

**МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ**  
Федеральное государственное бюджетное образовательное учреждение  
высшего профессионального образования  
**«ТОМСКИЙ ГОСУДАРСТВЕННЫЙ ПЕДАГОГИЧЕСКИЙ УНИВЕРСИТЕТ»**  
**(ТГПУ)**

**УЧЕБНО-МЕТОДИЧЕСКИЙ КОМПЛЕКС ДИСЦИПЛИНЫ**

**ОПД.В.01. ДЕЛОВЫЕ ПЕРЕГОВОРЫ НА ИНОСТРАННОМ ЯЗЫКЕ**

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**МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ  
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ  
УЧРЕЖДЕНИЕ ВЫСШЕГО ПРОФЕССИОНАЛЬНОГО ОБРАЗОВАНИЯ  
«ТОМСКИЙ ГОСУДАРСТВЕННЫЙ ПЕДАГОГИЧЕСКИЙ УНИВЕРСИТЕТ»**

**(ТГПУ)**

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**РАБОЧАЯ ПРОГРАММА УЧЕБНОЙ ДИСЦИПЛИНЫ  
ОПД.В.01. ДЕЛОВЫЕ ПЕРЕГОВОРЫ НА ИНОСТРАННОМ ЯЗЫКЕ**

## **1. Цели и задачи дисциплины**

Предметом дисциплины «Деловые переговоры на иностранном языке» является изучение иноязычной культуры, основ делового общения в устной и письменной формах в типичных ситуациях: представление, знакомство со структурой фирмы, ведение деловых переговоров и т.д.; особенностей произношения деловой лексики, необходимых для коррекции и постановки правильного произношения и интонации; грамматического материала, необходимого для формирования коммуникативно-познавательной компетенции обучаемых в наиболее распространенных ситуациях официальной и неофициальной сфер общения во всех видах речевой деятельности (аудирование, говорение, чтение, письмо).

**Целью** преподавания данной дисциплины является совершенствование лингвистической и коммуникативной компетенции студентов средствами английского языка в рамках профессионально-деловой лексики и содействие развитию устной и письменной речи во всех видах речевой деятельности.

Данная цель раскрывается в единстве ее взаимосвязанных компонентов: воспитательного, развивающего, образовательного и практического.

Воспитательный компонент цели заключается в:

- формировании у студентов уважения и интереса к культуре и народу страны изучаемого языка;
- воспитании культуры общения;
- воспитании культуры ведения деловой переписки и переговоров;
- поддержании интереса к учению и формированию познавательной активности;
- воспитании потребности в практическом использовании английского языка в различных сферах деятельности.

Развивающий компонент цели предусматривает развитие языковых, интеллектуальных и познавательных способностей, ценностных ориентаций, чувств и эмоций студентов, их готовности к коммуникации и, в целом, в гуманитарном и гуманистическом развитии личности обучаемых.

Образовательный компонент цели выражается в расширении эрудиции студентов, их лингвистического, филологического и общего кругозора.

Указанные воспитательный, развивающий и образовательный компоненты цели достигаются в процессе и на основе практического владения студентами английским языком.

Практический компонент заключается в формировании умений и развитии навыков устной и письменной речи на английском языке в сфере делового общения, обеспечивающих основные познавательные-коммуникативные потребности студентов и возможность приобщения их к культурным ценностям народов-носителей английского языка.

Содержание обучения рассматривается как некая модель естественного общения, участники которого обладают определенными иноязычными умениями и навыками, а также способностью соотносить языковые средства с

нормами речевого поведения, которых придерживаются носители языка в сфере делового общения.

**Задачи** изучения дисциплины:

- совершенствование слухопроизносительных и ритмико-интонационных навыков;
- формирование речевых экспрессивно-лексических и грамматических навыков на коммуникативно-достаточном уровне;
- совершенствование фонетических навыков;
- совершенствование умений и навыков говорения на темы делового общения без подготовки;
- формирование навыков и развитие умений письма;
- формирование навыков и развитие умений в диалогической и монологической формах общения;
- формирование и развитие умений в беспереводном чтении и аудировании;
- обучение чтению текста про себя, понимание основного содержания текста средней трудности без использования словаря;
- обучение письменной речи (написание деловых писем, телеграмм, рефератов, отчетов, сочинений);
- дальнейшее формирование и развитие умений и навыков формально-смыслового анализа текста;
- совершенствование умений и навыков краткого изложения текста;
- совершенствование навыков по грамматике;
- обучение исправлению ошибок в устном и письменном сообщениях;
- обучение реферированию общеполитических статей и неадаптированных текстов средней трудности.

## **2. Требования к уровню освоения содержания дисциплины**

Студент, изучивший дисциплину, должен

**знать:**

- системы языка и правила их функционирования в процессе иноязычной коммуникации;
- основные особенности социально-культурного развития страны, особенности изучаемого языка в сфере делового общения на современном этапе, особенности основных правил речевого этикета в английском языке.

**уметь:**

- воспринимать и порождать иноязычную речь в соответствии с условиями речевой коммуникации;
- осуществлять свое речевое поведение, опираясь на полученные лингвострановедческие знания, переводить тексты сферы делового общения, вести переговоры, используя деловую лексику;

- оформлять документы, письма, сделки;
- владеть навыком:**
- устной и письменной речи на иностранном языке в рамках лексической тематики сферы делового общения;
- аудирования, как при непосредственном общении, так и при прослушивании записей речи носителей языка;
- фонетически и интонационно правильного оформления своей речи (в соответствии с условиями речевой коммуникации, прежде всего, с учетом адресата и характера взаимодействия партнеров);
- речевого высказывания в разных формах монологической и диалогической речи: повествование, описание, рассуждение, анализ научного, научно-популярного, газетно-публицистического и официально делового текстов.

### 3. Объем дисциплины и виды учебной работы

| Вид учебной работы                         | Всего часов | Семестры |         |       |         |
|--|-------------|----------|---------|-------|---------|
|  |             | 5        | 6       | 7     | 8       |
| Общая трудоемкость дисциплины              | 210         | 5        | 6       | 7     | 8       |
| Аудиторные занятия                         | 140         | 36       | 34      | 36    | 34      |
| Лекции                                     |             |          |         |       |         |
| Практические занятия (ПЗ)                  | 140         | 36       | 34      | 36    | 34      |
| Семинары (С)                               |             |          |         |       |         |
| Лабораторные работы (ЛЗ)                   |             |          |         |       |         |
| И (или) другие виды аудиторных занятий     |             |          |         |       |         |
| Самостоятельная работа                     | 70          |          |         |       |         |
| Курсовая работа                            |             |          |         |       |         |
| Расчетно-графические работы                |             |          |         |       |         |
| Реферат                                    |             |          |         |       |         |
| И (или) другие виды самостоятельной работы |             |          |         |       |         |
| Вид итогового контроля (зачет, экзамен)    |             | зачет    | экзамен | зачет | экзамен |

### 4. Содержание дисциплины

#### 4.1. Разделы дисциплины и виды занятий

| № п/п | Разделы дисциплины  |            |  | Лекции | Практические занятия или семинары | Лабораторные работы |
|-------|---|------------|--|--------|-----------------------------------|---------------------|
|       | Лексика   | Грамматика | Фонетика                                 |        |                                   |                     |
| 1.    | Профессия и работа<br>Устройство на работу<br>Структура фирмы | Глагол     | Дальнейшее развитие фонетических навыков | -      | 12                                | -                   |
| 2.    |   | Синтаксис  |  |        | 12                                |                     |
| 3.    |   |            |  |        | 12                                |                     |
| 4.    | Деловая поездка<br>Отдельная индустрия                        | Глагол     | Дальнейшее развитие                      | -      | 16                                | -                   |
| 5.    |   |            |  |        | 18                                |                     |

|     |                             |                     |  |   |    |   |
|-----|-----------------------------|---------------------|--|---|----|---|
|     |                             |                     | фонетических навыков                     |   |    |   |
| 6.  | Ведение деловых переговоров | Глагол              | Дальнейшее развитие фонетических навыков | - | 18 | - |
| 7.  | Деловая корреспонденция     |                     |  |   | 18 |   |
| 8.  | Реклама                     | Глагол<br>Синтаксис | Дальнейшее развитие фонетических навыков | - | 12 | - |
| 9.  | Рекламная компания          |                     |  |   | 10 |   |
| 10. | Маркетинг                   |                     |  |   | 12 |   |

## 4.2. Содержание разделов дисциплины

### 4.2.1. Лексика

**Раздел 1. Профессия и работа:** виды профессий, приоритетные профессии в России и Великобритании, профессиональные качества работника.

**Раздел 2. Устройство на работу:** подача заявления на работу, оформление резюме, подготовка и проведение собеседования.

**Раздел 3. Структура фирмы:** типы фирм, структура и отделы фирмы, персонал фирмы и их должностные инструкции, логотип фирмы, деловые партнеры, сотрудничество с другими фирмами.

**Раздел 4. Деловая поездка:** оформление командировочного удостоверения, отправление факса о прибытии и цели деловой поездки, заказ билетов (аэропорт, ж/д вокзал), обмен валюты.

**Раздел 5. Отельная индустрия:** бронирование номера в гостинице, гостиничный персонал и его обязанности, умение работать на ресепшн, общение с клиентами.

**Раздел 6. Ведение деловых переговоров:** организация и правила ведения деловых переговоров, деловой этикет, знакомство с особенностями культурных традиций других народов.

**Раздел 7. Деловая корреспонденция:** виды деловых писем, оформление и стиль деловых писем, оформление телеграмм, факсов, телексов, отчетов, рефератов и других деловых бумаг

**Раздел 8. Реклама:** виды и средства рекламы, цели и задачи рекламы, работа рекламных агентов и компаний.

**Раздел 9. Рекламная кампания:** виды рекламных кампаний, цели и задачи, планирование рекламной кампании, презентация товара.

**Раздел 10. Маркетинг:** цель и основные задачи маркетинга, установление цен на товары, определение места торговли конкретной продукцией.

### 4.2.2. Грамматика

**Глагол:** косвенная речь, пассивный залог, модальные глаголы, сослагательное наклонение, неличные формы глагола.

**Синтаксис:** согласование времен.

### 4.2.3. Фонетика

Дальнейшее совершенствование фонетических навыков.

**5. Лабораторный практикум** — не предусмотрен.

## **6. Учебно-методическое обеспечение дисциплины**

### **6.1. Рекомендуемая литература**

#### **а) основная литература**

1. Охолина, И. Е. Деловой иностранный язык : английский язык в жизни делового человека : учебно-методическое пособие / И. Е. Охолина, А. А. Петрунина ; ФГБОУ ВПО «Томский государственный педагогический университет». – Томск : Изд-во ТГПУ, 2012. – 92 с.
2. Салье, Т. Е. Английский язык для специальности «Связи с общественностью» = English for students of communications : учебник для вузов / Т. Е. Салье, Ю. М. Валиева, И. Н. Воскресенская. – 2-е изд., стереотип. – М. : Академия, 2009. – 510 с.

#### **б) дополнительная литература**

1. Колесникова, Н. Н. Английский язык для менеджеров : учебник для вузов / Н. Н. Колесникова, Г. В. Данилова, Л. Н. Девяткина. – 2-е изд., испр. – М. : Академия, 2007. – 301 с.
2. Рыжков, В. Д. Менеджмент : пособие по изучению делового английского языка / В. Д. Рыжков. – Калининград : Янтарный сказ, 1999. – 256 с.
3. Иностранный язык. Грамматика английского языка : учебное пособие / [Кошкарлова С.М. [и др.] ; Федеральное агентство по образованию, ГОУ ВПО ТГПУ. – Томск : Изд-во ТГПУ, 2006. – 242 с.
4. Кумарова, М. Г. Новый бизнес английский : курс деловой лексики английского языка / М. Г. Кумарова. – М. : Тандем, 1998. – 397 с.
5. Михайлов, Н. Н. Английский язык. Гостиничный, ресторанный и туристский бизнес : учебное пособие для вузов / Н. Н. Михайлов. – 3-е изд., стереотип. – М. : Академия, 2007. – 158.

### **6.2. Средства обеспечения освоения дисциплины**

- компоненты учебно-методического комплекса (учебник) как основное средство обучения;
- вспомогательные средства (газеты и журналы на английском языке);
- технические вспомогательные средства (аудиозаписи);
- наглядные пособия, раздаточный дидактический материал.

При изучении дисциплины рекомендуется использование следующих электронных ресурсов:

<http://www.voanews.com/english/news/>

<http://www.britishcouncil.org>

[http://www.bbc.co.uk/russian/learning\\_english](http://www.bbc.co.uk/russian/learning_english)

<http://marketing.about.com/>

[www.englishtown.com](http://www.englishtown.com)

<http://www.dailystep.com/>



<http://www.busuu.com/ru>  
<http://www.native-english.ru/>  
[www.homeenglish.ru/](http://www.homeenglish.ru/)  
<http://learnoutlive.com>  
<http://www.englishclub.com>

## 7. Материально-техническое обеспечение дисциплины

| № п/п | Наименование раздела (темы) учебной дисциплины (модуля)       | Наименование материалов обучения, пакетов программного обеспечения  | Наименование технических и аудиовизуальных средств, используемых с целью демонстрации материалов |
|-------|---|---|--|
| 1.    | Профессия и работа<br>Устройство на работу<br>Структура фирмы | <a href="http://www.voanews.com/english/news/">http://www.voanews.com/english/news/</a>   | Компьютерный класс с выходом в Интернет  |
| 2.    | Деловая поездка<br>Отельная индустрия                         | <a href="http://www.britishcouncil.org/hongkong-english-wiify-may10.htm">http://www.britishcouncil.org/hongkong-english-wiify-may10.htm</a> | CD-проигрыватель, компьютерный класс с выходом в Интернет  |
| 3.    | Ведение деловых переговоров                                   | <a href="http://www.englishclub.com">http://www.englishclub.com</a>   | Компьютерный класс с выходом в Интернет  |
| 4.    | Реклама<br>Рекламная компания<br>Маркетинг                    | <a href="http://marketing.about.com/">http://marketing.about.com/</a>   | Компьютерный класс с выходом в Интернет  |

## 8. Методические рекомендации и указания по организации изучения дисциплины

Предметом дисциплины «Деловые переговоры на иностранном языке» является изучение иноязычной культуры, основ делового общения в устной и письменной формах в типичных ситуациях: представление, знакомство со структурой фирмы, ведение деловых переговоров и т. д.; особенностей произношения деловой лексики, необходимых для коррекции и постановки правильного произношения и интонации; грамматического материала, необходимого для формирования коммуникативно-познавательной компетенции обучаемых в наиболее распространенных ситуациях официальной и неофициальной сфер общения во всех видах речевой деятельности (аудирование, говорение, чтение, письмо).

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### **8.1. Методические рекомендации преподавателю**

Обучение иностранному языку всегда было и остается составной частью процесса формирования специалиста с высшим образованием.

Владение иностранным языком позволяет реализовать такие аспекты профессиональной деятельности, как своевременное ознакомление с новыми технологиями, открытиями и тенденциями в развитии науки и техники, установление контактов с зарубежными фирмами и предприятиями, т.е. обеспечивает повышение уровня профессиональной компетенции специалиста.

Поэтому преподавателю курса «Деловые и переговоры на иностранном языке» необходимо делать упор на коммуникативные и профессионально-направленные аспекты овладения иностранным языком.

Особое внимание преподаватель должен уделять современным реалиям экономической жизни Великобритании, развивать познавательные способности студентов, совершенствовать употребление профессиональной лексики и разговорные навыки.

Преподавателю вуза необходимо в своей работе использовать упражнения, цель которых состоит в том, чтобы дать студенту возможность высказать свое мнение на иностранном языке с опорой на аутентичные тексты и лексику к ним.

Очень важной составляющей работы преподавателя делового иностранного языка является формирование навыков и развитие умений делового письма и техники ведения деловых переговоров. Для этого рекомендуется использовать Интернет как средство обучения. Обучение письму предполагает выполнение тренировочных упражнений в письменной форме, а также речевые упражнения для обучения составлению письменного сообщения (письмо-запрос, письмо-жалоба, письмо-подтверждение и т. д.)

Использование преподавателем блок-схем, диаграмм, иллюстраций обеспечит коммуникацию не только на уровне текста, но и визуальных опор, что поможет учесть специфику таких специальностей как реклама и связи с общественностью.

Предполагается также организация и проведение круглых столов, брифингов и конференций, дискуссий, ярмарок, посвященных изучаемым темам.

Работа студентов заключается в изучении ими рекомендуемой основной и дополнительной литературы по курсу «Деловые переговоры на иностранном языке», новейших публикаций периодической печати при подготовке к занятиям, а также выполнение контрольных самостоятельных заданий.

## 8.2. Методические рекомендации для студентов

Основной целью курса «Деловые и переговоры на иностранном языке» является совершенствование навыков практического владения языком, позволяющего использовать его в научной работе и сфере профессиональной коммуникации и делового общения. Практическое владение языком в рамках данного курса предполагает наличие таких умений, которые дают возможность:

- свободно читать литературу на иностранном языке в соответствующей отрасли знаний с целью извлечения информации;
- представить, обобщить, высказать своё мнение по проблеме, связанной со специальностью;
- вести беседу по специальности;
- вести переговоры с деловыми партнерами;
- презентовать свою фирму или продукт, выпускаемый фирмой;
- вести деловую переписку;
- заказывать билеты и бронировать номер в гостинице по телефону;

При ведении деловых переговоров необходимо соблюдать этикетные нормы и нормы написания делового письма. При написании деловых писем рекомендуется:

- соблюдать форму написания письма, принятую в стране изучаемого языка;
- не начинать каждое предложение словом «я», а использовать такие слова, как «возможно», «охотно», «разумеется» и т. д.
- писать не только простые предложения, а использовать сложносочиненные и сложноподчиненные;
- если нужно ответить на письмо, лучше сначала прочитать внимательно данное письмо и задание;
- составлять план письма, на который можно будет опираться при написании;
- не забывать написать дату, обращение, тему, слова прощания, подпись;
- прочитать письмо еще раз и проверить, все ли отражено в содержании, правильно ли обращение, соблюдено ли оформление письма.

