракт с нами после того, как мы выяснили все детали.
10. Он сказал, что господин Бунин уехал в командировку в Лондон.

Task 7. Complete these sentences

1. We had discussed all the questions.....
2. The director of our office had not yet gone through the letters and cables.....
3. Mr. Orlov had left Moscow.....
4. After they had had lunch
5. The firm had shipped the equipment
6. We had looked through your price lists and catalogues.....
7. The British businessman had come to meet the president.....

Task 8. Fill in prepositions

1. He had gone ... business ... France
2. We had come ... the office ... time.
3. Mr. Petrov's friends had come to meet himto the airport.
4. The plane landed London airport ... half ... seven.
5. They said that it had taken them an hour to go ... the Customs.
6. The plane had taken ... and there were a few passengers ... in the waiting room.
7. He had got instructions before he went Business.

Task 9. Open the brackets using the verbs in the correct tense form.

1. Before she started writing a report she (to read) the article very attentively.
2. The secretary (to say) that the German engineers had come to talk to our director.
3. I heard that our president (to go) on business abroad.
4. The prices of this firm (to reduce) by that time and we decided to order the goods.
5. I planned to visit this town last May because I (to be) never been there before.

Task №1: Underline the Modal Verbs and translate the sentences:

- (1) He determines the way in which business may grow in the future.
- (2) He may be a chartered accountant
- (3) It must be a trial balance
- (4) This work must rather sophisticated
- (5) He can't be top executive

Task №2: Complete as in the text:

- (1) Bookkeepers deal in...

- (2) Bookkeepers first record...
- (3) The Ledger shows...
- (4) Trial Balances are drawn...
- (5) The accountant's responsibility is...
- (6) The accountant is to determine...
- (7) Junior employees...
- (8) Controllers are responsible for...

Task №3: Write down the questions for the following answers:

- (1) _____ - They are called chartered account-
_____? ants.
- (2) _____ - In the USA they are called certified
_____? public accountants .
- (3) _____? - He is called a controller. (4)
- _____ - Yes, this position is very close to
_____? the top.
- (5) _____ - They interpret the results of the
_____ operations and plan the future
_____? actions of the company.

Grammar: The Passive voice.

Task4. Translate into English.

1. Испытание будет проводиться через месяц.
2. Контракт подписали вчера в офисе.
3. Нам сказали, что они уже решили проблему по ценам.
4. Деловые письма обычно пишутся инженерами.
5. Товары будут поставлены в июле.
6. Много оборудования будет экспортировано в следующем году.
7. Проблема цен была решена ими вечером.
8. Были ли оставшиеся товары погружены три дня назад?
9. Будут ли дефекты устранены прямо сейчас?
10. Сообщили ли ему о результатах испытаний мотора?

Task 5. Use the verbs in brackets in the proper tense and voice.

1. The letter (to receive) yesterday.
2. The historical monument of the city(to show) to the guests.
3. The theatre (to built) when I came to live in the city.
4. The documents (to look through) by our director.
5. It (to expect) that his new play will be a great success.

Task6. Fill in prepositions.

1. In return he expects to be able to earn a profit ... his business.
2. Accounting is the language ... finance which all business decision-makers must understand.
3. The aim ... this process is to show the financial condition ... a business entity.
4. Bookkeeping is a small part ... the system and deals ... recordkeeping.

5. Private accounting refers primarily ... the private sector ... the economy.

Task 1. Answer the comprehension questions to the text.

1. Why must businessmen have some knowledge of accounting?
2. What is accounting?
3. What does an accounting information system show?
4. Who needs financial information?
5. What are the major branches of accounting?

Task 2 Find in the text English equivalents for the following Russian words and phrases:

- производить полезные товары или услуги;
- быть в состоянии заработать прибыль;
- чтобы вести дела эффективно и с прибылью;
- лица, принимающие решения;
- накапливать;
- отражать;
- классифицировать;
- суммировать и давать отчетность по коммерческим операциям;
- финансовое состояние хозяйствующего субъекта;
- финансовая отчетность;
- налоговые власти;
- профсоюзы;
- финансовые аналитики;
- бухучет подразделяется на ...;
- основные направления бухучета...;
- подвергать аудиторской проверке бухгалтерские книги;
- гарантировать, что финансовая отчетность составлена должным образом;
- анализ и отражение финансовой информации.

Task 3. Match the verbs in A with the nouns in B.

A	B
to set up a	commodity
to produce	affairs
to earn	information
to conduct	the books
to communicate	a function
to audit	profit
to perform	a business

Task № 1 Open the brackets by using the Verbs in the correct forms:

- (1) The reviews made by auditors (to call) audits.
- (2) Audits usually (to perform) at fixed intervals.
- (3) Auditors often (to employ) on a part-time basis
- (4) Some large companies (to maintain) a continuous internal audit.
- (5) Some time ago the presence of an auditor suggested that a company (to have) financial difficulties.
- (6) It also suggested that irregularities (to discover) in the records.
- (7) Auditors usually (to request) to propose solutions for problems, if any.

Task № 2 Insert the correct articles and translate the sentences:

- (1) I have examined ... Balance Sheet of Johnson & Co. as of 31 December 2004
- (2) I have also examined... related statements of income and retained earnings and changes in... financial position for... year ending on that date.
- (3) My examination includes tests of... accounting records.
- (4) In my opinion... accompanying Balance Sheet presents fairly... financial condition of Johnson & Co.

Task № 3 Write short sentences with these words:

Audit	auditor
Standards of auditing	internal auditor
Internal audit	financial records
Outside audit	procedures

Task № 4 Find the English equivalents in the text:

Аудиторская проверка	незаконные/мошеннические	
Отчет аудитора	нарушение правил	Заключение
аудитора	финансовое положение	
Незаконное присвоение	текущие сделки	
(сумм)	баланс	

Task № 5 Complete as in the text:

- (1) Auditors are usually independent certified accountants, who...

- (2) The reviews are employed at...
- (3) Auditors are employed either...
- (4) Some large companies maintain...
- (5) Auditors see that current transactions...
- (6) Their duty is to.....
- (7) They are usually requested to...

Task № 6 Complete the sentences with the following words:

- (1) Reviews of auditors are called...
- (2) ... are usually independent accountants who reviews the financial...of a company.
- (3) Auditors working continuously for a company are called ... auditors.
- (4) After the audits are made auditor's... or auditor's... are issued.

Task № 7 Answer the following questions on the Auditor's Opinion quoted:

- (1) What had the auditor reviewed?
- (2) What standards did he follow?
- (3) Did he review all the financial records of the company for the period?
- (4) Was his opinion positive or negative?

Тема 5: Мы в современной экономике. Внешняя торговля. Пассивный залог в группе продолженных времен.

Task №1: Make sentences using the following

Its foreign trade	its total amount
Its visible and invisible exports	its balance of payments
Its importance	its GNP
Its technical expertise	its GDP

Task №2: Complete the sentences

It's difficult to me to...	It's not raining...
It's necessary...	It's...o'clock now.
It's cold...	It's...today.

Task №3: Write out the definitions of the following terms from the text:

- (1) Visible imports
- (2) GNP
- (3) Balance of trade
- (4) Invisible imports
- (5) balance of payments

- (6) a surplus
- (7) a deficit

Task №4: Underline the correct words in the brackets:

- (1) Goods sold to other countries, such as food, cars, machines, medicines, books, musical instruments, cassettes, discs and many others, are (visible, invisible) exports.
- (2) Services, such as insurance, freight, tourism, technical expertise, medical operations and others sold to other countries are invisible (imports, exports).
- (3) The difference between total earnings of a country and its total expenditure is called its balance of (payments, trade)
- (4) The difference between a country`s earnings for its visible exports and expenditure for its visible imports is called its balance of (payment, trade).
- (5) The difference between a country`s GNP and its total expenditure is called its balance of (payments, trade).
- (6) The total amount of money a country earns including exports, for a certain period of time, is called (GDP, GNP).
- (7) The amount of money a country earns for goods and services inside the **country is called (GDP, GNP).**
- (8) **If a country sells more goods than it buys it will have a (deficit, surplus).**

Task №5: Complete the sentences

- (1) Gross National Product is the total amount...
- (2) Gross Domestic Product is...
- (3) Invisible exports and imports are...
- (4) Visible exports and imports are...
- (5) A country`s balance of payments is...
- (6) A country`s trade balance is...
- (7) If a country sells more goods than it buys, it will have a...
- (8) If a country buys more than it sells, it will have a...

Task №1: Underline the Present Participles, say what parts of sentences they are, read and translate the sentences:

- (1) Britain dominated foreign trade accounting for 30% per cent of the world`s exports.
- (2) It has contacts with a few oil exporting countries.
- (3) Its factories are decreasing output using the materials they have in stock.
- (4) The country earns a lot attracting foreign tourists from all over the world.
- (5) They are doing good business importing equipment on an advantageous basis.
- (6) The newspapers write about growing imports of cars from Germany.

Task №2: Translate these word combinations and use them in sentences of your own:

растущая инфляция

снижающийся доход населения

меняющиеся условия труда
возникающие трудности
вещества, наносящие вред

составляя 10% всего экспорта
составляя еще больший процент
принося чистый доход

Task №3: Use the right articles and translate these word combinations:

... 19th century

... 21th century

... Commonwealth

all ... Commonwealth countries

... United Kingdom's exports

to have ... unfavourable balance
of payments

... balance of payments of ...US

Task №4: Find the equivalents in the text:

в начале XX века

имея большое население

товары, произведенные в Англии

то есть

это частично компенсируется

доходы поступают в виде

Содружество, официально

называемое...

Task №5: Insert the correct prepositions:

- (1) In the 19th century Britain accounted ... about one third ... world's exports.
- (2) Foreign trade is vital ... Britain.
- (3) The country depends ... foreign trade.
- (4) There is usually an unfavourable balance ... trade in the country.
- (5) But this is compensated ... by the so-called invisible trade.
- (6) The earnings ... invisible trade come in various payments.
- (7) The earnings ... foreign tourism make it a very important industry.
- (8) The Commonwealth has grown ... the old British Empire.
- (9) The old British Empire came ... an end ... the Second World War.

Task №6: What words in the text prove that:

- (1) Britain was one of the main exporters in the world.
- (2) At the beginning of the 20th century Britain lost its dominating position.
- (3) There are a few objective factors why foreign trade is very important for Britain.
- (4) Britain needs raw materials for its industries.
- (5) Britain is interested in exporting its manufactured goods.
- (6) Britain imports a lot of foodstuffs.
- (7) Britain's invisible exports exceed invisible imports.

