

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ ЗАБАЙКАЛЬСКОГО КРАЯ

Государственное профессиональное образовательное учреждение

«Забайкальский государственный колледж»

## **АНГЛИЙСКИЙ ЯЗЫК**

Методические рекомендации

к практическим занятиям

(6 часть) для студентов 1 курса

специальности

43.02.15. «Поварское и кондитерское дело»

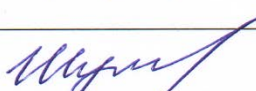
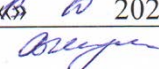
**Чита 2021**

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специальности 43.02.15. «Поварское и кондитерское дело»

Рассмотрено на заседании ПЦК Общеобразовательных дисциплин Протокол № <i>43</i> от <i>09</i> 2021 г.	Утверждено методическим советом ГПОУ «Забайкальский государственный колледж» Протокол № <i>43</i> от <i>10</i> 2021 г.
	

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**Английский язык - Методические рекомендации к практическим занятиям для студентов 1 курса.**

В работе содержатся указания студентам по выполнению практических занятий по дисциплине «Английский язык». Пособие содержит задания для выполнения практической работы, теоретический материал, критерии оценивания, список рекомендуемой литературы. Предназначается для студентов 1 курса очной формы обучения.

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## **ВВЕДЕНИЕ**

Основной целью практического курса обучения иностранному языку является формирование у студентов иноязычной коммуникативной компетенции и развитие личности обучающегося, способного и желающего овладеть иностранным языком средством общения и обучения, а также совершенствоваться в области иностранного языка в профессиональной сфере.

Формирование иноязычной коммуникативной компетенции предусматривает отбор, методическую организацию и включение в учебный процесс образцов отечественной и зарубежной культуры. Последнее обуславливает включение в содержание обучения комплекса лингвострановедческих и страноведческих знаний о национально-культурных особенностях и реалиях страны (стран) изучаемого языка (безэквивалентной лексики, фразеологизмов, пословиц, афоризмов, географии и истории, национальных традиций и праздников, других особенностей страны изучаемого языка), минимум этикетных форм иноязычной речи для общения в социально-культурной сфере.

Задачи пособия:

- способствовать выработке у студентов базовых умений и навыков по основным видам речевой деятельности;
- развивать технику чтения и умение понимать аутентичный текст;
- развивать навыки письменной речи;
- развивать навыки самооценки образовательной деятельности.

## ТЕМАТИЧЕСКИЙ ПЛАН ПРАКТИЧЕСКИХ ЗАНЯТИЙ

№ темы или раздела	Вид, название и краткое содержание задания	Количество часов	Форма отчетности и контроля
Тема 2.1 Переговоры, разрешение конфликтных ситуаций. Рабочие совещания. Отношения внутри коллектива	<b>Практические занятия №42-44</b> Ведение деловых переговоров и наречий.	<b>6</b>	Чтение поисковое, составлять диалоги по образцу по данной теме. Аудирование.
	<b>Практическое занятие №45</b> Грамматика: действительный залог: The Indefinite Tense, The Continuous Tense, The Perfect Tense, The Perfect Continuous Tense	2	Упражнения на употребление, тренировка в серии заданий по теме, тестовый контроль
Тема 2.2 Этикет делового и неофициального общения. Телефонные переговоры. Правила поведения в ресторане, кафе во время делового обеда	<b>Практические занятия №46, 47, 48</b> Этикет общения В ресторане, в гостинице, в аэропорту. Грамматика: Причастие I, II.	6	Аудирование, чтение диалогов с выделением информации, упражнения
	<b>Практические занятия №49, 50</b> Телефонные переговоры. Правила поведения в ресторане, кафе во время делового обеда	4	
Тема 2.3. Выдающиеся исторические события и личности. Исторические памятники	<b>Практические занятия №51, 52</b> Из истории пищевой промышленности. Грамматика: Страдательный залог. Косвенная речь	4	Чтение с полным пониманием содержания, аудирование, лексико-грамматические упражнения. Монологи по теме
	<b>Практические занятия №53, 54.</b> Исторические памятники	4	
Тема 2.4. Финансовые учреждения и услуги	<b>Практические занятия №55- № 59</b> Финансовые учреждения и услуги В банке, на таможне. Чтение серии текстов по теме, перевод, диалоги, сообщения	9	Чтение с общим охватом содержания

## Раздел 2. Тема 2.1.

Переговоры, разрешение конфликтных ситуаций. Рабочие совещания.  
Отношения внутри коллектива

### **Практические занятия № 42-44 (6 часов)**

**Цель:** Обеспечение условий для тренировки нового языкового материала через профессионально-ориентированное чтение диалогов по теме, изучения нового лексического материала.

### **Приобретаемые умения и навыки:**

Формирование и развитие речевой компетенции по теме посредством всех видов речевой деятельности.

**Знание:** лексического материала по теме, работа с лексикой, терминологий. Специальной лексикой.

**Умение:** чтение, диалоги по образцу. Выполнять лексико-грамматических упражнений. диалогической речи, составление диалога – расспроса, диалога – побуждения по предложенным темам.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

**Норма часов рабочего времени:** 6 часов

**Оснащение рабочего места:** раздаточный материал, видеозаписи, инструкционные карты.

### **Литература:**

1. Агабекян И.П. Английский язык для СПО - Изд.3-е. перераб. и доп.- Ростов-на-Дону: Феникс, 2020.-316 с.(Среднее профессиональное образование).- ISBN 978-5-222-31012-0.
2. Безкоровая И.Г. и др. Planet of English учебник для учреждений СПО 3-е изд., стер.- М.: Издательский центр "Академия", 2019.
3. Голубев А. П., Английский язык для всех специальностей + е-Приложение: учебник/А.П. Голубев, Н.В. Балюк, И.Б. Смирнова.- Москва: КноРус, 2021.-385с.-ISBN 978-5-406-08132-7;
4. Карпова, Т.А., English for Colleges = Английский язык для колледжей. Практикум + е-Приложение : тесты : учебно-практическое пособие / Т.А. Карпова, А.С. Восковская, М.В. Мельничук. — Москва : КноРус, 2020. — 286 с. — ISBN 978-5-406-07527-2. — URL: <https://book.ru/book/932751> (дата обращения: 03.03.2022).
5. Интернет ресурсы
  1. <http://enghelp.ru> Все для изучающих английский язык
  2. <http://www.2uk.ru/slang>

## **Содержание работы ADDITIONAL MATERIAL**

### **I. Study the information. Translate the texts.**

One of the most important practices to which office workers may face on a daily basis, is the ability to negotiate (ability to negotiate). What is the talks (negotiations)? The idea is that this solution to the conflict (resolution of conflict). We are starting negotiations (enter negotiations) in order to start (to start) or continue (continue) the business relationship (relationship), and to resolve the issue (resolve an issue). Even when we act on your first job, or start a career (begin career), we learn to negotiate.

For one talks begin with a discussion of cash benefits (allowance), issued by the parents, for another - with a dispute with a brother or sister about what TV show would look. Some people are strong negotiators from nature (naturally

stronger negotiators) and are able to more easily achieve the desired result. Not being able to negotiate, people stop relations (break off relationships), leave from work (quit jobs), or deliberately avoid conflict situations.

**Посмотри видео. Запиши в тетрадь фразы для ведения переговоров.** [https://www.youtube.com/watch?time\\_continue=217&v=oxDn0gNxga4&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=217&v=oxDn0gNxga4&feature=emb_logo)

**II. Запиши фразы ниже в тетрадь в виде таблицы, переведи и выучи их наизусть**

<b>1. Приветствие противоположной стороны</b>	«It's my pleasure to welcome you to ...»  «I would like to welcome you to ...»	«Я рад приветствовать вас в...»  «Я хотел бы приветствовать вас в ...»
<b>2. Определе ние повестки дня</b>		

**1. Приветствие противоположной стороны:**  
«It's my pleasure to welcome you to ...»  
«I would like to welcome you to ...»

**2. Определение повестки дня:**  
«I would like now to begin by suggesting the following agenda»;  
«To start with, I think we should establish the overall procedure»;

**3. Описание Вашей позиции, обозначение условий:**

«We'd like to propose that ...»  
«We propose / suggest ...»

**4. Ответ на предложение оппонента:**

«Maybe it would be better to ...»;  
«Perhaps a better idea would be ...»;

**5. Выражение согласия:**

«I think we can both agree that...»:  
«I agree with you on that point».  
«I think that would be acceptable».

**6. Фразы для выражения возражения:**

«That's not exactly how I look at it».  
«If you look at it from my point of view...»

**7. Аргументирование в переговорах:**

«The reason for that is ...»  
«This is because ...»

**8. Приоритизация интересов:**

«The most important issue for us is ...»  
«Our intention is ...»

**11. Уточнение позиции стороны:**

«If I understood you correctly ...»  
«Are you suggesting that ...»



**9. Фразы для выражения компромисса:**

«If you were prepared to ..., we might be able to...»

«We are ready to accept your offer; however, there would be one condition»

**10. Принятие предложения оппонента:**

«This agreement is acceptable to us».

«I think we have reached an agreement here».

**12. Фразы для завершения переговоров:**

«Let's just summarize our agreement?»

«I think you've covered everything».

**III/****Какие фразы нужно говорить, если вы желаете показать понимание/согласие с тем, что вам говорят:**

I agree with you on that point — я согласен с вами в этом

That's a fair suggestion – это справедливое предложение

So what you're saying is that you... – итак, выговорите, что вы ...

In other words, you feel that... – другими словами, вы думаете, что...

You have a strong point there – вэтомвашепреимущество

I think we can both agree that... – я думаю, мы оба можем согласиться, что ...

I don't see any problem with/harm in that – я невижу никаких проблем в этом

**Какие фразы нужно говорить, если вы желаете показать возражение/несогласие с тем, что вам говорят:**

I understand where you're coming from; however,... – я понимаю что вы имеет в виду, однако...