При чтении текстов по специальности рекомендуется:

- прочитать название текста и предположить о чем может идти речь;
- прочитать текст первый раз и проверить свои предположения;
- прочитать текст во второй раз и подчеркнуть основные слова и выражения, важные для понимания.

Владение иностранным языком невозможно без знания грамматики, поэтому рекомендуется регулярно работать над грамматическим материалом.

Особое внимание нужно уделять самостоятельной работе. Для этого рекомендуется:

- читать литературу по специальности на изучаемом языке, используя различные виды чтения (просмотровое, ознакомительное);
- смотреть новости по телевизионным каналам и готовить краткие сообщения для группы;
- вести переписку с представителями страны изучаемого языка на иностранном языке;
- готовить рефераты и доклады по изучаемой теме на иностранном языке;
- участвовать в проектах (разрабатывать рекламу на языке, презентацию фирмы, продукта).

### **8.2.1. Перечень примерных контрольных вопросов и заданий для самостоятельной работы**

- Подготовить рекламу какой-либо известной фирмы России или Великобритании.
- Создать эмблему и девиз туристического агентства.
- Написать деловое письмо вашему компаньону в Великобританию.
- Оформить визитную карточку директора фирмы.
- Подготовить представление коллег иностранному партнеру.
- Подготовить сообщение о Евровалюте.
- Реклама ТГПУ.
- Собрать информацию о влиятельных спонсорах и их деятельности в нашем городе, привлечение их к спонсорству проектов ТГПУ.
- Выполнить проектные задания по изучаемым темам (см. папку «Методическое руководство самостоятельной работой студентов»).

### **8.2.2. Примерная тематика докладов**

1. Нормы речевого этикета при ведении телефонных переговоров.
2. Оформление письма-заказа партнёру в Великобританию.
3. Английский этикет при ведении деловых переговоров.
4. Визитная карточка какой-либо томской фирмы.
5. Написание рекламации.

### **8.2.3. Структура и содержание билета**

**МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ  
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ  
УЧРЕЖДЕНИЕ ВЫСШЕГО ПРОФЕССИОНАЛЬНОГО ОБРАЗОВАНИЯ  
«ТОМСКИЙ ГОСУДАРСТВЕННЫЙ ПЕДАГОГИЧЕСКИЙ УНИВЕРСИТЕТ»**

**(ТГПУ)**

Дисциплина: ОПД.В.01 Деловые переговоры на иностранном языке

1. Do the test.
2. Retell the text.
3. Speak on the topic.

Дата \_\_\_\_\_ Зав. кафедрой лингвистики

/Г.И. Уткина/

#### 8.2.4. Примерная структура и содержание зачетной карты

##### Test card I

##### Term 3

**Theme:** Business Correspondence

**Grammar:** Passive Voice

**1. Translate into English:** составить план, иметь одинаковое значение, от чьего-л. имени, штат сотрудников, отбор слов.

##### 2. Translate the following sentences into English:

4. Предложения должны быть четкими и краткими.
5. Перед тем, как вы начнете писать что-нибудь, составьте план (конспект) вашего сообщения.
6. Обычно параграф должен включать только одну идею.
7. Использование коротких и длинных предложений улучшают ритм.
8. Основной целью автора, пишущего в области PR является убеждение.

**3. Translate into Russian:** to broadcast, on smb's behalf, general public, large audience, content.

##### 4. Translate the following sentences into Russian:


1. You must learn about the characteristics and attitudes of your projected receivers if you are to communicate effectively and persuasively.
2. The PR writer may write for numerous and radically different audiences – employees, customers, farmers, bankers and many others.
3. The PR writer, with many specific audiences to reach, will probably use many channels.
4. Gobbledygook or jargon are often seen in news releases about high-tech products, giving the uninitiated reader baffling information.
5. Many words sound alike and are similar in spelling but have different meanings.

**5. Answer the following questions:**

1. What should the outline include?
2. What is the structure of the outline?

**6. Explain the rule in Russian and give your examples (Passive Voice)**


Рабочая программа учебной дисциплины составлена в соответствии с учебным планом, федеральным государственным образовательным стандартом высшего профессионального образования по направлению подготовки **032401.65 Реклама**

Рабочую программу учебной дисциплины составил:  
магистр филол. н., ст. преподаватель  
кафедры лингвистики ФИЯ ТПУ  /И.Е. Охолина/

Рабочая программа учебной дисциплины утверждена на заседании кафедры лингвистики, протокол № 7 от «19» августа 2011 г.

Зав. кафедрой лингвистики  /Г. И. Уткина/

Рабочая программа учебной дисциплины одобрена методической комиссией ФИЯ ТПУ, протокол № 10 от 25 августа 2011 г.

Председатель методической комиссии ФИЯ  /С.М. Кошкарлова/

## Зачетные и экзаменационные материалы

### Test Card № 1

**Theme: “Career Choice”, “Management”**

**Grammar: Articles, the Present Simple Tense**

- **Translate the sentences from Russian into English:**

Выбор профессии очень сложен, никто не может сделать его за тебя. 2.

Я бы хотел иметь престижную работу. 3. Каждый год тысячи выпускников ищут работу. 4. Специалист по связям с общественностью имеет дело с разными людьми. 5. Эффективность деятельности менеджера зависит от его навыков.

- **Translate the sentences from English into Russian:**

1. Greengrocer is a person who sells fruits and vegetables. 2. It is especially useful to read books on marketing, business, economics and management in the original. 3. In order to become a real specialist you should have a good command of a foreign language. 4. A financial manager is responsible for the organization’s financial resources. 5. Operating employees represent the work force of the organization.

- **Translate the words and word combinations:**

- **Russian into English:** делать выбор, основные знания, бухгалтер, уходить на пенсию, предприниматель, особые интересы, творческая деятельность, рабочая специальность, работодатель, рабочий день.

- **English into Russian:** to be fond of, my cup of tea, to have a break, a conductor, Chief Executive Officer (CEO), a first-line manager, a decision making skill, to hold a meeting, to produce goods, practical results.

- **Choose the correct item:**

- What is a conceptual skill of a manager?

6. the ability to see the “general picture” of an organization **B.** the ability to choose the best course of actions **C.** the ability to deal effectively with other people.

- Do schoolchildren in Britain and America work in their spare time?

- they don’t have spare time **B.** yes, they do **C.** never, it’s forbidden

- What is the basic level in the pyramid of management?

6. first-line management **B.** operating employees **C.** top management

- **Match the words with their definitions:**

- |             |  |
|-------------|--|
| • jockey    | a. A person who makes and sells bread.     |
| • postman   | b. A person who looks after people’s eyes. |
| • carpenter | c. A person who rides horses in races.     |
| • butcher   | d. A person who digs coal from the ground. |
| • dentist   | e. A person who delivers letters.          |
| • miner     | f. A person who drives a car.              |
| • florist   | g. A person who makes things with wood.    |

- optician
  - baker
  - chauffeur
  - **Speak on the grammar rule: Articles**
  - **Retell the given text**
  - **Speak on the topic**
- h. A person who sells meat
  - i. A person who sells flowers
  - j. A person who looks after people's teeth.

## Test Card № 2

**Theme: “Career Choice”, “Management”**

**Grammar: Articles, the Present Simple Tense**

### **I. Translate the sentences from Russian into English:**

1. Очень часто хобби помогает человеку выбрать будущую профессию. 2. Я хочу иметь высокооплачиваемую работу. 3. Управляющий маркетингом ответственен за обмен продукцией между организацией и ее покупателями. 4. Менеджмент основан на научных теориях. 5. Мой дедушка сейчас на пенсии.

### **II. Translate the sentences from English into Russian:**

1. A carpenter is a person who makes things with wood. 2. Managers coordinate the complex group of specific resources to produce goods and services. 3. Our University gives a very good background knowledge. 4. A middle manager implements the strategy and major policies of the organization. 5. A general manager of our company works hard.

### **III. Translate the words and word combinations:**

**a) Russian into English:** продвигать товар, нанимать (на работу), пекарь, быть на больничном, реклама, высшее образование, директор производства, сложный выбор, давать возможность, решать проблему.

**b) English into Russian:** vice president, labour, department head, physically active work, accounting, a middle manager, PR specialist, to supervise, unskilled worker, production process.

### **IV. Choose the correct item:**

1. What is a decision making skill of a manager?

- 1. the ability to see the “general picture” of an organization **B.** the ability to choose the best course of actions **C.** the ability to deal effectively with other people.

2. What is the difference between a salary and a wage?

**A.** a salary – ежемесячная зар.плата, a wage – почасовая **B.** a salary – почасовая зар.плата, a wage – ежемесячная **C.** there is no difference in these words

3. What is the upper-level in the pyramid of management?

- 6. first-line management **B.** operating employees **C.** top management

### **V. Correct the grammar mistakes:**

1. Our boss play football well. 2. We hold the meeting at Monday. 3. What is she? She is the doctor.



**VI. Speak on the grammar rule: Articles**

**VII. Retell the given text**

**VIII. Speak on the topic**

### Test Card № 3

**Theme: “Social English”, “Hotel Industry”**

**Grammar: The Past Simple Tense, Comparative degrees of adjectives**

- **Translate the sentences from Russian into English:**

1. В настоящее время иностранные языки социально востребованы. 2. Английский язык является мировым языком сегодня. 3. Вы заказывали у нас номер? – Да. Я послал вам телеграмму вчера. 4. «Сколько стоит номер в сутки?» 5. В этом отеле самые высокие цены.

- **Translate the sentences from English into Russian:**

1. The waitress served foreign guests very quickly. 2. All the keys were hung on a special key-rack. 3. She wanted to pay in advance. 4. Dinner in a hotel is very similar to lunch. 5. As soon as we arrived, a porter took our luggage.

- **Translate the words and word combinations:**

- **Russian into English:** забронировать номер, остановиться в гостинице, администратор, душ, выезжать (выписываться), номер люкс, чаевые, заранее, общаться с носителями языка, средство обмена информацией.

- **English into Russian:** native population, official language, to keep the room in order, a single room, bill, snack-bar, scrambled eggs, private bath, registration form, to make a reservation.

- **Choose the correct item:**

- How many countries have English as an official language?

A. 44 B. 22 C. 11

- What is one of a porter’s duties?

A. To hail a taxi B. to take your luggage C. to give you a key

- What hotel employees does the bell captain usually train and supervise?

A. Only bellhops B. bellhops and receptionists C. bellhops and valet parking crew

- **Write Past Indefinite of the verbs:**

buy, sell, choose, give, lose, use, set up, do, leave, learn.

- **Speak on the grammar rule: Comparative degrees of adjectives**

- **Retell the given text**

- **Speak on the topic**

### Test Card № 4

**Theme: “Social English”, “Hotel Industry”**

**Grammar: The Past Simple Tense, Comparative Degrees of Adjectives**

### **I. Translate the sentences from Russian into English:**

1. Английский язык является официальным языком Великобритании, США, Канады, Австралии и Новой Зеландии. 2. Вашингтон – столица США. 3. Я хочу остановиться в гостинице. 4. Эта комната мне подходит. 5. Приготовьте мне, пожалуйста, счет.

### **II. Translate the sentences from English into Russian:**

1. The guest began with a choice of fruit juice, porridge and lettuce. 2. Our hotel is located on a quiet street. 3. She wanted to book a suite in advance. 4. Waiter! I saw you drop this knife on the floor. 5. English is very popular in international business of Russia.

### **III. Translate the words and word combinations:**

**a) Russian into English:** родной язык, показать паспорт, заказать билеты, бригада, вешалка для ключей, уплатить заранее, приготовить счет, коридорный (посыльный), остановить такси, обедать в ресторане.

**b) English into Russian:** native speakers, commerce and technology, to warn the receptionist, a double room, tips, beans/peas, your change, the main course, the Reception Desk, to fill in.

### **IV. Match the words with their definitions:**

|               |   |
|---------------|---|
| porter        | a. the room for two people                                      |
| accommodation | b. to make a reservation  |
| desk-clerk    | c. earlier  |
| receptionist  | d. to check in  |
| double room   | e. price  |
| to book       | f. visitor  |
| in advance    | g. room   |
| to sign in    | h. a hotel worker who stands by the door                        |
| charge        | i. a hotel worker who gives and receives the keys               |
| guest         | j. a hotel worker who receives new guests and gives them a room |

### **V. Write comparative degrees of the following adjectives:**

small, beautiful, hot, fine, green, fast, good, bad, much, little, many, big.

### **VI. Speak on the grammar rule: Comparative degrees of adjectives**

### **VII. Retell the given text**

### **VIII. Speak on the topic**

## **Test Card № 5**

**Theme: “Social English”, “Application for a Job”**

**Grammar: The Future Simple Tense, Tense Forms in the Subordinate Clauses of Time and Condition; Comparative Degrees of Adjectives.**

### **I. Translate the sentences from Russian into English:**

1. Около пятидесяти процентов компаний в Европе общаются друг с другом на английском. 2. Лондон – столица Англии. 3. Я хочу устроиться на престижную работу. 4. Если зарплата будет высокая, рабочие будут довольны. 5. Когда вы будете готовы, зайдите ко мне в кабинет.

**II. Translate the sentences from English into Russian:**

1. She will work at a foreign company after she graduates from the Academy. 2. You'll phone me before you go away, won't you? 3. In order to apply for a job you need to write CV. 4. Can you write reference for me? 5. It's necessary for a PR specialist to know English.

**III. Choose the correct item:**

1. What is CV?

**A.** Company Validity **B.** Country Visa **C.** Curriculum Vitae

2. How many people speak English as their first language?

**A.** About 350 million **B.** About 150 million **C.** Less than 75 million

3. What is the capital of America?

**A.** New York **B.** Washington **C.** Los Angeles

**IV. Write down the natives of the following countries and continents:**

America, Japan, Australia, Brazil, Spain, England, Europe.

**V. Use the correct tense form of the verbs in brackets:**

1. You (not to achieve) much unless you (to work) hard.

2. I never (to give up) my job until I (to find) a better one.

3. We never (to know) English well if we (not to work) hard.

4. She (to buy) a new dress after she (to get) her salary.

5. As soon as the boss (to come) we (to tell) him our decision.

**VI. Speak on the grammar rule: Comparative degrees of adjectives**

**VII. Retell the given text**

**VIII. Speak on the topic**

**Test Card № 1**

**Theme: "Business Correspondence"**

**Grammar: Passive Voice**

**I. Translate the sentences from Russian into English:**

1. Деловая переписка – неотъемлемое средство связи и в наши дни. 2. Письма с жалобой по поводу продуктов, сервиса, доставки и пр. принадлежат к категории наиболее трудных писем. 3. Деловое письмо - всегда официальное сообщение. 4. Деловые письма можно разделить на две группы: письма, требующие письма-ответа (письмо-вопрос; письмо-просьба; письмо-обращение; письмо-предложение и др.), и письма, не требующие письма-ответа (письмо-предупреждение; письмо-напоминание; письмо-приглашение и др.). 5. В наши дни всё больше и больше соглашений заключаются на английском языке.

**II. Translate the sentences from English into Russian:**

1. A well arranged letter will make a better impression on the reader. 2. Official letters are characteristic of those people working in business: an executive, a department manager, a salesman, a secretary or a specialist in business and technology. 3. We regret to inform you that we were no at all satisfied with your service. 4. We are a company which imports tools for the industrial market. 5. This letter was sent by express delivery.

### III. Translate the words and word combinations:

a) **Russian into English:** подпись, производить впечатление на к.-л., марка, факсимильное сообщение, заявление на получение визы, формат делового письма, пунктуация, служебная записка, конференция, получить ответ.

b) **English into Russian:** to be called for, registered, business negotiations, an inquiry letter, inside address, in details, managing director, payment, to accept an invitation.

### IV. Put the parts of the letter in the right order:

1. Yours faithfully,
2. We have received your letter and want to discuss the date of our meeting in more details. Please inform us when you can come to our office in London.
3. Mr. Petrov,  
Director,  
The Tool Machine Corporation,  
22 Sibirskaya Street,  
Tomsk,  
Russia
4. Dear Sir,
5. Mr. Broun,  
Managing Director,  
Smith and Company, Limited,  
24 Leaden hall Street,  
London, E.C.,  
England.
6. 21<sup>st</sup> Jan., 2010
7. Smith and Company  
Mr. Broun,  
Managing Director

### V. Напишите предложения в Passive:

1. I took him for a walk. 2. She will forget your telephone number soon. 3. They are building a new cinema in this street. 4. We will have passed the examinations by February. 5. Our baby broke the new toy yesterday.

### VI. Speak on the grammar rule: Passive Voice

- Write your own business letter.
- Speak on the topic.

## TEST CARD № 1

**Theme: The Structure and the Personnel of the Company**

**Grammar: The Reported Speech, The Sequence of Tenses**

### I. Translate the following words

#### a) from Russian into English:

совет директоров, управлять, представитель, рынок, менеджер по проектам, опыт работы, быть ответственным за, должность, зарплата, глава отдела

#### b) from English into Russian:

human resources department, employee, job interview, middle manager, Personal Assistant, internal PR, promotion, the career ladder, training, negotiations

### II. Translate the following sentences

#### a) into English:

1. Это моя первая работа в крупной компании. 2. Отдел кадров ответственен за подбор нового персонала. 3. Менеджеры первого уровня контролируют работу обычных сотрудников и решают текущие проблемы. 4. Исследование рынка – очень важная область деятельности компании. 5. Конкуренция заставляет компании больше заботиться о качестве продукции.