Task №7: Complete the sentences with following words:

- (1) In the 19th century Britain dominated ...
- (2) Britain accounted for about one-third of the...
- (3) In the 20th century the volume of ... increased.
- (4) The ... of British exports in the world trade declined significantly.
- (5) But still foreign exports is vital to Britain's ...
- (6) The country depends on foreign trade to provide a market for their ...

Task №8: Write answers to the following questions:

- (1) What goods does the UK export and import ?
- (2) What services does the country export?
- (3) Does the country earn a lot of money thanks to a big number of tourists coming to Britain?
- (4) What is the Commonwealth?

GRAMMAR пассивный залог в продолжительных временах.

Task 1. Passive Voice во временах Continuous и Perfect

1. I can,t use my office at the moment. It ...

- ☐ a) is painted
- ☐ b) is being painted
- ☐ c) has been painted

2. Hundreds of people ..by the new factory this year.

- ☐ a) are employed
- ☐ b) were employed
- ☐ c) have been employed

3. - ... the computer ... at the moment? - Yes, Jim is using it.

- ☐ a) is used
- ☐ b) is being used
- ☐ c) has been used

4. Some trees ... down in the storm last night.

- ☐ a) were blown
- ☐ b) were being blown
- ☐ c) have been blown

5. The bridge was broken last week and it ... yet.

- ☐ a) wasn,t repaired
- ☐ b) isn,t repaired
- ☐ c) hasn,t been repaired

6. Your question ... when I entered the room.

- ☐ a) was disussed
- ☐ b) was being discussed
- ☐ c) has been discussed

Task 2. Превратите предложения в отрицательные и переведите.

1. Ann was bitten by a homeless dog.
2. The zoo is being reconstructed at the moment.

3. The luggage must be checked at the customs.
4. Souvenirs are sold everywhere.
5. The job will be finished at 3 o'clock.

Task 3. Дайте полные ответы на следующие вопросы.

1. Are the Olympic Games held every 10 years? (Олимпийские игры проводятся каждые 10 лет?)
2. Is bread made from flour or potatoes? (Хлеб готовят из муки или картофеля?)
3. Was the Eiffel Tower built in Moscow? (Эйфелева башня была построена в Москве?)
4. Will the final exams be taken in summer or in winter? (Выпускные экзамены будут сдаваться летом или зимой?)
5. When is Christmas celebrated in Europe? (Когда празднуется Рождество в Европе?)

Task 4. Напишите нужную форму глагола do.

1. The work _____ at the moment.
2. The work _____ by 2 o'clock tomorrow.
3. The work _____ by the time you come home.
4. The work _____ by the time he came home.
5. The work _____ yet.
6. The work _____ just _____.
7. The work _____ while I was getting ready for classes.
8. The work _____ two weeks later.
9. The work _____ when I entered the room.

Task 5. Раскройте скобки, поставив глаголы в нужном времени пассивного или активного залога.

The College 1 _____ officially _____ (open) last week. The college campus 2 _____ (build) around a main square. This is the heart of the college as all the paths and walkways lead out from this point. Car parking 3 _____ (limit) and, in fact, students 4 _____ (not encourage) to come by car as the college 5 _____ (serve) by a new bus service. The college 6 _____ (situate) outside the city that's why it 7 _____ (be) necessary to include major facilities like banks, shops and post office. There 8 _____ (be) already two open days and a third open 9 _____ (plan) for next week. So whether you want to start studying or not why don't you go out to Hardacre and see everything it has to offer.

Task 6. Преобразуйте предложения из активного залога в пассивный.

1. They are now building new hospitals in the provinces.
2. Will they publish her new novel next year?
3. They will have completed the new petrol station by winter.
4. The police have just arrested Jimmy on suspicion of murder.
5. They cut the gas off because Mr. and Mrs. Green hadn't paid their bill.
6. They will open a new hotel next week.
7. Our managers discuss important matters every Tuesday.
8. The government closed the plant last year.

Task 7. Составьте предложения в пассивном залоге.

Например: 10 schools/ build/last year. – 10 schools were built last year. (10 школ было построено в прошлом году.)

- 1. The museum/open/in 2005. (Музей был открыт в 2005 г.)
- 2. 3000 books/sell/everyweek. (3000 книг продается каждую неделю.)
- 3. The parcel/deliver/tomorrow morning. (Посылку доставят завтра утром.)

- 4. The flight/not cancel/because of the rain. (Рейс не отменили из-за дождя.)
- 5. This wine/not produce/next year. (Это вино не будет производиться в следующем году.)
- 6. Paper/make/from wood. (Бумагу изготавливают из дерева.)
- 7. Coffee/not grow/in Russia. (Кофе не выращивают в России.)
- 8. The New Year tree/decorate/last night. (Елку украсили вчера вечером.)
- 9. The airport/surround/by soldiers. (Аэропорт окружен солдатами.)
- 10. I/tell/to keep silent. (Мне сказали молчать.)

Task 8. Переведите на русский язык.

1. Breakfast was cooked by our mother.
2. The new rule was explained to us at the English lesson.
3. The story was written by Chekhov.
4. This sports centre was visited by lots of people.
5. This sports game is often played at P.E. lessons.
6. The ball was thrown over the fence.
7. The boxer was knocked down.
8. I was born in Moscow.
9. They will be trained by a famous coach.
10. I will be sent to the competition.

Task 9. Выберите правильный вариант и переведите на русский язык.

1. The news programme(*is watched / watched*) by millions of people every day.
2. The Mona Liza (*painted / was painted*) by Leonardo da Vinci.
3. The new cinema (*be built / will be built*) next year.
4. New pop groups (*are much spoken / is much spoken*) about among teenagers.
5. Alexander Pushkin's first poem (*was written / written*) when he was fourteen.
6. The letters (*be sent / will be sent*) by post tomorrow.
7. The translation (*was finished / were finished*) two hours ago.
8. London (*visited / is visited*) by hundreds of tourists every year.
9. The dinner (*be / will be*) ready in an hour (через час).

Task 10. Раскройте скобки, употребляя глаголы в Present, Past или Future Simple Passive.

1. Tom always (to ask) at the lessons.
2. I (to ask) at the last lesson.
3. Our country house (to finish) next year.
4. The dog (to find) by my sister yesterday.
5. This work (to do) tomorrow.
6. This text (to translate) at the last lesson.
7. These trees (to plant) every autumn.
8. Many interesting games always (to play) at our P.E. lessons.
9. This bone (to give) to my dog tomorrow.
10. We (to invite) to a concert last Saturday.

Task 11. Раскройте скобки, употребляя глаголы в Present, Past или Future Simple Passive.

1. My question (to answer) yesterday.
2. Hockey (to play) in winter.
3. Mushrooms (to gather) in autumn.
4. Many houses (to burn) during the war.
5. His new book (to finish) next year.
6. Flowers (to sell) in shops and in the streets.
7. St. Petersburg (to found) in 1703.
8. Bread (to eat) every day.
9. The letter (to receive) yesterday.
10. Nick (to send) to Moscow next week.
11. I (to give) a very interesting book at the library last Friday.
12. Many houses (to build) in our town every year.

Task 12. Раскройте скобки, выбирая требующуюся форму глагола.

1. At the station they will (meet, be met) by a man from the travel agency.
2. She will (meet, be met) them in the hall upstairs.
3. The porter will (bring, be brought) your luggage to your room.
4. Your luggage will (bring, be brought) up in the lift.
5. You may (leave, be left) your hat and coat in the cloakroom downstairs.
6. They can (leave, be left) the key with the clerk downstairs.
7. From the station they will (take, be taken) straight to the hotel.
8. Tomorrow he will (take, be taken) them to the Russian Museum.

Task 13. Rewrite the sentences in passive voice.

1. Sheila is drinking a cup of tea. -
2. My father is washing the car. -
3. Farmer Joe is milking the cows. -
4. She is taking a picture of him. -
5. I am writing a poem. -
6. We are not playing football. -
7. He is not wearing a tie. -
8. Is she preparing the party? -
9. Are they talking about the meeting? -
10. Is she watering the flowers? -

Task 14. Fill in the spaces with words to complete the passive form of each *present continuous* sentence. The agent preposition "by" is not required.

Example:

They are discussing the case right now.

Answer:

The case is being discussed right now.

- 1) They are putting the books in the wrong place.

The books in the wrong place.

- 2) They are closing a lot of night clubs in this area due to the noise.

A lot of night clubs in this area due to the noise.

- 3) The dentist is doing some work on my teeth.

Some work on my teeth.

- 4) The local council are pulling down the old flats around here.

The old flats around here.

- 5) Somebody is using the coffee machine just now.

The coffee machine just now.

- 6) They are building a motorway across our land.

A motorway across our land.

- 7) Are the police watching that person?

Is that person ?

8) Can you tell me if they're opening the pool now?

Can you tell me if the pool now?

9) Nobody is dealing with this problem.

This problem with.

10) They are not cutting down these trees in the end.

These trees in the end.

Task 15. Exercise on Passive Voice - Past Progressive

Rewrite the sentences in passive voice.

1. We were talking about Francis. - Francis was beir
2. He was playing the guitar. -
3. She was watching a film. -
4. I was repairing their bikes. -
5. They were not eating dinner. -
6. We were not painting the gate. -
7. You were not driving him home. -
8. He was not feeding the dogs. -
9. Was she reading these lines? -
10. Weretheycarryingbags? -

Task 16. Put the following sentences into passive voice. (past continuous)

1. They were expecting a guest.

A guest w as being expected

2. The chef wasn't cooking the meat.

3. The women were cleaning all the blinds.

4. They were watching the newest videos.

5. Who was taking care of the baby?

6. Why were they picking the flowers?

7. Were they painting the room when the accident happened?

TASK 2: Find the answers to the following questions in the text and write them down.

- 1) What is a market?
- 2) What 2 kinds of market did you learn about from the text?
- 3) What economic functions do these kinds of market perform?
- 4) Can the price and quantity be considered separately?
- 5) What do prices guide?
- 6) What do we need to do to understand the process of the prices' action at a typical market?
- 7) What are the essential features on which a model of a typical market should concentrate?
- 8) What can we study, after making a model, to see how a market works in practice?
- 9) What is demand?
- 10) What is supply?

TASK 3. Give synonyms for the following words from the text

possible, profitable, limited, quantity, table, to provide, place, mainly.