I'm prepared to compromise, but... – я готов пойти на компромисс, но...

The way I look at it... – мое мнение в том, что...

The way I see things... – насколько я понимаю ситуацию...

If you look at it from my point of view... – если вы посмотрите на это с моей стороны...

I'm afraid I had something different in mind – боюсь, я думал иначе

That's not exactly how I look at it – это не совсем так, как я думаю

From my perspective... – с моей точки зрения...

I'd have to disagree with you there – я должен не согласиться с вами в этом

I'm afraid that doesn't work for me – я думаю, это не в моих интересах

Is that your best offer? – какое ваше последнее предложение?

**IV. Познакомьтесь с новой лексикой к диалогу “Business visits”**

- |                        |                         |
|------------------------|-------------------------|
| 1. to talk             | – разговаривать         |
| talk                   | – разговор, беседа      |
| business talk          | – деловая беседа        |
| to have talks          | – вести переговоры      |
| 2. to receive          | – получать, принимать   |
| to receive businessmen | – принимать бизнесменов |

to receive the mail	– получать почту
receptionist	– администратор (в гостинице), секретарь (в приемной)
3. to have a seat	– садиться
4. to ring (rang, rung)	– позвонить
to ring to (through) the office	– позвонить в офис
5. to expect	– ожидать
6. to take smb to the office	– проводить кого-либо в офис
to take smb up	– проводить кого-либо наверх
to take smb down	– проводить кого-либо вниз
7. straight away	– сразу, немедленно
8. floor	– этаж
9. to move in	– въехать
10. impressive	– впечатляющий
11. We haven't met for ages.	– Мы давно не встречались.
12. trip	– поездка
business trip	– деловая поездка
to have a good trip	– хорошо съездить
13. smooth	– спокойный
14. nasty	– скверный
15. to hate	– ненавидеть
16. It can't be helped.	– Ничего не поделаешь.
17. to get down to business	– приступить к делу
18. to make an appointment	– назначить встречу
19. to exchange letters	– обмениваться письмами
20. to carry out	– выполнять, проводить

#### VI. Put in the missing words given below:

*Haven't, how, business, suppose, sufficient, doubled, grateful, affected, lower, thank, usual, weather, afternoon, situation, price, second, can, industry, here, think.*

Mr. Petrov, engineer of Soyuzexport, is having talks in Moscow with Mr. Brown of British Asbestos Ltd. The British company is a regular importer of asbestos from Russia.

**Mr. Brown:** Good ...<sup>1</sup>! Nice to see you again, Mr. Petrov! You are looking well, I must say. How are things?

**Petrov:** Very well, ...<sup>2</sup> you. And ...<sup>3</sup> are you?

**Mr. Brown:** Fine, just fine. I always feel well in beautiful...<sup>4</sup> like this. Well, I suppose we had better get down to business.

**Petrov:** Yes, certainly. You've come to sign another contract, ...<sup>5</sup> you?

**Mr.Brown:** That's right. For next year, actually.

**Petrov:** Are you happy with our ...<sup>6</sup> terms of delivery and payment?

**Mr.Brown:** Yes, quite. As a matter of fact, I've come...<sup>7</sup> to talk about the price. The volume of ...<sup>8</sup> in the building ...<sup>9</sup> has dropped considerably. This ...<sup>10</sup> the prices of building materials. In this ...<sup>11</sup> it's quite natural we expect you to revise your prices for asbestos.

**Petrov:** I'm afraid this is not ...<sup>12</sup> reason for us to ...<sup>13</sup> the price.

**Mr.Brown:** Mr. Petrov, we've been in business with you for a long time. Also we've ...<sup>14</sup> our purchases over the past two years. Therefore we would be ...<sup>15</sup> to you if in view of all this you could reduce the price.

**Petrov:** All right. I ...<sup>16</sup> we could reduce it by 2%. But only on condition that the...<sup>17</sup> is subject to further negotiations for the ...<sup>18</sup> half of the year.

**Mr.Brown:** That's fine. I ...<sup>19</sup> that's the best we ...<sup>20</sup> do today.

### 1) Answer the questions:

1. What was the purpose of Mr. Brown's visit to Moscow?
2. Why did Mr. Brown draw Petrov's attention to the considerable drop in the building industry?
3. In what way could that factor affect the price of asbestos?
4. On what condition did Petrov agree to reduce the price?

### 2) Complete the sentences as in the conversation:

1. Well, I suppose ...
2. I've come here ...
3. The volume of business ...
4. This affected ...
5. This is not ...
6. We've been in business ...
7. We've doubled ...
8. I think we could ...
9. I suppose that's

## **VII.Business Visits**

1) У вас назначена деловая встреча с представителем иностранной компании. Как вы будете его приветствовать, если встреча назначена на

a. a) 9 a.m. b) 7 p.m. c) 4.30 p.m. d) 10.15 a.m.

2) Какими должны быть Ваши ответы на следующие, обращенные к Вам реплики:

1. How do you do?
2. Glad to meet you.
3. Good afternoon!
4. Good morning!
5. Goodbye!
6. Hi!

7. How are you getting on?

8. How are you?

9. Thank you very much.

3) **Познакомьтесь с новой лексикой к диалогу “Business visits”:**

- |                                 |   |
|---------------------------------|---|
| 1. to talk                      | - разговаривать                                       |
| talk                            | - разговор, беседа                                    |
| business talk                   | - деловая беседа                                      |
| to have talks                   | - вести переговоры                                    |
| 2. to receive                   | - получать, принимать                                 |
| to receive businessmen          | - принимать бизнесменов                               |
| to receive the mail             | - получать почту                                      |
| receptionist                    | - администратор (в гостинице), секретарь (в приемной) |
| 3. to have a seat               | - садиться  |
| 4. to ring (rang, rung)         | - позвонить   |
| to ring to (through) the office | - позвонить в офис                                    |
| 5. to expect                    | - ожидать   |
| 6. to take smb to the office    | - проводить кого-либо в офис                          |
| to take smb up                  | - проводить кого-либо вверх                           |
| to take smb down                | - проводить кого-либо вниз                            |
| 7. straight away                | - сразу, немедленно                                   |
| 8. floor                        | - этаж  |
| 9. to move in                   | - въехать   |
| 10. impressive                  | - впечатляющий  |
| 11. We haven't met for ages.    | - Мы давно не встречались.                            |
| 12. trip                        | - поездка   |
| business trip                   | - деловая поездка                                     |
| to have a good trip             | - хорошо съездить                                     |
| 13. smooth                      | - спокойный   |
| 14. nasty                       | - скверный  |
| 15. to hate                     | - ненавидеть  |
| 16. It can't be helped.         | - Ничего не поделаешь.                                |
| 17. to get down to business     | - приступить к делу                                   |
| 18. to make an appointment      | - назначить встречу                                   |
| 19. to exchange letters         | - обмениваться письмами                               |
| 20. to carry out                | - выполнять, проводить                                |

### **VIII. Talking business**

*Soyuzimport is interested in buying **pumps** for a **new shop** of a large plant in Siberia. The shop is already **under construction** and the customers require the goods **urgently**, as they must **complete** the construction of the shop **by the end** of the year.*

*Borisov, a **representative** of Soyuzimport, who **deals in** this kind of equipment, **got instructions** to buy pumps a British company. As soon as he arrived in London he **contacted** Bond & Co, a **leading manufacturer** of pumps. Mr Stanley, the manager of the company, invited him to come to his office.*

**Borisov:** Good morning! I'm Borisov. Here is my **card**.

**Stanley:** Glad to meet you, Mr. Borisov. Will you take a seat, please.

**Borisov:** Thank you.

**Stanley:** Did you have a good trip?

**Borisov:** Yes, it was **quite** nice, thank you.

**Stanley:** Have you seen any places of interest in London yet?

**Borisov:** Yes, but not many. I arrived in London only two days ago and it **has rained** all the time.

**Stanley:** Oh, I hope the weather will **change** for the better and it'll stop raining soon. You'll enjoy sightseeing in London. Well, Mr. Borisov, let's discuss business now. What can I do for you?

**Borisov:** We know you've started producing a new model of pumps. The quality of the model meets our requirements and we'd like **to place** an order with you. Can you make us an offer for 150 pumps?

**Stanley:** Sure! When would like to have the pumps?

**Borisov:** We require the pumps for **immediate** shipment.

**Stanley:** Well, you see, Mr. Borisov, we're heavy with orders at the moment and can offer you only 50 pumps for now.

**Borisov:** And what about **the balance** of 100 pumps?

**Stanley:** We can start **shipping** them six months after we sign the contract. I think we can deliver the pumps in four lots of 25 pumps **each** at **regular** intervals **within** eight months. Is that all right with you?

**Borisov:** Not **altogether**. We require the pumps earlier. Could you start the deliveries, say, four months after we sign the contract?

**Stanley:** I'm afraid not. We can **guarantee, however**, that there won't be any delay in shipment.

**Borisov:** All right. I think we could agree to that.

**Stanley:** Is there **anything else** you'd like to discuss, Mr. Borisov?

**Borisov:** Yes, there's another **point**. I'd like to clarify. It's about your delivery terms.

**Stanley:** As we can **provide shipping facilities** we usually sell our goods on CIF terms.

**Borisov:** Well, Mr. Stanley, we can accept your delivery terms. When shall we meet discuss the price and terms of payment?

**Stanley:** Let's meet in two days' time. I've got a crowded programme tomorrow and the day after.

**Borisov:** Fine. Good-bye, Mr. Stanley.

**Stanley:** Good-bye, Mr. Borisov.

**Notes:**

**you see – видите ли**

**Is that all right with you? – Вас это устраивает?**

**1) Translate the sentences:**

1. Borisov knows Mr Stanley very well.
2. Borisov saw a lot of places of interest in London.
3. Mr Stanley could offer Soyuzimport only 50 pumps for immediate shipment.
4. Bond & Co agreed to deliver the balance of the pumps in six month.
5. Bond & Co usually sell their goods on FOB terms.