#### b) into Russian:

1. When they arrive, new recruits have a tour of the building. 2. Good morning everyone, my name is John and I'm joining the Accounts Department. 3. Manager is the head of a section or department. 4. She works at a computer most of the time, where she writes letters and reports. 5. As a secretary, Ann does general paperwork, e.g. filling reports, writing memos, answering letters.

### III. Match the term and its meaning:

|                      |   |
|----------------------|---|
| Sales representative | The ability of a person in doing something  |
| Market leader        | The highest position in the company including a chairman, a member of the Board, etc. |
| Skill                | A person who sells a company's products   |
| Top manager          | a position which doesn't demand the presenting at office all the time                 |
| Part-time job        | The company or product with the biggest market share                                  |

### IV. Identify the profession of the person and tell what qualities are necessary for it.



**V. Put the following sentences into the Reported Speech:**

1. Ann says: "I shan't come to the meeting". 2. The chairman said: "What do you think about promoting to a general manager?" 3. The secretary asked: "Wait a little, please". 4. The representative asked: "Is it suitable to you to sign the contract on the 25<sup>th</sup> of November?" 5. The employer says: "We'll call you soon".

**VI. Translate the following sentences using the Passive Voice:**

1. Контракт будет подписан к концу года. 2. Он был нанят на работу два месяца назад. 3. У меня назначена встреча. 4. На собеседовании мне задали много вопросов. 5. Я был только что назначен на должность главы отдела по связям с общественностью.

**VII. Read and retell the text.**

**VIII. Speak on the topic.**

**IX. Explain the rule of the formation of the Passive Voice.**

**TEST CARD № 2**

**Theme: The Structure and the Personnel of the Company**

**Grammar: The Reported Speech, The Sequence of Tenses**

**I. Translate the following words**

**a) from Russian into English:**

работодатель, собеседование, менеджер высшего уровня, внешний пиар, карьерная лестница, подготовка, переговоры, отдел кадров, секретарь, конкуренция

**b) from English into Russian:**

profit, employee, to appoint to, the first line manager, working experience, chairman, staff, to be responsible for, management, recruitment

**II. Translate the following sentences**

**a) into English:**

1. Когда новые сотрудники прибывают, им показывают офис. 2. Меня приняли на работу в финансовый отдел. 3. Менеджер – это глава отдела или секции. 4. Большинство времени она проводит, работая за компьютером. 5. Как секретарь, Анна занимается «бумажной работой»: пишет служебные записки, отвечает на письма и пр.

**b) into Russian:**

1. It is my first position in a large company. 2. Human Resources Department is responsible for recruiting new personnel. 3. The First Line Managers control the work of operating employees. 4. Market Research is very important field of the activity in any company. 5. The Competition makes the companies take care of the quality of the products.

**III. Match the term and its meaning:**

|                 |   |
|-----------------|---|
| Career ladder   | The appointment to a higher position                                |
| Market research | Collecting and studying information about what people want and need |
| Sales forecast  | The ladder of advancement   |
| Promotion       | a position which demands the presenting at office for definite time |
| Full-time job   | The amount you think you will sell in future                        |

**IV. Identify the profession of the person and tell what qualities are necessary for it.**



**V. Put the following sentences into the Reported Speech:**

1. The chairman said: “Try to complete the project as soon as possible”. 2. The employer asked: “Is the draft contract complete?” 3. The secretary asked: “Do you have an appointment?” 4. The representative asked: “When can we sign the contract?” 5. The boss says: “Please, tell everybody that we’ll have a conference on this problem in three days”.

**VI. Translate the following sentences using the Passive Voice:**

1. Проект контракта будет закончен к концу месяца. 2. Презентация журнала была провалена. 3. На мое письмо до сих пор не ответили. 4. Меня отправили на стажировку в Америку. 5. Мне предложили занять должность главы отдела по связям с общественностью.

**VII. Read and retell the text.**

**VIII. Speak on the topic.**

**IX. Explain the rule of the formation of the Passive Voice.**

### TEST CARD № 3

**Theme: The Structure and the Personnel of the Company**

**Grammar: The Reported Speech, The Sequence of Tenses**

#### **I. Translate the following words**

##### **a) from Russian into English:**

клиент, обсуждение, менеджер первого уровня, внутренний пиар, проект контракта, цели, переговоры, финансовый отдел, персонал, конкуренция

##### **b) from English into Russian:**

profit, employee, to appoint to, the first line manager, working experience, chairman, staff, to be responsible for, management, recruitment

#### **II. Translate the following sentences**

##### **a) into English:**

1. Когда новые сотрудники прибывают, им показывают офис. 2. Меня приняли на работу в финансовый отдел. 3. Менеджер – это глава отдела или секции. 4. Большинство времени она проводит, работая за компьютером. 5. Как секретарь, Анна занимается «бумажной работой»: пишет служебные записки, отвечает на письма и пр.

##### **b) into Russian:**

1. It is my first position in a large company. 2. Human Resources Department is responsible for recruiting new personnel. 3. The First Line Managers control the work of operating employees. 4. Market Research is very important field of the activity in any company. 5. The Competition makes the companies take care of the quality of the products.

#### **III. Match the term and its meaning:**

|                 |   |
|-----------------|---|
| Career ladder   | The appointment to a higher position                                |
| Market research | Collecting and studying information about what people want and need |
| Sales forecast  | The ladder of advancement   |
| Promotion       | a position which demands the presenting at office for definite time |
| Full-time job   | The amount you think you will sell in future                        |

#### **IV. Identify the profession of the person and tell what qualities are necessary for it.**





**V. Put the following sentences into the Reported Speech:**

1. The chairman said: “Try to complete the project as soon as possible”. 2. The employer asked: “Is the draft contract complete?” 3. The secretary asked: “Do you have an appointment?” 4. The representative asked: “When can we sign the contract?” 5. The boss says: “Please, tell everybody that we’ll have a conference on this problem in three days”.

**VI. Translate the following sentences using the Passive Voice:**

1. Проект контракта будет закончен к концу месяца. 2. Презентация журнала была провалена. 3. На мое письмо до сих пор не ответили. 4. Меня отправили на стажировку в Америку. 5. Мне предложили занять должность главы отдела по связям с общественностью.

**VII. Read and retell the text.**

**VIII. Speak on the topic.**

**IX. Explain the rule of the formation of the Passive Voice.**

**TEST CARD № 4**

**Theme: The Structure and the Personnel of the Company**  
**Grammar: The Reported Speech, The Sequence of Tenses**

**I. Translate the following words**

**a) from Russian into English:**

набор, управлять, повышение, рынок, менеджер по проектам, опыт работы, быть ответственным за, фирма, зарплата, отдел

**b) from English into Russian:**

human resources department, employee, job interview, middle manager, Personal Assistant, internal PR, promotion, the career ladder, training, negotiations

**II. Translate the following sentences**

**a) into English:**

1. Это моя первая работа в крупной компании. 2. Отдел кадров ответственен за подбор нового персонала. 3. Менеджеры первого уровня контролируют работу обычных сотрудников и решают текущие проблемы. 4. Исследование рынка – очень важная область деятельности компании. 5. Конкуренция заставляет компании больше заботиться о качестве продукции.

**b) into Russian:**

1. When they arrive new recruits have a tour of the building. 2. Good morning everyone, my name is John and I'm joining the Accounts Department. 3. Manager is the head of a section or department. 4. She works at a computer most of the time, where she writes letters and reports. 5. As a secretary, Ann does general paperwork, e.g. filling reports, writing memos, answering letters.

**III. Match the term and its meaning:**

|                      |   |
|----------------------|---|
| Sales representative | The ability of a person in doing something  |
| Market leader        | The highest position in the company including a chairman, a member of the Board, etc. |
| Skill                | A person who sells a company's products   |
| Top manager          | a position which doesn't demand the presenting at office all the time                 |
| Part-time job        | The company or product with the biggest market share                                  |

**IV. Identify the profession of the person and tell what qualities are necessary for it.****V. Put the following sentences into the Reported Speech:**

1. Ann says: "I shan't come to the meeting". 2. The chairman said: "What do you think about promoting to a general manager?" 3. The secretary asked: "Wait a little, please". 4. The representative asked: "Is it suitable to you to sign the contract on the 25<sup>th</sup> of November?" 5. The employer says: "We'll call you soon".

**VI. Translate the following sentences using the Passive Voice:**

1. Контракт будет подписан к концу года. 2. Он был нанят на работу два месяца назад. 3. У меня назначена встреча. 4. На собеседовании мне задали много вопросов. 5. Я был только что назначен на должность главы отдела по связям с общественностью.

**VII. Read and retell the text.****VIII. Speak on the topic.****IX. Explain the rule of the formation of the Passive Voice.**

## Examination Card № 1

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

### **I. Translate the sentences from Russian into English:**

1. Как только вы проходите таможенный контроль, вы останавливаете такси, чтобы доехать до гостиницы. 2. Вы можете забронировать мне одноместный номер? 3. Как ты думаешь, чем мне следовало бы заняться? 4. Майклу нужен номер-люкс со всеми современными удобствами. 5. Неужели сейчас только шесть часов?

### **II. Translate the sentences from English into Russian:**

1. The room charge must include your breakfast. 2. How long have you been living in Italy? 3. Business people meet their business partners in other countries and visit international trade shows. 4. We must purchase a new office copier before the end of the year. 5. Why do some people choose planes for travelling?

### **III. Translate the words:**

**a) from Russian into English:** взлетать, посадочный талон, верхнее место, сесть на самолет, преодолевать время и расстояние, вагон, бюро путешествий, пересекать границу, прибытие, преимущества.

**b) from English into Russian:** to pay the bill, holiday-maker, duty free, to produce tickets, means of transport, to take off, ticket collector, through train, to book, waiting room.

### **IV. Choose the correct item:**

- 1. ... you bring me some paper, please, to write my note on?  
A. could                      B. may                      C. must
- 2. Who usually shows a traveller to his or her room?  
A. the usher                      B. the porter                      C. the bell captain
- 3. He ... be clever, but he hasn't got much common sense.  
A. must                      B. may                      C. might
- 4. How can you book a room at a hotel?  
A. by phone                      B. by book                      C. by copy-book
- 5. Where is the “Astoria Hotel” found?  
A. in Moscow                      B. in Chicago                      C. in St. Petersburg

### **V. Cross out the unnecessary word:**

1. I'm afraid I may not be able evidently to catch this train.
2. Will you get me a newspaper yesterday when you are out?
3. I feel tired so I must ought to go to bed early.

### **VI. Make up the sentences using the right word order:**

1. closed, quietly, the, I, door.
2. won, we, the, easily, game.
3. German, Diana, well, speaks, quite.
4. television, watches, Tim, the, time, all.

5. question, please, again, don't, that, ask

**VII. Speak on the topic "Business trip".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Can".**

## Examination Card № 2

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Мы знали, что договор должен быть подписан вечером. 2. Неужели он забыл нам заказать номера? 3. Женщине нужно помочь сесть в автобус. 4. Когда вы собираетесь освободить номер (выписаться)? = Я освобожу номер завтра около полудня. 5. Эта комната мне подойдет.

### II. Translate the sentences from English into Russian:

1. The price of a hotel in Britain is going up faster than at any time since the war. 2. She wanted to speak, but the words would not come out. 3. Russian labour productivity in hotels is at 18 per cent of the USA. 4. The Prime Minister will make a statement on Wednesday. 5. It is always interesting to discover new things, to see different ways of life, to meet different people, to try different food, to listen to different musical rhythms.

### III. Translate the words:

**a) from English into Russian:** lower berth, chambermaid, to be sea-sick, to overcome time and distance, the schedule, destination, in the vicinity, registration form, the crew, return ticket.

**b) from Russian into English:** ходить в поход, возможно, проводить(вводить), пункт обмена валют, справочное бюро, швейцар, посадка, короткое путешествие, пройти таможенный досмотр, заказать билеты заранее.

### IV. Choose the correct item:

- Oh, dear! We have to fly on Saturday, ...?  
A. haven't we    B. aren't we    C. don't we
- Sorry, can I phone you later? I am ... the news on TV.  
A. seeing    B. watching    C. looking at
- "A would-be MP" means:
  - a person who wants to get to parliament
  - a person who dreams about the career of a writer
  - people who dream to be poets
- I can't stand ... to loud music.  
A. to listen    B. listen    C. listening
- Would you like to have a look ... my newspaper?  
A. on    B. for    C. at

### V. Cross out the unnecessary word

1. Shall I carry out your bag?
2. Horses can sleeping standing.
3. Can you tell me how many hotels have you been here?

**VI. Make up the sentences using the right word order:**

1. Jack, play, weekend, does, football, every?
2. mine, money, some, borrowed, from, I, friend, a, of.
3. want, do, what, he, to, does?
4. day, it, a, spring, warm, was.
5. Ann, drink, usually, doesn't, tea.

**VII. Speak on the topic "Hotel industry".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "May".**

**Examination Card № 3**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Антон хочет остановиться в гостинице на три дня.
2. Он должен был закончить работу еще вчера.
3. Мне платить вперед?
4. По радио объявили, что вечером должен выступать президент.
5. Гостиничный работник, который стоит у дверей и помогает приезжим выйти из машины, называется швейцар.

**II. Translate the sentences from English into Russian:**

1. He dare not look into her face.
2. We can give you a very good single room with a bath overlooking the street.
3. The receptionist hands over a registration form and Albert fills it in, giving all the information required.
4. When the ticket collector came for the tickets, the woman couldn't find her ticket anywhere.
5. Millions of people all over the world spend their holidays traveling.

**III. Translate the words:**

**a) from English into Russian:** waiter, traveller's cheque, single ticket, departure, to change, compartment, journey, in advance, to take off, lower berth.

**b) from Russian into English:** цель путешествия, пересекать океаны, багажные карточки, расписание, посадочный талон, приземляться, рейс, сойти с поезда, ходить в поход, закуска.

**IV. Choose the correct item:**

1. We ... smoke in the room.  
A. mustn't                      B. needn't                      C. shouldn't
2. If you ... this way, I'll show you the company's office.  
A. will come                      B. have to come                      C. can come
3. A hotel worker who gives and receives the keys is called...

- A. a porter                      B. a desk-clerk                      C. a maid
4. It ... be raining. The sky is grey and the wind is blowing fast.  
A. must                      B. may                      C. might
5. The visitors... use the swimming-pool in the afternoon.  
A. may                      B. can                      C. must

**V. Cross out the unnecessary word**

1. That's the man whose his ticket was stolen.
2. The fax machine which I bought it last week is faulty.
3. John, who is my best friend, made a trip to Italy.

**VI. Make up the sentences using the right word order:**

1. Jack, play, weekend, does, football, every?
2. mine, money, some, borrowed, from, I, friend, a, of.
3. want, do, what, he, to, does?
4. day, it, a, spring, warm, was.
5. Ann, drink, usually, doesn't, tea.

**VII. Speak on the topic "Hotel reservation".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Must".**

**Examination Card № 4**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Мне, возможно, придется ехать туда на такси.
2. Вы сделали предварительный заказ?
3. Где находится администратор?
4. Джон опять опаздывает, будьте добры, позвоните ему, пожалуйста.
5. Не может быть, чтобы она сделала такую глупость.

**II. Translate the sentences from English into Russian:**

1. The ticket collector asked Ann to show her ticket but she couldn't find it.
2. Could you show me my room?
3. The rates for those who stay at a hotel longer are higher than for those who stop for a night or two.
4. It must have been raining all the night.
5. Jack has already cleaned his bicycle so he has to do it tomorrow.

**III. Translate the words:**

**a) from English into Russian:** to travel on business, disadvantage, currency exchange office, to catch the train, maid, reception clerk, non-resident, facilities, suite, tips.

**b) from Russian into English:** бригада, билет в оба конца, зал ожидания, рейс, гостиница, посадка, автобусные туры, ключ, бланк регистрации, обслуживание.

**IV. Choose the correct item:**

1. Who usually helps you with your luggage when you come to a hotel?  
A. a chambermaid                      B. a bell-boy                      C. a bell captain

mike go

2. Will you book tickets ... advance?

A. in                                      B. at                                      C. by

3. The children ... clean their shoes.

A. must                                      B. need                                      C. are

4. Do you know ...?

A. shall what I do                      B. what shall I do                      C. what I shall do

5. You ... to attend the meeting on Tuesday.

A. must                                      B. have                                      C. be

**V. Cross out the unnecessary word:**

1. Why is it been best to book a room at a hotel?

2. We can to talk about my article later.

3. Mrs. Parker who is our receptionist..

**VI. Make up the sentences using the right word order:**

1. closed, quietly, the, I, door.

2. won, we, the, easily, game.

3. German, Diana, well, speaks, quite.

4. television, watches, Tim, the, time, all.

5. question, please, again, don't, that, ask.

**VII. Speak on the topic "Travelling by plane".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "To Be To".**

**Examination Card № 5**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Завтра не нужно приходить. Я буду занят. 2. Известите нас, пожалуйста, о вашем отбытии за день до вашего отъезда. 3. У вас есть свободные номера? 4. Они сейчас осматривают достопримечательности города. 5. Он, наверное, не сказал им об этом.

**II. Translate the sentences from English into Russian:**

1. You must tidy your room. 2. Airports make people uncomfortable and tense. 3. No one could have known beforehand that she was going to be at home. 4. Travelling by sea is mostly for those who are going on holiday and want a pleasant voyage. 5. In Britain on the road the right side is the left side and the left side is the right side.

