

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
НОВОСИБИРСКИЙ ТЕХНОЛОГИЧЕСКИЙ ИНСТИТУТ (ФИЛИАЛ)
ФЕДЕРАЛЬНОГО ГОСУДАРСТВЕННОГО БЮДЖЕТНОГО ОБРАЗОВАТЕЛЬНОГО
УЧРЕЖДЕНИЯ ВЫСШЕГО ОБРАЗОВАНИЯ
**«РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ ИМ. А.Н. КОСЫГИНА
(ТЕХНОЛОГИИ. ДИЗАЙН. ИСКУССТВО)»**
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УТВЕРЖДАЮ
Зав. кафедрой ГНиИЯ
_____ Г.Г. Печурина
«_____» _____ 2025 г.

ФОНД ОЦЕНОЧНЫХ МАТЕРИАЛОВ
по учебной дисциплине

СГ.02

Иностранный язык в профессиональной деятельности

Код, наименование
специальности

38.02.08 Торговое дело

Квалификация выпускника

Специалист торгового дела

Уровень образования:

Среднее профессиональное образование

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Программа составлена в соответствии с Федеральным государственным образовательным стандартом среднего профессионального образования по специальности 38.02.08 Торговое дело, утвержденным Министерством просвещения РФ № 548 от 19.07.2023 г.

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Рабочая программа рассмотрена на заседании кафедры гуманитарных наук и иностранных языков (протокол № _1_ от «_29_» _августа_ 2025 г.).

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ПАСПОРТ КОМПЛЕКТА ОЦЕНОЧНЫХ СРЕДСТВ

Перечень формируемых компетенций:

ОК 05. Осуществлять устную и письменную коммуникацию на государственном языке Российской Федерации с учетом особенностей социального и культурного контекста

ОК 09 Пользоваться профессиональной документацией на государственном и иностранном языках

№ п/п	Контролируемые разделы (темы) дисциплины	Код контролируемой компетенции (или её части)	Наименование оценочного средства
1	Раздел 1. Страноведение.	ОК 05.; ОК 09	Устный опрос Комплект разноуровневых заданий Контрольная работа за 1 семестр
Форма контроля (1 семестр)		ОК 05.; ОК 09	другое
2	Раздел 2. Введение в специальность	ОК 05.; ОК 09	Комплект разноуровневых заданий Контрольная работа за 2 семестр
Форма контроля (2 семестр)		ОК 05.; ОК 09	другое
3	Раздел 3. Поездка в страну изучаемого языка	ОК 05.; ОК 09	Комплект разноуровневых заданий Грамматический тест
4	Раздел 4. Формы деловой коммуникации	ОК 05.; ОК 09	Комплект разноуровневых заданий Контрольная работа за 3 семестр
Форма контроля (3 семестр)		ОК 05.; ОК 09	другое
5	Раздел 5. Человек и общество	ОК 05.; ОК 09	Устный опрос Комплект разноуровневых заданий Грамматический тест 4 семестр
Форма контроля (4 семестр)		ОК 05.; ОК 09	дифференцированный зачет

В рамках программы учебной дисциплины обучающимися осваиваются умения и знания:

Код ПК, ОК	Умения	Знания
ОК 05	Уо 05.01 грамотно излагать свои мысли и оформлять документы по профессиональной тематике на государственном языке, проявлять толерантность в рабочем коллективе	Зо 05.01 особенности социального и культурного контекста; Зо 05.02 правила оформления документов и построения устных сообщений
ОК 09	Уо 09.01 понимать общий смысл четко произнесенных высказываний на известные темы (профессиональные и бытовые), понимать тексты на базовые профессиональные темы; Уо 09.02 участвовать в диалогах на знакомые общие и профессиональные темы; Уо 09.03 строить простые высказывания о себе и о своей профессиональной деятельности; Уо 09.04 кратко обосновывать и объяснить свои действия (текущие и планируемые); Уо 09.05 писать простые связные сообщения на знакомые или интересующие профессиональные темы	Зо 09.01 правила построения простых и сложных предложений на профессиональные темы; Зо 09.02 основные общеупотребительные глаголы (бытовая и профессиональная лексика); Зо 09.03 лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности; Зо 09.04 особенности произношения; Зо 09.05 правила чтения текстов профессиональной направленности

I ТЕКУЩИЙ КОНТРОЛЬ ПО УЧЕБНОЙ ДИСЦИПЛИНЕ

Раздел 1. Страноведение

Практическое занятие 1. Российская Федерация

1. Open questions

What is the capital of Russia? Name three famous places in Moscow.

What is the longest river in Russia? What do you know about it?

What are the main symbols of Russia?

Why is Lake Baikal famous? Describe it in 3-4 sentences.

What Russian food do you like? Describe how to cook it.

2. Reading text. Moscow is the capital of Russia. It is a very old and beautiful city. The Kremlin and Red Square are in the city centre. Many tourists from different countries come to Moscow every year. They want to see St. Basil's Cathedral. It is very colorful. The weather in Moscow is cold in winter. In summer, the parks are green and beautiful.

Tasks:

True or False (Верно или неверно):

Moscow is a new city. (False)

The Kremlin is in the city centre. (True)

Tourists don't like St. Basil's Cathedral. (False)

It is hot in Moscow in winter. (False)

Answer the questions

What is the capital of Russia?

Where is Red Square?

What do tourists want to see?

What is the weather like in summer?

3. Grammar exercises

Exercise 1. Use the correct form of the verb "to be" (am, is, are):

Russia ___ a very big country.

The Volga ___ a long river.

My parents ___ from Saint Petersburg.

I ___ a student.

Exercise 2. Put the words in the correct order:

is / city / an / old / Moscow / .

in / live / I / Russia / .

very / is / cold / winter / in / it / .

Практическое занятие 2. Анализ и составление грамматических конструкций, выполнение лексико-грамматических упражнений по теме "Модальные глаголы (can, may, must)"

1. Open questions

Your friend has a very high temperature. Give him advice using the modal verb must.

You are at the airport. You want to ask a question to an officer politely. What modal verb will you use? Make a question.

What can you do if you speak English well? Give three examples.

2. Reading text. Hello! My name is Ben. I am a tourist. I am in London now. I can speak a little English, but I can't speak Russian. I must buy a map of the city because I don't know the streets. May I ask you a question? Where is the nearest bus stop?

Tasks:

Find the modal verbs in the text and translate them.

Answer the questions:

Can Ben speak Russian?

Why must Ben buy a map?

What does Ben want to find?

3. Grammar exercises

Exercise 1. Fill in can, can't, must, mustn't:

You ____ stop when the traffic light is red.

I ____ swim very well.

It is a secret. You ____ tell anyone.

I ____ see the sea from my window. (возможность)

Exercise 2. Make the sentences polite. Use May I...:* Example: I want to open the window. —

May I open the window?

I want to use your phone.

I want to come in.

I want to ask you a question.

Exercise 3. Translate into English:

Я умею готовить борщ.

Студенты должны делать домашнее задание.

Можно мне войти?

Практическое занятие 3. Великобритания

1. Open questions

What four parts does the United Kingdom consist of? Name their capitals.

What is the London Eye? Would you like to visit it? Why?

What is the national British drink? How do the British drink it?

Describe the flag of the United Kingdom.

2. Reading text: The United Kingdom (UK) is in Europe. It has four parts: England, Scotland, Wales and Northern Ireland. The capital city is London. The Queen lives in Buckingham Palace. The weather in the UK is often rainy and cloudy. The British love tea. They drink tea with milk. A famous British food is fish and chips.

Tasks:

Complete the sentences:

The capital of the UK is ____.

The weather is often ____.

The British drink tea with ____.

A famous food is ____.

Answer the questions:

Where is the United Kingdom?

How many parts does it have?

Where does the Queen live?

3. Grammar exercises

Exercise 1. Use some or any:

There are ____ beautiful parks in London.

I don't have ____ money.

Do you have ____ questions?

I can see ____ students in the classroom.

Exercise 2. Use much or many:

There are not ____ cars in this small street.

How ____ tea do you drink a day?

He has ____ friends in England.

How ____ milk is in the bottle?

Практическое занятие 4. Соединённые Штаты Америки

1. Open questions

Who is the President of the USA now?

What is the capital of the USA? Is it New York?

What American films or cartoons do you know?

Describe the American flag. What do the stars and stripes mean?

2. Reading text. The USA is a large country in North America. It has 50 states. The capital is Washington, D.C., but the biggest city is New York. Americans speak English. The symbol of New York is the Statue of Liberty. It is a very big statue. It is a present from France. The USA is famous for its cars and Hollywood films.

Tasks:

Answer the questions:

Where is the USA?

How many states are there?

What is the capital of the USA?

What is the Statue of Liberty?

Find the adjectives in the text (large, big, famous). Write down the nouns they describe.

3. Grammar exercises

Exercise 1. Fill in somebody, anybody, nobody, something, anything, nothing:

The room is empty. There is ____ in the room.

I am hungry. I want to eat ____.

Is ____ at home?

The box is empty. There is ____ in the box.