**IX/ Meeting a business partner**

*The other day Belov, the General Director of Soyuzimport, and Mr Turnbull, a representative of Lindon Tools Ltd, met at the Ministry for Foreign Economic Relations to negotiate the purchased a Flight Information Display System for a new airport.*

**Belov:** Good morning, Mr Turnbull. Happy to see you in Moscow again.

**Turnball:** Good morning, Mr Belov. I'm also pleased to meet you.

**Belov:** Will you take a seat, please. Did you have a nice journey?

**Turnball:** Yes, thank you. I enjoyed the trip. It was very pleasant indeed.

**Belov:** I'm glad to hear it. Now I'd like to discuss with you some details of our transaction. Our customers have studied all the technical characteristics of your system and concluded that they meet their requirements.

**Turnball:** I'm happy to hear it. We have been selling our equipment to many Eastern countries. It's up to world standards and is in great demand on the world market.

**Belov:** Well, now we can get down to discussing the commercial side of our transaction, can't we? The first thing I'd like to clarify is the prices.

**Turnball:** Don't you find them attractive?

**Belov:** On the whole we do, but the prices for items 3 and 9 are a bit high.

**Turnball:** I'm afraid I can't agree with you here. These items are completely new in design and they are the best on the world market.

**Belov:** Other companies offer lower prices for such items and they are 30 —40% lower than yours. Could you find it possible to give us a discount?

**Turnball:** Well. I must get in touch with my company and I'll give you my answer tomorrow.

**Belov:** Good. Now comes the question of payment. Payment for collection suits us.

**Turnball:** Very well.

**Belov:** And since your terms of delivery and delivery time are acceptable, we'd like to offer you our contract form to study. Could you come here at 10.30 tomorrow?

**Turnball:** No problem, Mr Belov. Good-bye.

**Belov:** Good-bye, Mr Turnbull.

**Words:**

- 1) Flight information Display System — система информации для авиапассажиров;
- 2) item — позиция

**1) Practice reading “Who wants to be a millionaire?” the text and translate it into Russian:**

“Who wants to be a millionaire? I don’t”, says Charles Gray. Sixteen years ago, Charles was a college professor with a huge six-bedroom house and a fortune of \$2 million. Today he lives in a small caravan with only second-hand furniture. There is a small garden outside with a few fruit trees. Charles grows some vegetables and few flowers. He gets his clothes and a lot of other things from charity shops.

But this change is not a tragedy. Charles was happy to give up the lifestyle of a rich man. He was tired of being a person who had everything in a world where many people have nothing. He made the choice to give all his money away. And this, he says, has brought him happiness. “A few years ago,” says Charles. “I was a millionaire, but I knew there were a lot of hungry people in the world.” So he gave away all his money to charities. When he had two thousand dollars left, he gave away small bank notes in streets of local poor neighbourhood. Did he feel like Father Christmas? “It was a lot of fun,” says Charles.

Charles believes that many people want to earn a lot of money so that they will not have any worries. However, most people never make much money. Charles Gray decided to drop out and has discovered that having only a little money makes you free. Are there any things he misses? “No, I’m much happier now. I wouldn’t go back to being rich for anything – no way”.

**X. Read the text:**

**Рабочее отношение внутри коллектива.**

Not any person works with pleasure in collective. Its time any team which sounded in its address irritates and oppresses. But cruel laws of reality most of people force to be employed in offices, to get a job on the enterprises. The German economists considered that the medium-sized German enterprise loses about hundred thousand brands as a result of subversive activities of the workers who are negatively influencing inside labor relations of collective. But it is necessary to recognize that good experts become disturbers of tranquillity not seldom.

**Всезнайка.**

Life at it isn't simple. Its self-assessment will fail if it don't recognize the most smart and all-knowing. The know-it-all it is surrounded by people who envy it and which try to humiliate with any method its advantage. He often doesn't want to recognize the errors and will argue with foam at a mouth and to prIn principle it is the good worker therefore he should give the chance to save the face and to get out of the situation with honor. For this purpose it is necessary to praise at first it, and then to make the constructive proposalsove the case.

**Завистник.**

Among the people surrounding it he always sees competitors. The envious person will be externally friendly, will always greet. But only you won't be on the horizon, it will try to blacken you in the opinion of people around. And to these does you irreparable harm. Won't entrust you an important post or operation.

In case of detection of responsible, often don't pay attention to the envious person, in a type of its good masking. And when it was succeeded to reveal it, it is necessary to carry out open talk. Naturally he never admits the acts. Strongly it isn't necessary to press on it. It is necessary to let to it know that you believed it. After a while you pay attention that hearings ceased.

#### **Циник.**

It is difficult to be in collective when on all your expressions and sentences such words are heard: it's totally ludicrous or you drivel. Also starts giving advice as correctly to make everything. Not seldom starts tapping on the shoulder and from shares of irony doesn't advise it to do.

If you are sure of the correctness, be not afraid to stop at nothing. It is necessary to talk to the cynic by his methods. No delicate talk will help here. He starts raising the voice, and you smile and quietly argue the point of view.

The cynic shows respect for the strong people and starts listening

#### **Консерватор.**

The word says that such type of workers the opponent of all new. He got used to live quietly and you will convince of inexpediency of new ideas.

Don't catch its pessimism, you steer clear of it.

#### **Кипучий.**

To cause rage in people of this kind as easy as shelling pears. Cries and shouts about dismissal it will express the disagreement. At its presence workers feel not really comfortably.

As a rule, such people aren't sure of themselves, and their aggressive behavior by no other than the form of self-defense. It is senseless to shout at it, wait his anger better and you speak quietly and slowly. Such behavior you will calm and at the same time you will puzzle the vigorous worker.

#### **Зануда.**

It always selects to itself(himself) the specific victim. Starts wandering from the desktop to the desktop, complaining of unfortunate life, of a situation in the country and in collective.

Be not frank with such type of people. Be not curious, differently he quickly will understand that you that person to whom he can complain.

Before starting selecting a line of conduct, think and take a detached view of yourself, maybe, you simply are negative to this person. For the sake of check it is possible to observe some time how the collective treats it. If you see that employees with it communicate with pleasure also it soul of collective then you have to this worker simply personal antipathy.

#### **ОТНОШЕНИЕ МЕЖДУ СОТРУДНИКАМИ.**

It always selects to itself(himself) the specific victim. Starts wandering from the



desktop to the desktop, complaining of unfortunate life, of a situation in the country and in collective.

Be not frank with such type of people. Be not curious, differently he quickly will understand that you that person to whom he can complain.

Before starting selecting a line of conduct, think and take a detached view of yourself, maybe, you simply are negative to this person. For the sake of check it is possible to observe some time how the collective treats it. If you see that employees with it communicate with pleasure also it soul of collective then you have to this worker simply personal antipathy.

**XI.Задание. Посмотри видео “10 Ways of Preventing Conflict”. Запиши в тетрадь 5 способов предотвращения конфликтов, которые, по-твоему мнению, наиболее действенны. Переведи их**

письменно. <https://www.youtube.com/watch?v=Z8R2dHi44Io>

**XII.Задание Посмотри видео и запиши шаги, которые предприняла Эмили при разрешении конфликта между Анной и**

**Сакном. <https://www.youtube.com/watch?v=iRg-HbqqBxI>**

**XIII/Задание . Используя слова ниже, дай совет, что люди должны и не должны делать, чтобы избежать конфликт.**

1. To avoid a conflict we should ...
2. To avoid a conflict we should not ...
3. To resolve a conflict we should ...
4. To resolve a conflict we should not ...
  - ask for advice from someone who is older than you
  - listen attentively to other people
  - punish unfairly - наказать несправедливо
  - be optimistic
  - be confident and relaxed - быть уверенным и спокойным
  - use words like “never” and “always”
  - ignore someone’s opinion
  - keep a sense of humour
  - speak calmly
  - tell people what makes you unhappy - рассказать людям, что делает вас несчастным
  - respect someone’s opinion - уважать мнение

Задание 6. Сделай презентацию по одной их тем на выбор:

1. Negotiations (Переговоры)
2. Managing Conflict in the Workplace (Разрешение конфликтных ситуаций на рабочем месте)

**Критерии самооценки выполненной работы:**

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			
Грамматика			

Орфография и пунктуация			
Устная речь			

## Раздел 2. Тема 2.1.

Грамматика: действительный залог: The Indefinite Tense, The Continuous Tense, The Perfect Tense, The Perfect Continuous Tense

### **Практическое занятие № 45**

**Цель:** Обеспечение условий для тренировки нового грамматического материала через серию лексико-грамматических упражнений.

#### **Приобретаемые умения и навыки:**

Формирование и развитие речевой компетенции по теме посредством всех видов речевой деятельности.

**Знание:** грамматического материала.

**Умение:** использовать в серии упражнений.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

**Норма часов рабочего времени: 2 часа**

**Оснащение рабочего места: раздаточный материал, видеозаписи, инструкционные карты.**

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3. Голубев А. П., Английский язык для всех специальностей + е-Приложение: учебник / А.П. Голубев, Н.В. Балюк, И.Б. Смирнова. - Москва: КноРус, 2021. - 385 с. - ISBN 978-5-406-08132-7;
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5. Интернет ресурсы
  1. [http:// enghelp.ru](http://enghelp.ru) Все для изучающих английский язык
  2. <http://www.2uk.ru/slang>

## Содержание работы

Таблица английских времен:

	Simple / Indefinite	Continuous / Progressive	Perfect	Perfect Continuous
Present	I play	I am playing	I have played	I have been playing

**Упражнение 1.** Распределите глаголы по трем колонкам в зависимости от чтения окончания -s/-es в 3-м лице единственного числа: [s], [z], [ɪz]. Если забыли, когда к глаголу-действию добавляется -s/-es, прочитайте еще раз Present Simple (теория для начинающих). Правило 5.