**III. Translate the words:**

**a) from English into Russian:** make a journey, reception clerk, in the vicinity, accommodation, sign off, charge, to suit, guest, double room, usher.

**b) from Russian into English:** чаевые, номер люкс, выписаться, счет, пересекать границу, забронировать номер, проводник, страдать морской болезнью, счет, остановить такси.

**IV. Choose the correct item:**

1. You ... walk on the grass!  
A. must                      B. mustn't                      C. shouldn't
2. This room will ... me.  
A. sweet                      B. suite                      C. suit
3. What is ... become of me?  
A. for                      B. will                      C. to
4. ... does it take you to get to the station?  
A. How long                      B. How much                      C. What time
5. A hotel door attendant ... expect tips for hailing a taxi.  
A. can                      B. cannot                      C. must

**V. Cross out the unnecessary word:**

1. I must ask to you some questions.
2. Mum told us do not to send the message.
3. Tina asked me that what I wanted to do with this broken fax machine?

**VI. Make up the sentences using the right word order:**

- water, must, I, the plants.
- me, you, needn't, for, wait.
- animals, to, Britain, you, bring, mustn't.
- in, pay, shall, I, advance?
- night, how, it, a, is, much?

**VII. Speak on the topic "Going on business".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: "The Modal Verb "Have To".**

**Examination Card № 6**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Мои родители хотят остановиться в гостинице.
2. Тебе не надо было звонить ей так поздно.
3. Мистер Вильямс, для начала Вам нужно зарегистрироваться.
4. Подпись должна быть достаточно разборчивой.
5. На какой период вы собираетесь остановиться? – Я хочу остановиться в гостинице на три дня.

**II. Translate the sentences from English into Russian:**

1. How often do you have to travel on business?
2. Selecting the source of your information depends on the purpose this information is to serve.
3. The Astoria is one



of the best hotels in St Petersburg with well-trained personnel. 4. Explain the structure of the American Business Letter. 5. The hotel industry is selected as an example of the service sector.

### III. Translate the words:

a) **from English into Russian:** coach, flight, to cross border, office manager, waiting room, get off a train, left-luggage office, valet parking attendant, duty free, bellhop.

b) **from Russian into English:** проводник, отправление, бригада, бланк регистрации, билетная касса, администратор, счет, предупреждать, вешалка для ключей, сесть на поезд.

### IV. Choose the correct item:

1. If you ... to Paris, you'll see the Eiffel Tower.

A. will go                      B. went                      C. go

2. A hotel worker who keeps bedrooms in order is ... .

A. a porter                      B. a maid                      C. a receptionist

3. ... I borrow your ruler?

A. must                      B. can                      C. need

4. What am I to do?

A. Как мне быть?                      B. Что со мной будет?                      C. Куда же мне идти?

5. She failed us. What ... shame!

A. -                      B. a                      C. the

### V. Cross out the unnecessary word

1. That's the man whose his ticket was stolen.

2. I must go to the shoes shop to buy some milk.

3. She is been a girl who wrote this business letter.

### VI. Make up the sentences using the right word order:

every, I, my, must, do, day, homework.

mustn't, park, you, car, here, your.

to, him, drink, offer, something.

English, she, could, when, was, ten, speak.

old, there, an, lady, standing, is.

### VII. Speak on the topic "Booking a room".

### VIII. Render the text given.

### IX. Tell the grammar rule: The Modal Verb "Ought to".

## Examination Card № 7

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Что со мной будет?
2. Вы могли бы сделать доклад для меня?
3. Сколько стоит номер в сутки?
4. Я предполагаю пробыть в этом городе дней восемь и оплачу счет при выписке из гостиницы.
5. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа.

## II. Translate the sentences from English into Russian:

1. Sightseeing tours arranged; multi-lingual reception personnel; night porters; laundry service; telegraph.
2. Lunch in a simple hotel begins with soup, though in a more expensive one you usually have a choice of soup, fruit juice, or hors d'oeuvres.
3. All drivers of cars should wear seat belts.
4. The guests are requested to warn the receptionist in advance about the day and hour of signing out so that he could have the bill ready for them in time.
5. The room will suit me.

## III. Translate the words:

**a) from Russian into English:** таможенная декларация, остановить такси, билет в один конец, путешествие по туристической путевке, старший портье, зал ожидания, плата, сойти с поезда, пересекать границу, гость.

**b) from English into Russian:** to pay the bill, tip, service, to be sea-sick, go through the customs, carriage, to catch the train, modern conveniences, to warn, arrival.

## IV. Choose the correct item:

1. Why is it best to ... a reservation in advance?  
A. do                      B. want                      C. make
2. "What a beautiful picture!" "Thanks. It's ... picture I've ever painted"  
A. the better              B. the best                      C. best
3. The ... business letter consists of 7 parts.  
A. =                      B. British                      C. American
4. Karen is ... girl in the our group.  
A. more pretty              B. prettiest                      C. the prettiest
5. I have ... a house. Do you think it's a good idea?  
A. of buying              B. to buy                      C. to be buying

## V. Cross out the unnecessary word:

1. Having an operation was being the worst experience of my life.
2. She has checked out the hotel a month ago.
3. Mrs. Parker who is my business English teacher.

## VI. Make up the sentences using the right word order:

- smoke, must, you, here, not.
- I, three, have, can, China, for, stamps?
- suit, me, will, this, room.
- are, hung, on, special, the, keys, a, key-rack.
- ask, he, will, to, you, sign in.

## VII. Speak on the topic "Travelling by train".

## VIII. Render the text given.

## IX. Tell the grammar rule: The Modal Verb "Will".

## Examination Card № 8

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

### **I. Translate the sentences from Russian into English:**

1. Давайте я понесу вашу сумку. 2. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа. 3. Эдвард едва успел сесть на поезд. 4. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране. 5. Эта комната мне подойдет.

### **II. Translate the sentences from English into Russian:**

1. The price of a hotel in Britain is going up faster than at any time since the war. 2. In Britain on the road the right side is the left side and the left side is the right side. 3. We can give you a very good single room with a bath overlooking the street. 4. How often do you have to travel on business? 5. It must have been raining all the night.

### **III. Translate the words:**

**a) from English into Russian:** bellhop, to make a reservation, flight, to catch the train, accommodation, ticket collector, car, to go on business, entertainment, in the vicinity.

**b) from Russian into English:** багаж, не подлежащий налогообложению, бланк регистрации, двухместный номер, счет за проживание, выписаться, швейцар, плата, гость, морская болезнь.

### **IV. Choose the correct item:**

1. You ... better study a lot next week if you want to get through that exam.  
A. will                      B. had                      C. must
2. My grandfather was a very good footballer. He ... a professional if he had wanted.  
A. could                      B. could have been      C. was able to see
3. Applicants ... honest, well-organized and responsible people.  
A. should be                B. ought to                C. must have
4. Don't you wish you ... a cat as a pet?  
A. had                        B. have                      C. will have
5. Will you book tickets ... advance?  
A. in                         B. at                         C. by

### **V. Cross out the unnecessary word:**

1. May I ask to you some questions?
2. Mum told us that we must do not play football in the house.
3. Tina asked me that what I wanted to print.

### **VI. Make up the sentences using the right word order:**

1. closed, quietly, the, I, door.
2. won, we, the, easily, game.
3. German, Diana, well, speaks, quite.
4. television, watches, Tim, the, time, all.

5. question, please, again, don't, that, ask.

**VII. Speak on the topic "Customs declaration".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Should".**

### Examination Card № 9

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Скажите, пожалуйста, в вашей гостинице есть свободные номера? 2. Если Вы подождете, то директор сможет уделить Вам внимание через двадцать минут. 3. Не надо было давать ребенку столько мороженого. Теперь у него болит живот. 4. Ответ на запрос постоянного клиента должен быть довольно коротким, вежливым, прямым. 5. Мы совершили путешествие по туристической путевке, но в следующий раз поедem без нее.

**II. Translate the sentences from English into Russian:**

1. I should have told you about my debts earlier, but I thought I could pay them without your help. 2. Our office is small, and a copier would generally be used by only three secretaries. 3. We showed our tickets to the ticket collector and he let us board the train. 4. People who wish to travel either for pleasure or on business have various means of transport at their disposal. 5. What's the price a day?

**III. Translate the words:**

**a) from English into Russian:** to show up to, accommodation, attendant, duty free, left-luggage office, to check out, bill, a key-rack, suite, swimming-pool.

**b) from Russian into English:** проводник, прибытие, короткая поездка, формальность, удобства, номер в гостинице, таможня, услуга, пересекать границу, сутки.

**IV. Choose the correct item:**

1. What hotel ... you recommend ?

A. shall                      B. must                      C. can

2. Now we ... missed the copy deadline.

A. have                      B. were                      C. have to

3. I'd rather ... you now because I have a lot of work to do.

A. leave                      B. left                      C. will leave

4. Her hair is as ... as silk.

A. softest                      B. softer                      C. soft

5. A tall man sat ... me, so I couldn't see.

A. next to                      B. in front of                      C. towards

**V. Cross out the unnecessary word:**

1. I started working here as a receptionist before five years ago.
2. How long is it been since you moved here?
3. I felt tired so I had decided to go to bed early.

**VI. Make up the sentences using the right word order:**

1. Jack, play, weekend, does, football, every?
2. mine, money, some, borrowed, from, I, friend, a, of.
3. want, do, what, he, to, does?
4. day, it, a, spring, warm, was.
5. Ann, drink, usually, doesn't, tea.

**VII. Speak on the topic “Going abroad on business”.**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb “Need”.**

**Examination Card № 10**

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Научный и технический прогресс позволяет людям преодолевать время и расстояние.
2. Лестница была в огне, и людям приходилось выпрыгивать из окон.
3. В нашей работе вам придется преодолеть много трудностей.
4. Родители Джона погибли в автокатастрофе, и ему пришлось заботиться о младшем брате и сестре.
5. Мне уплатить вперед?

**II. Translate the sentences from English into Russian:**

1. I'd like a quiet double room on the third floor overlooking the Thames.
2. When the formality is over, the receptionist gives you your key and the porter shows you up to your room.
3. You should send me a copy of your catalogue and price list of portable disc players.
4. You really oughtn't to have made a scene before other people.
5. Travelling by train is slower than by plane but it has its advantages.

**III. Translate the words:**

**a) from English into Russian:** tips, go through the customs, boarding, coach, fill out, in advance, to do research, sign off, waiting room, departure.

**b) from Russian into English:** плата, вешалка для ключей, предупреждать, обслуживание, администратор, страдать морской болезнью, бланк регистрации, швейцар, билетная касса, посыльный.

**IV. Choose the correct item:**

1. What's the price ... day?  
A. -                                      B. for                                      C. a
2. I ... help doing something.  
A. am                                      B. may not                                      C. can't

3. A hotel worker who keeps bedrooms in order is ... .  
 A. a porter                      B. a maid                      C. a receptionist
4. The next train to arrive ... platform 4 will be at 6.30 to Cardiff.  
 A. in                      B. on                      C. at
5. I have ... a house. Do you think it's a good idea?  
 A. of buying                      B. to buy                      C. to be buying

**V. Cross out the unnecessary word**

1. That's the man whose his luggage was stolen.
2. She has checked out the hotel a month ago.
3. John, who is my best friend, won the package tour.

**VI. Make up the sentences using the right word order:**

1. Jack, play, weekend, does, football, every?
2. mine, money, some, borrowed, from, I, friend, a, of.
3. want, do, what, he, to, does?
4. day, it, a, spring, warm, was.
5. Ann, drink, usually, doesn't, tea.

**VII. Speak on the topic "Famous hotels".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Would".**

**Examination Card № 11**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Первые поселенцы в Америке не могли бы выжить без помощи индейцев.
2. На следующий день больной чувствовал себя лучше и смог погулять в парке.
3. Администратор попросил нас заполнить бланк, а затем выдал нам ключи от номера люкс.
4. Поезд отходит. Зайдите в вагон.
5. Самый дешевый и один из самых популярных видов путешествия - пеший туризм.

**II. Translate the sentences from English into Russian:**

1. At the next station there was the same difficulty, Andrew looked for his ticket anywhere, but couldn't find it.
2. A hotel worker who stands by the door and helps visitors to get out of the car is called a porter or a doorman.
3. Make sure that the bill is ready one day before leaving.
4. This is a special offer and is not subject to our usual discounts.
5. The burglar must have entered the house through the window.

**III. Translate the words:**

**a) from Russian into English:** взлетать, посадочный талон, верхнее место, сесть на самолет, преодолевать время и расстояние, вагон, бюро путешествий, пересекать границу, прибытие, преимущества.

**b) from English into Russian:** to pay the bill, holiday-maker, duty free, to produce tickets, means of transport, to take off, ticket collector, through train, to book, waiting room.

**IV. Choose the correct item:**

1. ... I pay in advance?  
A. must                  B. have to                  C. shall
2. I'd like to have ... double room.  
A. a                          B. an                          C. –
3. He works ... carefully than I do.  
A. so                          B. less                          C. as
4. The complimentary closing is found under the text ... of the letter.  
A. in the left corner                  B. in the right corner                  C. in the middle
5. We ... told her about this letter.  
A. must                  B. can                  C. should have

**V. Cross out the unnecessary word:**

1. I started working here before five years ago.
2. How long is it been since you moved here?
3. I felt tired so I had decided to finish this message later.

**VI. Make up the sentences using the right word order:**

1. closed, quietly, the, I, door.
2. won, we, the, easily, game.
3. German, Diana, well, speaks, quite.
4. television, watches, Tim, the, time, all.
5. question, please, again, don't, that, ask.

**VII. Speak on the topic "Going through the customs".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Must".**

**Examination Card № 12**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Давайте я понесу вашу сумку.
2. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа.
3. Эдвард едва успел сесть на поезд.
4. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране.
5. Эта комната мне подойдет.

**II. Translate the sentences from English into Russian:**

1. As it is seen from the letter, this firm is a Limited company.
2. Airports make people uncomfortable and tense.
3. No one could have known beforehand that she

was going to be at home. 4. Travelling by sea is mostly for those who are going on holiday and want a pleasant voyage. 5. In Britain on the road the right side is the left side and the left side is the right side.

**III. Translate the words:**

**a) from English into Russian:** waiter, traveller's cheque, single ticket, departure, to change, compartment, journey, in advance, to take off, lower berth.

**b) from Russian into English:** цель путешествия, пересекать океаны, багажные карточки, расписание, посадочный талон, приземляться, рейс, сойти с поезда, ходить в поход, закуска.

**IV. Choose the correct item:**

1. What hotel ... you recommend ?  
A. shall                      B. must                      C. can
2. Now we ... missed the copy deadline.  
A. have                      B. were                      C. have to
3. I'd rather ... you now because I have a lot of work to do.  
A. leave                      B. left                      C. will leave
4. Her hair is as ... as silk.  
A. softest                      B. softer                      C. soft
5. A tall man sat ... me, so I couldn't see.  
A. next to                      B. in front of                      C. towards

**V. Cross out the unnecessary word:**

1. May I ask to you some questions?
2. Mum told us that we must do not play football in the house.
3. Tina asked me that what I wanted to print.

**VI. Make up the sentences using the right word order:**

1. water, must, I, the plants.
2. me, you, needn't, for, wait.
3. animals, to, Britain, you, bring, mustn't.
4. in, pay, shall, I, advance?
5. night, how, it, a, is, much?

**VII. Speak on the topic "Travelling on business".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Have To".**

**Examination Card № 13**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**



1. Антон хочет остановиться в гостинице на три дня. 2. Он должен был закончить работу еще вчера. 3. Мне платить вперед? 4. По радио объявили, что вечером должен выступать президент. 5. Гостиничный работник, который стоит у дверей и помогает приезжим выйти из машины, называется швейцар.

**II. Translate the sentences from English into Russian:**

1. He dare not look into her face. 2. We can give you a very good single room with a bath overlooking the street. 3. The receptionist hands over a registration form and Albert fills it in, giving all the information required. 4. When the ticket collector came for the tickets, the woman couldn't find her ticket anywhere. 5. Millions of people all over the world spend their holidays travelling.

**III. Translate the words:**

**a) from Russian into English:** взлетать, посадочный талон, верхнее место, сесть на самолет, преодолевать время и расстояние, вагон, бюро путешествий, пересекать границу, прибытие, преимущества.

**b) from English into Russian:** to pay the bill, holiday-maker, duty free, to produce tickets, means of transport, to take off, ticket collector, through train, to book, waiting room.

**IV. Choose the correct item:**

1. If you ... to Paris, you'll see the Eiffel Tower.

A. will go                      B. went                      C. go

2. A hotel worker who keeps bedrooms in order is ... .

A. a porter                      B. a maid                      C. a receptionist

3. ... I borrow your ruler?

A. must                      B. can                      C. may

4. What am I to do?

A. Как мне быть?                      B. Что со мной будет?                      C. Куда же мне идти?

5. She failed us. What ... shame!

A. -                      B. a                      C. the

**V. Cross out the unnecessary word:**

1. Why is it been best to book a room at a hotel?

2. We can to talk about my article later.

3. Mrs. Parker who is our receptionist..

**VI. Make up the sentences using the right word order:**

1. every, I, my, must, do, day, homework.

2. mustn't, park, you, car, here, your.

3. to, him, drink, offer, something.

4. English, she, could, when, was, ten, speak.

5. old, there, an, lady, standing, is.