TASK4. Underline in the text the sentences corresponding to the meaning given below.

- 1)
При помощи рынка продавцы и покупатели входят в контакт для обмена товарами и услугами.
- 2) Цены устанавливаются так, чтобы уравновесить спрос и предложение.
- 3) По мере того, как цена на товар растет, спрос на этот товар падает.
- 4) На фондовой бирже работают посредники, которые заключают сделки от имени своих клиентов.
- 5) При слишком низкой цене у продавцов нет стимула поставлять товар.
- 6) Чтобы понять, как работает рынок, необходимо изучить поведение покупателей и поведение продавцов.
- 7) Цены влияют на общество, определяя его выбор, что, как и для кого покупать.

8) Спрос - это количество товара, которое покупатели хотят купить по каждой возможной цене.

9) Предложение - это количество товара, которое продавцы хотят продать по каждой возможной цене.

TASK5. Form the nouns from these verbs with the suffixes -ion, -ment. Check them in the text and translate them.

to discuss, to recognize, to transact, to arrange, to establish, to assume, to produce, to consume, to interact, to describe.

GRAMMAR: Passive Voice with Modal Verbs

TASK 1. Rewrite the sentences in passive voice.

1. I can answer the question.
2. She would carry the box.
3. You should open the window.
4. We might play cards.
5. You ought to wash the car.
6. He must fill in the form.
7. They need not buy bread.
8. He could not read the sentence.
9. Will the teacher test our English?
10. Could Jenny lock the door?

TASK 2: Rewrite the sentences in passive voice.

- 1: Our English teacher may give an exam today.
- 2 : Thomas has written many books.
- 3 : Do you have to pay the bill before leaving the restaurant?
- 4: Juan can give them some information about the job.
- 5: You must obey the traffic rules.

TASK 3: Put the following sentences into passive voice. (Modals)

1. You may forget the rules quickly.
The rules may be forgotten quickly

2. You should study the lessons repeatedly.
3. Benjamin must win the competition.
4. They should cancel the game.
5. The doctor can't persuade her.
6. They need to repair my car.
7. Who should pay the damage?

TASK 4 Turn to passive voice

1. She can play a guitar.
She cannot/can't play a guitar.
Can she play a guitar?
2. I may buy a mobile phone.
I may not/mayn't buy a mobile phone.
3. They might play chess.
They might not play chess.
4. You should study all lessons.
You should not/ shouldn't study all lessons.
Should you study all lessons?
5. We must obey our parents.
We must not/ mustn't obey our parents.

TASK 5 Fill in the blanks with the active or the passive voice of

The verb in (). Use modals.

1. Safety precautions _____.
(will/demonstrate)
2. Flight attendants _____ meals.
(will/serve)
3. Passengers _____ their seatbelts.
(must/fasten)
4. Passengers _____ coffee.
(will/serve)
5. Passengers _____ the safety precautions.
(should/read)
6. Passengers _____ to put out smoking materials.

(will/tell)

7. Passengers _____ the safety rules.

(should/obey)

8. A movie _____ on some flights.

(might/show)

ТЕМА 7: Контракт. Обсуждение условий контракта. Согласование времен.

Task 1. Answer the questions:

1. Who helps to make contracts?
2. What do the partners often forget?
3. What may have an informal character?
4. What are the following five basic requirements?
5. How is it necessary to solve the problem ?

Task 2. Fill in prepositions.

1. Usually contracts are made ... the help ... a lawyer.
2. However, some types ... contracts have become so familiar that the parties often forget about the legal obligations ... the documents they sign.
3. Negotiations ... the terms ... the contract ... many suppliers ... materials ... the implementation ... public relations may have an informal character.
4. As a rule, contracts are concluded ... a standard form.
5. The photograph should be used only ... one brochure.

Task 3. Give Russian equivalents to the following phrases.

1. With the help of a lawyer
2. So familiar
3. Publishes a pamphlet
4. Certain contractual relations
5. Representatives of printing houses
6. A detailed statement of the essence
7. To attract qualified lawyers

Grammar: СОГЛАСОВАНИЕ ВРЕМЕН

Task 1. Переведите предложения из прямой речи в косвенную.

1. He said, "I went to the city centre yesterday."
2. My mother said, "I have washed the dishes."
3. Kristy asked me, "Do you want to stay here?"
4. She asked us, "Why have you come so late?"

Task 2. Отметьте предложения, в которых глагол в скобках может стоять в форме настоящего времени.

1. Aristotle discovered that the Earth (be) round.
2. I thought you (invite) her to the cinema.
3. I met the girl who (live) near here.
4. He told me he (be preparing) for his exams.
5. You made me understand how important education (be).

Task 3. Отметьте правильные предложения. В остальных – исправьте ошибки.

1. He knew he has a problem.
2. He knows he will have a problem.
3. He knew he will have a problem.

Task 4. Продолжите предложения.

Пример: I think I know the answer.

I thought... – I thought **I knew the answer.**

1. He realizes he will be alone.
He realized...
2. We hope she will be waiting for us at six o'clock.
We hoped...
3. He proves he is the best.
He proved...
4. She imagines she can do that.
She imagined...
5. We understand we need more money.
We understood...

Task 5. Переведите предложения с русского на английский.

1. Я думал, что они ждут меня дома.
2. Джон был уверен, что я уехал из города.
3. Я надеялся, что он придет.
4. Мы не знали, что он говорит по-английски.

Task 6

1. Greg said that ... a new job.

- ☐ he will need
- ☐ he needed
- ☐ would he need

2. Tim complained that he ... at four o'clock in the morning.

- ☐ is working
- ☐ will be working
- ☐ was working

3. He said that he ... that film.

- ☐ had already seen
- ☐ has already seen
- ☐ was seen

4. Anna explained to me that the hairdresser's ... down the road.

- ☐ is located
- ☐ was located
- ☐ locates

5. Charles said that he ... me the following day.

- ☐ would have called
- ☐ will call
- ☐ would call

6. Bill asked me what ... for dinner the day before.

- ☐ I have made
- ☐ I had made
- ☐ had I made

7. He said that If I ... Kathrin, she ... me.

- ☐ ask / will help
- ☐ have asked / would help
- ☐ asked / would help

8. I was worried if ... enough space to buy a new TV set to my room.

- ☐ I would have
- ☐ would I have
- ☐ I will have

9. Alex wondered if ... for the weekend at his place.

- ☐ his sister will stay
- ☐ his sister was going to stay
- ☐ his sister is going to stay

10. I wasn't sure if my purchases ... or not and I didn't know whom to ask about it.

- ☐ delivered
- ☐ had been delivered
- ☐ will be delivered

11. Ben asked him whether he ... a motorcycle.

- ☐ could ride
- ☐ can ride
- ☐ will ride

12. The police officer ... the car.

- ☐ orders to stopped
- ☐ would order stopping
- ☐ ordered him to stop

13. Pam asked him why he ... his job.

- ☐ wanted to leaving
- ☐ wants to leave
- ☐ wanted to leave

14. He said the bus ... a little late that day.

- ☐ will be
- ☐ might be
- ☐ can be

15. Pam ... to the cinema.

- ☐ suggested going
- ☐ suggests to go
- ☐ suggested to go

16. It was very late, so I ... to bed.

- ☐ say I am going
- ☐ said I go
- ☐ said I was going

17. He said the fire ... a lot of damage to the building.

- ☐ had been doing
- ☐ will do
- ☐ had done

18. Simon was wrong when he said that Andrew ... to his new apartment the next day.

- ☐ would have moved
- ☐ would be moving
- ☐ moved

19. She told him that he ... harder.

- ☐ should study
- ☐ will study
- ☐ can study

20. He said that if he ... so quickly, the accident ... even worse.

- ☐ had acted / would be
 - ☐ had been acting / would be
 - ☐ hadn't acted / would have been
21. She told us that the new furniture ... the day before.
- ☐ had been delivered
 - ☐ would be delivered
 - ☐ will be delivered
22. She was worried that her son ... very well that semester.
- ☐ isn't studying
 - ☐ wasn't studying
 - ☐ doesn't study
23. They warned us that the manager ... the office the following day.
- ☐ will inspect
 - ☐ had inspect
 - ☐ would inspect
24. He ... the money he had earned.
- ☐ demands
 - ☐ demanded to be given
 - ☐ demanded to have given
25. He admitted ... my secret.
- ☐ having given away
 - ☐ to give away
 - ☐ have given
26. He claimed that he ... a prize.
- ☐ had won
 - ☐ had been winning
 - ☐ will win
27. He complained that he ... enough money to buy such an expensive present.
- ☐ doesn't earn
 - ☐ would not be earning
 - ☐ didn't earn
28. Our teacher insisted on ... by Friday.
- ☐ our finishing
 - ☐ our to finish
 - ☐ to finish
29. She explained that she ... him because he was rude.
- ☐ liked

- ☐ didn't like
 - ☐ would like
30. He said that Tom was the best student he
- ☐ was teaching
 - ☐ would teach
 - ☐ had ever taught

Проверить мои ответы

Task 7.

Change the sentences into reported speech.

1. My friend says: "I back the idea of introduction of a school uniform."
2. My friend asks me: "Do you support the idea of a school uniform?"
3. My friend asks me: "What do you think about introduction of a school dress code?"
4. The teacher said: "Write an essay about the problem of a school uniform."
5. The teacher said: "Don't forget to hand in your essays."

Task 8. Write the sentences in reported speech. Mind sequence of tenses!

1. The woman said to her son, "I am glad I am here." 2. Mike said, "We have bought these books today." 3. She said to me, "Now I can read your translation." 4. "This man spoke to me on the road," said the woman. 5. The teacher said to the class, "We shall discuss this subject tomorrow. 6. Nellie said, "I read 'Jane Eyre' last year." 7. "You have not done your work well," said the teacher to me.

Task 9. Write the sentences in reported speech. Mind sequence of tenses!

1. She said, "I spent my holidays in the Crimea last year." 2. He said, "I am going to a health resort tomorrow." 3. Ann said to us, "They haven't yet come." 4. She said to us, "They arrived in St. Petersburg yesterday." 5. Nick said, "I have never been to London. I think I shall go there next year." 6. He said, "They are leaving next Monday." 7. The clerk said to them, "You can leave the key with the maid upstairs."

Task 10. Write the following questions in reported speech.