Work, go, know, change, buy, end, play, wash, ride, add, wish, drive, stay, watch, mix, open, do, say, clean, talk, visit, reach, sit, like, love, dance, close, speak, read, finish, fly, run.

### Способы чтения окончания -s/ -es в Present Simple

[ s ] после глухих согласных	[ z ] после звонких и гласных	[ ɪz ] после <u>шипящих</u> и <u>свистящих</u>
walk <u>s</u>	love <u>s</u>	wash <u>es</u>

Если глагол оканчивается на -у, перед которой стоит согласная, то она меняется на i.

ПРИМЕР I fly ... — He flies ... , но I buy ... — He buys ...

**Упражнение 2.** Напишите следующие глаголы в форме 3-го лица единственного числа.

want hurry read eat think wash kiss catch have study carry fly cry go do

**Упражнение 3.** Замените местоимение I на местоимения he или she по образцу.

Образец: I go to the office every day. — He goes to the office every day.

1. I write many letters every day. 2. I read books from the library. 3. I study grammar rules by heart 4. I usually go to work by bus. 5. I often meet my friends on the way to work. 6. I work in an office. 7. I come home very late. 8. I have dinner (supper) at 9 o'clock. 9. I go to bed at 12 o'clock. 10. I sleep very badly. 11. I often send emails in the evening. 12. I play the guitar every day.

**Упражнение 4.** Допишите окончания глаголов (-s или -es) там, где это нужно.

1. He go ... to school by bus. 2. She like ... milk. 3. My father watch ... TV in the evening. 4. I play ... tennis on Sundays. 5. My brother play ... football well. 6. My sister sing ... very well. 7. She wash ... her face and hands in the morning and in the evening. 8. I usually drink ... tea for breakfast. 9. Jane do ... her English exercises after school. 10. Peter drive... a car.

**Упражнение 5.** Выберите из скобок нужную форму глагола.

1. She (swim/swims) very well. 2. Luc (live/lives) in London. 3. Jack (come/comes) from the USA. 4. Betty (dance/dances) a little. 5. He (have/has) three brothers. 6. My granny (speak/speaks) French. 7. My cat (sleep/sleeps) on a mat. 8. I often (see/sees) Jane. 9. Ted (like/likes) music. 10. Chris (cook/cooks) cakes quite well.

### Учимся строить отрицательные предложения в Present Simple

**Упражнение 6.** Переделайте данные предложения в отрицательные.

Используйте вспомогательные глаголы *don't* и *doesn't*.

1. Mary takes the dog for a walk in the evenings. 2. Peter buys a morning newspaper every day. 3. I come to every lesson. 4. We go to the seaside every summer. 5. You go shopping on Saturday mornings. 6. Peter plays the piano very well. 7. The sun rises in the west. 8. My big brother knows everything. 9. **Dogs** like cats. 10. Some **children** like chocolate. 11. It rains very often in summer.

**Dogs** — собаки (множественное число: a dog — dogs); **children** — дети (множественное число, сущ.-исключение: a child — children)

**Упражнение 7.** Заполните пропуски, используя *don't* или *doesn't*.

1. We ... listen to the radio every night. 2. Mr Johnson ... have a private office. 3. The boys ... study at the library every day. 4. These exercises ... seem very difficult. 5. The **men** ... always eat at that cafe. 6. That tall man ... work for this company. 7. The **people** ... speak English very well.

**Men** — мужчины (множественное число, сущ.-исключение: a man — men); **people** — люди (множественное число, сущ.-исключение: a person — people)

**Упражнение 8.** Сделайте данные предложения отрицательными.

1. Bess helps her mother. 2. My friend plays the piano. 3. We listen to music. 4. You make a lot of mistakes. 5. The farmer works in the field. 6. The small boy rides a bike. 7. He looks at the pictures in the book. 8. The workman paints the house. 9. Richard and Henry swim in the river in summer. 10. John goes to school by tram. 11. She gets up at eight o'clock. 12. He has tea for breakfast. 13. She usually has dinner at two o'clock. 14. Peter lives in London

### Учимся строить вопросительные предложения в Present Simple

**Упражнение 9.** Заполните пропуски, используя вспомогательные глаголы *do* или *does*.

1. ... you want cream and sugar in your coffee? 2. ... the children go to bed very early? 3. ... that girl come from South America? 4. ... you know that Italian student? 5. ... Miss Stewart prefer coffee or tea? 6. ... your English lessons seem very difficult? 7. ... those two women understand that lesson?

**Упражнение 10.** Переделайте данные предложения в вопросительные. Задайте общие вопросы, используя вспомогательные глаголы *do* и *does*.

1. Mary takes the dog for a walk in the evenings. 2. Peter buys a morning newspaper every day. 3. I come to every lesson. 4. We go to the seaside every summer. 5. You go shopping on Saturday mornings. 6. Peter plays the piano very well. 7. The sun rises in the east. 8. My big brother knows everything. 9.

Dogs don't like cats. 10. All **children** like chocolate. 11. It rains very often in autumn.

**Упражнение 10.1.** Вспомните, как строить **краткий ответ в Present Simple**. Ответьте на вопросы.

1. Do you watch TV in the evening? 2. Do you go to bed late? 3. Do you sleep well? 4. Do you have breakfast at home? 5. Does your friend often visit you? 6. Does your friend read books? 7. Does it often rain in winter? 8. Does it often rain in autumn? 9. Does the sun rise in the west? 10. Does the sun rise in the east?

### **Present Continuous. Упражнения**

**Упражнение 1.** Добавьте окончание **-ing** к глаголам ниже и, таким образом, превратите их в причастия. Переведите причастия на русский язык.

ПРИМЕР. sing – петь; singing – поющий  
read, write, take, sit, play, look, swim, jump, run, go, do, buy, help, eat, clean, make, speak, sleep, listen, talk, fly, lie, die

**Упражнение 1.1.** Добавь окончание **-ing** к глаголам, распределяя их по строчкам в соответствии с написанием. Упражнение нужно выполнить письменно.

Come, clean, swim, do, write, make, shop, live, sing, run, dance, play, work, sit, sleep, take, have, eat, jump, cry.

**Упражнение 2.1.** Выберите правильную форму глагола **BE**.

My friend (am, is, are) playing in the yard now.

I (am, is, are) writing an exercise at the moment.

They (am, is, are) doing homework at present.

Look! He (am, is, are) smiling at us.

Listen! The birds (am, is, are) singing in the garden.

We (am, is, are) going for a walk.

She (am, is, are) making a pie.

**Упражнение 2.2.** Вставьте нужную форму вспомогательного глагола **BE (am, is, are)** в предложения. Переведите их на русский язык.

My friend \_\_\_\_\_ reading a book.

I \_\_\_\_\_ drinking tea.

They \_\_\_\_\_ making noise.

He \_\_\_\_\_ looking through the window.

She \_\_\_\_\_ helping about the house.

We \_\_\_\_\_ watching TV.

Granny \_\_\_\_\_ cooking dinner.

The birds \_\_\_\_\_ swimming on the lake.

The dog \_\_\_\_\_ sitting at the door.

It \_\_\_\_\_ looking at me.

**Упражнение 3.** Переделайте предложения так, чтобы глаголы стояли в **Present Continuous**. Каждый раз добавляйте слово подсказку **now** или **at the moment**.

1. I open the door ([Present Simple](#)). 2. The cat sleeps on the mat. 3. The boys write letters. 4. We sing songs. 5. Mother makes a cake. 6. The bell rings

**Упражнение 4.** *Поставьте глаголы в скобках в Present Continuous.*

1. It (rain) all day. 2. I (play) the piano now. 3. Mary (come) to see us. 4. The boy (climb) the tree. 5. The baby (drink) milk. 6. My friend (speak) English.

## **II. Учимся задавать отрицательные предложения в Present Continuous**

**Упражнение 5.** *Перепишите предложения, используя сокращенную отрицательную форму глагола **BE**.*

1. They are not working in the garden now.
2. Mother is not having dinner now.
3. Granny is not sleeping now.
4. I am not listening to the radio now.
5. The boys are not making noise now.

**Упражнение 6.** *Сделайте данные предложения отрицательными.*

1. We are listening to the teacher.
2. I am writing on the paper.
3. You are learning English Grammar.
4. It is raining hard (сильно).
5. He is going to the cinema.
6. The horses are running very fast.
7. Mary is helping her mother to cook.
8. I am working very hard (много).
9. Tom's brother is coming to the party.
10. You are singing well

**Упражнение 7.** *Раскройте скобки, поставив глагол-действие в скобках в Present Continuous. Используйте сокращенные формы **be (am not, isn't, aren't)**.*

1. Bess ... (not help) about the house now.
2. My friend ... (not play) the piano now.
3. We ... (not listen) to music.
4. The father .... (not work) in the garden.
5. The boy ... (not ride) a bike.
6. He ... (not look) at the pictures in the book.
7. Richard and Henry ... (not swim) in the river in summer.
8. He ... (not have) tea for breakfast.
9. She ... (not make) a cake.
10. Kate ... (not dance) now

## **III. Учимся задавать вопросительные предложения в Present Continuous**

**Ответ на общий вопрос** — это ДА. или НЕТ.

**Упражнение 9.** *Сделайте данные предложения вопросительными.*

We are listening to the teacher. 2. I am writing on the paper 3. You are learning English Grammar. 4. It is raining hard (сильно). 5. He is going to the cinema. 6. The horses are running very fast. 7. Mary is helping her mother to cook. 8. Tom's brother is coming to the party. 9. You are singing well. 10. They are having dinner.