**VII. Speak on the topic "Hotel reservation".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "May".**

## Examination Card № 14

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

### **I. Translate the sentences from Russian into English:**

1. Скажите, пожалуйста, в вашей гостинице есть свободные номера? 2. Если Вы подождете, то директор сможет уделить Вам внимание через двадцать минут. 3. Не надо было давать ребенку столько мороженого. Теперь у него болит живот. 4. Ответ на запрос постоянного клиента должен быть довольно коротким, вежливым, прямым. 5. Мы совершили путешествие по туристической путевке, но в следующий раз поедem без нее.

### **II. Translate the sentences from English into Russian:**

1. I should have told you about my debts earlier, but I thought I could pay them without your help. 2. Our office is small, and a copier would generally be used by only three secretaries. 3. We showed our tickets to the ticket collector and he let us board the train. 4. People who wish to travel either for pleasure or on business have various means of transport at their disposal. 5. What's the price a day?

### **III. Translate the words:**

**a) from English into Russian:** lower berth, chambermaid, to be sea-sick, to overcome time and distance, the schedule, destination, in the vicinity, registration form, the crew, return ticket.

**b) from Russian into English:** ходить в поход, возможно, проводить(вводить), пункт обмена валют, справочное бюро, швейцар, посадка, короткое путешествие, пройти таможенный досмотр, заказать билеты заранее.

### **IV. Choose the correct item:**

- Oh, dear! We have to fly on Saturday, ...?  
A. haven't we    B. aren't we    C. don't we
- Sorry, can I phone you later? I am ... the news on TV.  
A. seeing    B. watching    C. looking at
- "A would-be MP" means:  
A. a person who wants to get to parliament  
B. a person who dreams about the career of a writer  
C. a person who dreams to be a poet
- I can't stand ... to loud music.  
A. to listen    B. listen    C. listening
- Would you like to have a look ... my newspaper?  
A. on    B. for    C. at

### **V. Cross out the unnecessary word:**

- Shall I carry out your bag?
- Mr. Smith encloses a booklet Barbara explaining the company's general rules.
- Can you tell me how many hotels have you been here?

### **VI. Make up the sentences using the right word order:**

1. closed, quietly, the, I, door.
2. won, we, the, easily, game.
3. German, Diana, well, speaks, quite.
4. television, watches, Tim, the, time, all.
5. question, please, again, don't, that, ask.

**VII. Speak on the topic "The reservation of a room in a hotel".**

**VIII. Render the text given.**

**IX. Tell the grammar rule: The Modal Verb "Can".**

### Test Card № 2

**Theme: "Business Correspondence"**

**Grammar: Passive Voice**

**I. Translate the sentences from Russian into English:**

1. Написание письма является важной частью деловой коммуникации. 2. Правильно составленное письмо производит хорошее впечатление на читателя. 3. Деловая корреспонденция включает в себя деловые письма, различные деловые газеты, журналы, факсимильные сообщения, служебные записки, резюме и т.д. 4. Купи, пожалуйста, конверт без марок. 5. Вы можете отправить ваше письмо воздушной почтой.

**II. Translate the sentences from English into Russian:**

1. Business activities cannot be conducted without information exchange. 2. I am writing to enquire about the reduced flights to Zambia which you advertised in yesterday's "Morning Post". 3. Keep your sentences and paragraphs short in order to write a good letter. 4. I would be grateful for detailed information about this trip. 5. Bear in mind this information please.

**III. Translate the words and word combinations:**

- **Russian into English:** «шапка» факсимильного сообщения, приложение, запятая, торговая марка, ссылка, инициал, всего страниц, письмо-жалоба, электронная почта, конверт.
- **English into Russian:** abbreviation, salutation, layout, addressee, to get an invitation, wide margins, complimentary close, in reply, yours faithfully, terms of payment.

**IV. Put the parts of the letter in the right order:**

1. Signature
2. Close
3. Date
4. Heading
5. Body
6. Salutations

7. Inside Address

**V. Напишите предложения в Passive:**

1. They didn't invite him to the party. 2. We discuss such problems at our meeting. 3. A young architect is designing a beautiful building. 4. Our brother will have got a salary by next week. 5. Ann will buy tickets tomorrow.

**VI. Speak on the grammar rule: Passive Voice**

**VII. Write your own business letter.**

**VIII. Speak on the topic.**

**Test Card № 3**

**Theme: "Business Correspondence"**

**Grammar: Passive Voice**

**I. Translate the sentences from Russian into English:**

1. Вчера я получил служебную записку. 2. Отправь мне письмо электронной почтой, пожалуйста. 3. Хочу поблагодарить Вас за доброту и гостеприимство во время моего пребывания в Москве. 4. С нетерпением ждем ответа от Вас. 5. Деловые письма можно разделить на две группы: письма, требующие письма-ответа (письмо-вопрос; письмо-просьба; письмо-обращение; письмо-предложение и др.), и письма, не требующие письма-ответа (письмо-предупреждение; письмо-напоминание; письмо-приглашение и др.).

**II. Translate the sentences from English into Russian:**

1. Business activities cannot be conducted without information exchange. 2. We are a company which exports goods abroad. 3. An English business letter consists of several parts. Please bear it in mind. 4. This letter is registered. 5. The goods can be delivered in July.

**III. Match the words with their definitions:**

- |                     |   |
|---------------------|---|
| 1. air mail         | a. срочная доставка                         |
| 2. registered       | b. корпорация                               |
| 3. limited company  | c. почтовая марка                           |
| 4. express delivery | d. воздушная почта                          |
| 5. Post Restante    | e. общество с ограниченной ответственностью |
| 6. Corporation      | f. заказное (письмо)                        |
| 7. stamp            | g. до востребования                         |

**IV. Put the parts of the letter in the right order:**

1. We have sent you our project and want to discuss the price.
2. Yours truly,
3. Dear Sir,
4. Mr. Dunaev,  
Manager,  
The CVC Corporation,  
12 Suvorova Street,

Tomsk,  
Russia

5. 3<sup>rd</sup> Feb., 2010

Smith and Company

Mr. Smith,  
Managing Director

7. Mr. Smith,  
Managing Director,  
Smith and Company, Limited,  
15 High Street,  
London, E.C.,  
England.

9. **Напишите предложения в Passive:**

1. They didn't invite him to the party. 2. We discuss such problems at our meeting. 3. A young architect is designing a beautiful building. 4. Our brother will have got a salary by next week. 5. Ann will buy tickets tomorrow.

10. **Speak on the grammar rule: Passive Voice**

11. **Write your own business letter.**

12. **Speak on the topic.**

#### Test Card № 4

**Theme: "Business Trip"**

**Grammar: The Present Continuous Tense**

**I. Translate the sentences from Russian into English using your active vocabulary:**

1. Много людей предпочитают путешествовать на машине. 2. Он уже был в командировке в этом году. 3. Все виды транспорта имеют свои преимущества и недостатки. 4. Я посетила много стран. 5. Ты когда-нибудь был за границей?

**II. Translate the sentences from English into Russian:**

1. The greatest advantage is that you are not bound by any schedule. 2. My son prefers an upper berth because he likes to sleep in trains. 3. You can book seats by phone. 4. We do a lot of business with Canadian firms. 5. If things work out, I'm pretty sure we'll get our first big order in America.

**III. Match the words with their definitions:**

- |                      |                      |
|----------------------|----------------------|
| 1. booking-office    | a. уезжать, отбывать |
| 2. express-train     | b. недостаток        |
| 3. to land           | c. сесть на самолет  |
| 4. through train     | d. билетная касса    |
| 5. compartment       | e. приземляться      |
| 6. to go abroad      | f. скорый поезд      |
| 7. to go on business | g. прямой поезд      |
| 8. disadvantage      | h. ездить за границу |

9. to depart i. ездить в командировку  
10. to board a plane j. купе

**IV. Fill in with the prepositions if necessary:**

- I prefer to go ... car.
- From time to time we have to go to another country ... business.
- It is better to book tickets ... advance.
- I have a chance to do a lot ... sightseeing and have a good rest ... the same time.
- This is the London airport. Many people are waiting to go ... holiday.

**V. Use the verbs in brackets in the present continuous form:**

1. Some people (to sit) on chairs and while they (to wait for) the flight, they (to read) books or magazines. 2. A man who (to leave) (say) goodbye to his family. 3. A young architect (to design) a beautiful building. 4. What you (to do)? – I (to try) to practice my English.

**VI. Speak on the grammar rule: the Present Continuous Tense**

**VII. Speak on the topic.**

**Test Card № 5**

**Theme: “Business Trip”**

**Grammar: The Present Continuous Tense**

**I. Translate the sentences from Russian into English using your active vocabulary:**

1. Современная жизнь невозможна без путешествий. 2. Я предпочитаю ездить на поезде. 3. Завтра Анна едет в командировку. 4. Уже поздно. Возьми такси. 5. Ты уже сел на самолет?

**II. Translate the sentences from English into Russian:**

1. Travelling by car, you are not bound by any schedule. 2. I prefer a lower berth and my daughter prefers an upper berth. 3. I called the information bureau and found out that there was no through train to Tashkent. 4. Hurry up, please! Our plane leaves at 11. 5. My ticket is here at the desk, together with passport and travellers' cheques.

**III. Match the words with their definitions:**

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1. to take off          | a. осматривать достопримечательности |
| 2. through train        | b. недостаток                        |
| 3. traveller's cheque   | c. посадочный талон                  |
| 4. second-class sleeper | d. багажные карточки                 |
| 5. holiday-maker        | e. скорый поезд                      |
| 6. disadvantage         | f. смена обстановки                  |
| 7. boarding card        | g. прямой поезд                      |
| 8. change of scene      | h. отдыхающий                        |
| 9. to do sightseeing    | i. мягкая плацкарта                  |
| 10. tags                | j. дорожный чек                      |
| 11. express train       | k. взлетать                          |

**IV. Fill in with the prepositions if necessary:**

- I prefer to go ... train.
- People traverse ... oceans ... board of a large cruise ship.
- In other countries you can listen ... different musical rhythms.
- Hiking is always a great experience ... a lover of nature.
- When he goes ... business he often negotiates ... business partners ... the terms and conditions ... business contract.
- Look at that monument ... the window!

**V. Use the verbs in brackets in the present continuous form:**

1. I (to leave) next week. 2. Our bus (to go) slowly and we (to watch) a great panorama of London with pleasure. 3. Where is your son? He (to play) in the yard. 4. What you (to do)? – I (to create) a new advertisement for our product. 5. You (to get married) next summer?

**VI. Speak on the grammar rule: the Present Continuous Tense**

**VII. Speak on the topic.**

**Examination Card № 1**

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

***Hotel Industry***

The hotel industry is selected as an example of the service sector. The primary importance of the sector stems from its potential for employment growth. With less than 100,000 workers, employment per capita in the Russian hotel industry stands at 27 per cent of the US levels. As a result, in spite of its potential for productivity improvements, this sector is likely to play an important role in the absorption of the labour force from other restructuring sectors. Unlike most Russian sectors that have been privatized, a large proportion of hotels still remains in the hands of local and Federal government.

Between 1990 and 1998, the occupancy rate plummeted by more than a half. During the same period, the market share of international chain operators increased from almost zero in 1990 to around 15 per cent by 1998. These hotels are almost entirely concentrated in Moscow and St Petersburg and are usually managed by international operators and owned by joint ventures between private investors and local governments.

Russian labour productivity in hotels is at 18 per cent of the US (including number of occupied rooms, room size and quality, room services, booking system and check-in procedures).

Chains (a group of six or more hotels) are about 50 per cent more productive than non-chains because they use standardized work procedures and enjoy economies of scale in branding, purchasing and staff development (through a wider range of career opportunities for their staff).

The 15-percent chain penetration in Russia is considerably lower than in the US, where chains account for 70 per cent of revenues and 40 per cent of industry employment. In Poland, chains account for around 40 per cent of industry revenues.

## **Examination Card № 2**

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

### ***Travelling by Train in Britain***

One of the first things a foreigner notices about British railways is the platforms. They are higher than in most parts of the world. The platform is almost on a level with the floor of the carriages. You do not, therefore, have to climb up into the railway carriage in Britain. This makes it a little easier to get in and out of the carriage with your luggage.

The trains that go to and from London are very crowded at the times when people are travelling to work, since about a million people travel to London to work each day. There are cheap tickets after a certain time of the day, usually about 9.30 when everyone has gone to work. These are called cheap day return tickets. It is often nearly 50 per cent cheaper to travel to London after 9.30 than before this time.

On many fast trains to London there is a dining-car in which you can buy lunch, dinner or coffee. On others there is a buffet in which it is possible to buy snacks and drinks. Sometimes a waiter of the dining-car brings round cups of coffee to the passengers.

There are only two classes in Britain — first and second. A first-class ticket costs 50 per cent more than a second-class ticket. On long journeys, there is a ticket inspector, who visits every passenger to see if he has the right ticket and is not travelling to the wrong class.

In England, train passengers seldom converse with their fellow-travellers even on a long journey — this is more a national custom than a matter of etiquette. When the passenger reaches the end of his journey and leaves the train, he has to give his ticket to the ticket collector at the exit before he can leave the station.

## **Examination Card № 3**

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

### ***Stuck in an Airport?***

What do people usually do while they're waiting in an airport?

Many people are upset when their flight is delayed. Not only do they have to change their schedule but, even worse, they have to wait in an airport! There's no



need to be upset, though. Airports are much better places these days than most people realize.

Belief: Airport food is bad — as bad as airplane food.

Reality: Airports have fine international cuisine — from fresh seafood in London to Korean barbecue in Honolulu. And you can stock up something to have for later — for example, cheese and caviar in Paris.

Belief: Shopping in airports is great, that is, if you need a T-shirt.

Reality: In Amsterdam, you can buy anything from perfume to diamonds. In El Paso, Texas, you can buy antique knives or regional art. The art is so interesting that some people fly to El Paso just to visit the airport gallery. And a Singapore's airport is known for some of the best shopping in the world.

Belief: Airports make people uncomfortable and tense.

Reality: The airport at Honolulu has peaceful gardens. Pittsburgh has a meditation room: when you walk in, relaxing music comes on and pictures of clouds are projected on the walls. If you prefer exercise, hotels at the airports in Los Angeles, Dallas, and many other cities have fitness centres that anyone can use.

So the next time you're stuck in an airport, have some fun!

#### Examination Card № 4

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *Getting More for Less When You Travel*

On a recent flight, Laura was chatting happily with the woman in the next seat — until the conversation turned to fares. The woman, who bought her ticket two months in advance, paid \$109. Laura paid the full fare of \$457. She decided that next time she would find out how to travel for less.

Here are some ways to travel for less:

**Cheap Airplane Tickets.** To fly for less money, you can buy non-refundable plane tickets two or three months before your trip. The cheapest way to fly is as a courier. In return for delivering a package for a courier company, you get a plane ticket that costs as little as one-quarter of the regular fare — or even less if the company needs someone at the last minute. Recently, a courier flew round trip from Los Angeles to Tokyo for \$100; a regular ticket cost around \$1,800.

**Train Passes.** If you're going to do a lot of travelling by train, a train pass will save you money. Buying a single pass gives you unlimited travel for a period of time. Train passes can be especially useful in India, which has the world's largest rail system; in Japan, where trains are fast and convenient; and in Europe, where trains go to over 30,000 cities.

**Hostels:** Hostels used to provide cheap accommodations — in dormitories — for people under the age of 25. Nowadays, hostels don't have any age requirements. They're not only cheap (\$8—\$17 a night) but a great way to meet people. Hostels are

often in interesting places — a castle in Germany, a lighthouse in California, a one-room school-house in the wilderness of Australia. And sometimes hostels have luxuries like swimming pools.

### Examination Card № 5

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *Travelling by train*

Mrs. L. panted along the platform in the wake of the porter carrying her suitcase. Mrs. L. was burdened with a large quantity of parcels, the result of a day’s Christmas shopping. The race was, therefore, an uneven one.

No 1 platform was not at the moment unduly crowded, a crowd was rushing in several directions at once, to and from undergrounds, left-luggage offices, tea-rooms, inquiry offices, indicator-boards, and the two outlets, Arrival and Departure, to the outside world.

Mrs. L. and her parcels arrived eventually at the entrance to No3 Platform. She searched her bag for the ticket that would enable her to pass the stern uniformed guardian at the gate. At last Mrs. L. found her ticket and presented it. The man clipped it and murmured: “On the right-rear portion”.

Mrs. L. went up the platform and found her porter outside the door of a third-class carriage.

“Here you are, lady.”

“I’m travelling first-class,” said Mrs. L.

“You didn’t say so”, grumbled the porter.

The porter retrieved the suitcase and marched with it to the adjoining coach where Mrs. L. was installed in solitary splendor. Mrs. L. handed the porter his tip which he received with disappointment clearly considering it more applicable to third-class than to first-class.

### Examination Card № 6

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *Travelling by air*

It was a cold gray day without wind. By nightfall it would rain. There was the spasmodic engine whine of unseen planes. The plane from New York had been delayed and the echoing voice had announced in French and English over the public-address system that the flight for Rome had been put back by half-hour.

The usual gloom of airports, that mixture of haste and apprehension which has become the atmosphere of travel because nobody waits comfortably for the take-off

of an airplane, was intensified by the weather. The neon light made everyone look poor and unwell. There was a feeling that if each traveler had the chance to choose again, he would cancel his passage and go by boat or train or automobile.

In a corner of the restaurant a man and a woman waited, drinking coffee.

Then the voice in French and English announced that the passengers were asked to pass through Customs; the plane for Rome, flight No. 804, was ready and was loading. The man hurried past the Customs and out on to the wet tarmac toward the waiting plane. As the plane taxied off toward the starting point on the runway, the man saw his wife and children, outside the restaurant now, waving, then settled back in his seat, relieved. The plane gathered speed for the take off.