1. I said to Boris, "Does your friend live in London?" 2. I said to the man, "Are you living in a hotel?" 3. Nick said to his friend, "Will you stay at the Hilton?" 4. He said to me, "Do you often go to see your friends?" 5. She said to me, "Have you sent them a telegram?" 6. She said to me, "Did you send them a telegram yesterday?" 7. I said to her, "Can you give me their address?" 8. I said to my mother, "Did anybody come to see me?" 9. Oleg said to me, "Will you come here tomorrow?" 10. He said to us, "Did you go to the museum this morning?"

Task 11. Write the following questions in reported speech.

1. I said to Nick, "Where are you going?" 2. I said to him, "How long will it take you to get there?" 3. He said to her, "Where do you usually spend your summer holidays?" 4. Ann said to Mike, "When did you leave London?" 5. Boris said to them, "How can I get to the railway station?" 6. Mary asked Tom, "What time will you come here tomorrow?" 7. She asked me, "Why didn't you come here yesterday?" 8. They said to him, "What time does the train start?" 9. Mother said to me, "Who has brought this parcel?" 10. I said to Becky, "What kind of book has your friend brought you?"

Task 12. Передайте следующие специальные вопросы в косвенной речи, начиная каждое предложение со слов, данных в скобках.

1. Where is he going? (He didn't tell anybody...).
2. Where does he live? (Nobody knew...)
3. When will he come back? (She asked them...)
4. Where did she buy this hat? (He wanted to know...)
5. Where can I

buy an English-Russian dictionary? (He asked me...) 6. How long will it take your brother to get to Madrid? (He wondered...)

Task 13. Write the sentences in reported speech.

1. She asked me: "Don't close the window." 2. They said to us: "Come at five o'clock tomorrow." 3. The doctor advised to him: "You must spend your holidays in the south." 4. My friend suggested to me: "I can bring you this book." 5. Andy said: "I prefer CD books." 6. Julia told: "We met Pete in the library yesterday." 7. Jane wondered: "Who are you waiting here?" 8. Kate wanted to know: "Have you ever traveled abroad?" 9. Father said to us: "I'll arrange everything for the trip next week." 10. The boy told his mother: "I have been learning this poem for half an hour."

Task 14. Write the dialogues in reported speech.

1. Kate: There is nothing like getting up early in the morning and taking a cold shower!

Jane: How long have you been doing this?

Kate: I shall start tomorrow.

2. The editor: Did you write the poem yourself?

The poet: Yes, every word of it.

The editor: I am glad to meet you, Sir Robert Burns. I thought you died many years ago.

3. The critic: Which are two best novels of the year, Mr. Right?

Mr. Right: I don't know yet. I have written only one this year.

2.9.

Task 15. Write the dialogues in reported speech.

1. Bill: I saw the doctor last week about my loss of memory.

Tom: What did he do?

Bill: He made me pay in advance.

2. Teacher: Why are you late this morning, Jack?

Jack: I pressed the toothpaste so hard that it took me half an hour to get the paste back into the tube.

3. The patient: Doctor, I have broken my arm.

Doctor: Don't worry.

The patient: Will I be able to play the piano?

Doctor: Of course, you will.

The patient: Thank you. I have never been able to play the piano before.

Task 16. Change into reported speech.

1. "Laugh at all you trembled at before." (William Cowper / advise) 2. "Always do what you are afraid to do." (Ralf Emerson / suggest) 3. "Never take anything for granted." (Benjamin Disraeli / warn) 4. "Don't worry about what may never happen. Keep in the sunlight." (Benjamin Franklin / tell) 5. "Judge a man by his questions rather than his answers." (Elbert Hubbard / insist) 6. "Never hold anyone by the button or the hand in order to be heard out ... better hold your tongue than them." (Philip Chesterfield / recommend)

Task 17. Put the verbs in brackets into the proper tense. Mind Sequence of tenses.

1. He said that our friends (come) here the following day. 2. When I came to his place, they (say) that he (go) off two hours before. 3. The teacher told us that the Sun (be) 1, 240, 000 miles from the Earth. 4. I did not know that you already (receive) the letter. 5. I was told that the secretary just (go) out and (come) back in 20 minutes. 6. I did not know who (work) in the next room at that moment. 7. Mike said that he (work) in the bank.

Task 18. Translate into English. Mind Sequence of tenses.

1. Они пообещали, что принесут нам все книги завтра.
2. Когда я позвонил ему домой, мне сказали, что он уехал час назад.
3. Я не знала, что он говорит по-французски.
4. Мы думали, что она права.
5. Майк сказал, что он играл в футбол на школьном стадионе весь вечер.
6. Она спросила меня, видела ли я Аню сегодня.
7. Он поинтересовался, что мы об этом думаем.
8. Мы бы хотели знать, когда начнутся соревнования.
9. Учитель спросил, сделали ли ученики домашнее задание.
10. Лиза хотела знать, перевела ли я эти тексты.

Task 19. Change the direct speech into the reported speech.

1. – Is ink expensive, Dad?
 - No, it isn't. What makes you think so?
 - Mother seems quite disturbed because I spilt some on the carpet.
 Susan asked her father... . Susan's father told her... . Then the girl said
2. – Mummy, why is it cold today?
 - It is winter now. It's always cold in winter
 - But why is it always cold in winter?
 - Oh, Susan, I didn't ask my mother so many questions.
 - Now I understand why you can't answer my questions!
 Susan asked her mother... . Her mother answered... . Susan repeated the question
 Susan's mother got angry and exclaimed Susan came to the conclusion

Task 20. Retell the story using reported speech.

"Take me back to prison"

There was a king who thought that he could paint very well. His pictures were bad. But the people to whom he showed them were afraid of the king. They all said that they liked his pictures very much.

One day the king showed his pictures to a great painter who lived in his country and said: "I want to know what you think of my pictures. Do you like them? Am I a good painter or not?"

The painter looked at the king's pictures and said: "My king, I think your pictures are bad, and that you will never be a good painter." The king got very angry and sent the painter to prison.

After two years the king wanted to see the painter again. "I was very angry with you," he said, because you didn't like my pictures. Now I forget all about it. You are a free man again, I am your friend." For many hours the king talked with the painter, and even asked him to dine. After the dinner the king showed his pictures to the painter and asked: "Well, how do you like them now?"

The painter did not answer anything. He turned to the soldier who was standing near him and said: "Take me back to prison."

Task №21. Open the brackets the correct form the participle

1. a) The model of compressor (to advertise) by. Brown and Co, Ltd. Is quite new.
 b) The office of the firm (to advertise) this model is in Liverpool.
2. a) We have offers from firms (to quote) much lower prices for these goods.
 b) We find the price (to quote) in your letter of the 5th May somewhat high.
3. a) The equipment (to export) from Germany is usually of high quality.
 b) What is name of the office (to export) power equipment?

4. a) The goods (to supply) under contract 73/14 are of inferior quality. b) The firm (to supply) this equipment is a very reliable one.
5. a) The first transaction (to conclude) between our firms will lead to further business. b) (to conclude) the transaction we knew that it would lead to further business.

Task №22 Translate into English paying attention to the words and word combinations given in bold type

1. Мы получили ваше письмо от 8 августа с приложенными к нему сертификатом заводского испытания, счетом-фактурой и гарантийным письмом.
2. Мы хотели бы, чтобы вы уточнили некоторые пункты контракта.
3. Безотзывный аккредитив должен быть открыт в течении шести дней по получении вами нашего уведомления о готовности товара к отгрузке.
4. Фирма, поставившая нам эти станки в конце прошлого года и в начале этого года, сейчас выпускает другую модель.
5. Наша цена за машины ... за штуку.
6. Уже более 30 лет фирма "Блек и К" производит упаковку товаров, покупаемых в России в Англии.
7. Они ожидали, что мы предоставим им, по крайней мере, 10% -ную скидку, поскольку они имели с нами деловые отношения уже с 20 года.
8. Представитель фирмы, изготовляющей данное оборудование, сказал, что они поставляют его многим покупателям уже несколько лет.
9. На прошлой неделе мы пустили в эксплуатацию станки, полученные по контракту 81/321.
10. Вы уже просмотрели полученный вчера коносамент?

Task №23 Give extensive answers to these questions

1. What is trial order?
2. What terms of payment does your office prefer?
3. When is a Letter of Credit usually opened?
4. Against what documents is payment usually made?
5. What documents do we call shipping ones?
6. When are Buyers satisfied with offered goods?
7. Does the price always include packing?

Тема 8: Банки и банковская система.

Task №1 Write down the Russian equivalents

Court of Directors	
Tripartite system	to issue blankness
Three-player cake	to mint coins
Governor of the Bank	gold reserve
Deputy Governor	

Task №2 Match the English and Russian equivalents

To borrow money	Контролировать национальные золотые запасы
To manage the national debt	заимствовать средства
To control the national gold reserve	управлять государственным

Joint stock bank	ДОЛГОМ
Clearing bank	учетный дом
Merchant bank	клиринговый банк
Discount house	акционерный банк
	торговый банк

Task №3 Sum up what the text said about

The bank of England
 Specialized banking institutions of the UK
 Foreign banks in the UK
 Lombard Street

Task №4 Write down the questions for the following answers

- | | |
|----|---|
| 1) | ? - It is headed by the Bank of England. |
| 2) | ? - In 1694. |
| 3) | ? - The Governor of the Bank. |
| 4) | - By the Queen on the recommendation of the Prime Minister. |
| 5) | ? – Yes ,he has a Deputy Director |
| 6) | ? – It consists of 16 directors |

Task №5 Repeat what the text said about the services of

- 1) commercial bank
- 2) merchant bank

Task №6 Complete the translation of the following terms

bank auditing	проверка отчетности ...
bank balance	кредитовое сальдо счета в ...
bank bill	тратта (вексель), выставленная банком или на ...
bank clearing	межбанковские безналичные ...
bank clearings	чеки и тратты, представленные банком в расчетную ...
bank credit	банковский ...
bank currency	банкноты, выпущенные в обращение национальными ...
bank deposit	депозит, вклад в ...
bank discount	банковский, ... (покупка банками векселей до истечения их срока)
bank draft	тратта, выставленная в банк на другой ...

Grammar: Conditional sentences.

Task7.Translate into English:

1. Он пойдет на балет сегодня вечером, если достанет билет.
2. Я показал бы вам наши модели, если бы вы пришли на наш завод.
3. На вашем месте я бы отложил встречу.