**Упражнение 10.** *Дайте краткий положительный ответ на вопросы ниже: Краткий положительный ответ- ДА. Ответ строится по правилу «Что в вопросе, то в ответе».*

**ОБРАЗЕЦ** Is Ann swimming now? — Yes, she **is**.

1. Is Ann swimming now? \_\_\_\_\_
2. Are you reading an interesting book now? \_\_\_\_\_
3. Am I playing with a cat now? \_\_\_\_\_
4. Is your mother watering flowers now? \_\_\_\_\_
5. Are they going to school now? \_\_\_\_\_
6. Is your dog sleeping now? \_\_\_\_\_
7. Are your parents having breakfast now? \_\_\_\_\_
8. Is Tom listening to the radio now? \_\_\_\_\_
9. Are they playing in the garden now? \_\_\_\_\_
10. Are they riding a bicycle now? \_\_\_\_\_

**Упражнение 11.** Дайте краткий отрицательный ответ на вопросы ниже: Краткий отрицательный ответ- **НЕТ**. Ответ строится по правилу «Что в вопросе, то в ответе». **ОБРАЗЕЦ** Is Ann swimming now? — No, she **isn't**.

1. Is your friend watching TV now? \_\_\_\_\_
2. Are they sleeping now? \_\_\_\_\_
3. Is she going to the cinema now? \_\_\_\_\_
4. Are we standing at the bus stop? \_\_\_\_\_
5. Am I reading a book now? \_\_\_\_\_
6. Is he going by car now? \_\_\_\_\_
7. Is your granny washing plates now? \_\_\_\_\_
8. Are the girls making noise? \_\_\_\_\_
9. Is your grandfather looking at the birds now? \_\_\_\_\_
10. Is the dog barking now? \_\_\_\_\_

### **The Present Perfect Tense**

**Упражнение 1.** Выпишите в два столбика глаголы в третьей форме. В один столбик глаголы, образованные от правильных глаголов, в другой — от неправильных.

Had, met, written, done, cleaned, rained, seen, said, gone, sung, cut, happened, locked, made, lived, asked, liked, slept, told, fallen.

**Упражнение 3.** Напишите, что вы сделали.

Now the room is beautiful. (Теперь комната красивая.) — I have cleaned the room. (Я убрался в комнате) .Now the work is done. (Теперь работа сделана). Now dinner is ready. (Обед готов.) Now the door is locked. (Дверь заперта.) Now the story is told. (История рассказана.) Now the song is sung. (Песня спета.)

**Упражнение 4.** Вставьте глаголы в Present Perfect: уйти — leave, заболеть — fall ill, лечь спать — go to bed, запереть — lock, приготовить — make.

Helen \_\_\_\_\_ (ушла). My sister \_\_\_\_\_ (заболела). My brother \_\_\_\_\_ (лег спать). Father \_\_\_\_\_ (запер) the door. Mother \_\_\_\_\_ (приготовила) the dinner.

**Упражнение 5.** Вспомните формы неправильных глаголов, напишите их и проверьте себя по таблице.

Write, draw, drink, fall, give, make, eat

**Запомните:**

been to ... — был в (но уже вернулся)

gone to ... — уехал в (еще не вернулся)

**ПРИМЕРЫ**

She has been to Italy. (= Она была в Италии, но уже вернулась.)

He has gone to Italy. (= Он уехал в Италию, но еще не вернулся.)

**Упражнение 6. Вставьте *been to/ gone to*.**

Jim is on holiday. He's .....to France.

Hello! I've just ..... to the shops. I've bought lots of things.

Alice isn't here at the moment. She's.....to the shops to get a newspaper.

Tom has .....out. He'll be back in about an hour.

Are you going to the bank? — No, I've already .....to the bank.

**Упражнение 7. Раскройте скобки и поставьте глаголы в *Present Perfect*.**

John (write) his name.

I (draw) a picture. The cat (drink) its milk. The tree (fall) across the road.

John (give) his bicycle to his brother. You (make) a mistake.

We (eat) our dinner. The train (go). I (tell) the truth. She (buy) bread.

**Упражнение 8. Ответьте на вопросы утвердительно, употребляя глагол в *Present Perfect*.**

ПРИМЕР. Are the rooms clean? (do) — Yes, Mother has done them.

1. Does she know the song? (learn)

2. Is breakfast ready? (cook)

3. Do you know how tasty the pie is? (eat)

4. Is she at home? (come)

5. Do you know the melody? (hear many times)

6. Can you speak on the subject? (read about it)

7. Is Ann on holiday? (go to Italy)

8. Are you ready with the report? (write it)

9. Can you finish this work? (finish it)

**Упражнение 9. Сделайте данные предложения отрицательными, используя слово *never*.**

Наречие **never\*** — **никогда** ставится только в утвердительное предложение.

Jack has washed the dog.

Father has cleaned his car.

Granny has bought me some clothes.

They have painted their old house.

My sister has cooked breakfast for the family.

**2. Отрицательные и вопросительные предложения в *Present Perfect***



**Present Perfect Tense (настоящее совершенное время)**

(-) Д.Л **haven't** ДЗ ....., или **hasn't** – в 3 лице ед.числе

(?) (В.сл.) **have** Д.Л ДЗ .....? или **has** – в 3 лице ед.числе

**Упражнение 13.** *Сделайте предложения отрицательными.*

1. The cat has eaten fish.
2. I have been to India.
3. She has broken the vase.
4. The train has arrived.
5. It has started to rain.
6. We have left our textbooks at school.
7. The city has changed a lot.
8. You have worked here for a long time.
9. I have slept well.
10. They have gone to bed.

**The Present Perfect Continuous. Упражнения**

Упражнение 1. *Составьте предложения по образцу.*

ОБРАЗЕЦ. He / cook

- a. He has cooked lunch. (Present Perfect)
- b. He is cooking lunch. (Present Continuous)
- c. He has been cooking lunch. (Present Perfect Continuous)

**Упражнение 1.** *Поставьте глаголы, данные в скобках в Present Perfect Continuous.*

1. Will that music never stop? It (play) for two hours.
2. Turn the TV set off. The children (watch) it since morning.
3. Mary is learning to play the piano. She (practice) since breakfast time.
4. He (live) in the USA for many years but he still can't speak English properly.
5. I need a holiday. I (work) too hard for a long time.
6. Please, wake up Peter. He (sleep) for ten hours.
7. We (travel) for three days but we are still only halfway to London.

**Упражнение 2.** *Поставьте глаголы, данные в скобках в Present Perfect Continuous.*

1. How long ... it .... (snow)? — Как долго идет снег?
2. How long ... you ... (learn) English? — Как долго ты учишь английский?
3. How long ... he ... (read) this book? — Как долго он читает эту книгу?
4. Since when ... you ... (do) wrestling? — С каких пор ты занимаешься борьбой?
5. Since when ... she ... (teach) French ? — С каких пор она преподает французский?
6. Since when ... they ... (work) on the project? — С каких пор они работают над этим проектом?

**Упражнение 3.** *Составьте предложения в Present Perfect Continuous согласно ситуации.*

ОБРАЗЕЦ. It is snowing. The snow started three hours ago. — It **has been snowing** for 3 hours.

1. We are waiting for the train. We started waiting 20 minutes ago. — .....
2. I am learning French. I started classes in November. — ....
3. Susan is working in England. She started working there on the 1st of November. — ....
4. Our family always spend holidays in Spain. We started going there 10 years ago. — ....

**Выберите правильный ответ:**

1. Wow, you \_\_\_\_\_ beautiful in this dress.  
Look, have been looking, have looked, are looking
2. Michael \_\_\_\_\_ just \_\_\_\_\_ a test on Present tenses.  
has, taken, take, has, been taking, is, taking
3. A: What's this noise? B: The neighbour \_\_\_\_\_ the grass.  
has been cutting, is cutting, has cut, cuts
4. How often \_\_\_\_\_ swimming?  
have you been going, are you going, have you gone, do you go
5. Paul \_\_\_\_\_ always \_\_\_\_\_ to visit Paris.  
is, wanting, wants, has, wanted, has, been wanting
6. Nick is so concentrated. He \_\_\_\_\_ a poem.  
is writing, has written, writes, has been writing
7. Bob always \_\_\_\_\_ notes during meetings.  
has been taking, is taking, takes, has taken
8. We \_\_\_\_\_ already \_\_\_\_\_ to this restaurant once.  
has, been, are being, are been, have, been
9. She \_\_\_\_\_ listening to music. It's one of her hobbies.  
Enjoys, is enjoying, has enjoyed, has been enjoying
10. It's an old TV. It \_\_\_\_\_.  
hasn't been working, doesn't work, isn't working, hasn't worked

**Критерии самооценки выполненной работы:**

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			
Грамматика			
Орфография и пунктуация			
Устная речь			

**Раздел 2. Тема 2.2. Этикет делового и неофициального общения.**

**Телефонные переговоры. Правила поведения в ресторане, кафе во время делового обеда.**

**Практические занятия № №46, 47, 48**

**Этикет общения В ресторане, в гостинице, в аэропорту. Грамматика: Причастие I, II.**

**Цель:** Обеспечение условий для тренировки нового языкового материала через профессионально-ориентированное чтение диалогов по теме, изучения нового лексического и грамматического материала.

**Приобретаемые умения и навыки:**

Формирование и развитие речевой компетенции по теме посредством всех видов речевой деятельности.

**Знание:** лексического материала по теме, работа с лексикой, терминологий. Специальной лексикой.

**Умение:** чтение, диалоги по образцу. Выполнять лексико-грамматических упражнений. диалогической речи, составление диалога – расспроса, диалога – побуждения по предложенным темам.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

**Норма часов рабочего времени:** 6 часов

**Оснащение рабочего места:** раздаточный материал, видеозаписи, инструкционные карты.

**Литература:**

1. Агабекян И.П. Английский язык для СПО - Изд.3-е. перераб. и доп. - Ростов-на-Дону: Феникс, 2020. - 316 с. (Среднее профессиональное образование). - ISBN 978-5-222-31012-0.