### Examination Card № 7

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *At the Customs*

“Madam,” said U.S. Customs Inspector Harry Standish quietly to the naughty angular woman whose several suitcases were spread open on the Customs inspection table between them, “are you quite sure you don’t wish to change your story?”

She snapped back: “I suppose you’re suggesting I should lie when I’ve already told you the truth”. Harry Standish ignored the second remark, as Customs officers were trained to ignore my insults they received and answered politely, “I’m not suggesting anything, madam. I merely asked if you wished to amend your statement about these items – the dresses, the sweaters and the fur coat.”

The American passport showed that she was Mrs. Harriet Du Barry Mossman. Harry Standish said: “I wonder if you don’t mind singing this form. If you like, I’ll explain it to you.” “Why should I sing anything?” Mrs. Harriet Du Barry Mossman demanded. He answered patiently, “To make things easier for yourself, madam. We’re merely asking you to confirm what you’ve already told us.” “Suppose I refuse to sign?” “Then we shall be obliged to detain you here while we continue the investigation.” There was the brief hesitation, then, “Very well. You fill out the form, I’ll sign.” “No, madam, you fill it out. Now here, please, describe the items and alongside where you say they were obtained, please, give the name of the stores; also from whom you received the fur coat as a gift.” “Madam,” inspector Standish said, “is there anything else you wish to declare?” It was Custom Bureau policy to give travelers the utmost opportunity to make voluntary declarations. “In that case, madam,” inspector Standish said, “Will you kindly open your handbag?” For the first time the naughty woman betrayed uncertainty. “But surely purses are never inspected.” “Normally, they are not. But we do have the right.” Mrs. Mossman was noticeably pale. The inspector instructed the young Customs officer beside him: “Inspect everything very carefully. Check the things in the bag and cases, the seams

and hems of all the clothes. Make a list. You know what to do.” He was leaving when Mrs. Mossman called after him: “Officer”.

### **Examination Card № 8**

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *Travelling by sea*

Early the following morning Tracy stopped at a travel agency and reserved a suite on the Signal Deck of the Queen Elizabeth II. She was as excited as a child about her first trip abroad, and spent the next three days buying clothes and luggage.

On the morning of the sailing Tracy hired a limousine to drive her to the pier. When she arrived at pier 90, berth 3, where the QEII was docked, it was crowded with photographers and television reporters. Tracy brushed past them, showed her passport to a ship’s officer at the gangplank, and walked up onto the ship. On deck, a steward looked at Tracy’s ticket and directed her to her stateroom. It was a lovely suite, with a private terrace. It had been ridiculously expensive, but Tracy decided it was going to be worth it.

She unpacked and then wandered along the corridor. In almost every cabin there were farewell parties going on, with laughter and champagne and conversation. She left a sudden ache of loneliness. There was no one to see her off.

She made her way up to the boat deck and heard the sound of a deep-throated boat whistle and calls of “All ashore who’s going ashore”, and she was filled with sudden excitement. She was sailing into a completely unknown future. She felt the huge ship shudder as the tugs started to pull it out of the harbor, and she stood among the passengers on the boat deck, watching the Statue of Liberty slide out of sight, and then she went exploring.

The QEII was a city, more than nine hundred feet long and thirteen stories high. It had four restaurants, six bars, two ballrooms, two nightclubs, and a “Colden Door Spa at Sea”. There were scores of shops, four swimming pools, a gymnasium, a golf driving range, a jogging track.

### **Examination Card № 9**

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *At a hotel*

Welcome to the Grand Hotel Europe – one of the world’s truly “Grand Hotels”. Located in the very heart of St. Petersburg’s historic central shopping and business district, the Hotel combines all the charm of a bygone age with deluxe modern facilities and the highest international standards of service.

We are delighted to offer you the very finest in Russian hospitality. From the moment you arrive, we promise to envelop you in our time-honoured traditions of gracious Russian luxury. With a history that dates back to the 1820's the Grand Hotel Europe has played a central role in the City of St. Petersburg since the time of the Tsars. Great care was taken in the renovation of the Hotel, completed in 1991.

The hotel's fully equipped Business Centre and support facilities and services make it an ideal base from which to do business in St Petersburg. The Grand Hotel Europe can provide you with secretarial assistance, interpreters, translators, a private meeting room or temporary office. International communications including postal and courier service are all available through the Hotel. Our Concierge will be happy to arrange transportation, make onward travel arrangements, reconfirm airline tickets and advise on restaurants for corporate entertainment.

Our private function rooms are ideal for important meetings, discreet negotiations, presentations, seminars and training sessions. Our banqueting department will be happy to assist you with all arrangements including the supply of audio-visual aids and simultaneous translation equipment.

Throughout its history, the Grand Hotel Europe has been the venue for many grand occasions. Today our banqueting team upholds this fine tradition. Whether it is for a small private dinner, a conference, product launch or an elaborate dinner dance, they are on hand to provide the careful organization, considered advice and the attention to detail essential to a successful event.

We look forward to welcoming you to our Hotel and to our beautiful city.

## **Examination Card № 10**

**Theme: "Business Trip"**

**Grammar: The Verb, Modal Verbs**

### *Hubs and spokes*

Domestic flights in the USA are organized on the principle of hubs and spokes, like a bicycle wheel which has a hub at the center and lots of spokes radiating out from it in all directions. One such hub is Houston in Texas: flights to over 100 other airports radiate out in different directions from there and half of these are non-stop flights.

For example, if you want to get from Miami to Los Angeles, you can catch a Continental Airlines flight from Fort Lauderdale (a few miles north of Miami and less hassle than Miami International Airport), change planes in Houston and fly on to Orange County (John Wayne Airport) or Hollywood Burbank Airport – both of which are much more relaxing and less crowded ways into Los Angeles than the appalling LAX (Los Angeles International Airport).

The hub and spoke network has made flights cheaper and means that even quite small pieces are connected to each other by a major airline or feeder service. Another advantage of the system is connecting flights are to some extent guaranteed. If one

incoming flight is up to one hour late, all the connecting flights (up to 30 or 40) will be held until it arrives. So if you're on a delayed flight, that's good news – but it's bad for everyone else because they all have to wait for your plane to land.

From the point of view of overseas connections, many hubs also operate as entry points or “gateways”, where passengers flying in from another country can join the hub and spoke system.

The same type of system does operate in other parts of the world: for example, you can fly from one part of Europe to another via Frankfurt or Paris or Amsterdam or London, but the difference in other parts of the world is that the fares are not any cheaper so there's no special advantage.

Flying in to the USA it's advisable, if you possibly can, to avoid any major gateway, such as Los Angeles international, Miami, and JFK (New York) in favor of a smaller gateway like Charlotte, Pittsburgh or Orlando.

## Examination Card № 11

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

### *Travelling in the USA*

If you want to go from San Francisco to New York in a car, you must ride more than three thousand miles. It takes over three days and nights.

In California, where you begin your trip, the climate is usually mild all year. "California" is a Spanish word meaning "heat of the ovens". Slightly south of the route that your car follows is the famous fruitful area. Californian oranges, grapefruit and lemons, as well as many other fruits and vegetables are shipped all over the United States and to other parts of the world.

Soon, however, you leave these fertile plains and go up into the Sierra Nevada mountains, with their snow-capped peaks and clear mountain lakes.

As your car goes further east, you cross the Salt Lake desert. For miles and miles you will see nothing but salt and salt. Your car crosses the flat plains of Wyoming, which stretch out for miles and miles, covered with short grass and sagebrush. This is mainly sheep and cattle country, the land of the cowboys. As you cross it, you may wonder where the people of America are. From time to time you may see a few cattle scattered over the plain, or the wagon of a sheep herder, but most of the country is empty.

As your car crosses Nebraska, you gradually leave this empty country and enter the rich farming region of America. The land becomes fertile and well watered, and more trees appear. Nebraska has many golden wheat fields. In Iowa and Illinois, wheat and corn are important products, and much livestock is raised.

After two days, your streamlined, air-conditioned car arrives in Chicago. Chicago, with a population of more than three and a half million, is the second largest city in the United States. It is a centre of industry for the middle part of the country.

In Pennsylvania and New Jersey you can find factories of nearly every type — textile and pottery, steel and chemical.

### Examination Card № 12

**Theme: “Business Trip”**

**Grammar: The Verb, Modal Verbs**

#### *Getting away from it all*

##### *Radisson SAS Portman Hotel, London*

For those who enjoy the finer things in life, a break at the Radisson SAS Portman Hotel will be right up your street. This deluxe four-star hotel is just a minute's walk away from Marble Arch and a stone's throw from the stylish boutiques of Oxford Street. After spending a day shopping and sightseeing in London's trendiest area, you can relax in your room, watch cable TV and enjoy something from the extensive room service menu. At this hotel, you will also be in the ideal place to visit the many sights of London such as Buckingham Palace and the Houses of Parliament. You must also be sure to allow yourself the time to enjoy the leisure facilities of the hotel itself. The hotel has a fully equipped gym and two fantastic restaurants where you can sample gourmet cuisine.

##### *Langiey Castle Hotel, Northumberland*

For a touch of medieval magic why not take the time to visit Langiey Castle Hotel. Set in its own ten-acre woodland this fabulous castle hotel dates back to 1350. All guest rooms have got private facilities and are luxurious. Some have special features such as four-poster beds, stained glass windows and window seats. The hotel is the perfect base from which to explore Hadrian's Wall and the Northumberland countryside, as well as the Scottish Borders and the Lake District. At night, relax in the hotel lounge in front of the roaring log fire or dine in style in the award-winning restaurant. During your stay, you can go hot-air ballooning or try your hand at archery. You can even have a picnic especially prepared for you by the hotel's chefs. However you choose to spend your time, you will never forget your stay.

##### *The Metropole Hotel, Cornwall*

This Victorian Hotel, situated in one of the most scenic areas of the British Isles, stands on a hilltop with an amazing view out over Padstow Harbour. Walk along the waterfront or one of the area's many unspoiled beaches. Try some fabulous seafood - the local speciality. Wander through Padstow's narrow streets and buy some handmade souvenirs from one of the many colourful shops. This is an area with a fascinating history. Take a short trip to Tintagel where you can visit the ruins, claimed to be those of the legendary King Arthur's castle. You can end the day with a swim in the hotel's heated outdoor pool. The Metropole Hotel is ideal for those who want to experience the mystery of Cornwall.

### Examination Card № 13

**Theme: “Business Trip”**  
**Grammar: The Verb, Modal Verbs**

### ***TRAVELLING HOLIDAYS***

Modern life is impossible without travelling. Thousands of people travel every day either on business or for pleasure. They can travel by air, by rail, by sea or by road.

Of course, travelling" by air is the fastest and the most convenient way, but it is the most expensive too. Travelling by train is slower than by plane, but it has its advantages. You can see much more interesting places of the country you are travelling through. Modern trains have very comfortable seats.. There are also sleeping cars and dining cars which make even the longest journey enjoyable. Speed, comfort and safety are the main advantages of trains and planes. That is why many people prefer them to all other means.

Travelling by sea is popular mostly for pleasure trips. On board large ships and small river boats people can visit foreign countries and different places of interest within their own country. Trips on the Volga, the Dnieper, the Yenisei, the Black Sea are very popular today. As for me I prefer travelling by car. I think it's very convenient. You needn't reserve your tickets. You needn't carry heavy suitcases. You can stop wherever you wish and spend at any place as much time as you like. Every year my friend and I go somewhere to the South for holidays.

The Black Sea is one of the most wonderful places which attracts holiday-makers all over the world. There are many rest-homes, sanatoriums and tourist camps there. But it is also possible to rent a room or a furnished house for a couple of weeks there. Sometimes we place ourselves in a tent on the sea shore enjoying fresh air and the sun all day long. As a rule I make new friends there. In the daytime we play volleyball, tennis, swim in the warm water of the sea and sunbathe. In the evening I like to sit on the beach watching the sea and enjoying" the sun-, set. I'm fond of mountaineering. So I-do a lot of climbing together with my friends.

Time passes quickly and soon we have to make our way back. We return home sunburnt and full of impressions.

### **Examination Card № 14**

**Theme: “Business Trip”**  
**Grammar: The Verb, Modal Verbs**

#### ***Business Trip***

Travel is extremely important nowadays. Two hundred years ago, most people never travelled further than a few kilometres. Whenever they travelled they walked, or went by carriage, or on horseback. But in the last quarter of the twentieth century,



people have travelled a lot. Many people travel 50 or 100 kilometres daily by public transport or private car. Millions of people travel long distances abroad on business trips or for holidays every year. Even a housewife who is going "shopping" may travel twenty kilometres.

For most people, speed is a very important factor when they are travelling. They want to reach their destination as quickly as possible. There are now planes that can cross the Atlantic in just over three hours.

Other people prefer comfort to speed. They like to relax during the journey and enjoy themselves as much as possible.

For almost everyone, safety is the most important factor. For example, many people never fly because they believe it is dangerous. In fact, it is probably much more dangerous to travel by car or to walk across a street.

Travelling by sea is popular mostly for pleasure trips. On board large ships and small river boats people can visit foreign countries and different places of interest within their own country. Trips on the Volga, the Dnieper, the Yenisei, the Black Sea are very popular today. As for me I prefer travelling by car. I think it's very convenient. You needn't reserve your tickets. You needn't carry heavy suitcases. You can stop wherever you wish and spend at any place as much time as you like. Every year my friend and I go somewhere to the South for holidays.

### Test Card № 1

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

#### **I. Translate the sentences from Russian into English:**

1. Как только вы проходите таможенный контроль, вы останавливаете такси, чтобы доехать до гостиницы. 2. Вы можете забронировать мне одноместный номер? 3. Сообщения по факсу должны пересылаться деловым партнерам других фирм. 4. Майклу нужен номер-люкс со всеми современными удобствами. 5. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране.

#### **II. Translate the sentences from English into Russian:**

1. The room charge must include your breakfast. 2. Specimen letters, fax messages, memoranda and other documents should be included in the booklet. 3. Business people meet their business partners in other countries and visit international trade shows. 4. We intend to purchase a new office copier before the end of the year. 5. Why do some people choose planes for travelling?

#### **III. Translate the words:**

**a) from Russian into English:** повышать, посадочный талон, верхнее место, сесть на самолет, содержание письма, вагон, бюро путешествий, пересекать границу, прибытие, заголовок.

**b) from English into Russian:** to pay the bill, company signature, duty free, to produce tickets, salutation, to do research, ticket collector, layouts, to book, waiting room.

**IV. Choose the correct item:**

1. What is the difference between an English business letter and an American business letter?

- A. the date                      B. the heading      C. the reference

2. Who usually shows a traveller to his or her room?

- A. the usher                      B. the porter      C. the bell captain

3. A facsimile copy of a document which is transmitted by normal telephone lines to another fax machine?

- A. a memorandum      B. a fax              C. an e-mail message

4. How can you book a room at a hotel?

- A. by phone                      B. by book      C. by copy-book

5. Where is found "The Astoria Hotel"?

- A. in Moscow                      B. in Chicago      C. in St. Petersburg

**V. Cross out the unnecessary word:**

1. I'm afraid I may not be able evidently to catch this train.

2. Will you get me a newspaper yesterday when you are out?

3. I feel tired so I must ought to go to bed early.

**VI. Speak on the topic.**

**VIII. Tell the grammar rule: The Modal Verb "Can"**

**Test Card № 2**

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Мы знали, что договор должен быть подписан вечером. 2. В настоящее время используется два вида деловой коммуникации: устная и письменная. 3. Женщине нужно помочь сесть в автобус. 4. Когда вы собираетесь освободить номер (выписаться)? = Я освобожу номер завтра около полудня. 5. Эта комната мне подойдет.

**II. Translate the sentences from English into Russian:**

1. The price of a hotel in Britain is going up faster than at any time since the war. 2. She wanted to speak, but the words would not come out. 3. Russian labour productivity in hotels is at 18 per cent of the USA. 4. The Prime Minister will make a statement on Wednesday. 5. Email (electronic mail) is a way of sending messages between computers.

**III. Translate the words:**

**a) from English into Russian:** ticket collector, chambermaid, to be sea-sick, reference initials, body, in the vicinity, registration form, to arrange, the crew, return ticket.

**b) from Russian into English:** проект, войти в сеть, проводить(вводить), формальность, общий запрос, пункт обмена валют, справочное бюро, название вашей фирмы, бухгалтерия, швейцар.

**IV. Choose the correct item:**

1. Oh, dear! We have to fly on Saturday, ...?  
A. haven't we    B. aren't we    C. don't we
2. Sorry, can I phone you later? I am ... the news on TV.  
A. seeing    B. watching    C. looking at
3. "a would-be MP" means:  
A. a person who wants to get to parliament  
B. a person who dreams about the career of a writer  
C. people who dream to be poets
4. I can't stand ... to loud music.  
A. to listen    B. listen    C. listening
5. Would you like to have a look ... my newspaper?  
A. on    B. for    C. at

**V. Cross out the unnecessary word**

1. Shall I carry out your bag?
2. Mr. Smith encloses a booklet Barbara explaining the company's general rules.
3. Can you tell me how many hotels have you been here?

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb "May"**

**Test Card № 3**

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Антон хочет остановиться в гостинице на три дня. 2. Дата отправления письма печатается между заголовком и внутренним адресом. 3. Мне платить вперед? 4. По радио объявили, что вечером должен выступить президент. 5. Гостиничный работник, который стоит у дверей и помогает приезжим выйти из машины, называется швейцар.

**II. Translate the sentences from English into Russian:**

1. Abbreviations such as TKS (Thanks) and RGDS (Regards) are common in telexes. 2. We can give you a very good single room with a bath overlooking the street. 3. The receptionist hands over a registration form and Albert fills it in, giving all the information required. 4. When the ticket collector came for the tickets, the woman

couldn't find her ticket anywhere. 5. Millions of people all over the world spend their holidays travelling.