4. Если бы вы попросили их, они бы сообщили нам условия оплаты.
5. Если ты примешь это лекарство, тебе будет лучше.
6. На вашем месте я бы настаивал на снижении цен на товары.
7. Мы бы отправили вам им наши прайс-листы и каталоги, если бы они позвонили.
8. Если бы их товары были высокого качества, мы бы заказали их.
9. Если бы он учился хорошо, он мог бы быть хорошим экономистом или бухгалтером.
10. На вашем месте я бы проверил все станки.

Task8. Complete these sentences:

1. If I did not have a lot of things to do...
2. They would publish his story if...
3. If he were interested in...
4. If he did not follow my advice...
5. If the goods were of superior quality...
6. If they were satisfied with the results of the tests...
7. If I were not so tired...

Task9. Fill in prepositions:

1. I should put ... the appointment if I were you.
2. They would not miss the train if they started ... the station right away.
3. If I were you I should get ... to the country.
4. If I were you I should insist ... the price.
5. If you asked him he would inform them ... the matter.
6. If she takes bus 27 she will get there ... an hour.
7. If he goes ... without his coat on he will catch a cold.

Task10. Open the brackets using the verbs in the correct tense form.

1. If he to work hard he will be an efficient engineer.
2. If they set up a company they to make big profits.
3. If they are prepared to start negotiations we to send our representative right away.
4. If his invention to be very profitable some firms will buy the patent.
5. If you not to follow his advice he will get angry with you.
6. If these two villages are connected by the telephone he to be able to get in touch with us.
7. If you to work hard you will do the job.

Task11. Change these sentences according to the model.

Model : He did not like the play that's why he did not go to the theatre.

If he had liked the play he would have gone to the theatre.

1. The leading actress made a great impression on the audience that's why everybody applauded.
2. He did not have anything to declare that's why he did not have to pay customs duties.
3. He did not book a room in advance that's why it was difficult to get a room in the hotel when he arrived there.
4. I lacked information that's why I could not finish the article.
5. The appointment was put off that's why we could not settle the problem.

Task1. Answer the questions

1. When was the Federal Reserve System created?
2. How many members does the Board of Governors consist of?
3. What functions does the Board of Governors have?
4. What services do the Federal Reserve Banks provide for the federal government?
5. In what case may the state-chartered banks join the System?

Task2. Write down sentences that match the content of the text and translate them.

1. The Federal Reserve System is the central banking system of the United States.
2. Commercial banks conduct monetary policy.
3. The Federal Reserve's basic powers are concentrated in the Government.
4. Seven members of the Board of Governors are appointed by the President and confirmed by the Senate.
5. There are ten Federal Reserve Banks in the USA.
6. Federal Reserve Banks act as fiscal agents for the federal government.
7. All commercial banks in the USA are members of the Federal Reserve System.

Task3.Relate the following English words and word combinations with their Russian equivalent.

1. interest rate а. депозитный институт

- | | |
|----------------------------------|-------------------------------------|
| 2. stock market | b. чековый вклад |
| 3. bond market | c. процентная ставка |
| 4. reserve requirements | d. ссудно-сберегательная ассоциация |
| 5. discount rate | e. государственные ценные бумаги |
| 6. depository institution | f. рынок облигаций |
| 7. reserve account | g. учетная ставка |
| 8. government securities | h. резервный счет |
| 9. checkable deposit | i. резервные требования |
| 10. savings and loan association | j. фондовый рынок |

Grammar: Complex object.

Task 4. Translate into English

1. Когда бы вы хотели, чтобы я позвонил вам?
2. Господин Петров хотел, чтобы номер в гостинице был заказан к вечеру.
3. Наша фирма ожидает, что британская делегация прибудет завтра.
4. Они хотят, чтобы их товары были заказаны через 2 недели.
5. Нам бы хотелось, чтобы все вопросы были решены сегодня.
6. Я бы хотел, чтобы вы поехали в командировку на следующей неделе.
7. Мы хотим, чтобы товар отгрузили к обеду.
8. Я ожидаю, что они поставят товар вовремя.
9. Они бы хотели, чтобы мы сделали несколько температурных тестов.
10. Мы хотим, чтобы изоляция в моторе была заменена.

Task 5. Open the brackets using the correct form of the Complex Object.

1. The friends expected (we, to arrive) very soon.
2. He likes to watch (children, to play) in the garden.
3. I'd like to hear (he, to sing) my favourite song.
4. Don't make (she, to buy) this telephone.
5. Do you think it will make (they, to change) their minds?

Task №6 Insert the correct articles

- 1) The Federal Reserve System is... central banking system in... USA.
- 2) It was set up by... Federal Government in 1913

- 3) The country was divided into 12 districts, each of which has...
Federal Reserve Bank
- 4) There are also 25 branches of... Federal Reserve Banks.
- 5) The activities of... Federal Reserve Banks are coordinated through
... Federal Reserve Board of Governors
- 6) ... Board exercises general supervision over... Federal Reserve Banks.

Task №7 Read and translate the following words into Russian

the Federal Reserve System	a commercial bank
a Federal Reserve Bank	a mutual savings bank
the Federal Reserve Board	an industrial bank
the Federal Reserve Districts	a discount rate
an incorporated state bank	a trust company

Task №8 Insert the words as in the text

- 1) The Federal Reserve... hold reserves of the member banks, i.e ...
Banks which are members of the FRS
- 2) The FR Banks supply the member banks with... if necessary.
- 3) The FRBs act to the member banks as... by rediscounting...
- 4) The Board determines the... requirements of the... banks.
- 5) The Board determines... rates.
- 6) The FRS in collaboration with the Government determines... policy.
- 7) Incorporated state banks including... bank, mutual..., trust and industrial... may also join the
System
- 8) Incorporated banks make... for the purchase or manufacture of... products

Task №4 Mark the true sentences (T) and false ones (F), and then say why you think so

- 1) The Federal Reserve System of the USA is practically the national bank of the country.
- 2) It was set up soon after the country was established as the USA.
- 3) There are 12 Federal Reserve Banks.
- 4) The FR Banks are located in every state capital of the US.

Task №5 Write down the questions for the following answers

- 1) ? – Yes, there are also 25 branches of the FRBs.
- 2) ? – The Federal Reserve Board of Governors does.
- 3) ? – In Washington.
- 4) ? – Yes, they hold the reserves of the
member banks.
- 5) ? – They are commercial banks.

Task №6 Sum up what the text said about

the Federal Reserve System	mutual saving banks
incorporated state banks	industrial banks

Пакет заданий для промежуточной аттестации

Выберите правильный вариант.

1. Business transactions usually start with ____.

- a) advertisement
- b) **enquiries**
- c) terms of delivery
- d) price

2. Платежная ведомость.

- a) deduction
- b) **payroll**
- c) contribution
- ci) wages

3. Подоходный налог.

- a) tax
- b) taxpayer
- c) **income tax**
- ci) corporation tax

4. The reiews made by auditors ____ audits.

- a) **are called**
- b) called
- c) to be called
- ci) were called

5. Auditors often ____ on a part time basis.

- a) have been employed
- b) were employed
- c) will be employed
- d) **are employed**

6. Счета дебиторов.

- a) notes payable
- b) accounts receivable**
- c) accounts payable
- d) profit and loss accounts

7. Limited liability.

- a) краткосрочные обязательства
- b) ответственность
- c) ограниченная ответственность**
- d) страховая ответственность

8. The reviews of auditors are called ____.

- a) auditors
- b) opinions
- c) audits**
- d) records

9. They would have translated the faxes if they ____ them last week.

- a) had received**
- b) have received
- c) received
- d) were received

10. If he had remembered the rules of the lesson he would have helped me.

- a) Если бы он вспомнил эти правила на уроке, он бы помог.
- b) Если бы он вспомнил правила, он помог бы мне.
- c) Если бы он вспомнил эти правила на уроке, он бы мне помог.**
- d) Если он вспомнит эти правила, он поможет мне.

11. I knew he ____ speak English.

- a) will be able
- b) must
- c) can

d) **could**

13. He asked her if he ____ come in.

a) **might**

b) can

c) may

d) may be

14. If I ____ you I would help him.

a) was

b) **were**

c) am

d) will be

15. They would translate the faxes if they ____ French.

a) **knew**

b) know

c) knows

d) have known

16. What is Gross National Product or GNP?

a) the difference between a countrys total earnings and its total expenditure.

b) the total amount of money a country makes including money from visible and invisible exports

c) services, such as insurance, freight, tourism.

d) If a country buys more than it sells

17. Платежный баланс.

a) foreign

b) surplus

c) balance of payments

d) balance of trade

18. In the 19 th century Britain dominated ____.

- a) manufactured goods
- b) world export
- c) percentage
- d) **international trade**

19. Enterprise

- a) транспортное средство
- b) **предприятие**
- c) содружество
- d) связь

20. Disadvantage

- a) преимущество
- b) **недостаток**
- c) прибыль
- d) пошлина

21. there a good connection from the airport to the city?

- a) are
- b) does
- c) **is**
- d) do

22. What is surplus?

- a) **When country sells more goods than it buys**
- b) When country buys more goods than it sells
- c) When country delivers more than it buys
- d) When country pays more than it gets

23. Trial Balances are usually drawn up ____

- a) Every week

b) Every year

c) Every quarter

d) Every month

24. The contract ____ signed

a) Has just

b) Has just been

c) Have just

d) Have just been

25. Monetary policy

a) Денежная полиция

b) Денежно-кредитная политика

c) Денежно -сберегательная политика

d) Взаимная политика

26. "What field of science ____ he work?"

a) Is

b) Does

c) Will

d) Was

27. The ticket for Mr. Brown ____

a) Has been booked

b) Has booked

c) Booked

d) Have booked

28. Three floors ____ by our company

a) Will occupied

- b) Was occupied
- c) Has been occupied

d) Are occupied

29. My manager asked ____ late because there was a lot of work to do

- a) That I stay
- b) I stay
- c) I stay

d) Me to stay

30. I want ____ us about the results of our work.

- a) You told
- b) You to tell**
- c) You to be told
- d) You tells

31. Акционерный банк

- a) Clearing bank
- b) Merchant bank
- c) Joint stock bank**
- d) Discount bank

32. Services, such as insurance, freight, tourism, technical expertise and others sold to other countries are invisible

- a) Exports**
- b) Imports
- c) Payment
- d) Balance

33) What is the money paid to office staff and workers called?