2. Безкоровайная Г.Т. и др. Planet of English учебник для учреждений СПО 3-е изд., стер. - М.: Издательский центр "Академия", 2019.

3. Голубев А. П., Английский язык для всех специальностей + е-Приложение: учебник / А.П. Голубев, Н.В. Балюк, И.Б. Смирнова. - Москва: КноРус, 2021. - 385 с. - ISBN 978-5-406-08132-7;

4. Карпова, Т.А., English for Colleges = Английский язык для колледжей. Практикум + е-Приложение : тесты : учебно-практическое пособие / Т.А. Карпова, А.С. Восковская, М.В. Мельничук. — Москва : КноРус, 2020. — 286 с. — ISBN 978-5-406-07527-2. — URL: <https://book.ru/book/932751> (дата обращения: 03.03.2022).

5. Интернет ресурсы

1. [http:// enghelp.ru](http://enghelp.ru) Все для изучающих английский язык

2. <http://www.2uk.ru/slang>

## **Содержание**

### **Диалоги-иллюстрации по обучению учащихся формам обращения в английском языке:**

**(В ресторане)**

Guest: Waitress, the bill, please!

Waitress: Two pounds and six pence, please.

G. Here you are. And keep the change.

W. Thank you, sir. Good-morning.

(Гид, обращаясь к туристам)

Guide: Ladies and Gentlemen! Take your seats, please. Our route takes us to Westminster, where we find several historic buildings, famous all over the world.

**(В магазине)**

Shop-assistant: Are you being served, gentleman? What can I do for you?

Customer: My friend and I want a pair of patent leather shoes.

S. What size do you take, sir?

C. Size seven for both of us, and both the pair in black if they are available.

**Read and translate the Dialogue “Dinner at the cafe”**

Guest: Waiter! Is this table vacant?

Waiter: Yes, it is. You will feel comfortable here.

Guest: Could I have the menu?

Waiter: Yes, of course! Here's the menu.

Guest: Shall I begin with the appetizers?

I'd like to have fried sausage patties.

They are delicious. What meat courses are there on the menu today?

Waiter: Today we have veal chops, steaks and grilled chicken.

Guest: Could you bring me two steaks and one veal chop?

Waiter: What garnish would you like to order?

Guest: I think cauliflower salad.

Waiter: And what would you like for a drink?

Guest: I'll take orange juice.

Waiter: Would you like ice-cream for dessert?

Guest: Yes, an ice-cream with chocolate chips, please.

Waiter: Here you are. Good appetite.

Guest: Waiter, bring me the bill, please. How much do I owe you? Here you are. Keep the change.

Waiter: Thank you very much. Come to our café again.

Useful phrases:

1. Could I have the menu — Можно мне посмотреть меню?

2. Here's the menu — Вот меню.

**1. Поставьте фразы в правильном порядке, чтобы получился диалог.**

a) Is it going to be all for you?

b) Can I help you?

c) You can pay cash or by credit card.

d) Yes. Can I have a side of spring salad and a tuna sandwich, please?

e) Yes. How can pay?

f) Some sparkling water and a cup of coffee with cream.

g) Sure. What would you like to drink?

**2. Поставьте слова в правильном порядке.**

- a) Drink, to, anything?
- b) I, a sandwich, have, can, please?
- c) You, can, I, help?
- d) Ready, are, order, make, you?
- e) Drink, what, to, you, like, would?

**3. Переведите на английский язык.**

- Здравствуйте! Готовы сделать заказ?
- Здравствуйте! Да. Можно, пожа-та, гамбургер и картошку-фри (French-fries)?
- Что-нибудь попить?
- Колу, пожалуйста, среднюю.
- Еще что-нибудь?
- Нет, спасибо. Это все.

**4. Вставьте в диалог пропущенные слова**

Slice, Cranberry juice, Make an order, Tasty, First course, Mashed, Dressing

- Hello. Are you ready to \_\_\_\_\_?
  - Yes, please. Can I have French onion soup for the \_\_\_\_\_ and beef steak with \_\_\_\_\_ potatoes for the second? I would also like a Taco salad.
  - What kind of \_\_\_\_\_ would you like for your salad? Salsa or sour-cream?
  - Ok. Anything to drink?
  - I would like a glass of \_\_\_\_\_ and some mineral water.
  - Anything for dessert? Would you like to try our chocolate brownie cake?
- It is really \_\_\_\_\_.
- Can I have a piece of cheesecake and a cup of tea with a \_\_\_\_\_ of lemon and sugar?
  - Ok/ Thank you for your order. Your order will be ready in 15 mins.
  - Can I have my cold drinks before the main course?
  - Sure. No problem.
  - Thanks.
  - Let me know if you need something else.

**5. Переведите на английский язык следующие словосочетания:**

- Сделать заказ. Как я могу оплатить?
- Могу я оплатить? Я бы хотел...
- Еще что-нибудь? Что-нибудь попить?
- Что-нибудь на десерт? Вы бы не хотели попробовать...?
- Чашка чая и ломтиком лимона. Кусок торта
- Ваш заказ будет готов через 20 минут. Я бы хотела стакан брусничного сока.
- Это все? Попробуйте. Это очень вкусно.

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**At the restaurant...**

*We were sitting at the restaurant and waiting for our dinner.*

—While we are waiting, can I offer you a drink?  
 —Yes, of course. That would be great.  
 —What would you like? A glass of champagne or wine? Or would you like some still drinks?  
 —Oh, I would like to have some fresh juice.  
 —That's great. Apple, orange, grapefruit?  
 —Well, grapefruit will be good. Thank you.  
 —For your service, madam.

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—What would you like to order, miss?  
 —I would like some fried fish and jacket potato.  
 —Nice choice, miss. Would you like to add something?  
 —Yes, please. I would also like to have some vegetables on my plate.  
 —Would you like something for the dessert?  
 —A cup of tea and a cheesecake would be nice.  
 —So your order will be ready in approximately 25 minutes. Have a nice evening. If you need something — just call me. \_\_\_\_\_

### At the Restaurant

3. Nick: Is this table free? Waiter: Yes, it is. Will you dine a la carte or take the table d'hote? Nick: A la carte. What are your specials? Waiter: Our hamburgers.
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4. Waiter: May I take your order, sir? Nick: Yes. I'd like to try the steak, please. Waiter: How about the sweet? Nick: No sweet thanks. Just coffee. Waiter: Leaded or unleaded? Nick: Unleaded, please.
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5. Waiter: Have you chosen something, sir? Nick: Yes. Please for me, please. Waiter: What would you like afterwards? Nick: I'd like ice-cream, please.
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6. A: What would you like to order? B: Let's see the menu-card and the wine list.
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### Слова и выражения к диалогам

1. to be going to do smth. – собираться сделать что-либо (идиоматическая грамматическая конструкция, выражающая будущее немедленное время): to be going to finish one's work – собираться закончить свою работу; I am going to close the door. – Я собираюсь закрыть дверь. He is going to open the window. – Он собирается закрыть окно.  
 I believe (that)... – Я полагаю, (что)...

to be hungry ['hʌŋɡrɪ] – быть голодным, испытывать чувство голода I am hungry. – Я голоден. Are you hungry? – Ты голоден? Ты хочешь есть?

Why not go... - Почему бы не пойти...

wait for smb. – ждать кого-либо

entrance ['entrəns] – вход

Settled. ['setld] – Договорились.

2.be thirsty ['θɜːsti] – испытывать жажду, хотеть пить I am thirsty. – Я хочу пить.

bar [bɑː] – бар, закусочная; брусок, кусок; перекладина; прилавок, стойка; запрещать, препятствовать; coffee bar — (брит.) кафетерий

3.free – свободный; бесплатный

waiter – официант

dine – обедать

dine a la carte [kɑːt] – взять порционные блюда

carte [kɑːt] – меню; карта вин (фр.)

take the table d'hôte [taːbl dɒt] – взять дежурные блюда

hamburger ['hæm, bɜːɡə] – отбивная по-гамбургски

specials – фирменные блюда

4.take order – принять заказ

how about...? – Как насчет...?

steak [steɪk] – бифштекс; кусок мяса или рыбы для жаренья

unleaded – (кофе) без кофеина; неэтилированный (о топливе)

5.plaice [pleɪs] – камбала (обычно подается обжаренная в панировочных сухарях)

afterwards ['ɑːftəwədz] – потом, впоследствии, позже

ice-cream - мороженое

6.order dinner (coffee, etc.) – заказывать обед (кофе и т. д.)

menu-card / menu ['menjuː] – меню What's on the menu? — Что в меню?

wine - вино

list – список

### **1. Checking in at the hotel Регистрация в гостинице**

Mr. Brown: I'd like a room, please.

Clerk: Certainly. Do you have a reservation with us?

Mr. Brown: No, I don't. Do you have a vacancy?

Clerk: No problem. We have plenty of rooms. How long are you going to stay?

Mr. Brown: Six days, I think.

Clerk: Do you want a single or a double?

Mr. Brown: A single. How much is it?

Clerk: \$35 a night. Will you pay by cash or charge?

Mr. Brown: I'll charge it. You take Master Card, I suppose?

Clerk: Yes. And now would you fill up this form, please.

Mr. Brown: Yes, sure. .... Here you are.

Clerk: Thank you. Your room is 345 on the second floor. Here is the key. The elevator is to your right at the end of the lobby. I will call the bellman to help you with your baggage.

Mr. Brown: Thank you.

Clerk: You are welcome. Thank you for staying with us.

## **2. ASKING INFORMATION Наведение справок**

Mr. Brown: Is there a shower in this room?