Exercise 2. Put the verb in the correct form (Present Simple or Past Simple): Note: This checks the difference between regular facts and past actions.

I (to visit) ____ New York last year.

He (to live) ____ in the USA now.

We (to see) ____ the Statue of Liberty two days ago.

They (to like) ____ American films.

Практическое занятие 5. Местоимения и наречия, производные от some, any, no. Местоимение any и его производные в утвердительных предложениях. Местоимение no. Причастие II в функции определения. Настоящее совершенное время — Present Perfect Tense. Present Perfect Tense. Вопросительная форма. Общие и специальные вопросы.

1. Open questions

Look around the classroom. What is broken here?

What have you already done today?

What haven't you done yet?

Have you ever been to the USA or the UK?

2. Reading text: Anna has a new smartphone. She has just bought it. She has already taken many photos. She hasn't called her parents yet, because she is busy. Her old phone is broken. It was a very old model. She has no old phones now, only the new one.

Tasks:

Answer the questions:

What has Anna just done?

Has she taken any photos?

Has she called her parents?

Why is her old phone not in her bag?

Find sentences with Present Perfect and translate them.

3. Grammar exercises

Exercise 1. Use somebody, anybody, nobody:

Is there ____ in the office?

There is ____ at the door. I can hear a noise.

The street is dark. There is ____ here.

Exercise 2. Use some, any, no:

I have ____ time. I am free.

She has ____ questions.

We don't have ____ problems.

Exercise 3. Write down three forms (V1, V2, V3) of these verbs: buy — ____ — ____ see — ____ — ____ break — ____ — ____ call — ____ — ____

Exercise 4. Make questions in Present Perfect:

you / ever / be / to London?

she / finish / her homework?

they / buy / any souvenirs?

Exercise 5. Fill in already, just or yet:

I have ____ finished my test. (two minutes ago)

Have you done your homework ____? (up to now)

She has ____ bought a ticket. (earlier than expected)

Раздел 2. Введение в специальность

Практическое занятие 1. Моя будущая специальность – Специалист торгового дела

1. Open questions

Why did you choose the specialty "Trade Specialist"?

What goods do trade specialists usually sell?

Is it important to be polite with customers? Why?

What does a trade specialist do every day?

2. Reading text/ Ivan is a student. He is a future trade specialist. He studies at a college. Ivan likes his future job. A trade specialist must know goods and prices. He must be friendly and honest. Ivan wants to work in a big supermarket or a shopping centre. He wants to sell electronics.

Tasks:

True or False:

Ivan is a doctor.

A trade specialist must be friendly.

Ivan wants to sell food.

Answer the questions:

What is Ivan's future job?

Where does he study?

What must a trade specialist know?

3. Grammar exercises

Exercise 1. Use the correct form of the verb (Present Simple):

A shop assistant (to help) ____ customers.

We (to study) ____ English at college.

He (not / to like) ____ to work on Sundays.

(you / to want) ____ to be a manager?

Exercise 2. Translate the words: Товары — ____, Цена — ____, Покупатель — ____, Продавец — ____, Честный — ____.

Практическое занятие 2. Речевые формы бытового и профессионального общения

1. Open questions

How do you greet your teacher in the morning?

What do you say when you meet a friend? And what do you say when you leave?

Is it different to talk to a friend and to a shop manager? How?

2. Reading text/ Good morning! How are you?

Situation 1: — Hello, Mr. Smith. How are you? — I am fine, thank you. And you? — I am very well, thank you.

Situation 2: — Hi, Alex! — Hi, Tom! How are you? — Great! Let's play football!

Tasks:

Answer the questions:

Who are Mr. Smith and Tom? (A teacher/manager and a friend).

What words do we use for a formal greeting? (Good morning, How are you, Mr...)

What words do we use for an informal greeting? (Hi)

Match the phrases:

1. Good morning

2. How are you?

3. See you!

a) Bye!

b) Good morning!

c) I am fine, thanks.

Практическое занятие 3 Устройство на работу

1. Open questions

What documents do you need to get a job?

Where can you find a job vacancy?

What questions does a manager ask at a job interview?

2. Reading text. Anna wants a job. She looks at the Internet. She finds a vacancy: "We need a shop assistant." Anna writes her CV (resume). She sends her CV to the company. The manager calls her. "Can you come for an interview tomorrow?" — "Yes, I can." Anna is happy.

Tasks:

Put the sentences in the correct order (1–5): ____ Anna sends her CV. ____ The manager calls her. ____ Anna finds a vacancy. ____ Anna writes her CV. ____ Anna goes to the interview.

Answer the questions:

What job does Anna want?

Where does she find the vacancy?

What does the manager ask?

3. Grammar exercises

Exercise 1. Use must or can:

You ____ write a good CV to get a job. (обязанность)

I ____ speak English a little. (умение)

A manager ____ be late for work. (запрет — mustn't)

Exercise 2. Make questions for a job interview:

____ you speak English?

____ you work on Saturdays?

____ you send me your CV?

Практическое занятие 4. Речевой этикет

1. Open questions

How do you ask for help in a shop politely?

How do you say "Нет, спасибо" politely in English?

You are late for a business meeting. What do you say?

2. Reading text. Customer: Excuse me, can you help me? Shop assistant: Certainly, sir. What do you need? Customer: I am looking for a white T-shirt. Shop assistant: Here you are. This one is very nice. Customer: How much is it? Shop assistant: It is 15 dollars. Customer: Thank you. I will take it.

Tasks:

Answer the questions:

What does the customer need?

How much is the T-shirt?

Does the customer buy it?

Find polite phrases in the text. (Excuse me, Can you help me, Certainly, Thank you)

Практическое занятие 5. Работа в офисе. Описание офиса

1. Open questions

What furniture is there in a modern office?

What equipment do you need to work in an office?

Is your office big or small? Describe it.

2. Reading text. My office is not very big, but it is light. There are two tables and four chairs.

There is a computer on my desk. There is also a printer near the window. There are many papers in the cupboard. There are no plants in our office.

Tasks:

Complete the sentences:

There ___ a computer on the desk.

There ___ four chairs.

There ___ no plants.

Answer the questions:

Is the office big?

Where is the printer?

What is in the cupboard?

3. Grammar exercises

Exercise 1. Use There is or There are:

___ a manager in the room.

___ many customers in the shop.

___ a fax machine on the shelf.

Exercise 2. Use prepositions (on, in, under, near):

The computer is ___ the table.

The pen is ___ the box.

My bag is ___ the chair.

Практическое занятие 6. Продукты и услуги

1. Open questions

What is a "product"? Give examples (a phone, bread).

What is a "service"? Give examples (repair, delivery, haircut).

What products does your college shop sell?

2. Reading text. Our company sells different products. We sell office furniture: desks, chairs, and cupboards. We also provide services. Our service is delivery. We deliver furniture to your office or home. Our products are good quality and our service is fast.

Tasks:

Answer the questions:

What products does the company sell?

What service do they provide?

Is their service fast?

3. Grammar exercises

Exercise 1. Use much or many:

We don't have ___ time.

There are ___ products in the shop.

How ___ money do you have?

Exercise 2. Use a few, a little, few, little:

I have ___ money. I can't buy it.

We have ___ chairs in the office, only two.

There is ___ milk in the fridge.

Практическое занятие 7. Страдательный залог. Present Indefinite Passive. Сочетание модальных глаголов с инфинитивом страдательного залога. Смысловое выделение членов предложения при помощи оборота: It is (was) ... that (who). Возвратные и усиительные местоимения.

1. Open questions

Where are these goods made? (in China / in Russia).

Look at the sign: "English is spoken here". Why do we use Passive here? (We don't know who speaks it, or it is not important).

Change the sentence: The manager gave me a discount. -> I was given a discount by the manager.

2. Reading text. Our shop is opened at 9 a.m. The goods are sold every day. Credit cards are accepted here. This shop was built last year. High quality must be provided. It is the manager who checks the documents every morning.

Tasks:

Find the Passive Voice sentences and translate them.

Answer the questions:

When is the shop opened?

When was the shop built?

Who checks the documents? (It is the manager...)

3. Grammar exercises

Exercise 1. Change Active to Passive (Present Simple):

They sell milk here. — Milk ___ here.

We clean the office every day. — The office ___ every day.

People speak English all over the world. — English ___ all over the world.

Exercise 2. Use Modal Verb + Passive:

You must finish the work. — The work ___.

We can change the price. — The price ___.

He should send the letter. — The letter ___.

Практическое занятие 8. Ведение бизнеса с помощью Интернета

1. Open questions

Do you buy things on the Internet? Why or why not?

What is a "shopping cart" on a website?

What are the advantages of online shopping? (It is fast, cheap).

2. Reading text. Online shopping is very popular now. You can buy clothes, food, and books on the Internet. You choose the goods and put them in your shopping cart. Then you pay with a credit card. The goods are delivered to your house. It is very comfortable.

Tasks:

Answer the questions:

What can you buy online?

How do you pay?

Where are the goods delivered?