- a) Salary and wages**
- b) Money
- c) Banknotes
- d) Bonus payments

34. Who appoints Deputy Governor and the Court of Directors in the Bank of England?

- a) **Queen**
- b) King
- c) Duke
- d) Prince

35. The Bank of England controls the British banking system, issues banknotes and mints coins .

- a) **Банк Англии контролирует британскую банковскую систему, выпускает банкноты и чеканит монеты**
- b) Банк Англии контролирует британскую банковскую систему, выпускает акции и облигации
- c) Банк Англии контролирует британскую банковскую систему, производит товары широкого потребления
- d) Банк Англии контролирует британскую банковскую систему, выпускает ценные бумаги и чеканит нумизматические монеты

36. Выберите правильный вариант

“What branch of industry ____ he work?”

- a) Do
- b) **Does**
- c) Is
- d) Was

37. Выберите формулу образования the Past Perfect Tense

- a) Have\has + Ved (III)
- b) **Had + Ved (III)**
- c) S+ V
- d) Was\were + Ving

38. Выберите правильный вариант

The hotel room for mr. Ivanov _____

- a) **Has been reserved**
- b) Has reserved
- c) Reserved
- d) Have reserved

39. Выберите подходящие обстоятельства времени для Present Perfect

- a) Usually, often , sometimes
- b) Always, every day, now
- c) Just, already, never**
- d) Now, at the moment, at present

40. Существуют четыре главных коммерческих банков в Англии, которые известны как «Большая четверка»

- a) There are four large commercial banks in England
- b) There are four large commercial banks in England known as the Big Four**
- c) There are four large commercial banks in England they are called Fourth Banks
- d) There are four large commercial banks in England Four Big

41. Укажите правильный перевод предложения

What models of cars are Brown and Co producing?

- a) Какие модели машин компания Браун производит?**
- b) Какие машины производит корпорация Браун?
- c) Производителями каких машин является компания Браун?
- d) Машины каких моделей производила компания Браун?

42. Дайте правильный вариант для Passive Voice

Three floors ____ by our firm

- a) Will occupied
- b) Was occupied
- c) Has been occupied
- d) Are occupied**

43. Выберите правильный вариант

The new computers ____ for our office next month

- a) Will be ordered**
- b) Are ordered
- c) Will ordered
- d) Have been ordered

44. Выберите правильный вариант

The accountant's responsibility is to ____ the data in the Ledger and the Trial Balance

- a) Control and correct
- b) Analyze and interpret**
- c) Write and read
- d) Post and pay

45. Выберите правильный вариант формулы образования времени Present Perfect Tense

- a) Сущ+ Have\has + причастие II + другие части речи**
- b) Сущ + had+ глагол в прош времени + другие части речи
- c) Сущ + (am\is\are)+ причастие I + другие части речи
- d) Сущ + Have\has+ причастие I + другие части речи

46. Выберите правильный перевод предложения

Goods sold abroad are called visible exports

- a) Товары, продаваемые за границу, называются видимым экспортом**
- b) Товары которые продают зарубеж называются экспортом
- c) Товары, продаваемые за границу, называются невидимым экспортом
- d) Товары, продаваемые в стране, называются невидимым экспортом

47. My boss wanted ____ late because there was a lot of work to do

- a) That I work
- b) I worked
- c) I works
- d) Me to work**

48. Our director would like ____ English businessmen to the restaurant

- a) Us to invited
- b) Us be invited
- c) Us to invite**
- d) Us invites

49. I want _____ us about the results of the motor tests

- a) You told
- b) You to tell**
- c) You to be told
- d) You tells

50. He'd like _____ temperature tests in our testing department

- a) Us make
- b) Us to make**
- c) That us made
- d) Us worked

51. Our engineers expect _____ the quality of the insulation

- a) Them to improve**
- b) That they improves
- c) They to improve
- d) Them improve

52. The company wanted _____ the goods on contract №5

- a) The sellers shipped
- b) The sellers ship
- c) The sellers to ship**
- d) The sellers to have shipped

53. I wanted _____ to our plant and to look at the new model of a car

- a) My friend comes
- b) My friend to come**
- c) My friend came
- d) My friend will come

54. Safe custody

- a) Хранение денег клиентов
- b) Хранение бумаг клиентов
- c) Хранение банком ценностей клиентов**
- d) Хранение банком документов клиентов

56. Акционерный банк

- a) Clearing bank
- b) Merchant bank
- c) Joint stock bank**
- d) Discount bank

57. To borrow money

- a) Заимствовать средства**

- b) Занимать ценные бумаги
- c) Взять кредит
- d) Управлять деньгами

58. Mutual saving bank

- a) Взаимно- доверительный банк
- b) Взаимно – сберегательный банк**
- c) Денежно-кредитный банк
- d) Федеральный банк

59. Учетная ставка

- a) Discount house
- b) Monetary rate
- c) Rediscount
- d) Discount rate**

60. Monetary policy

- a) Денежная полиция
- b) Денежно-кредитная политика**
- c) Денежно -сберегательная политика
- d) Взаимная политика

61. Has he been informed of the test results?

- a) Вы сообщили ему об испытательных результатах?
- b) Сообщили ли ему о результатах испытания?**
- c) Будете ли вы сообщать ему о результатах испытания?
- d) Сообщаете ли вы ему о результатах испытания?

62. We asked the firm to send us catalogues and price lists as well

- a) Мы попросили фирму отправить нам каталоги , а также прайс-листы**
- b) Мы приказали фирме послать нам и каталоги и прайс-листы
- c) Мы написали фирме об отправке каталогов и прайс-листов
- d) Мы хотели, что бы фирма отправила нам каталоги и прайс-листы тоже

63. They have achieved good results in this branch of industry

- a) Они достигают хороших результатов в этой отрасли
- b) Они достигнут хороших результатов в этой отрасли
- c) Они достигли хороших результатов в этой отрасли промышленности**
- d) Они получили хорошие результаты в промышленности

64. International fairs and exhibitions are held in our country and abroad

- a) Международные ярмарки и выставки проводились часто в нашей стране и за границей
- b) Интернациональные ярмарки и показы проводятся в нашей стране , а также за рубежом

- c) Международные ярмарки и выставки будут проводиться у нас и за рубежом
- d) Международные ярмарки и выставки проводятся в нашей стране и за рубежом**

65 Favourable balance of trade

- a) Благоприятный платежный баланс
- b) Благоприятный торговый баланс**
- c) Благоприятная политика торговли
- d) Неблагоприятная торговля

66. Services , such as insurance , freight , tourism, technical expertise and others sold to other countries are invisible

- a) Exports**
- b) Imports
- c) Payment
- d) Balance

67. The difference between a country's GNP and total expenditure is called balance of:

- a) Trade
- b) Payment**
- c) Import
- d) Export

67. He ____ at an export company

- a) Is not work
- b) Is not working
- c) Does not work**
- d) Do not work

68. How many cars ____ your company last year?

- a) Does produce
- b) Did produce**
- c) Is producing
- d) Was produced

69. Company ____ the goods next month

- a) Will deliver**
- b) Delivered
- c) Are delivered
- d) Was delivering

70. More and more new factories ____ in different parts of the country in recent times

- a) Had been built**
- b) Are built

- c) Was built
- d) Is built

71. What industries ____ in England in the past?

- a) Were developed**
- b) Will be developed
- c) Are developed
- d) Has been developed

72. The business letters ____ now

- a) Is being typed
- b) Are being typed**
- c) Were being typed
- d) Will be typed

73. This problem of prices ____ in a week

- a) Are settled
- b) Must be settled**
- c) Had been settled
- d) To settle

74. He ____ to the office to sign a contract yesterday

- a) Will be invited
- b) Are invited
- c) Was invited**
- d) Have been invited

75. You have read the text about the new model of compressors, ____ you ?

- a) Didn't
- b) Hasn't
- c) Haven't**
- d) Aren't

76. The contract ____ signed

- a) Has just
- b) Has just been**
- c) Have just
- d) Have just been

77. We ____ grant you a discount if you order more than twenty machine tools

- a) Are
- b) Shall**
- c) Were
- d) Did

78. Federal Reserve System in collaboration with the Government determines _____ policy.

- a) Monetary**
- b) Money
- c) Tax
- d) Financial

79. It was a fine weather and the park _____ with school children

- a) Were crowded
- b) Was crowded**
- c) Is crowded
- d) Are crowded

80. Выберите правильную формулу Past Simple Passive

- a) Was\were + Ved(III)**
- b) Was\were + V
- c) Did + Ved(II)
- d) Did + V

81. Дайте правильную формулу Present Simple Passive

- a) Am\is\are + Ved(III)**
- b) Am\is\are + V
- c) Do + Ved(III)
- d) Does + V

82. Дайте правильную формулу Future Simple Passive

- a) Will\shall be + Ved(III)**
- b) Will be being + Ved(III)
- c) Will have been
- d) Had been + Ved

83. What is the money paid to office staff and workers called?

- a) Salary and wages**
- b) Money and money
- c) Banknotes and coins
- d) Bonus payments

84. The chief accounting officer of a large company is the _____

- a) Controller**
- b) Book-keeper
- c) Accountant
- d) Tax payer

85. Trial Balances are usually drawn up _____

- a) Every week
- b) Every year
- c) Every quarter**
- d) Every month

86. Bookkeepers first record all the appropriate figures in the books ____

- a) Of original entry**
- b) Of natural entry
- c) Of wonderful entry
- d) Of fine entry

87. From the Trial Balance , prepared by the bookkeeper, the accountant creates ____

- a) Balance sheet
- b) Profit and loss Statement and Balance Sheet**
- c) Tax declaration
- d) Certificates and reports

88. The two sides of the Balance Sheet, that is Total Assets and Total Capital and Liabilities are always ____

- a) To be fine
- b) To be equal**
- c) To be well
- d) To be right

89. What is surplus?

- a) When country sells more goods than it buys**
- b) When country buys more goods than it sells
- c) When country delivers more than it buys
- d) When country pays more than it gets

90. I called Jim too late he had already left

- a) Я позвонил Джиму слишком поздно, он уже ушел**
- b) Я звоню Джиму поздно, он наверно ушел
- c) Я позвал Джима поздно, он уже ушел
- d) Джим _____ позвонил _____ мне _____ и _____ ушел

91. I (not clean) my football boots

- a) Has not cleaned
- b) Have not cleaned**
- c) Have not clean
- d) Had not clean

92. Королева назначает заместителя управляющего банком и совет директоров , который состоит из 16 директоров

- a) The Queen also appoints Deputy Governor and the Court of Directors , which consists of 16 directors**
- b) The Queen also appointed Deputy Governor and the Court of Directors , which consists of 16 directors
- c) The Queen also will appoint Deputy Governor and the Court of Directors , which consists of 16 directors
- d) The Queen also was appointed Deputy Governor and the Court of Directors , which consists of 16 directors

93.The difference between a country total earnings or GNP, and its total expenditure is called its.....