Clerk: Certainly. There is a bathroom, a TV set and a fridge.

Mr. Brown: That's nice. What time is breakfast, by the way?

Clerk: Any time between 7 and 10 downstairs in the restaurant.

Mr. Brown: Can I have breakfast in my room?

Clerk: No problem. You can order it by phone. Lunch is from 11 till 1.30, tea about 5 o'clock and dinner at 6 or 7.

Mr. Brown: What facilities are there in the hotel?

Clerk: There is a barber's and a hairdresser's, a foreign currency bank, a post-office, a dry-cleaner's, a shoe repair shop and a laundry. All of them are on the ground floor.

Mr. Brown: Well, I see. I have to get up at 6 a.m. tomorrow. Could I ask you for a wake up call?

Clerk: Oh, sure, sir.

Mr. Brown: Thanks a lot. Eh... One more question. What is the check-out time?

Clerk: The check-out time is 13:00.

Mr. Brown: Thank you very much.

Clerk: You are welcome. Have a nice stay here.

## **Бронируем номер в отеле**

Phrase	Перевод
Hello, can I reserve a room, please?	Здравствуйте! Могу ли я забронировать номер, пожалуйста?
Can I book a room?	Могу я забронировать номер?
How far is it from the airport / city centre?	Как далеко (находится гостиница) от аэропорта / центра города?
What types of rooms are available?	Какие типы номеров у вас имеются?
I would like to book a single/double/triple/twin-bedded room.	Я бы хотел зарезервировать одноместный/двухместный/трехместный/с двумя кроватями номер.
I'd like to book a suite / presidential suite.	Я бы хотел забронировать номер-люкс / президентский люкс.



I would like to book a non-smoking room.	Я бы хотел зарезервировать номер для некурящих.
I'd like to book a room facing the sea/lake.	Я бы хотел забронировать номер с видом на море/озеро.
I'll take this room for a week.	Я сниму этот номер на неделю.
When is check-out time?	В котором часу я должен освободить номер?
I'd like full board / half-board.	Я бы хотел полный пансион / половину пансиона.
Do you have a car park?	У вас есть парковка?
Do you allow pets?	Разрешаете ли вы заселяться с домашними животными?
Does the hotel have a gym / swimming pool? Until when is it open?	В отеле есть тренажерный зал / бассейн? До которого часа он работает?
How much is for the room including breakfast?	Сколько стоит комната, включая завтрак?
Is breakfast included?	Стоимость завтрака включена? (в общую стоимость)
Can you offer me any discount?	Вы можете предложить мне скидку?
Do you have any cheaper rooms?	У вас есть какие-нибудь номера подешевле?
What is the total cost?	Какова итоговая сумма к оплате?
Are my credit card details necessary when making a reservation?	Нужны ли данные моей кредитной карты при бронировании?

## Регистрация в гостинице

Phrase	Перевод
Hello, I have a reservation for a single/twin/triple/double room.	Здравствуйте, я бронировал одноместный/двухместный/трехместный/с двумя кроватями номер.
What time do you serve breakfast?	В котором часу завтрак?
Could I have lunch in my room, please?	Можно мне обед в номер, пожалуйста?
What time's the restaurant open for dinner?	В котором часу ресторан открывается для ужина?
What time does the bar close?	В котором часу закрывается бар?

Phrase	Перевод
Could I see your passport, please?	Предъявите, пожалуйста, ваш паспорт.
Could you please fill in this registration form?	Не могли бы вы заполнить эту регистрационную карту?
Could you please sign at the bottom of the form?	Не могли бы вы поставить подпись внизу бланка?
Breakfast's from 8 a.m. till 11 a.m.	Завтрак с 8 до 11 утра.
Dinner's served between 7 p.m. and 10 p.m.	Ужин подается с 7 до 10 вечера.
Would you like any help with your luggage?	Вам помочь с багажом?
Here's your room key.	Это ключ от вашего номера.
Your room's on the second/third/fourth floor.	Ваш номер находится на втором/третьем/четвертом этаже.
Room 123 on the second floor.	Комната 123 на втором этаже.

### **Выезд из отеля**

При выезде из гостиницы вам надо будет внести оплату за номер. Чтобы вам легче было вести диалог на английском языке в отеле, выучите следующие фразы:

Phrase	Перевод
I would like to check-out.	Я хотел бы выехать.
Could I have a receipt, please? I am leaving tomorrow.	Могу я получить чек, пожалуйста? Я уезжаю завтра.
I would like to pay my bill.	Я бы хотел оплатить мой счет.
I'll pay by credit card.	Я оплачу счет кредитной картой.
I'll pay in cash.	Я оплачу счет наличными.
Could I have some help bringing my luggage down?	Помогите мне, пожалуйста, спустить мой багаж вниз.
I have really enjoyed my stay.	Я получил удовольствие от пребывания в вашем отеле.

## В аэропорту Immigration

## Иммиграционный контроль

**Inspector:** May I see your passport, please?  
**Passenger:** Yes, here it is.  
**Inspector:** Did you arrive on Japan Airlines?  
**Passenger:** No, I arrived on Air France, Flight 365.  
**Inspector:** What is the purpose of your visit?  
**Passenger:** I'm on a business trip.  
**Inspector:** How long are you going to stay here?  
**Passenger:** For two weeks.  
**Inspector:** Could I see your ticket, please?  
**Passenger:** Here you are.  
**Inspector:** Ok, your visa is valid for a month. If you decide to stay longer, have it renewed at the immigration department.  
**Passenger:** I see, thank you very much.

*department*

*служба иммиграции, департамент*

## 2. At the Customs

## На таможене

**Inspector:** Put your bags on the table, please and give me your Customs form. Mm... How long are you going to stay in the country?

Passenger: Three weeks.  
 Inspector: Do you have anything to declare?  
 Passenger: Sorry?  
 Inspector: Cigarettes, alcohol?  
 Passenger: No.  
 Inspector: Any plants, fresh fruit and meat?  
 Passenger: Oh no.  
 Inspector: Will you open your bag, please? Are you bringing any gifts into the country?  
 Passenger: No.  
 Inspector: What is in the bottle?  
 Passenger: It's medicine.  
 Inspector: Okay. Here is your Customs form.  
 Passenger: What should I do with it?  
 Inspector: Do you see that inspector over there? Give it to him.  
 Passenger: I see. Thank you very much.

### 3. Buying a ticket

### Покупка билета

Passenger: Good afternoon. May I have a ticket to London, please?  
 Clerk: Single or return?  
 Passenger: Return, business class please. How much is it?  
 Clerk: It's \$ 300. Your passport, please.  
 Passenger: Here you are. When does the flight leave?  
 Clerk: It leaves daily at noon and arrives to London at 3.40  
 Passenger: Is it a non-stop flight?  
 Clerk: No, it isn't. There is one-hour stopover in Atlanta.  
 Passenger: What about the return flight?  
 Clerk: Let me check... This is a daily, Monday through Saturday, flight. The departure time from London is 2 p.m. It arrives in Chicago at 6.30.  
 Passenger: That's fine.  
 Clerk: Here is your ticket, please.  
 Passenger: Thank you very much

### 4. At the Check-in counter

### Регистрация

Clerk: Good afternoon. Your ticket, please? Will you put your suitcases here and I'll check them through.  
 Passenger: All right.  
 Clerk: Where would you like to sit?  
 Passenger: I'd rather take an aisle seat.  
 Clerk: Smoking or nonsmoking?  
 Passenger: Nonsmoking.

Clerk: Here is your ticket and this is your boarding pass. Your flight is boarding now at Gate 65.  
 Passenger: And where is Gate 65?  
 Clerk: Now you go straight and then turn to the left. You will see it.  
 Passenger: Thank you. Oh, I'm sorry, where is my baggage claim check?  
 Clerk: It's with your ticket, ma'am.  
 Passenger: Thank you very much.

### ГРАММАТИКА

**Упражнения** на сравнение **Participle Present** и **Participle Past** из этого урока помогут начинающим применить на практике свои знания на причастие в функции определения. **Упражнения** даны по мере возрастания сложности.

#### Формы причастия I

	Active	Passive
<b>Present</b>	writing пишущий	being written
<b>Perfect</b>	having written	having been written

#### Формы причастия II

	Active	Passive
<b>Past</b>	—	written написанный

### Participle Present VS Participle Past

**Упражнение 1.** Выберите подходящий вариант.

**Nessie**

Have you ever heard of the Loch Ness Monster? Many people believe that there is a huge animal (living/lived) in Loch Ness in Scotland.

The animal is about 50 metres long (including/included ) its tail. Nobody knows anything about its (eating / eaten) habits. There are some photos of the animal (taking/ taken) by different people (visiting/ visited) the lake, but nobody can prove that they are real.

This animal (giving/ given) the nickname Nessie has been one of the greatest tourists attractions to the area for years. Expeditions (sent / sending) to Scotland tried very hard to find and catch Nessie. And so did individuals (looking/ looked) for the animal. But there has been no result yet.

Nessie is still a great mystery. Very few things (knowing/ known ) about Nessie are: it has a long and thin neck like a giraffe's, its head is quite small and looks like a horse's, its colour is dark yellow and its habitat is the deepest and the coldest part of the lake.

**Упражнение 2.** Образуйте **Participle I** или **Participle II** от глаголов в скобках.

1. Why have you got that ... (worry) expression on your face? Are you in trouble?
2. The teacher was ... (disappoint) with the test results.
3. Jack's answer was ... (disappoint).

4. I went to the exhibition of French art last week and I was very much ... (impress).
5. We saw a lot of ... (fascinate) paintings.
6. I was so ... (excite) that I couldn't say a word.
7. The trip to the mountains was so ... (excite) — we enjoyed every minute of it.
8. I'm ... (bore) — I have nothing to do.
9. The lecture was so ... (bore) that a few listeners fell asleep.
10. We liked the Room of Horrors but some of the tricks were rather ... (frighten).