Find the opposites in the text: Advantages — ___, Online — ___ (Offline / In a shop).

3. Grammar exercises

Exercise 1. Use can or must:

You ___ pay for the goods.

You ___ click the button to buy.

You ___ give your password to other people.

Exercise 2. Use comfortable / convenient:

This chair is very ___.

Online shopping is ____ because you don't go out.

Практическое занятие 9. Реклама, специальные предложения. Обмен информацией

1. Open questions

Where can we see advertising?

What does the phrase "50% OFF" mean?

What is a "special offer"? Give an example

2. Reading text. SALE! Huge discounts! All T-shirts are 30% off today. If you buy two T-shirts, you get the third one free. This is a special offer. It is valid only today. Don't miss this chance!

Tasks:

Answer the questions:

What is the discount today?

When is the offer valid?

What do you get if you buy two T-shirts?

3. Grammar exercises

Exercise 1. Use some, any, no:

We have ____ special offers today.

I don't have ____ questions.

There are ____ discounts on this product.

Exercise 2. Translate the advertising words: Акция — ____, Предложение — ____, Распродажа — ____, Дешевый — ____, Дорогой — ____.

Практическое занятие 10. Continuous Tenses (Passive Voice). Perfect Tenses (Passive Voice). Заместитель имени существительного—местоимение one.

1. Open questions

Look at the board: "The office is being cleaned". Is the action finished?

Your order hasn't been received yet. What does it mean?

I like this red pen. Can you give me one? What does one mean here?

2. Reading text. Look! The new computer is being installed. The work is not finished yet. The old documents have been put into the archive. They are safe now. I don't like this black chair. I want to buy a new one. The blue one is very nice.

Tasks:

Answer the questions:

Is the computer installed?

Where have the old documents been put?

Which chair does the person want to buy?

Find sentences with Passive Voice.

3. Grammar exercises

Exercise 1. Use Present Continuous Passive (am/is/are being + V3):

The telephone (to repair) now. — The telephone ____ now.

The letters (to write) at the moment. — The letters ____ at the moment.

Exercise 2. Use Present Perfect Passive (have/has been + V3):

The goods (to sell). — The goods ____.

The office (to cleaned). — The office ____.

Exercise 3. Replace the underlined word with one/ones:

I want this book. Give me that book. — Give me that ____.

These apples are fresh. Those apples are bad. — Those ____ are bad.

Раздел 3. Поездка в страну изучаемого языка

Практическое занятие 1. Знакомство с деловой жизнью страны изучаемого языка

1. Open questions

What are the working hours in the UK or the USA?

Is it important to be on time for a business meeting? Why?

What is a "business lunch"? Do you have business lunches in your country?

What are the main business centres in the UK or the USA?

2. Reading text. Business life in London is very active. People work hard. The working day usually starts at 9 o'clock and finishes at 5 o'clock. British people like to drink tea. They often have a business meeting during a coffee break. Punctuality is very important. If you are late for a meeting, it is bad. Businessmen wear suits and ties.

Tasks:

Answer the questions:

What time does the working day start?

What do British people like to drink?

What do businessmen wear?

True or False:

British people are never late.

The working day finishes at 6 p.m.

Punctuality is important.

3. Grammar exercises

Exercise 1. Use adverbs of frequency (always, usually, often, sometimes, never):

He ___ (100%) comes to work on time.

We ___ (50%) have meetings on Monday.

She ___ (0%) drinks coffee.

Exercise 2. Use must or mustn't:

You ___ be late for a business meeting.

You ___ wear a suit in the office.

You ___ talk loudly in the library.

Практическое занятие 2. Разговор с представителем компании, заказ билетов, бронирование мест в гостинице

1. Open questions

You want to book a ticket by phone. What is the first thing you say?

What information do you need to give when you book a hotel room?

How do you ask for the price politely?

2. Reading text. Mr. Ivanov calls a hotel in London. — Good morning. London Grand Hotel. Can I help you? — Hello. I would like to book a double room for two nights. — Certainly. For what dates? — From the 10th to the 12th of May. — How many guests? — Two guests. My name is Ivanov. — Thank you. Your room is booked.

Tasks:

Answer the questions:

What room does Mr. Ivanov want?

How many nights does he want to stay?

What are his dates?

Complete the dialogue: — I would like to book a ticket to London. — ___ or return? (Single) — ___, please. (Single)

3. Grammar exercises

Exercise 1. Use would like (I would like / I would like to):

I ___ a cup of tea.

I ___ book a room.

She ___ a single ticket.

Exercise 2. Make questions for the answers:

___? — My name is Petrov.

___? — I would like a double room.

___? — It is 100 dollars.

Практическое занятие 3. Причастие — The Participle. Самостоятельный (независимый) причастный оборот—The Absolute Participle Construction. Заместители имени существительного. Употребление определенного артикля с географическими названиями

1. Open questions

Look at the sentence: "The man standing at the bus stop is my boss." Who is the man?

Look at the sentence: "It was in Moscow that I bought this suit." What is the most important word here?

We say "The Volga" but "Lake Baikal". Why do we use the article with "Volga"?

2. Reading text. The weather being fine, we decided to walk around the city. I saw a man selling souvenirs. He gave me the one I liked. The capital of the UK is London. It is in London that Big Ben is situated.

Tasks:

Translate the first sentence. (Так как погода была хорошей, мы решили... / Погода была хорошей, и мы решили...).

Find the sentence with the Absolute Participle Construction. (The weather being fine...).

Answer the questions:

What did the man do?

Where is Big Ben situated?

3. Grammar exercises

Exercise 1. Use Present Participle (V-ing):

The girl (to read) a book is my sister. — The girl ___ a book is my sister.

Look at the boy (to run) in the park. — Look at the boy ___ in the park.

Exercise 2. Use the Absolute Participle Construction:

The sun was shining. We went to the beach. — The sun ___, we went to the beach.

The work was finished. We went home. — The work ___, we went home.

Exercise 3. Use the where necessary:

___ Moscow is a big city.

I live in ___ Russian Federation.

___ Black Sea is beautiful.

___ Everest is high.

Практическое занятие 4. Оформление выездных документов. Прибытие в страну. Таможенный и паспортный контроль

1. Open questions

What documents do you need to travel abroad?

What does a customs officer ask?

What can you not bring through customs?

What do you do at passport control?

2. Reading text. Anna arrives at the airport. First, she goes to the passport control officer. She gives him her passport. The officer asks: "What is the purpose of your visit?" Anna answers: "Business." Then Anna goes to the baggage claim. She has two bags. At the customs, the officer asks: "Do you have any alcohol?" Anna says: "No, I don't."

Tasks:

Put the actions in order (1–4): ___ Anna talks to the customs officer. ___ Anna goes to passport control. ___ Anna answers about the purpose of the visit. ___ Anna takes her bags.

Answer the questions:

What is the purpose of Anna's visit?

Does she have alcohol?

3. Grammar exercises

Exercise 1. Use any or some:

Do you have ____ questions?

I have ____ documents in my bag.

I don't have ____ money.

Exercise 2. Translate the phrases: Паспортный контроль — ____, Таможня — ____, Цель визита — ____, Декларировать — ____, Ручная кладь — ____.

Практическое занятие 5. Быт и сервис. Поездка по городу, по стране.

1. Open questions

How can you travel around a big city?

How do you ask the way to the railway station?

What places of interest do you want to visit in London or New York?

Is it easy to travel by train in the UK/USA?

2. Reading text. Tom is a tourist. He is in the city centre. He wants to go to the museum. He asks a woman: "Excuse me, how can I get to the museum?" The woman says: "Go straight on, turn left at the traffic lights. The museum is next to the bank. You can walk, it is not far. Or you can take bus number 5."

Tasks:

Answer the questions:

Where does Tom want to go?

Where is the museum?

How many ways to get there does the woman suggest?

Раздел 4. Формы деловой коммуникации

Практическое занятие 1. На фирме. Знакомство с персоналом

1. Open questions

Who works in a typical office?

What do you say when you meet a new colleague for the first time?

Look around our classroom. Who is sitting next to you? Who is sitting behind you?

2. Reading text. This is the office of "Start-Up" company. Mr. Smith is the director. He works in a big office. Ms. Green is the secretary. She works at the front desk. Pyotr is an accountant. He works with money and numbers. We are happy to work in this team.

Tasks:

Answer the questions:

Where does Ms. Green work?

Who works with money?

Is Mr. Smith a secretary?

3. Grammar exercises

Exercise 1. Use prepositions of place (in, on, at, next to, behind):

The manager sits ____ a big desk.

The documents are ____ the table.

The secretary is ____ the door.

The plant is ____ the window.

Практическое занятие 2. Коммерческое предложение

1. Open questions

What is a "commercial offer"?

What information must be in a commercial offer?

How do you start a business letter?

2. Reading text. Dear Mr. Brown, We are glad to send you our commercial offer. We sell office chairs. Our chairs are comfortable and cheap. The price is 50 dollars per chair. We can deliver the chairs in 5 days. We hope for successful cooperation. Best regards, Ivan Petrov, Manager

Tasks:

Answer the questions:

What does the company sell?