- a. balance of profit
- b. balance of payments**
- c. balance of goods
- d. balance of peace

94.The UK's principal exports are

- a. foodstuffs and raw materials
- b. cars and books
- c. vehicles, machinery, manufactured goods and textiles**
- d. books, medicines, machines.

95.Foreign trade is vital..... Britain's livelihood.

- a. by
- b. from**
- c. to
- d. with

96.In the 19 th century Britain dominated

- a. International trade**
- b. livelihood
- c. percentage
- d. manufactured goods

97.We could open a letter of credit with Barclays Bank.

- a. Мы смогли открыть письмо в банке Барклай.
- b. Мы сможем открыть письмо в банке Барклай.
- c. Мы смогли открыть аккредитив в банке Барклай.**
- d. Мы сможем открыт аккредитив в банке Барклай.

98.The reviews made by auditor..... audits.

- a. **are called**
- b. called
- c. calls
- d. is called

99. Auditors see that current transactions are recorded

- a. **promptly and completely**
- b. clean and nice
- c. bad and late
- d. normal and in time

100. A very interesting business plan by our scientists last month.

- a. are written
- b. will be written
- c. **was written**
- d. has written

101. His research work with high technology in economics.

- a. has been connected
- b. were connected
- c. **is connected**
- d. will connected

102. They new models of radiators for the English firm.

- a. **are sold**
- b. was sold
- c. will sold
- d. has been sold

103. I wonder, if the results of the meeting of two companies last week.

- a. has been announced
- b. **were announced**
- c. will be announced
- d. have been announced

104. The telegram of English businessmen's arriving by our company last week.

- a. is received
- b. has been received
- c. **was received**
- d. will be received

105.The comfortable room to us in the best hotel of London next month.

- a. **will be received**
- b. is received
- c. were received
- d. has been received

106.The contract between our firms next Friday.

- a. **will be signed**
- b. has been signed
- c. are signed
- d. was signed

107.The goods by the ship in September.

- a. were delivered
- b. are delivered
- c. **will be delivered**
- d. have been delivered

108.We..... that our director had settled the matter.

- a. has been told
- b. will be told
- c. is told
- d. **were told**

109.The temperature test by our firm in three days.

- a. would made
- b. **must be made**
- c. had been made
- d. were made

110.The price problem by them on Monday last week.

- a. is settle
- b. **was settled**
- c. have been settled
- d. will be settled

111.The remaining goods by our company last week.

- a. are shipped
- b. **were shipped**

- c. will be shipped
- d. had been shipped

112. Must the defects in a few days?

- a. **be eliminated**
- b. has eliminated
- c. were eliminated
- d. are eliminated

113. A lot of business articles by them tomorrow.

- a. was translated
- b. are translated
- c. have been translated
- d. **will be translated**

114. My father on business abroad every year.

- a. **is sent**
- b. has been sent
- c. was sent
- d. will be sent

115. What problems during business talks now

- a. was discussed
- b. have been discussed
- c. will be discussed
- d. **are discussed**

116. Our equipment to different countries every year

- a. **is exported**
- b. had been exported
- c. was exported
- d. will be exported

117. Delivery dates during the preliminary talks tomorrow.

- a. are discussed
- b. were discussed
- c. **will be discussed**
- d. have been discussed

118. The offer because the prices were low.

- a. is accepted
- b. **was accepted**
- c. will be accept
- d. have been accepted

119. A single room for you by our firm in the hotel.

- a. **can be reserved**
- b. are reserved
- c. have been reserved
- d. reserved

120. This model by them in a month.

- a. may improved
- b. improved
- c. **must be improved**
- d. had been improved

121. Individuals, partnership and trusts pay.....

- a. **income tax and capital gains tax**
- b. different taxes
- c. independent taxes
- d. wonderful taxes

122. Налог на прибыль от деятельности на фондовой бирже.

- a. **capital gains tax**
- b. income tax
- c. capital tax
- d. corporation tax

123. ‘подавать апелляцию ‘.

- a. to take an appeal
- b. to present an appeal
- c. **to lodge an appeal**
- d. to do an appeal

124. The payroll is usually divided up as follows

- a. **monthly-paid staff, weekly-paid staff, hourly-paid staff**

- b. every week paid staff
- c. quarterly paid staff
- d. every year paid staff

125. Where are the wages and overtime calculated?

- a. in the booking- office
- b. in the wages office**
- c. in the library
- d. in the cinema

126. The firm shipped the goods in time.

- a. Фирма отгрузила товары вовремя**
- b. . Фирма отправила товары вовремя
- c. . Фирма потребовала товары вовремя
- d. . Фирма подумала про товары вовремя

127. Россия импортирует и экспортирует промышленные изделия, сырье, продовольственные и другие товары. ДАТЬ АНГЛИЙСКИЙ ЭКВИВАЛЕНТ.

- a. Russia exports and imports manufactured, goods, raw materials, foodstuff .
- b. Russia imports and exports manufactured, goods, raw materials, foodstuff and other goods.**
- c. Russia exports and imports , goods, raw materials, foodstuff.
- d. Russia exports and imports different kinds of goods.

128. What Russian goods are in great demand?

- a. raw materials**
- b. cars
- c. telephones
- d. pens

129. We would like to clear up some.....

- a. books
- b. questions**
- c. boys
- d. schools

130. If a company buys more than it sells it will have a.....

a. deficit

b. surplus

c. profit

d. balance

131.Текущие сделки.....

a. current transactions

b. today's work

c. current affairs

d. current reports

132.Текущий счет.....

a. current book

b. current account

c. savings account

d. deposit account

133.Срочный вклад.....

a. time deposit

b. urgent deposit

c. busy deposit

d. every day deposit

134.When an employer takes a new job he has to give his new employer his.....

a. documents

b. papers

c. P.45

d. passport

135.Corporation taxes are charges for a financial year which runs.....

a. from the 1 January to the following 31 May

b. from the 10 February to the following 31 March

c. from the 1 April to the following 31 March

d. from the 10 May to the following 10 April

136.What does a profit and loss statement show?

- a. profit
- b. balance
- c. income or loss**
- d. loss

137.Who prepares Trial Balances?

- a. teacher
- b. bookkeeper**
- c. auditor
- d. accountant

138.Счета дебиторов

- a. accounts of teachers
- b. . accounts o f receivable**
- c. . accounts of auditors
- d. notes receivable

139.Балансовая стоимость активов

- a. petty cash
- b. inventory
- c. merchandise
- d. book value**

140.Собственный капитал

- a. fund
- b. dividend
- c. net worth**
- d. capital

141.Аудиторская проверка

- a. auditor
- b. outside audit

c. audit

d. inside audit

142.The stewardess said that the plane ... in 10 minutes.

a)takes off

b)took off

c)would take off

d) will take off

143.He phoned the booking office ... for a plane to London.

a)to book a seat

b)book a seat

c)books a seat

d) booked a seat

144.I have never ... abroad.

a)been

b)were

c)will be

d) will

145.All the passengers must ... when they go abroad.

a)went through the Customs

b)go through the Customs

c)goes through the Customs

d) through the Customs

146.Will you ... me the way to the airport?

a)show

b)to show

c)showed

d) shows

147.How long did you ... in Petersburg?

a)stayed

b)stays

c)stay

d)staying

148.He couldn't come to the office yesterday because I ... bad.

a)**felt**

b)feel

c)am feeling

d) feels

149.We the catalogues and price – lists by 7 o'clock yesterday

a) has been received

b) was received

c) **had received**

d) are received

150.I heard that my friend on businessmen to Paris

a) have gone

b) was gone

c) has gone

d) **had gone**

151.The equipment which you about is in great demand on the world market

a. were speaking

b. will speak

c. **are speaking**

d. have spoken

152.He the representatives of a British firm at the airport next Monday

a. meet

b. meets

c. has met

d. will met

153.We expect the French delegation tomorrow afternoon

a. **to arrive**

b. will be arrive

c. to be arrived

d. have arrive

154.We already started testing the compressors

- a. were starting
- b. will start
- c. **have started**
- d. is started

156. Our engineers to the factory to inspect the new equipment yesterday.

- a. has gone
- b. **went**
- c. will gone
- d. were going

157. The chief engineer of our plant yet

- a) **hasn't come**
- b) will not come
- c) didn't come
- d) isn't come

158. The firm the goods with delay last week.

- a) was shipped
- b) will ship
- c) have been shipped
- d) **shipped**

159. We and do our best to improve the model next month.

- a. are trying
- b. **shall try**
- c. have tried
- d. were trying

160. Sometimes our engineers in the inspection of the goods

- a. **take part**
- b. was taken part
- c. will take part
- d. is taking part

161. Usually tax payers are given ... days to pay taxes from the date of issue of an assessment.

- a) 50
- b) 10
- c) **30**

d) 20

162.If an employee has no P.45 he is put on coding

- a) **emergency**
- b) accounting
- c) tax
- d) financial

163.Подоходный налог

- a) fiscal tax
- b) corporation tax
- c) **income tax**
- d) capital tax

164.partnership

- a) **товарищество**
- b) компания
- c) отчетность
- d) переплата

165.To refund the tax overpaid

- a) возместить ущерб
- b) возместить налоги
- c) **возместить налоговые переплаты**
- d) возместить налоговые потери

166.To conclude a contract

- a) **заключить контракт**
- b) подписать контракт
- c) посмотреть контракт
- d) описать контракт

167.Коносамент

- a) bill of credit
- b) letter of credit
- c) **bill of lading**

d) book of payment

168. When did they start the machine tools?

a) **to pack**

c) packed

b) pack

d) packed

169. An individual business is owned by person

a. two

b. one

c. five

d. every

170. The partnership is a firm where there are

a. **a few partners**

b. a few children

c. one partners

d. many boys

171. If Rita opens/will open a boutique in the High Street, she'll make lots of money

(will open)

172. If the economy doesn't improve, lots of businesses will close / would close down.

(will close)

173. This burglar alarm is so sensitive: it goes off if a mouse runs / will run across the floor.

(runs)

174. George may go to prison unless he won't pay / pays his taxes.

(pays his taxes)

175. The company was / would be more successful if it spent more money on advertising.

(would be)

176. If the employees of a company are / were happy, they work harder.

(are)

177. We might sell our business if it makes / would make another loss this year.

(would make)

178. It looks like Molly'll be okay, unless something new will happen / happens

(happens)

179. Unless Shelly had read him wrong, Jack would find / would have found her unorthodox approach irresistible

(would have found)

180. Mat would not trust / didn't trust that unless he had to.

(would not trust)

181. The Federal Budget is considered by the State Duma in ... readings.

a. One

b. Two

3. three

4. Four

182. What is the leading element of the Budget system of Russia?

a. State policy

b. the Federal budget of Russia

c. Finance

d. Taxes

183. The letter (to sign) tomorrow.

(will be signed)

184. The mail (to read) every morning.

(is read)

185. The terms of contracts (to discuss) at last talks.

(were discussed)

186. He says he (to work) of school two years ago.

(worked)

187. Victor said he (to be) very busy.

(was)

188. In what ways can wages and salaries be paid?

a. In cash only

- b. by cheque
- c. In cash and direct payments into bank's account
- d. _____**

189. Trial Balances are drawn up every ...

- a. day
- b. month
- c. week
- d. quarter**

190. Who prepares Trial Balances?

- a. bookkeeper**
- b. accountant
- c. taxpayer
- d. teacher

191. Они могут положить на депозитный счет наличную сумму, которая в данный момент не нужна.