### III. Translate the words:

a) from English into Russian: waiter, traveller's cheque, single ticket, departure, to change, compartment, journey, urgent, outgoing, lower berth.

b) from Russian into English: изображать, дата письма, багажные карточки, справка, приземляться, рейс, сойти с поезда, ходить в поход, внутренний адрес, закуска.

### IV. Choose the correct item:

1. We ... smoke in the room.

- A. mustn't                      B. needn't                      C. shouldn't

2. If you ... this way, I'll show you the company's office.

- A. will come                      B. have to come                      C. can come

3. A hotel worker who gives and receives the keys is called...

- A. a porter                      B. a desk-clerk                      C. a maid

4. How many parts contains an English Business Letter?

- A. eleven                      B. seven                      C. six

5. The visitors... use the swimming-pool in the afternoon.

- A. may                      B. can                      C. must

### V. Cross out the unnecessary word

1. That's the man whose his ticket was stolen.

2. The fax machine which I bought it last week is faulty.

3. John, who is my best friend, made a trip to Italy.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Must"

## Test Card № 4

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Указание на общее содержание письма нередко опускается. 2. Вы сделали предварительный заказ? 3. Где находится администратор? 4. Джон опять опаздывает, будьте добры, позвоните ему, пожалуйста. 5. Несмотря на то, что в настоящее время используется множество средств коммуникации, деловые письма по-прежнему играют большую роль в обмене информацией.

### II. Translate the sentences from English into Russian:

1. The ticket collector asked Ann to show her ticket but she couldn't find it. 2. Could you show me my room? 3. The rates for those who stay at a hotel longer are higher than for those who stop for a night or two. 4. It must have been raining all the night. 5. Jack has already cleaned his bicycle so he has to do it tomorrow.

### III. Translate the words:

**a) from English into Russian:** cancellation, to apply, currency exchange office, to catch the train, image, “cc” notation, attention line, sheet, to sort out, website.

**b) from Russian into English:** инициалы подписавшего письмо, скидка, билет в оба конца, кратко, зал ожидания, рейс, загружать, отказ, гостиница, посадка.

**IV. Choose the correct item:**

1. Who usually helps you with your luggage when you come to a hotel?

- A. a chambermaid      B. a bell-boy      C. a bell captain

mike go

2. Will you book tickets ... advance?

- A. in      B. at      C. by

3. The children ... clean their shoes.

- A. must      B. need      C. are

4. Do you know ...?

- A. shall what I do      B. what shall I do      C. what I shall do

5. You ... to attend the meeting on Tuesday.

- A. must      B. have      C. be

**V. Cross out the unnecessary word:**

1. Why is it been best to book a room at a hotel?

2. We can to talk about my article later.

3. Mrs. Parker who is our receptionist..

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb “To Be To”**

**Test Card № 5**

**Theme: “Business Trip”, “Business Correspondence”**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Какую должность занимает подписавший письмо? 2. Известите нас, пожалуйста, о вашем отбытии за день до вашего отъезда. 3. У вас есть свободные номера? 4. Они сейчас осматривают достопримечательности города. 5. Содержатся ли в письме пометы «тема письма» и «приложение»?

**II. Translate the sentences from English into Russian:**

1. As it is seen from the heading, this firm is a Limited company. 2. Airports make people uncomfortable and tense. 3. No one could have known beforehand that she was going to be at home. 4. Travelling by sea is mostly for those who are going on holiday and want a pleasant voyage. 5. In Britain on the road the right side is the left side and the left side is the right side.

**III. Translate the words:**

**a) from English into Russian:** make a journey, reception clerk, in the vicinity, accommodation, on behalf of, to provide service, sign off, decimal, charge, brief.

**b) from Russian into English:** чаевые, номер люкс, срочный, заключительная формула вежливости, замена, выписаться, счет, пересекать границу, забронировать номер, проводник.

**IV. Choose the correct item:**

1. You ... walk on the grass!  
A. must                      B. mustn't                      C. shouldn't
2. This room will ... me.  
A. sweet                      B. suite                      C. suit
3. What is ... become of me?  
A. for                      B. will                      C. to
4. ... does it take you to get to the station?  
A. How long                      B. How much                      C. What time
5. A hotel door attendant ... expect tips for hailing a taxi.  
A. can                      B. cannot                      C. must

**V. Cross out the unnecessary word:**

1. I must ask to you some questions.
2. Mum told us do not to send the message.
3. Tina asked me that what I wanted to do with this broken fax machine?

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb “Have To”**

**Test Card № 6**

**Theme: “Business Trip”, “Business Correspondence”**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Мои родители хотят остановиться в гостинице. 2. Ссылка содержит инициалы составителя письма и того, кто печатал письмо. 3. Мистер Вильямс, для начала Вам нужно зарегистрироваться. 4. Подпись должна быть достаточно разборчивой. 5. На какой период вы собираетесь остановиться? – Я хочу остановиться в гостинице на три дня.

**II. Translate the sentences from English into Russian:**

1. How often do you have to travel on business? 2. Selecting the source of your information depends on the purpose this information is to serve. 3. The Astoria is one of the best hotels in St Petersburg with well-trained personnel. 4. Explain the structure of the American Business Letter. 5. The hotel industry is selected as an example of the service sector.

**III. Translate the words:**

**a) from English into Russian:** replacement, enclosure reminder, to cross border, office manager, waiting room, get off a train, urgent, letterhead, to approve, valet parking attendant.

**b) from Russian into English:** проводник, выставлять, отправление, бригада, бланк регистрации, брошюра, справка, администратор, счет, освещать.

**IV. Choose the correct item:**

1. If you ... to Paris, you'll see the Eiffel Tower.

- A. will go                      B. went                      C. go

2. A hotel worker who keeps bedrooms in order.

- A. a porter                      B. a maid                      C. a receptionist

3. ... I borrow your ruler?

- A. must                      B. can                      C. may

4. What am I to do?

- A. Как мне быть?                      B. Что со мной будет?                      C. Куда же мне идти?

5. She failed us. What ... shame!

- A. -                      B. a                      C. the

**V. Cross out the unnecessary word**

1. That's the man whose his ticket was stolen.

2. I must go to the shoes shop to buy some milk.

3. She is been a girl who wrote this business letter.

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb "Ought to"**

**Test Card № 7**

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Что со мной будет? 2. Скажите, чем определяется выбор варианта заключительной формулы вежливости? 3. Сколько стоит номер в сутки? 4. Я предполагаю пробыть в этом городе дней восемь и оплачу счет при выписке из гостиницы. 5. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа.

**II. Translate the sentences from English into Russian:**

1. Sightseeing tours arranged; multi-lingual reception personnel; night porters; laundry service; telegraph. 2. Lunch in a simple hotel begins with soup, though in a more expensive one you usually have a choice of soup, fruit juice, or hors d'oeuvres. 3. In a telex readers often overlook some errors of spelling and grammar. 4. The guests are requested to warn the receptionist in advance about the day and hour of signing out so that he could have the bill ready for them in time. 5. The room will suit me.

### III. Translate the words:

a) **from Russian into English:** повышение, остановить такси, билет в один конец, путешествие по туристической путевке, старший портье, бухгалтерия, требования, дата письма, кратко, гость.

b) **from English into Russian:** to pay the bill, tip, service, attention line, on behalf of, sheet, to be sea-sick, go through the customs, enquiry letter, discount.

### IV. Choose the correct item:

1. Why is it best to ... a reservation?

- A. do                      B. want                      C. make

2. "What a beautiful picture!" "Thanks. It's ... picture I've ever painted"

- A. the better              B. the best                  C. best

3. The ... business letter consists of 7 parts.

- A. =                          B. British                      C. American

4. Karen is ... girl in the our group.

- A. more pretty              B. prettiest                  C. the prettiest

5. I have ... a house. Do you think it's a good idea?

- A. of buying                  B. to buy                      C. to be buying

### V. Cross out the unnecessary word:

1. Having an operation was being the worst experience of my life.

2. She has checked out the hotel a month ago.

3. Mrs. Parker who is my business English teacher.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Will"

## Test Card № 8

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Давайте я понесу вашу сумку. 2. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа. 3. Несмотря на то, что в настоящее время используется множество средств коммуникации, деловые письма по-прежнему играют большую роль в обмене информацией. 4. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране. 5. Эта комната мне подойдет.

### II. Translate the sentences from English into Russian:

1. The price of a hotel in Britain is going up faster than at any time since the war. 2. In Britain on the road the right side is the left side and the left side is the right side. 3. Specimen letters, fax messages, memoranda and other documents should be included in the booklet. 4. It must have been raining all the night. 5. We can give you a very good single room with a bath overlooking the street.



### III. Translate the words:

a) **from English into Russian:** replacement, inside address, to arrange, bellhop, to make a reservation, arrival, reference initials, body, flight, to catch the train.

b) **from Russian into English:** анулирование, багаж, не подлежащий налогообложению, общий запрос, первые строки текста, бланк регистрации, двухместный номер, работать вместе в сети, вытекающий, счет за проживание.

### IV. Choose the correct item:

1. You ... better study a lot next week if you want to get through that exam.  
A. will                      B. had                      C. must
2. My grandfather was a very good footballer. He ... a professional if he had wanted.  
A. could                      B. could have been      C. was able to see
3. Applicants ... honest, well-organized and responsible people.  
A. should be                B. ought to                C. must have
4. Don't you wish you ... a cat as a pet?  
A. had                      B. have                      C. will have
5. Will you book tickets ... advance?  
A. in                      B. at                      C. by

### V. Cross out the unnecessary word:

1. May I ask to you some questions?
2. Mum told us that we must do not play football in the house.
3. Tina asked me that what I wanted to print.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Should to"

## Test Card № 9

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Скажите, пожалуйста, в вашей гостинице есть свободные номера? 2. Если Вы подождете, то директор сможет уделить Вам внимание через двадцать минут. 3. Не надо было давать ребенку столько мороженого. Теперь у него болит живот. 4. Ответ на запрос постоянного клиента должен быть довольно коротким, вежливым, прямым. 5. Мы совершили путешествие по туристической путевке, но в следующий раз поедem без нее.

### II. Translate the sentences from English into Russian:

1. I should have told you about my debts earlier, but I thought I could pay them without your help. 2. Our office is small, and a copier would generally be used by only three secretaries. 3. We showed our tickets to the ticket collector and he let us to board the train. 4. People who wish to travel either for pleasure or on business have at their disposal various means of transport. 5. What's the price a day?

### III. Translate the words:

a) **from English into Russian:** to show up to, accommodation, attendant, duty free, left-luggage office, subject line, salutation, refusal, suite, swimming-pool.

b) **from Russian into English:** заключительные предложения, проводник, прибытие, короткая поездка, запрос информации, повышение, удобства, заголовок, обзор, проект.

### IV. Choose the correct item:

1. What hotel ... you recommend ?  
A. shall                      B. must                      C. can
2. Now we ... missed the copy deadline.  
A. have                      B. were                      C. have to
3. I'd rather ... you now because I have a lot of work to do.  
A. leave                      B. left                      C. will leave
4. Her hair is as ... as silk.  
A. softest                      B. softer                      C. soft
5. A tall man sat ... me, so I couldn't see.  
A. next to                      B. in front of                      C. towards

### V. Cross out the unnecessary word:

1. I started working here as a receptionist before five years ago.
2. How long is it been since you moved here?
3. I felt tired so I had decided to go to bed early.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Need"

## Test Card № 10

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Научный и технический прогресс позволяет людям преодолевать время и расстояние. 2. Лестница была в огне, и людям приходилось выпрыгивать из окон. 3. В нашей работе вам придется преодолеть много трудностей. 4. Родители Джона погибли в автокатастрофе, и ему пришлось заботиться о младшем брате и сестре. 5. Мне уплатить вперед?

### II. Translate the sentences from English into Russian:

1. I'd like a quiet double room on the third floor overlooking the Thames. 2. When the formality is over, the receptionist gives you your key and the porter shows you up to your room. 3. Please send me a copy of your catalogue and price list of portable disc players. 4. You really oughtn't to have made a scene before other people. 5. Travelling by train is slower than by plane but it has its advantages.

### III. Translate the words:

**a) from English into Russian:** repair fax machines, go through the customs, boarding, coach, fill out, in advance, to do research, sign off, dateline, waiting room.

**b) from Russian into English:** десятичный, вручение письма конкретному сотруднику фирмы, плата, вешалка для ключей, предупреждать, обслуживание, администратор, от имени, таблица, загружать.

### IV. Choose the correct item:

1. What's the price ... day?

A. =                                      B. for                                      C. a

2. I ... help doing something.

A. am                                      B. may not                                      C. can't

3. A hotel worker who keeps bedrooms in order.

A. a porter                                      B. a maid                                      C. a receptionist

4. The next train to arrive ... platform 4 will be at 6.30 to Cardiff.

A. in                                      B. on                                      C. at

5. I have ... a house. Do you think it's a good idea?

A. of buying                                      B. to buy                                      C. to be buying

### V. Cross out the unnecessary word

1. That's the man whose his luggage was stolen.

2. She has checked out the hotel a month ago.

3. John, who is my best friend, won the package tour.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Would"

## Test Card № 11

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Первые поселенцы в Америке не могли бы выжить без помощи индейцев. 2. На следующий день больной чувствовал себя лучше и смог погулять в парке. 3. Администратор попросил нас заполнить бланк, а затем выдал нам ключи от номера люкс. 4. Поезд отходит. Зайдите в вагон. 5. Самый дешевый и один из самых популярных видов путешествия - пеший туризм.

### II. Translate the sentences from English into Russian:

1. At the next station there was the same difficulty, Andrew looked for his ticket anywhere, but couldn't find it. 2. A hotel worker who stands by the door and helps visitors to get out of the car is called a porter or a doorman. 3. Make sure that the bill is ready one day before leaving. 4. This is a special offer and is not subject to our usual discounts. 5. The burglar must have entered the house through the window.

### III. Translate the words:

**a) from English into Russian:** to pay the bill, , tip, “cc” notation, layouts, brief, asking for information, cancellation, to produce tickets, travel agency, discount.

**b) from Russian into English:** повышать, посадочный талон, верхнее место, сесть на самолет, содержание письма, вагон, бюро путешествий, пересекать границу, прибытие, заголовок.

**IV. Choose the correct item:**

1. ... I pay in advance?

- A. must                      B. have to                      C. shall

2. I'd like to have ... double room.

- A. a                              B. an                              C. –

3. He works ... carefully than I do.

- A. so                              B. less                              C. as

4. The complimentary closing is found under the text ... of the letter.

- A. in the left corner                      B. in the right corner                      C. in the middle

5. We ... told her about this letter.

- A. must                              B. can                              C. should have

**V. Cross out the unnecessary word:**

1. I started working here before five years ago.

2. How long is it been since you moved here?

3. I felt tired so I had decided to finish this message later.

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb “Must”**

**Test Card № 12**

**Theme: “Business Trip”, “Business Correspondence”**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Давайте я понесу вашу сумку. 2. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа. 3. Несмотря на то, что в настоящее время используется множество средств коммуникации, деловые письма по-прежнему играют большую роль в обмене информацией. 4. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране. 5. Эта комната мне подойдет.

**II. Translate the sentences from English into Russian:**

1. As it is seen from the heading, this firm is a Limited company. 2. Airports make people uncomfortable and tense. 3. No one could have known beforehand that she was going to be at home. 4. Travelling by sea is mostly for those who are going on holiday and want a pleasant voyage. 5. In Britain on the road the right side is the left side and the left side is the right side.

**III. Translate the words:**

**a) from English into Russian:** waiter, traveller's cheque, single ticket, departure, to change, compartment, journey, urgent, outgoing, lower berth.

**b) from Russian into English:** изображать, дата письма, багажные карточки, справка, приземляться, рейс, сойти с поезда, ходить в поход, внутренний адрес, закуска.

**IV. Choose the correct item:**

1. What hotel ... you recommend ?  
A. shall                      B. must                      C. can
2. Now we ... missed the copy deadline.  
A. have                      B. were                      C. have to
3. I'd rather ... you now because I have a lot of work to do.  
A. leave                      B. left                      C. will leave
4. Her hair is as ... as silk.  
A. softest                      B. softer                      C. soft
5. A tall man sat ... me, so I couldn't see.  
A. next to                      B. in front of                      C. towards

**V. Cross out the unnecessary word:**

1. May I ask to you some questions?
2. Mum told us that we must do not play football in the house.
3. Tina asked me that what I wanted to print.

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb "Have To"**

**Test Card № 13**

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Антон хочет остановиться в гостинице на три дня. 2. Дата отправления письма печатается между заголовком и внутренним адресом. 3. Мне платить вперед? 4. По радио объявили, что вечером должен выступать президент. 5. Гостиничный работник, который стоит у дверей и помогает приезжим выйти из машины, называется швейцар.

**II. Translate the sentences from English into Russian:**

1. Abbreviations such as TKS (Thanks) and RGDS (Regards) are common in telexes. 2. We can give you a very good single room with a bath overlooking the street. 3. The receptionist hands over a registration form and Albert fills it in, giving all the information required. 4. When the ticket collector came for the tickets, the woman couldn't find her ticket anywhere. 5. Millions of people all over the world spend their holidays traveling.

**III. Translate the words:**

**a) from English into Russian:** cancellation, to apply, currency exchange office, to catch the train, image, “cc” notation, attention line, sheet, to sort out, website.