How much is one chair?

When can they deliver the chairs?

Find the formal phrases in the text.

3. Grammar exercises

Exercise 1. Use can or must:

We ___ deliver the goods quickly.

You ___ write your address in the letter.

I ___ help you with this order.

Exercise 2. Use hope or hope for:

I ___ you are well.

We ___ successful cooperation.

Практическое занятие 3. Деловая переписка. Основные виды деловых писем

1. Open questions

What is the difference between an enquiry (asking for information) and a complaint (saying you are not happy)?

What does "Looking forward to hearing from you" mean at the end of a letter?

Where do we write the date in a business letter?

2. Reading text. Dear Sirs, Thank you for your letter and your offer. We are interested in your products. Please send us your new catalogue and price list. What are your terms of payment? We look forward to your reply. Yours faithfully, Anna S.

Tasks:

Answer the questions:

What does Anna want to receive?

What information does she ask about?

Is this a letter of complaint?

Практическое занятие 4. Письма личного характера

1. Open questions

Who do you write personal letters to?

How is a personal letter different from a business letter?

What do you usually write about in a letter to a friend?

2. Reading text. Dear Kate, How are you? I am fine. Thanks for your letter. I am very busy now because I am a student. I study to be a trade specialist. I have a new friend. Her name is Lena. We often go to the cinema together. Write back soon! Love, Masha

Tasks:

Answer the questions:

Who is the letter from?

What does Masha study?

Who is Lena?

3. Grammar exercises

Exercise 1. Use short forms (I'm, he's, we're, they're):

I am a student. — ___ a student.

He is my brother. — ___ my brother.

They are at home. — ___ at home.

Exercise 2. Use because to join the sentences:

I am happy. I have a new job. — I am happy ____ I have a new job.
She is tired. She works a lot. — She is tired ____ she works a lot.

Практическое занятие 5. Герундий — The Gerund. Сложный герундиальный оборот. Герундий с предлогом. Отглагольное существительное—The Verbal Noun.

1. Open questions

What do you like doing in the evening?

What do you hate doing?

Look: "I saw him running." What form is running? (Participle/Gerund).

2. Reading text I like working in an office. I don't mind answering phone calls. My boss enjoys talking to clients. But I hate waiting for the bus in the morning. The manager told me about signing the new contract. I am interested in learning English.

Tasks:

Find all words ending in -ing and say if they are Verbs or Gerunds (like + Gerund).

Answer the questions:

What does the author like?

What does he hate?

What is he interested in?

3. Grammar exercises

Exercise 1. Use the Gerund (V-ing):

I enjoy (to read) ____ business books.

He finished (to write) ____ the report at 5 p.m.

We are looking forward to (meet) ____ you.

Exercise 2. Use Gerund after prepositions:

Thank you for (help) ____ me.

He is good at (speak) ____ English.

Exercise 3. Translate: Я люблю плавать — ____, Он закончил есть — ____, Спасибо за звонок — ____.

Практическое занятие 6. Правила заполнения анкет. Образцы анкет различного назначения

1. Open questions

Where do you usually fill in forms?

What is your "Surname"? What is your "First Name"?

What does "Signature" mean?

What is "Date of Birth"?

2. Reading text. Hotel Registration Form

Surname: Ivanov

First Name: Ivan

Nationality: Russian

Date of Birth: 15/05/2005

Passport Number: 12 3456789

Room Number: 402

Signature: Ivanov

Tasks:

Answer the questions:

What is the guest's surname?

When was he born?

What is his room number?

3. Grammar exercises

Exercise 1. Fill in your own details (imaginary): Surname: _____ First Name: _____ Nationality: _____

Exercise 2. Answer the questions about yourself:
What is your date of birth? (My date of birth is...)
What is your nationality? (I am...)

Раздел 5. Человек и общество

Практическое занятие 1. Спорт в жизни общества

1. Open questions

What is the most popular sport in Russia? Why do you think so?

Do you do any sports? Which one? How often do you train?

Why is sport important for health? (Give 2 reasons).

What sports can you play in a team?

2. Reading text. Football is very popular in England. Many people watch it on TV or go to the stadium. Famous English clubs are Manchester United and Liverpool. Football players must run a lot and be very strong. Children start playing football at school. They often have a football team in their class.

Tasks:

Answer the questions:

What is the most popular sport in England?

Name two famous English football clubs.

Where do children start playing football?

True or False:

Football players must be lazy.

People watch football on TV.

3. Grammar exercises

Exercise 1. Use play, do or go:

I ___ football every Sunday.

She ___ swimming in the pool.

We ___ gymnastics at school.

Exercise 2. Use must or can:

A boxer ___ be strong.

I ___ swim very well.

You ___ wear a helmet when you ride a bike.

Практическое занятие 2. Покупки

1. Open questions

Do you prefer shopping in big shopping malls or small shops? Why?

What do you usually buy when you go shopping for clothes?

How do you ask a shop assistant for a different size?

2. Reading text. Anna wants to buy a new dress. She goes to the shop. The shop assistant comes to her. — Can I help you? — Yes, please. I am looking for a blue dress. — Here you are. What size do you wear? — I wear size 44. Can I try it on? — Certainly. The fitting room is over there.

Tasks:

Answer the questions:

What does Anna want to buy?

What size does she wear?

Where is the fitting room?

Практическое занятие 3. Путешествия

1. Open questions

How do you like to travel: by plane, by train or by car? Why?

What things do you usually take with you when you travel?

What is the difference between a "single ticket" and a "return ticket"?

2. Reading text. My family and I like to travel. Last summer we went to Sochi. We travelled by train. Our trip was long but interesting. We saw many beautiful places from the window. In Sochi, we lived in a hotel near the sea. We swam and sunbathed every day. It was a great holiday.

Tasks:

Answer the questions:

Where did the family go last summer?

How did they travel?

Where did they live in Sochi?

Find the Past Simple verbs in the text.

3. Grammar exercises

Exercise 1. Use the Past Simple (V2):

I (to go) ____ to Moscow last year.

She (to buy) ____ a new suitcase.

We (to see) ____ a beautiful lake.

He (not / to like) ____ the hotel.

Exercise 2. Use was/were:

The weather ____ sunny.

We ____ at the station.

____ you at home yesterday?

Практическое занятие 4. Система образования в Англии

1. Open questions

At what age do children start school in England?

What is "GCSE"?

What is the difference between a "college" and a "university"?

Do students in England wear a school uniform?

2. Grammar Exercises

Exercise 1. Use at the age of:

I started school ____ 7.

You can drive a car ____ 18 in Russia.

Exercise 2. Use or or then:

You can read a book ____ watch TV.

First, I wake up, ____ I brush my teeth.

Практическое занятие 5. Система образования в США

1. Open questions

What are the three main levels of school in the USA? (

What do students do after High School?

Do American students wear a uniform?

2. Reading text. The school system in the USA is different. Children go to Elementary School (from 5 to 11). Then they go to Middle School and High School (till 18). After High School, many students go to College. Famous American universities are Harvard and Yale. American students do not wear a uniform. They wear casual clothes.

Tasks:

Answer the questions:

How old are children in Elementary School?

Name two famous American universities.

Do they wear a uniform?

True or False:

High School finishes at 18.

All students in the USA wear uniforms.

Практическое занятие 6. Инфинитив — The Infinitive. Объектный инфинитивный оборот (сложное дополнение) — The Objective Infinitive Construction (Complex Object). Объектный причастный оборот—The Objective Participle Construction (Complex Object). Субъектный инфинитивный оборот (сложное подлежащее) — The Subjective Infinitive Construction (Complex Subject).

1. Reading text. My parents want me to be a doctor. But I would like to become a teacher. English is easy to learn if you practice every day. He is expected to arrive tomorrow. I heard the manager speak on the phone. It is important for him to know the price.

Tasks:

Find the sentences with Complex Object (want me to be..., heard the manager speak...).

Answer the questions:

What do the parents want their son to be?

What is easy to learn?

When is the manager expected to arrive?

2. Grammar exercises

Exercise 1. Use to (with or without):

I want (he / to call) ___ me.

Let (she / go) ___ home.

Make (they / work) ___ harder.

Exercise 2. Use the Objective Participle Construction:

I saw (he / run) ___ in the park.

We heard (she / sing) ___ a song.

Exercise 3. Use the Subjective Infinitive Construction:

The book (to say / to be) ___ interesting.

They (to expect / to win) ___ the game.

Отметка “5” выставляется, если полно излагается изученный материал, дается правильное определение предметных понятий; обнаруживается понимание материала, обосновываются суждения, студент демонстрирует способность применить полученные знания на практике, привести примеры не только из учебника, но и самостоятельно составленные; студент излагает материал последовательно с точки зрения логики предмета и норм литературного языка.

Отметка “4” выставляется, если студент дает ответ, удовлетворяющий тем же требованиям, что и для отметки “5”, но допускаются 1-2 ошибки, которые сам же исправляет, и 1-2 недочета в последовательности и языковом оформлении излагаемого.