Какой это счет?

- a. deposit account**
- b. savings account
- c. current account
- 4. my account

192. Who is the head of the English bank?

- a. Governor**
- b. Director
- c. My father
- d. Deputy Governor

193. The federal reserve system of the USA is practically ... bank of the country.

- a. own
- b. national**
- c. profitable
- d. rich

194. Where is located the Federal Reserve Board of Governors?

a. In Moscow

b. in France

c. in Washington

d. in London

195. Banks borrow money from the public in order to ...

a. Invest In a business

b. meet their liabilities

c. Lend money to Firms, households

d. _____

196. The amount of the bonus payment is worked out from the employers

a. Job cards

b. job books

c. job computer

b. job room

197. The Federal Budget is a major state financial plan for the ...

a. Tax year

b. fiscal year

c. good year

d. bad year

198. I heard that our president (to go) on business abroad soon.

(would go)

199. Before she started writing a report she (to read) it.

(had read)

200. The prices of this firm (to reduce) by that time and we decided to order the goods.

(had been reduced)

201. Change into passive voice

They sold the old house – **The old house was sold.**

202. Change into passive voice.

Somebody state my wallet – **My wallet was stolen**

203. Change into passive voice.

He can sign this contract. **This contract can be signed**

204. The clearing system enables banks ...

- a. to purchase interest – bearing securities
- b. to settle debts between banks**
- c. to cover cash deficit
- d. _____

205. Bills are financial assets to be repurchased by ...

- a. The borrower within a year or less**
- b. a creditor within a year and a half
- c. insurance company within a year

206. Securities are traded daily on the Stock Exchange and ...

- a. Their price is stable
- b. their price fluctuates considerably**
- c. their price fluctuates in the afternoon

207. To withdraw a time deposit one must give the bank a period of notification ...

- a. within which banks can buy some high-interest securities
- b. within which banks can get money from government reserve
- c. within which banks can sell off some of their securities or call in some loans**

208. He _____ at factory.

- a) Is not work
- b) Is not working
- c) Does not work**
- d) Do not work

209. Company _____ the samples next month

- a) Will deliver**
- b) Delivered

- c) Are delivered
- d) Was delivering

210. It was a sunny day and the park ____ with people.

- a) Were crowded
- b) Was crowded**
- c) Is crowded
- d) Are crowded

211. A very interesting story by our writers.

- a) are written
- b) will be written
- c) was written**
- d) has written

212. A lot of texts by them tomorrow.

- a) was translated
- b) are translated
- c) have been translated
- d) will be translated**

213. Where are the wages and overtime calculated?

- a) in the booking- office
- b) in the wages office**
- c) in the room
- d) in the library

214. Where your working day start?

- a) does**
- b) is
- c) are
- d) will be

215. What Russian goods are in great demand?

- a) raw materials**

- b) cars
- c) furniture
- d) books

216. The Board of Trade

- a) Торговая палата
- b) Министерство торговли**
- c) Правление компании
- d) Производство

217. If they a new company they will make big profits.

- a) will set up
- b) set up**
- c) was set up
- d) set

218. Saving account

- a) сберегательный счет**
- b) текущий счет
- c) денежные средства
- d) хранение средств

219. If I.....these rules I would speak better English.

- a) knew**
- b) know
- c) will knew
- d) knows

220 Supervision

- a) осуществление
- b) наблюдение, надзор**
- c) соблюдение

d) просмотр

221. The Federal Reserve system is the central banking system of

a) The RF

b) The GB

c) London

d) the USA

222. Mutual savings bank

a) взаимно-сберегательный банк

b) денежно-кредитный банк

c) сберегательный банк

d) надежный банк

223. Shares, stocks and bonds form.....

a) chips

b) loon

c) securities

d) stock

224. Bond

a) облигация

b) акции

c) валюта

d) монеты

225. To transact

a) действовать

b) заключать

c) переходить

d)----- .

226. Federal Reserve System in collaboration with the Government determines _____ policy.

a) Financial

b) Monetary

c) Money

d) Tax

227. Shareholder

a) ревизор

b) аудитор

c) акционер

d) маклер

228. A Certificate of Incorporation.....as an example.

a) gives

b) is given

c) was given

d) will give

229. All English companies..... by the law of the UK.

a) are regulated

b) regulate

c) have regulated

d) will regulate

230. It has been a very difficult year him.

a) by

b) at

c) for

d) a

231. Our stocks were exhausted.

a) Наши запасы были исчерпаны.

b) Наши запасы исчерпаны.

c) Наши запасы не исчерпаны.

d) -----

232. Акционерный банк

- a) Clearing bank
- b) Merchant bank
- c) Joint stock bank**
- d) Discount bank

233. Services, such as insurance, freight, tourism, technical expertise and others sold to other countries are invisible

- a) Exports**
- b) Imports
- c) Payment
- d) Balance

234. Bookkeepers first record all the appropriate figures in the books ____

- e) Of original entry**
- f) Of natural entry
- g) Of wonderful entry
- h) Of fine entry

235. From the Trial Balance , prepared by the bookkeeper, the accountant creates ____

- e) Balance sheet
- f) Profit and loss Statement and Balance Sheet**
- g) Tax declaration
- h) Certificates and reports

236. The two sides of the Balance Sheet, that is Total Assets and Total Capital and Liabilities are always ____

- e) To be fine
- f) To be equal**
- g) To be well
- To be right

237. What is the money paid to office staff and workers called?

- a) Salary and wages**
- b) Money
- c) Banknotes

d) Bonus payments

238. We asked the firm to send us catalogues and price lists as well

- e) **Мы попросили фирму отправить нам каталоги , а также прайс-листы**
- f) Мы приказали фирме послать нам и каталоги и прайс-листы
- g) Мы написали фирме об отправке каталогов и прайс-листов
- h) Мы хотели, что бы фирма отправила нам каталоги и прайс-листы тоже

239. They have achieved good results in this branch of industry

- e) Они достигают хороших результатов в этой отрасли
- f) Они достигнут хороших результатов в этой отрасли
- g) **Они достигли хороших результатов в этой отрасли промышленности**
- h) Они получили хорошие результаты в промышленности

240. International fairs and exhibitions are held in our country and abroad

- e) Международные ярмарки и выставки проводились часто в нашей стране и за границей
- f) Интернациональные ярмарки и показы проводятся в нашей стране , а также за рубежом
- g) Международные ярмарки и выставки будут проводиться у нас и за рубежом
- h) **Международные ярмарки и выставки проводятся в нашей стране и за рубежом**

241. Favourable balance of trade

- e) Благоприятный платежный баланс
- f) **Благоприятный торговый баланс**
- g) Благоприятная политика торговли
- h) Неблагоприятная торговля

Условия выполнения задания

Время выполнения задания: 40 мин.

Требования охраны труда: нет

Оборудование: компьютер

Литература для экзаменуемых: англо-русские, русско-английские словари

Дополнительная литература для экзаменатора: нет

Критерии оценки:

При выставлении оценки в ходе устного опроса учитываются следующие требования:

- общий уровень теоретических знаний студента в соответствии с Государственными требованиями к минимуму содержания и уровню подготовки выпускников по специальности 38.02.01 «Экономика и бухгалтерский учет(по отраслям)», 38.02.06 «Финансы»;
- уровень освоения студентом изученного материала;
- обоснованность, чёткость и краткость ответов;

Знания студентов оцениваются по пятибалльной системе:

- оценка «5» (отлично) выставляется за глубокое и полное понимание материала, за убедительность и ясность ответа, логическое и литературно правильное изложение материала, за умение свободно ориентироваться в материале;
- оценка «4» (хорошо) выставляется за глубокое и правильное усвоение материала, в случае если во время ответа допускаются неточности и незначительные ошибки;
- оценка «3» (удовлетворительно) выставляется, если студент знает основные, существенные положения учебного материала, но не умеет их чётко разъяснить, допускает неточности в содержании материала и в форме построения ответа;
- оценка «2» (неудовлетворительно) выставляется в том случае если студент знаком с учебным материалом, но не показывает системы знаний, не выделяет основные положения, допускает существенные ошибки, которые искажают смысл изученного.

При выставлении оценки в ходе *письменного* ответа учитываются следующие основные требования:

- уровень практических навыков в соответствии с Федеральным государственным образовательным стандартом СПО;
- уровень знаний и умений, позволяющий решать практические задания;
- уровень (полнота и аккуратность) оформления работы;
- навыки работы с бланковым материалом.

Каждое задание оценивается (по пятибалльной системе);

оценка «5» (отлично) выставляется за задание, выполненное на 100 - 90% при условии методически и арифметически верного решения, четкого и аккуратного оформления работы, полного и правильного заполнения используемого бланкового материала;

оценка «4» (хорошо) выставляется за задание, выполненное на 90-80%, при условии методически верного решения, при наличии незначительных ошибок;

оценка «3» (удовлетворительно) выставляется за задание, выполненное на 80-60%, при наличии незначительных ошибок в методике расчетов, которые, однако, искажают результат работы;

оценка «2» (неудовлетворительно) выставляется за выполнение задания с существенными ошибками в методике расчетов. Либо при неполном (менее 60%) решении, не дающим представления о системности знаний студента по данному вопросу.