**b) from Russian into English:** письмо-запрос, заказать номер, остановить такси, электронное сообщение, билет в оба конца, внутренний адрес, вагон, сортировать, повышение, первые строки письма.

**IV. Choose the correct item:**

1. If you ... to Paris, you'll see the Eiffel Tower.

- A. will go                      B. went                      C. go

2. A hotel worker who keeps bedrooms in order.

- A. a porter                      B. a maid                      C. a receptionist

3. ... I borrow your ruler?

- A. must                      B. can                      C. may

4. What am I to do?

- A. Как мне быть?                      B. Что со мной будет?                      C. Куда же мне идти?

5. She failed us. What ... shame!

- A. -                      B. a                      C. the

**V. Cross out the unnecessary word:**

1. Why is it been best to book a room at a hotel?

2. We can to talk about my article later.

3. Mrs. Parker who is our receptionist..

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb “May”**

**Test Card № 14**

**Theme: “Business Trip”, “Business Correspondence”**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Скажите, пожалуйста, в вашей гостинице есть свободные номера? 2. Если Вы подождете, то директор сможет уделить Вам внимание через двадцать минут. 3. Не надо было давать ребенку столько мороженого. Теперь у него болит живот. 4. Ответ на запрос постоянного клиента должен быть довольно коротким, вежливым, прямым. 5. Мы совершили путешествие по туристической путевке, но в следующий раз поедem без нее.

**II. Translate the sentences from English into Russian:**

1. The room charge must include your breakfast. 2. Specimen letters, fax messages, memoranda and other documents should be included in the booklet. 3. Business people meet their business partners in other countries and visit international trade shows. 4. We intend to purchase a new office copier before the end of the year. 5. Why do some people choose planes for travelling?

**III. Translate the words:**

**a) from English into Russian:** repair fax machines, go through the customs, boarding, coach, fill out, in advance, to do research, sign off, dateline, waiting room.

**b) from Russian into English:** заключительные предложения, проводник, прибытие, короткая поездка, запрос информации, повышение, удобства, заголовок, обзор, проект.

**IV. Choose the correct item:**

1. Oh, dear! We have to fly on Saturday, ...?  
A. haven't we    B. aren't we    C. don't we
2. Sorry, can I phone you later? I am ... the news on TV.  
A. seeing    B. watching    C. looking at
3. "a would- be MP" means:  
A. a person who wants to get to parliament  
B. a person who dreams about the career of a writer  
C. people who dream to be poets
4. I can't stand ... to loud music.  
A. to listen    B. listen    C. listening
5. Would you like to have a look ... my newspaper?  
A. on    B. for    C. at

**V. Cross out the unnecessary word:**

1. Shall I carry out your bag?
2. Mr. Smith encloses a booklet Barbara explaining the company's general rules.
3. Can you tell me how many hotels have you been here?

**VI. Speak on the topic.**

**VII. Tell the grammar rule: The Modal Verb "Can"**

**Test Card № 15**

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

**I. Translate the sentences from Russian into English:**

1. Что со мной будет? 2. Скажите, чем определяется выбор варианта заключительной формулы вежливости? 3. Сколько стоит номер в сутки? 4. Я предполагаю пробыть в этом городе дней восемь и оплачу счет при выписке из гостиницы. 5. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа.

**II. Translate the sentences from English into Russian:**

1. How often do you have to travel on business? 2. Selecting the source of your information depends on the purpose this information is to serve. 3. The Astoria is one of the best hotels in St Petersburg with well-trained personnel. 4. Explain the structure of the American Business Letter. 5. The hotel industry is selected as an example of the service sector.

### III. Translate the words:

a) **from English into Russian:** make a journey, reception clerk, in the vicinity, accommodation, on behalf of, to provide service, sign off, decimal, charge, brief.

b) **from Russian into English:** чаевые, номер люкс, срочный, заключительная формула вежливости, замена, выписаться, счет, пересекать границу, забронировать номер, проводник.

### IV. Choose the correct item:

1. Who usually helps you with your luggage when you come to a hotel?

- A. a chambermaid      B. a bell-boy      C. a bell captain

mike go

2. Will you book tickets ... advance?

- A. in      B. at      C. by

3. The children ... clean their shoes.

- A. must      B. need      C. are

4. Do you know ...?

- A. shall what I do      B. what shall I do      C. what I shall do

5. You ... to attend the meeting on Tuesday.

- A. must      B. have      C. be

### V. Cross out the unnecessary word:

1. I'm afraid I may not be able evidently to catch this train.

2. Will you get me a newspaper yesterday when you are out?

3. I feel tired so I must ought to go to bed early.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Will"

## Test Card № 16

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Мы знали, что договор должен быть подписан вечером. 2. В настоящее время используется два вида деловой коммуникации: устная и письменная. 3. Женщине нужно помочь сесть в автобус. 4. Когда вы собираетесь освободить номер (выписаться)? = Я освобожу номер завтра около полудня. 5. Эта комната мне подойдет.

### II. Translate the sentences from English into Russian:

1. The price of a hotel in Britain is going up faster than at any time since the war. 2. She wanted to speak, but the words would not come out. 3. Russian labour productivity in hotels is at 18 per cent of the USA. 4. The Prime Minister will make a statement on Wednesday. 5. Email (electronic mail) is a way of sending messages between computers.



### III. Translate the words:

a) **from English into Russian:** ticket collector, chambermaid, to be sea-sick, reference initials, body, in the vicinity, registration form, to arrange, the crew, return ticket.

b) **from Russian into English:** анулирование, багаж, не подлежащий налогообложению, общий запрос, первые строки текста, бланк регистрации, двухместный номер, работать вместе в сети, вытекающий, счет за проживание.

### IV. Choose the correct item:

1. You ... walk on the grass!

- A. must                      B. mustn't                      C. shouldn't

2. This room will ... me.

- A. sweet                      B. suite                      C. suit

3. What is ... become of me?

- A. for                      B. will                      C. to

4. ... does it take you to get to the station?

- A. How long                      B. How much                      C. What time

5. A hotel door attendant ... expect tips for hailing a taxi.

- A. can                      B. cannot                      C. must

### V. Cross out the unnecessary word

1. That's the man whose his ticket was stolen.

2. I must go to the shoes shop to buy some milk.

3. She is been a girl who wrote this business letter.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Ought To"

## Test Card № 17

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Как только вы проходите таможенный контроль, вы останавливаете такси, чтобы доехать до гостиницы. 2. Вы можете забронировать мне одноместный номер? 3. Сообщения по факсу должны пересылаться деловым партнерам других фирм. 4. Майклу нужен номер-люкс со всеми современными удобствами. 5. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране.

### II. Translate the sentences from English into Russian:

1. The ticket collector asked Ann to show her ticket but she couldn't find it. 2. Could you show me my room? 3. The rates for those who stay at a hotel longer are higher than for those who stop for a night or two. 4. It must have been raining all the night. 5. Jack has already cleaned his bicycle so he has to do it tomorrow.

### III. Translate the words:

**a) from English into Russian:** replacement, enclosure reminder, to cross border, office manager, waiting room, get off a train, urgent, letterhead, to approve, valet parking attendant.

**b) from Russian into English:** проводник, выставлять, отправление, бригада, бланк регистрации, брошюра, справка, администратор, счет, освещать.

### IV. Choose the correct item:

1. We ... smoke in the room.

- A. mustn't                      B. needn't                      C. shouldn't

2. If you ... this way, I'll show you the company's office.

- A. will come                      B. have to come                      C. can come

3. A hotel worker who gives and receives the keys is called...

- A. a porter                      B. a desk-clerk                      C. a maid

4. How many parts contains an English Business Letter?

- A. eleven                      B. seven                      C. six

5. The visitors... use the swimming-pool in the afternoon.

- A. may                      B. can                      C. must  
A. the date                      B. the heading                      C. the reference

### V. Cross out the unnecessary word:

1. I must ask to you some questions.

2. Mum told us do not to send the message.

3. Tina asked me that what I wanted to do with this broken fax machine?

### VI. Speak on the topic.

### VIII. Tell the grammar rule: The Modal Verb "Need"

## Test Card № 18

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Указание на общее содержание письма нередко опускается. 2. Вы сделали предварительный заказ? 3. Где находится администратор? 4. Джон опять опаздывает, будьте добры, позвоните ему, пожалуйста. 5. Несмотря на то, что в настоящее время используется множество средств коммуникации, деловые письма по-прежнему играют большую роль в обмене информацией.

### II. Translate the sentences from English into Russian:

1. Sightseeing tours arranged; multi-lingual reception personnel; night porters; laundry service; telegraph. 2. Lunch in a simple hotel begins with soup, though in a more expensive one you usually have a choice of soup, fruit juice, or hors d'oeuvres. 3. In a telex readers often overlook some errors of spelling and grammar. 4. The guests are requested to warn the receptionist in advance about the day and hour of

signing out so that he could have the bill ready for them in time. 5. The room will suit me.

### III. Translate the words:

**a) from English into Russian:** to show up to, accommodation, attendant, duty free, left-luggage office, subject line, salutation, refusal, suite, swimming-pool.

**b) from Russian into English:** инициалы подписавшего письмо, скидка, билет в оба конца, кратко, зал ожидания, рейс, загружать, отказ, гостиница, посадка.

### IV. Choose the correct item:

1. What is the difference between an English business letter and an American business letter?

- A. the date                      B. the heading      C. the reference

2. Who usually shows a traveller to his or her room?

- A. the usher                      B. the porter      C. the bell captain

3. A facsimile copy of a document which is transmitted by normal telephone lines to another fax machine?

- A. a memorandum      B. a fax                      C. an e-mail message

4. How can you book a room at a hotel?

- A. by phone                      B. by book      C. by copy-book

5. Where is found "The Astoria Hotel"?

- A. in Moscow                      B. in Chicago      C. in St. Petersburg

### V. Cross out the unnecessary word:

1. Having an operation was being the worst experience of my life.

2. She has checked out the hotel a month ago.

3. Mrs. Parker who is my business English teacher.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "To Be To"

## Test Card № 19

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Какую должность занимает подписавший письмо? 2. Известите нас, пожалуйста, о вашем отбытии за день до вашего отъезда. 3. У вас есть свободные номера? 4. Они сейчас осматривают достопримечательности города. 5. Содержатся ли в письме пометы «тема письма» и «приложение»?

### II. Translate the sentences from English into Russian:

1. I should have told you about my debts earlier, but I thought I could pay them without your help. 2. Our office is small, and a copier would generally be used by only three secretaries. 3. We showed our tickets to the ticket collector and he let us to board the train. 4. People who wish to travel either for pleasure or on business have at their disposal various means of transport. 5. What's the price a day?

### III. Translate the words:

a) **from Russian into English:** повышение, остановить такси, билет в один конец, путешествие по туристической путевке, старший портье, бухгалтерия, требования, дата письма, кратко, гость.

b) **from English into Russian:** to pay the bill, tip, service, attention line, on behalf of, sheet, to be sea-sick, go through the customs, enquiry letter, discount.

### IV. Choose the correct item:

1. Why is it best to ... a reservation?

- A. do                      B. want                      C. make

2. "What a beautiful picture!" "Thanks. It's ... picture I've ever painted"

- A. the better              B. the best                  C. best

3. The ... business letter consists of 7 parts.

- A. =                      B. British                  C. American

4. Karen is ... girl in the our group.

- A. more pretty            B. prettiest                  C. the prettiest

5. I have ... a house. Do you think it's a good idea?

- A. of buying              B. to buy                      C. to be buying

### V. Cross out the unnecessary word:

1. May I ask to you some questions?

2. Mum told us that we must do not play football in the house.

3. Tina asked me that what I wanted to print.

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Should To"

## Test Card № 20

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Давайте я понесу вашу сумку. 2. Иностранец просит отнести багаж в холл и вызвать такси. Он уезжает через четверть часа. 3. Несмотря на то, что в настоящее время используется множество средств коммуникации, деловые письма по-прежнему играют большую роль в обмене информацией. 4. Ей следует писать свое сообщение кратко, чтобы оно поместилось на экране. 5. Эта комната мне подойдет.

### II. Translate the sentences from English into Russian:

1. Sightseeing tours arranged; multi-lingual reception personnel; night porters; laundry service; telegraph. 2. Lunch in a simple hotel begins with soup, though in a more expensive one you usually have a choice of soup, fruit juice, or hors d'oeuvres. 3. In a telex readers often overlook some errors of spelling and grammar. 4. The guests are requested to warn the receptionist in advance about the day and hour of

signing out so that he could have the bill ready for them in time. 5. The room will suit me.

### III. Translate the words:

a) from English into Russian: replacement, enclosure reminder, to cross border, office manager, waiting room, get off a train, urgent, letterhead, to approve, valet parking attendant.

b) from Russian into English: проводник, выставлять, отправление, бригада, бланк регистрации, брошюра, справка, администратор, счет, освещать.

### IV. Choose the correct item:

1. What hotel ... you recommend ?  
A. shall                      B. must                      C. can
2. Now we ... missed the copy deadline.  
A. have                      B. were                      C. have to
3. I'd rather ... you now because I have a lot of work to do.  
A. leave                      B. left                      C. will leave
4. Her hair is as ... as silk.  
A. softest                      B. softer                      C. soft
5. A tall man sat ... me, so I couldn't see.  
A. next to                      B. in front of                      C. towards

### V. Cross out the unnecessary word

1. Shall I carry out your bag?
2. Mr. Smith encloses a booklet Barbara explaining the company's general rules.
3. Can you tell me how many hotels have you been here?

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Have To"

## Test Card № 21

**Theme: "Business Trip", "Business Correspondence"**

**Grammar: The Verb, Modal Verbs**

### I. Translate the sentences from Russian into English:

1. Какую должность занимает подписавший письмо?
2. Известите нас, пожалуйста, о вашем отбытии за день до вашего отъезда.
3. У вас есть свободные номера?
4. Они сейчас осматривают достопримечательности города.
5. Содержатся ли в письме пометы «тема письма» и «приложение»?

### II. Translate the sentences from English into Russian:

1. Abbreviations such as TKS (Thanks) and RGDS (Regards) are common in telexes.
2. We can give you a very good single room with a bath overlooking the street.
3. The receptionist hands over a registration form and Albert fills it in, giving all the information required.
4. When the ticket collector came for the tickets, the woman

couldn't find her ticket anywhere. 5. Millions of people all over the world spend their holidays traveling.

### III. Translate the words:

a) from English into Russian: make a journey, reception clerk, in the vicinity, accommodation, on behalf of, to provide service, sign off, decimal, charge, brief.

b) from Russian into English: чаевые, номер люкс, срочный, заключительная формула вежливости, замена, выписаться, счет, пересекать границу, забронировать номер, проводник.

### IV. Choose the correct item:

1. If you ... to Paris, you'll see the Eiffel Tower.

- A. will go                      B. went                      C. go

2. A hotel worker who keeps bedrooms in order.

- A. a porter                      B. a maid                      C. a receptionist

3. ... I borrow your ruler?

- A. must                      B. can                      C. may

4. What am I to do?

- A. Как мне быть?                      B. Что со мной будет?                      C. Куда же мне идти?

5. She failed us. What ... shame!

- A. -                      B. a                      C. the

### V. Cross out the unnecessary word:

1. I must ask to you some questions.

2. Mum told us do not to send the message.

3. Tina asked me that what I wanted to do with this broken fax machine?

### VI. Speak on the topic.

### VII. Tell the grammar rule: The Modal Verb "Can"

## Список основной, дополнительной литературы, интернет-ресурсов

### 1. Основная литература

1. Охолина, И. Е. Деловой иностранный язык : английский язык в жизни делового человека : учебно-методическое пособие / И. Е. Охолина, А. А. Петрунина ; ФГБОУ ВПО «Томский государственный педагогический университет». – Томск : Изд-во ТГПУ, 2012. – 92 с.
2. Салье, Т. Е. Английский язык для специальности «Связи с общественностью» = English for students of communications : учебник для вузов / Т. Е. Салье, Ю. М. Валиева, И. Н. Воскресенская. – 2-е изд., стереотип. – М. : Академия, 2009. – 510 с.

### 2. Дополнительная литература

1. Колесникова, Н. Н. Английский язык для менеджеров : учебник для вузов / Н. Н. Колесникова, Г. В. Данилова, Л. Н. Девяткина. – 2-е изд., испр. – М. : Академия, 2007. – 301 с.
2. Рыжков, В. Д. Менеджмент : пособие по изучению делового английского языка / В. Д. Рыжков. – Калининград : Янтарный сказ, 1999. – 256 с.
3. Иностранный язык. Грамматика английского языка : учебное пособие / [Кошкарлова С.М. [и др.] ; Федеральное агентство по образованию, ГОУ ВПО ТГПУ. – Томск : Изд-во ТГПУ, 2006. – 242 с.
4. Кумарова, М. Г. Новый бизнес английский : курс деловой лексики английского языка / М. Г. Кумарова. – М. : Тандем, 1998. – 397 с.
5. Михайлов, Н. Н. Английский язык. Гостиничный, ресторанный и туристский бизнес : учебное пособие для вузов / Н. Н. Михайлов. – 3-е изд., стереотип. – М. : Академия, 2007. – 158.

### 3. Интернет-ресурсы

<http://www.voanews.com/english/news/>  
<http://www.britishcouncil.org>  
[http://www.bbc.co.uk/russian/learning\\_english](http://www.bbc.co.uk/russian/learning_english)  
<http://marketing.about.com/>  
[www.englishtown.com](http://www.englishtown.com)  
<http://www.dailystep.com/>  
<http://www.busuu.com/ru>  
<http://www.native-english.ru/>  
[www.homeenglish.ru/](http://www.homeenglish.ru/)  
<http://learnoutlive.com>  
<http://www.englishclub.com>