Отметка “3” выставляется, если студент обнаруживает знание и понимание основных положений данной темы, но: излагает материал неполно и допускает неточности в определении понятий или формулировке правил, понятий; не умеет достаточно глубоко и доказательно обосновать свои суждения и привести свои примеры; излагает материал непоследовательно и допускает ошибки в языковом оформлении излагаемого.

Отметка “2” выставляется, если студент обнаруживает незнание большей части соответствующего раздела изучаемого материала, допускает ошибки в формулировке определений и правил, искажает их смысл, беспорядочно и неуверенно излагает материал. Оценка “2” отмечает такие недостатки в подготовке студента, которые являются серьезным препятствием к успешному овладению последующим материалом.

ОЦЕНОЧНОЕ СРЕДСТВО: Комплект разноуровневых заданий

Тема 1.1. Российская Федерация.

1 Задания репродуктивного уровня:

Задание 1. постановка вопросов:

1. What is the name of our country?

2. What is the Russian Federation state system according to the Constitution?
3. For how long is the President elected?
4. What is the President involved in?
5. What is the structure of the Federal Government?
6. What chambers does the Federal Assembly consist of?

Задание 2. Переведите текст:

In fact he has much power, he controls all the three branches of power. The President can even dissolve the Duma if he doesn't agree with his suggestions three times running. The President has his administration, but it's not part of the Federal Government. The President is involved in the work of the legislative and executive branches.

Задание 3. Выучите слова:

to rule the country - управлять страной

temporary — временный

to adopt — принимать

permanent — постоянный, неизменный;

court [ko:t] — суд

legislative ['ledzislətiv] — законодательный

executive [ig'zekjutiv] — исполнительный, принадлежащий к структурам исполнительной

власти

judicial [dʒu:'dʃɪəl] — судебный

to offset ['ɒfset] — возмещать, вознаграждать, компенсировать

responsibility — ответственность, подотчетность (перед кем-л.), обязанность

approval [ə'pru:vəl] — утверждение; санкция

to appoint — назначать (на должность), утверждать (в должности)

origin ['ɒrɪdʒɪn] — начало, источник, происхождение

to dismiss — увольнять; освобождать от обязанностей

to accept [ək'sept] — принимать, брать; соглашаться

2 Задания реконструктивного уровня:

Задание 1. Выбери нужную форму местоимений:

1. I work with my mother. I help ___ in the shop. She gives ___ some money.
2. My father works at the hospital. ___ is a doctor. Everybody knows ___.
3. I saw ___ friend yesterday. But he did not see ___.
4. He loves my sister. He gave ___ a beautiful ring.
5. Where is the ball? ___ is under the bed.
6. He is a very famous actor. I know ___.
7. We visited ___ grandmother. She gave ___ a letter

Задание 2. Расставьте слова в нужном порядке, чтобы получились вопросы:

Пример: live you do where. - Where do you live?

1. centre the where city is?
2. Is how mother your?
3. we late are for class?
4. your is this coat?
5. where live Kate does?
6. English does speak brother your?
7. family sushi do your like?
8. film start what does time the?

Задание 3. Поставьте слова в правильном порядке.

Пример: does / he / train / how / often? – How often does he train?

1. summer / Paris / to / went / last/ who?
2. flowers / Mike's / grow / in / what / garden?
3. now / where / they / walking / are?

4. charge / denied / why / has / a / Lola?
5. When / visit / grandmother / will / we / our?

3. Задания творческого уровня:

Задание 1. Раскройте скобки, употребив глагол в форме Present Continuous, Past Continuous или Future Continuous:

1. I ... (study) Japanese online from 5 till 6 tomorrow evening.
2. Listen! Why the dogs ... (bark)?
3. She ... (wear) a yellow coat when I saw her.
4. They ... (take) their driving test next Monday.
5. I dropped my wallet when I ... (get) on the bus.
6. What you ... (do) in my office yesterday?
7. Bob ... (feel) much better today.
8. The kids ... (watch) cartoons in their room now.
9. I'm afraid she ... (sleep) in ten minutes.
10. We ... (have) tea soon?

Задание 2. Вставьте глагол во времени Future Perfect.

1. I _____ a Londoner for five and a half years by next September. (be)
2. By Tuesday Jill _____ these novels by O'Henry. (finish)
3. Next year is Fred and Kate's 10th wedding anniversary. They _____ happily married for ten years. (be)
4. Molly thinks the film _____ by the time she gets to Fred's. (to start)
5. They _____ the plans by then. (to finish)

Тема 1.6. Соединённые Штаты Америки.

1 Задания репродуктивного уровня:

Задание 1. Постановка вопросов:

1. What kind of state is the USA?
2. Where is it situated?
3. What is the USA washed by in the east and in the west?
4. What is the USA separated from Canada by?
5. What is the total area of the country?

Задание 2. Переведите текст:

The USA is the most powerful and highly developed country of the world. It is situated in the central part of the North American continent. Its western coast is washed by the Pacific Ocean and its eastern coast is washed by the Atlantic Ocean and the Gulf of Mexico. The USA is separated from Canada in the north by the 49th parallel and the Great Lakes, and from Mexico in the south by a line following the Rio Grande River and continuing across the highlands to the Pacific Ocean.

Задание 3. Выучите слова:

powerful - мощный

western - западный

eastern - восточный

highland regions - возвышенность

prairie - прерии

lowland regions - низменность

to seek (sought, sought) refuge - искать убежище

persecution - преследование

political and religious beliefs - политические и религиозные убеждения

rich oil fields - богатые месторождения нефти

California - Калифорния

symbol - символ

textile - текстильная промышленность

network of roads - сеть дорог

to contest presidency - оспаривать, претендовать на пост президента

the majority of seats in the Congress - большинство мест в конгрессе

the highest legislative body - высший законодательный орган

chamber - палата

2 Задания реконструктивного уровня:

Задание 1. How would you address the following people?

- 1) a girl of eighteen, not married (Judy Brown);
- 2) a married woman with two children, aged 35 (Elsie Smith);
- 3) an elderly woman in the street (you want to help her);
- 4) a university professor (David Clark);
- 5) a friend of your own age (Peter Bennett);
- 6) Peter Bennett's father / mother;
- 7) the director of the company you work for (Alan Nott);
- 8) a man in the street (you ask the direction to your hotel);
- 9) an older colleague (David Chamber)

Задание 2. Insert (вставьте) a suitable form of address.

Thank you ... , I think I can manage (справиться) by myself.

- 1) to your friend Michael Black;
- 2) to Norman Long, director of your firm;
- 3) to a colleague whom you know only slightly;
- 4) to a colleague whom you know very well;
- 5) to your friend's father William Brown;
- 6) to your sister Helen;
- 7) to a family doctor, Alan Price;
- 8) to Alice Black, your business partner.

3. Задания творческого уровня:

Задание 1. Выберите правильный вариант множественного числа существительных: 1. The ... are very fragile, please, wash them carefully.

- a) glass 1. b) glases 2. c) glasses

2. She cannot live without discos and ...

- a) parties 1. b) parties 2. c) partys

3. I don't like fried ... This dish is too fatty for me.

- a) potatoes 1. b) potatoes 2. c) potateos

4. Children are not allowed to play with ...

- a) match 1. b) matchis 2. c) matches

5. How many ... of bread do you want me to buy?

- a) loafes 1. b) loaves 2. c) loafes

Тема 2.2. Речевые формы бытового и профессионального общения.

1 Задания репродуктивного уровня

Задание 1. Проработка новых лексических единиц

Задание 2. Сокращенно-выборочное изложение текста

2 Задания реконструктивного уровня:

Задание 1. Раскройте скобки, употребив глагол в форме Future Continuous:

1. This time next Monday, I _____ in a huge office in New York. (work)
2. This time on Tuesday, Mary _____ on a beach in Italy. (sunbathe)
3. Don't make noise after midnight – I _____ soundly, I hope. (sleep)
4. Jackeline _____ to Kenya tomorrow at this time. (fly)
5. Students _____ copies while he _____ the report. (make/ finish)
6. I _____ in my study library at 6pm tomorrow. (work).
7. This time next year we _____ the Pacific Ocean. (cross)
8. I _____ the dinner table while my mother _____ the meat. (lay / prepare)
9. You'll recognize Molly! She _____ a pink hat. (wear)
10. From 7 till 12 I _____ classes. (have)

Задание 2. Раскройте скобки, употребив глагол в форме Future Continuous:

1. _____ you _____ your bike this evening? (use)
2. My auntie and uncle _____ with us this weekend. (stay)
3. I _____ television from ten pm to midnight. (to watch)
4. This time on Friday I _____ on the beach. (to lie)
5. What _____ you _____ tomorrow evening? (to do)
6. _____ you _____ late tomorrow night? (to work)
7. Don't ring Greg up at 10am. He _____ his music lesson. (have)
8. The boys of our team _____ football tomorrow morning. (play)
9. It _____ probably _____ when we arrive in Kongo. (rain)
10. It is mid-autumn, the leaves _____ soon . (fall)

3. Задания творческого уровня:

Задание 1. Заполните таблицу, используя следующие формы глагола.

Lose, taken, swim, bought, do, _____ past simple _____ past participle
written, run, eaten, take, won,
write, done, buy, lost, win, run,
eat, swum base form

_____	bought	_____
_____	did	_____
_____	ate	_____
_____	lost	_____
_____	ran	_____
_____	swam	_____
_____	took	_____
_____	won	_____
_____	wrote	_____

Задание 2. Пользуясь опорными словами, а также словами for и since составьте предложения в Present Perfect Simple.

1. Kate/be/in bed/a long time.
 2. She / not eat / anything / this morning.
 3. She / not see / her friends / a week.
 4. She / stay / at home / Tuesday.
 5. She / have / a red nose / three days.
 6. She / not play / basketball / last weekend.
- She / not do / any school work / Monday.

Тема 4.1. На фирме.

1 Задания репродуктивного уровня:

Задание 1. Переведите текст:

Goods is the general word used for things that are made to be sold. When the product, e.g. a radio, is finished, it is packaged (= put in plastic and then in a box) and stored (= kept) in a warehouse. When a customer, e.g. an electrical shop, orders some of these goods, they are delivered to the shop (= taken to the shop) using road or rail.

Задание 2. Выучите слова:

filing cabinet — шкаф для хранения документов, картотека, каталог

drawer — (выдвижной) ящик (стола, комода)

wastepaper basket — корзина для мусора

briefcase — портфель

retailer — розничный торговец

invoice — счет, фактура; счет-фактура

customer — заказчик, покупатель; клиент

to show around — сопровождать кого-л. куда-л.

to arrange — устраивать(ся), организовывать, подготавливать

shop floor — цех завода или мастерской

assembly line — сборочный конвейер

to fit/assemble — собирать, монтировать, подгонять

to meet the required standard — соответствовать требуемым стандартам

finished goods — готовые изделия

2 Задания реконструктивного уровня:

Задание 1. Раскройте скобки, употребляя глаголы в Present, Past или Future Simple.

1. I (to go) to bed at ten o'clock every day. 2. I (to go) to bed at ten o'clock yesterday. 3. I (to go) to bed at ten o'clock tomorrow. 4. I (not to go) to the cinema every day. 5. I (not to go) to the cinema yesterday. 6. I (not to go) to the cinema tomorrow. 7. You (to watch) TV every day? 8. You (to watch) TV yesterday? 9. You (to watch) TV tomorrow? 10. When you (to leave) home for school every day? 11. When you (to leave) home for school yesterday? 12. When you (to leave) home for school tomorrow? 13. My brother (to go) to work every day. He (to leave) home at a quarter past eight. As the office he (to work) at (to be) near our house, he (to walk) there. He (not to take) a bus. Yesterday he (not to go) to work. Yesterday he (to get) up at nine o'clock. 14. You (to have) a PT lesson yesterday? — No, I... 15. What you (to buy) at the shop yesterday? — I (to buy) a book. 16. Yesterday my father (not to read) newspapers because he (to be) very busy. He (to read) newspapers tomorrow

3. Задания творческого уровня:

Задание 1. Поставьте подходящий предлог.

1. It has been raining ... (for/since/until) last Friday.

2. I didn't see you ... (in/at/on) home.

3. Where are you ... (from/in/at)? — Russia. But I live ... (from/in/at) Germany.

4. Wait ... (of/by/for) me. I will come back ... (in/over/with) an hour.

5. We often travel ... (in/to/at) Sochi ... (on/in/by) train.

6. Lucy has worked as a waitress ... (for/since/during) four years.

7. He couldn't fall asleep ... (since/for/until) 3 in the morning.

8. Was she named ... (after/to/by) her grandmother.

9. They are interested ... (by/in/with) philosophy.

10. I am not fond ... (in/with/of) cats.

11. You should turn left ... (at/on/in) the corner.

12. ... (At/In/On) 10 o'clock Ben was talking ... (on/in/at) the phone

13. They are still ... (in/on/at) work.

14. He never goes ... (to/at/in) the cinema.

15. The portrait ... (by/of/at) my mother was painted ... (by/of/at) a famous artist.

Тема 4.3. Деловая переписка. Основные виды деловых писем.

1 Задания репродуктивного уровня:

Задание 1. Постановка вопросов

Задание 2. Переведите текст:

The basic outline for a business letter is that of any letter: the heading, the inside address, the salutation, the body of letter, the complementary close and the signature. If you forget something you mean to say in the letter, put it in a PS at the bottom of the page.

Задание 3. Выучите слова:

to concern - касаться, интересоваться,
concerning - относительно, касательно
order-letter - письмо-заказ
inquiry letter - письмо-запрос
claim letter(letters of complaint) - письмо-жалоба(письмо-рекламация)
cover letter - сопроводительное письмо
letter of confirmation - письмо - подтверждение
letter of guarantee - гарантийное письмо
circular letter - циркуляр
registered letter - заказное письмо
dead letter - недоставленное письмо
letter of congratulation - поздравительное письмо
letter of introduction - рекомендательное письмо
registered letter with statement of value - ценное письмо
to renew correspondence - возобновлять переписку
to send by parcel post - отправлять почтовой посылкой
to be called for = poste restante - до востребования
to refer to smth. – сослаться на что-либо
addressee - адресат
sender - отправитель
receiver - получатель
statement - ведомость
remittance - денежный перевод
date of the postmark - дата почтового штемпеля
certified copy - заверенная копия
urgent telegram - срочная телеграмма
first- printed copy - первый экземпляр
copy on approval - контрольный экземпляр
in duplicate= in two copies - в 2 экземплярах
in triplicate = in three copies - в 3 экземплярах
receipt – расписка

2 Задания реконструктивного уровня:

Задание 1. Подчеркните правильное слово выделенное черным шрифтом:

- a. "Who is she?" "She's **Tom's and Bob's** / **Tom and Bob's** sister.
- b. "Is this **Paul** / **Paul's**?" "No, this is mine."
- c. "What's your **father's** / **father** name?"
- d. Where are **the children**' / **the children's** books?
- e. This is **the leg of** / **the leg's** the table.
- f. **Helen's** / **Helens** ball is green and white.

Задание 2. Поставьте 's в нужное место в предложении, как в примере.

- a. Tom is Liza's cousin.
- b. Is this Bob car?
- c. Where's Billy bag?
- d. It's Sara birthday on Monday.
- e. What's your wife name?
- f. Peter is my brother friend.
- g. Diana flat is in the centre of London.

h. My uncle name is Jack.

3. Задания творческого уровня:

Задание 1. Выберите нужные слова и заполните пропуски
to type, the complimentary, closing, extent, salutation, volume, concern, envelope

1. _____ a polite way of the ending of a letter

2. The name and address of the company written to are usually _____ on the left-hand side against the margin.

3. The normal form of _____ for letters addressed to organization is « Dear Sirs».

4. The _____ of passenger travel on the railways is decreasing.

5. A flat paper container for a letter is called _____.

6. This clause of the contract _____ very much.

7. I was suprised at the _____ of his knowledge

Тема 4.2. Коммерческое предложение.

1 Задания репродуктивного уровня:

Задание 1. Постановка вопросов:

1. What is your company's name?

2. What does your company produce?

3. How long have you been on the market?

4. What goods are you ready to buy?

5. What goods are you ready to sell?

Задание 2. Переведите текст:

In reply to your request for our Catalogue № 135 we enclose a copy herewith, and we hope you may find it useful. You will find an order from inside to assist you in choosing the items you may require.

2 Задания реконструктивного уровня:

Задание 1. Выберите в скобках правильную степень прилагательного:

1. Nick is (happier, the happiest) boy that I know. – Ник – самый счастливый мальчик, которого я знаю.

2. Of the six cars, I like the silver one (better, best). – Из шести машин мне нравится серебристая больше всего.

3. Jane's notebook is (cheaper, the cheapest) than mine. – Ноутбук Джейн дешевле, чем мой.

4. This is (more delicious, the most delicious) cheese-cake I have ever had! – Это самый вкусный чизкейк, который я пробовала!

5. This bookcase is (more beautiful, the most beautiful) than that one. – Этот книжный шкаф красивее, чем тот.

Задание 2. Выберите в скобках правильную степень прилагательного:

1. Do you feel (better, the best) today than yesterday? – Ты чувствуешь себя лучше сегодня, чем вчера?

2. I think my cat is (prettier, the prettiest) of all the cats in the world. – Думаю, что моя кошка – самая красивая кошка в мире.

3. Steve Jobs is (more famous, famouser) than Stephen Wozniak. – Стив Джобс более известен, чем Стивен Возняк.

4. This week the weather is (hotter, more hot) than last week. – На этой неделе погода жарче, чем на прошлой неделе.

5. Our new house is (more expensive, expensiver) than the old one. – Наш новый дом дороже, чем старый.

3. Задания творческого уровня:

Задание 1. Дайте степени сравнения прилагательных.

Например: wet – wetter – the wettest

expensive – more expensive – the most expensive

big (большой) 2. clever (умный) 3. good (хороший) 4. pleasant (приятный) 5. poor (бедный)
6. bad (плохой) 7. funny (смешной) 8. important (важный) 9. sunny (солнечный) 10. far (далекий)
11. comfortable (удобный) 12. wise (мудрый)

Критерии оценивания компетенций

Оценка «5» ставится за работу, выполненную без ошибок и недочетов или имеющую не более одного недочета.

Оценка «4» ставится за работу, выполненную полностью, но при наличии в ней: а) не более одной негрубой ошибки и одного недочета, б) или не более двух недочетов.

Оценка «3» ставится в том случае, если студент правильно выполнил не менее половины работы или допустил: а) не более двух грубых ошибок, б) или не более одной грубой ошибки и одного недочета, в) или не более двух-трех негрубых ошибок, г) или одной негрубой ошибки и трех недочетов, д) или при отсутствии ошибок, но при наличии 4-5 недочетов.

Оценка «2» ставится, когда число ошибок и недочетов превосходит норму, при которой может быть выставлена оценка «3», или если правильно выполнено менее половины работы.

Контрольная работа за первый семестр

Вариант 1

Составьте предложения, соединив первую часть каждого предложения со второй:

1. If you read this book,
2. If you elect me,
3. If a firm doesn't advertise,
4. If people are flexible and keen to work hard,
5. If you have an offshore bank account,
6. If inflation is high,
7. If I had a lot of money,
8. If the management styles hadn't been so different,
9. If you had worked harder last year,
10. If I were you,
 - a) we can employ them.
 - b) you'll get the best financial advice.
 - c) people tend not to save.
 - d) the merger could have succeeded.
 - e) you would know English well now.
 - f) you don't pay income tax.
 - g) I'll bring about changes in the social welfare system.
 - h) it loses market share.
 - i) I would give money to charity.
 - j) I would open my own business.

Контрольная работа за второй семестр

Вариант 1

I. Раскройте скобки, употребляя глаголы в Present Continuous, Present Simple или Future Simple.

1. How you usually (to spend) evenings? 2. What you (to do) in the country next summer? 3. They (not to drink) tea now. I (to think) they (to watch) TV. 4. What your father (to drink) in the evening? 5. When you (to get) up every day? - I (to get) up at seven o'clock. 6. My brother usually (not to get) up at seven o'clock. As a rule, he (to get) up at six o'clock, but tomorrow he (to get) up at seven o'clock. 7. Why she (to come) home so late tomorrow? 8. We (to go) to the country the day after tomorrow. 9. Our friends always (to go) to the country for the weekend. 10. Look! The kitten (to play) with its tail. 11. Your parents (to watch) TV now? 12. My sister (not to rest) now. She (to help) mother in the kitchen. She (to help) mother in the kitchen every day.

II. Раскройте скобки, употребляя глаголы в Present Perfect или Past Simple.

1. Last night I (to feel) tired and (to go) to bed very early. 2. Where you (to spend) your holidays? 3. You ever (to spend) your holidays in the Crimea? 4. While traveling in the Crimea I (to meet) your friend. 5. I never (to visit) that place. 6. He (to visited) that place last year. 7. I just (to get) a letter from Tom. 8. You (to take) any photographs while traveling in the south? 9. He (to be) abroad five years ago. 10. You (to be) in the Caucasus last year?

III. Переведите с английского языка на русский.

1. This writer is said to have written a new novel. 2. She seems to be having a good time at the seaside. 3. They watched the boy cross the street. 4. To advertise in magazines is very expensive. 5. He proved to be one of the cleverest students at our Institute.

6. He knew himself to be strong enough to take part in the expedition. IV. Вставьте **то там**, где это необходимо

1. I think you ought ... apologize. 2. Make him ... speak louder. 3. Help me ... carry this bag. 4. My son asked me ... let him ... go to the theatre. 5. I must ... go to the country. 6. It cannot ... be

done to-day. 7. She asked me ... read the letter carefully and ... write an answer. 8. The man told me not ... walk on the grass. 9. Let me ... help you with your work. 10. She ought ... take care of her health.

Контрольная работа за третий семестр

Вариант 1

Выберите нужную форму глагола в пассивном залоге:

1. Payment yesterday.
a) is received b) was received c) received
2. The company's annual accounts by the Chief Accountant.
a) is prepared b) are prepared c) prepare
3. The agent by the company last week.
a) was accredited b) were accredited c) accredited
4. The accumulated profit forward to next year today.
a) has been carried b) have been carried c) was carried
5. Our budget already.
a) have been cut b) has been cut c) were cut
6. Efforts to reduce the prices by 10% now.
a) are being made b) were being made c) is being made
1. Nowadays all the clients of the bank for a financial advisory service.
a) are provided b) were provided c) provided
8. The shares on the American Stock Exchange next week.
a) will be floated b) were floated c) is being floated
9. Soon the financial results at the annual general meeting.
a) will be announced b) will announce c) announce
10. The shipment may
a) be delayed b) was delayed c) were delayed

Критерии оценивания компетенций:

Отметка «отлично» ставится в том случае, если общение осуществилось, высказывания обучающихся соответствовали поставленной коммуникативной задаче и при этом их устная речь полностью соответствовала нормам иностранного языка в пределах программных требований для данного класса.

Отметка «хорошо» ставится в том случае, если общение осуществилось, высказывания обучающихся соответствовали поставленной коммуникативной задаче и при этом обучающиеся выразили свои мысли на иностранном языке с незначительными отклонениями от языковых норм, а в остальном их устная речь соответствовала нормам иностранного языка в пределах программных требований для данного класса.

Отметка «удовлетворительно» ставится в том случае, если общение осуществилось, высказывания обучающихся соответствовали поставленной коммуникативной задаче и при этом обучающиеся выразили свои мысли на иностранном языке с отклонениями от языковых норм, не мешающими, однако, понять содержание сказанного.

Отметка «неудовлетворительно» ставится в том случае, если общение не осуществилось или высказывания обучающихся не соответствовали поставленной коммуникативной задаче, обучающиеся слабо усвоили пройденный материал и выразили свои мысли на иностранном языке с такими отклонениями от языковых норм, которые не позволяют понять содержание большей части сказанного.

II ИТОГОВАЯ АТТЕСТАЦИЯ ПО УЧЕБНОЙ ДИСЦИПЛИНЕ «ИНОСТРАННЫЙ ЯЗЫК»

Форма проведения промежуточной аттестации в форме: другое (1, 2, 3 семестры), зачёт с оценкой (4 семестр).

Процедура проведения дифференцированный зачет

Дифференцированный зачет сдается по билетам, в них включаются вопросы из различных разделов курса, позволяющие проверить и оценить теоретические знания студентов, умение самостоятельно применять теорию к решению практических задач, их навыки самостоятельной работы. Все вопросы в билете примерно равны по объему.

При неполном и/или неграмотном ответе преподаватель может задавать студенту дополнительные вопросы, просить привести примеры. В случае ответа, по своему содержанию близкому к отличной, хорошей или удовлетворительной оценке, преподаватель может задать ряд уточняющих вопросов, но в пределах билета. Точные ответы на дополнительные вопросы позволяют преподавателю повысить оценку, неполные – оставить оценку прежней, неудовлетворительные могут снизить оценку на один балл.

При неполном и слабом ответе, близком по содержанию к удовлетворительной оценке, преподаватель может задать несколько дополнительных вопросов в пределах программы изученного курса. При этом дополнительные вопросы должны быть легче вопросов содержащихся в билете. Если студент ответит на дополнительные вопросы, ему выставляется положительная оценка, а при неправильных ответах – неудовлетворительная.

Каждый билет включает в себя три вопроса. Это теоретический (устный) вопрос по грамматике, письменное задание по грамматике на ту же тему, чтение и перевод текста на русский язык.

Перечень вопросов для подготовки к зачету

1. The Article
2. Prepositions
3. Degrees of Comparison
4. Indefinite and Quantitative
5. Pronouns
6. Indefinite Tenses
7. Continuous Tenses
8. Perfect Tenses
9. Sequence of Tenses
10. Reported Speech
11. The Participle
12. The Infinitive
13. The Gerund
14. Subjunctive Mood
15. Modal Verbs with Perfect Infinitive

Критерии оценивания заданий

Уровень освоения	Критерии*
85-100 баллов (оценка «отлично»)	Устный ответ: тема раскрыта с помощью наводящих вопросов, примеры приведены самостоятельно. Практическое (письменное) задание по грамматике: все предложения переведены точно, с соблюдением орфографии и пунктуации. Чтение: техника чтения на высоком уровне (темп, звуки, интонация в произношении грамматических структур).
70-84 баллов (оценка «хорошо»)	Устный ответ: тема раскрыта слабо, не на все наводящие вопросы получен ответ, примеры не приведены.

	Практическое (письменное) задание по грамматике: в переводе есть несколько негрубых ошибок, которые студент самостоятельно исправляет. Чтение: техника чтения на достаточном уровне, имеют место незначительные ошибки в произношении слов и интонации.
50-69 баллов (оценка «удовлетворительно»)	Устный ответ: тема раскрыта слабо, не на все наводящие вопросы получен ответ, примеры не приведены. Практическое (письменное) задание по грамматике: в переводе имеются ошибки, студент не в состоянии их исправить без посторонней помощи. Чтение: техника чтения на удовлетворительном уровне, имеет место достаточное количество ошибок в произношении слов и интонации.
0-49 баллов (оценка «неудовлетворительно»)	Устный ответ: тема не раскрыта, примеры не приведены. Практическое (письменное) задание по грамматике: перевод не выполнен. Чтение: техника чтения на низком уровне, имеют место многочисленные ошибки в произношении слов и интонации.

ОЦЕНОЧНОЕ СРЕДСТВО: Тестовые задания по компетенциям

ОК 05 Осуществлять устную и письменную коммуникацию на государственном языке Российской Федерации с учетом особенностей социального и культурного контекста.

Таблица – Тестовые задания и уровень сложности для компетенции ОК 05

Уровень сложности	Номер задания	Инструкция и текст задания (в т.ч. с вариантами ответов)	Правильный ответ	Тип задания
базовый	1.1	You are at a business meeting. You are late. What do you say? a) Hi, guys! b) What's up? c) I am sorry I am late. d) Give me a coffee.	c	Задания закрытого типа с выбором одного ответа
	1.2	Look at the sign: «English ___ here». (People speak English here). a) speaks b) is spoken c) spoke d) is speaking	b	Задания закрытого типа с выбором одного ответа
	1.3	I enjoy ___ business letters. a) write b) to write c) writing d) wrote	c	Задания закрытого типа с выбором одного ответа
	1.4	Excuse me, how ___ I get to the railway station? a) do b) can c) am d) have	b	Задания закрытого типа с выбором одного ответа
	1.5	My boss wants me ___ this report today. a) finish b) to finish c) finishing d) finished	b	Задания закрытого типа с выбором одного ответа
	1.6	I don't have ___ money in my wallet. a) some b) any	b	Задания закрытого типа с выбором одного ответа

Уровень сложности	Номер задания	Инструкция и текст задания (в т.ч. с вариантами ответов)	Правильный ответ	Тип задания
		c) no d) many		
повышенный	1.7	Расставьте в правильном хронологическом порядке этапы прохождения паспортного и таможенного контроля в аэропорту страны изучаемого языка. 1. You go through the metal detector. 2. The officer puts a stamp in your passport. 3. You give your landing card and passport to the officer. 4. You collect your luggage from the carousel. 5. You go to the baggage claim area.	32154	Задания закрытого типа на установление последовательности
	1.8	Соотнесите грамматическую конструкцию с примером предложения a. Complex Object (Сложное дополнение) b. Subjective Infinitive (Сложное подлежащее) c. Absolute Participle d. Emphatic "It is..." 1. It was the manager who signed the contract. 2. We expect them to arrive at 10 a.m. 3. The manager is said to be a good specialist. 4. The weather being fine, the meeting was held in the park.	a-2, b-3, c-4, d-1	Задания закрытого типа на установление соответствия
высокий	1.9	Excuse me, ____ I use your printer, please?	can	Задания открытого типа с вводом слова
	1.10	I prepared for the exam all by ____.	myself	Задания открытого типа с вводом слова

ОК 09 Пользоваться профессиональной документацией на государственном и иностранном языках

Уровень сложности	Номер задания	Инструкция и текст задания (в т.ч. с вариантами ответов)	Правильный ответ	Тип задания
базовый	2.1	The goods ____ delivered within 5 days A) are B) is C) will be D) have	c	Задания закрытого типа с выбором одного ответа
	2.2	We are interested ____ buying your furniture A) for B) in C) at D) on	b	Задания закрытого типа с выбором одного ответа
	2.3	Please, fill ____ this form in block letters A) on B) at C) in D) up	c	Задания закрытого типа с выбором одного ответа
	2.4	We complain ____ the damaged goods A) for B) on C) about D) at	c	Задания закрытого типа с выбором одного ответа
	2.5	I am writing to you ____ your advertisement... A) for B) at C) to D) concerning	d	Задания закрытого типа с выбором одного ответа
	2.6	You ____ wear a name badge when you are at	b	Задания закрытого

Уровень сложности	Номер задания	Инструкция и текст задания (в т.ч. с вариантами ответов)	Правильный ответ	Тип задания
		work. It is a company rule. A) can B) must C) may D) would		типа с выбором одного ответа
повышенный	2.7	Установите логическую последовательность разделов в простом коммерческом предложении 1. price and terms of payment (2. description of goods 3. delivery terms 4. greeting and introduction 5. company details and date	54213	Задания закрытого типа на установление последовательности
	2.8	Соотнесите фразу из инструкции к офисной технике с её русским аналогом a. Press the "Start" button b. Insert the document face down c. Load paper into the tray d. Replace the toner cartridge 1. Загрузите бумагу в лоток 2. Нажмите кнопку «Старт» 3. Вставьте документ лицевой стороной вниз 4. Замените картридж с тонером	a-2, b-3, c-1, d-4	Задания закрытого типа на установление соответствия
высокий	2.9	The invoice ____ paid within 5 working days.	is	Задания открытого типа с вводом слова
	2.10	Please, sign the document _____. Do not ask anyone else to do it.	yourself	Задания открытого типа с вводом слова

Таблица – Ключи к оцениванию тестов

Номер задания	Правильный ответ	Критерий оценивания
1.1	c	1 балл – полное соответствие, 0 баллов – остальные случаи
1.2	b	1 балл – полное соответствие, 0 баллов – остальные случаи
1.3	c	1 балл – полное соответствие, 0 баллов – остальные случаи
1.4	b	1 балл – полное соответствие, 0 баллов – остальные случаи
1.5	b	1 балл – полное соответствие, 0 баллов – остальные случаи
1.6	b	1 балл – полное соответствие, 0 баллов – остальные случаи
1.7	32154	2 балла – полное соответствие, 0 баллов – остальные случаи
1.8	a-2, b-3, c-4, d-1	2 балла – полное соответствие, 0 баллов – остальные случаи
1.9	can	3 балла – полное соответствие, 0 баллов – остальные случаи
1.10	myself	3 балла – полное соответствие, 0 баллов – остальные случаи
2.1	c	1 балл – полное соответствие, 0 баллов – остальные случаи
2.2	b	1 балл – полное соответствие, 0 баллов – остальные случаи
2.3	c	1 балл – полное соответствие, 0 баллов – остальные случаи

Номер задания	Правильный ответ	Критерий оценивания
2.4	c	1 балл – полное соответствие, 0 баллов – остальные случаи
2.5	d	1 балл – полное соответствие, 0 баллов – остальные случаи
2.6	b	1 балл – полное соответствие, 0 баллов – остальные случаи
2.7	54213	2 балла – полное соответствие, 0 баллов – остальные случаи
2.8	a-2, b-3, c-1, d-4	2 балла – полное соответствие, 0 баллов – остальные случаи
2.9	is	3 балла – полное соответствие, 0 баллов – остальные случаи
2.10	yourself	3 балла – полное соответствие, 0 баллов – остальные случаи

Таблица – Система оценивания тестовых заданий

Тип задания	Номера заданий	Указания по оцениванию	Результат оценивания, баллы
Задания закрытого типа с выбором одного ответа	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	Считается верным, если выбран необходимый вариант	1 балл – полное соответствие, 0 баллов – остальные случаи
Задания закрытого типа на установление соответствия	1.8, 2.8	Считается верным, если правильно установлены все соответствия (позиции из одного столбца верно сопоставлены с позициями из другого)	2 балла – полное соответствие, 0 баллов – остальные случаи
Задания закрытого типа на установление последовательности	1.7, 2.7	Считается верным, если правильно установлена вся последовательность	2 балла – полное соответствие, 0 баллов – остальные случаи
Задания открытого типа с вводом слова	1.9, 1.10, 2.9, 2.10,	Считается верным, если ответ совпадает с эталонным	3 балла – полное соответствие, 0 баллов – остальные случаи

Критерии оценивания

Уровень освоения	Критерии
85-100 баллов (оценка «отлично»)	Представлен развернутый ответ на теоретический вопрос. Студент ориентируется в излагаемом материале, отвечает на дополнительные вопросы, связанные демонстрирует глубокие теоретические знания, знание первоисточников
70-84 баллов (оценка «хорошо»)	Представлен достаточно развернутый ответ на теоретический вопрос. Студент отвечает на дополнительные вопросы, допуская одну-две неточности в ответе, демонстрирует достаточный уровень теоретических знаний, знание первоисточников
50-69 баллов (оценка «удовлетворительно»)	Представлен не полный ответ на теоретический вопрос. Студент демонстрирует достаточный уровень теоретических знаний, однако затрудняется отвечать на отдельные вопросы
0-49 баллов (оценка «не удовлетворительно»)	Теоретический вопрос не раскрыт, либо дан ответ только на один из вопросов билета. Студент затрудняется отвечать на дополнительные вопросы