### 3. Напишите следующие глаголы в форме причастий.

Причастие I

Перфектное причастие I

Причастие II

work

read

leave

go

laugh

### 4. Объедините два предложения в одно, используя причастие I.

Н-р: He was jumping down the stairs. He broke his leg. – He broke his leg **jumping** down the stairs. (Он сломал ногу, прыгая вниз по лестнице.)

1. Tom was watching the film. He fell asleep.
2. The pupils opened their textbooks. They looked for the answer.
3. Julia was training to be a designer. She lived in Milan for 3 years.
4. They are vegetarians. They don't eat meat.
5. Jane was tidying up her bedroom. She found some old letters

#### Критерии самооценки выполненной работы:

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			
Грамматика			
Орфография и пунктуация			
Устная речь			

### Практические занятия №49, 50

Телефонные переговоры. Правила поведения в ресторане, кафе во время делового обеда/

**Цель:** Обеспечение условий для тренировки нового языкового материала через профессионально-ориентированное чтение диалогов по теме, изучения нового лексического и грамматического материала.

#### Приобретаемые умения и навыки:

Формирование и развитие речевой компетенции по теме посредством всех видов речевой деятельности.

**Знание:** лексического материала по теме, работа с лексикой, терминологий. Специальной лексикой.

**Умение:** чтение, диалоги по образцу. Выполнять лексико-грамматических упражнений. диалогической речи, составление диалога – расспроса, диалога – побуждения по предложенным темам.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

**Норма часов рабочего времени:** 4 часа

**Оснащение рабочего места:** раздаточный материал, видеозаписи, инструкционные карты.

#### **Литература:**

1. Агабекян И.П. Английский язык для СПО - Изд.3-е. перераб. и доп. - Ростов-на-Дону: Феникс, 2020. - 316 с. (Среднее профессиональное образование). - ISBN 978-5-222-31012-0.

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3. Голубев А. П., Английский язык для всех специальностей + е-Приложение: учебник / А.П. Голубев, Н.В. Балюк, И.Б. Смирнова. - Москва: КноРус, 2021. - 385 с. - ISBN 978-5-406-08132-7;

4. Карпова, Т.А., English for Colleges = Английский язык для колледжей. Практикум + еПриложение : тесты : учебно-практическое пособие / Т.А. Карпова, А.С. Восковская, М.В. Мельничук. — Москва : КноРус, 2020. — 286 с. — ISBN 978-5-406-07527-2. — URL: <https://book.ru/book/932751> (дата обращения: 03.03.2022).

5. Интернет ресурсы

1. [http:// enghelp.ru](http://enghelp.ru) Все для изучающих английский язык

2. <http://www.2uk.ru/slang>

### **ADDITIONAL MATERIAL**

#### **I. Read and translate the texts:**

Features of business telephone etiquette and talking on cell phone

According to specialists today over 50% of all business problems are solved over the phone. This is the fastest method of communication, which allows to establish contacts, to arrange a meeting, business discussion, negotiation, without the need for direct communication. But from the sound of your voice, your manner of talk on the phone depends largely on the reputation of the company and the success of its business operations. Therefore, the ability to correctly and properly talk on the phone is now becoming an integral part of the company image policy.

Culture requires knowledge of business communication: the telephone conversation of common rules and the basic rules of business etiquette phone.

#### **General rules of the telephone conversation:**

1. Lift the handset to call the fourth: the first impression about you or your company already develops on how long you have to wait an answer;

2. Talking on the phone should be on time to leave all extraneous conversations. Your friend has every right to attention to themselves;
3. During a call, considered indecent, something to eat, drink, smoke, rustling paper, chewing gum;
4. It is unacceptable, lifting the handset and replied, "Just a minute", to make the caller wait for you to deal with their affairs. This is possible only in extreme cases and only within one minute. If you are currently very busy and can not talk, it is better to apologize and offer to call back;
5. Call back whenever waiting for your call;
6. If you do not "get there", you should not find out, "And what is your number?" You can specify: "This number so and so ...?", He heard a negative response, apologize and hang up;
7. Call Home is an invasion of privacy, so always ask at your convenience any time you call: "Do you have time to talk to me?", "You are very busy?" And so on. N. If the answer is yes, you can talk to your heart's content, but he heard the first signs of wanting to end the conversation, you should politely say goodbye. In the service of a call is also limited
8. Talking on the phone to be extremely polite. It is unacceptable to scream and irritated during a telephone conversation, it is a flagrant violation of the ethics of interpersonal and business communication. In response to an insult put a tube. Swearing on the phone is considered to be illegal
9. The conversation on the phone to be polite, but once completed, if you come to the house guests or visitors to the office. Should apologize and briefly describing the reason of the call to negotiate. At home you can say, "Excuse me, I have come to visit, I'll call you tomorrow night (morning)"; at work: "Excuse me, came to me a visitor, I'll call you back in about an hour." Be sure to make your promise.
10. If during the conversation was cut short communication should hang up; re-dials the one who called. If a company representative talked to the customer or client, then he has to dial the number;
11. The initiative belongs to the completion of a call to the person who called. The exception is a conversation with the senior age or social status;
12. Nothing can replace the warm words of thanks and farewell at the end of each conversation, a conversation. It should be remembered that the farewell should include the possibility of future contact, 'Let's call each other next Tuesday, "" I'll see you tomorrow, "and so on. D.

### **Other basic rules of business telephone etiquette:**

Keep in mind that a business phone call should not exceed four minutes.

### **You need to call**

1. The rules of etiquette require the caller heard the answer: Welcome and introduction during a conversation with a stranger - a mutual and binding.



The main rule of business protocol - telephone conversation should be personalized. If the subscriber is not given, it should be asked politely: "Excuse me, with whom I talk?", "Let me find out who I'm talking?" And so on. N.

2. If the call goes through the secretary and wherever you call, you do not know the Secretary has the right to ask about the reason for the call.
3. Whatever the circumstances, try to smile, otherwise you will not be able to win the interlocutor
4. Always keep a notebook and pen for the required records.
5. In preparation for the telephone conversation, make a list of issues that should be discussed. Redial apology for the fact that you missed something, leave a bad impression, and is valid only in extreme cases.
6. If you have not been able to catch the right person to you, ask when it is more convenient to call back.
7. Plan a message in advance if you know that the information will be transmitted through a third party or through an answering machine.
8. If you leave a message on the answering machine, after greeting and presentation call date and time of call, and then a short message and words of farewell.

### **When you call**

According to the rules of etiquette, lifting the handset, you should:

1. If you do not want to talk with you, but with someone else, "Just a minute, I'll give the phone"; the one who is called to the phone, to thank, "Thank you," "Thank you, I'll be right there."
2. If the right person is not at this moment on the spot, approached said that the person is missing. Such responses should include a request to call back after a certain time, "Could you call back in an hour," and so on. N
3. If the phone rings, and you at this time, say for another machine, it should be by lifting the handset, apologize as possible to complete the first call, hang up, and then begin to talk to the second party, or to apologize and ask for a call back after a certain time. It is unacceptable to force the caller to wait more than one minute.
4. It is better to refrain from answering calls, if you spend a business meeting or business meeting. Priority is always belongs to the living voice.
5. If you receive a call on important business, when people are in the office, it is better to respond to the call from the next room or in the absence of such an opportunity to ask for a call back after a certain time, or to reduce the conversation to a minimum.

In today's business culture of communication pay special attention to your phone conversation. Several axioms of telephone communication, especially if you are calling for the first time.

### **The art of conversation on a mobile phone.**

Mobile phones have become part of our lives. Perhaps the need for and benefits of this means of communication are undeniable, and mobile communications should be taken as a fruit of civilization.

Therefore, we can formulate some general rules of etiquette when using a cell phone.

Explore its features and functions, in other words, read the manual.

Remember when to turn off the phone or put a vibration mode.

Off: meeting, cinema, sports, worship, workshops, communication with the customer.

In the mode of vibration: in public places, where you can answer the phone without disturbing others.

If people around you, but you need to talk, not shout. Cell phone really is more sensitive to sounds and voices than a regular phone. You can even speak a little softer than usual, and you hear your caller (and not the other people in the room).

Avoid talking on the phone at the table in the restaurant. If you need to answer a call, ask the caller to wait a minute, I'm sorry, exit the table and speak at a payphone in the restaurant or on the street.

Avoid conversations, where you can distract people's attention.

Avoid conversations on personal topics, where you can hear. Be aware of others around you. Do not iterate over the dirty linen in public.

Decrease the volume of the call

If you did the wrong, it is better to avoid unnecessary excuses. They say: "Sorry, I forgot to turn it off" - just as bad as leaving the phone ringing.

Use voice mail. Remember, lift, lifting, can break off calls. End the call before entering the elevator.

Be concise. If you call and you are not one, 30 seconds - it is the maximum.

If you call in a public place or a private meeting, it is unpleasant triple: 1) puts you in a bad light, and you introduce yourself look silly and rude; 2) all the confusing; 3) you put the caller in an awkward position, letting him know that "you are in a meeting" (big deal!), And he sticks with the chatter.

Reality shows that answering the call during a meeting, you are talking about your future client or customer: "I do not appreciate you and your time spent with you. You are not as important as the person who can call. "

But keep in mind: there are situations where you have to answer the call - a sick child, waiting for the big deal, important message.

According to the rules of etiquette before the meeting be sure to warn the audience that you are expecting an important call and get permission.

- Good afternoon. «Tower Investment Bank». May I help you?
- Hi. I would like to talk to Mr. Clinton from the accounting department, please.
- May I ask you who is calling?
- My name is Bruno Ponti. I'm calling from an advertising agency.
- Thank you, Mr. Ponti. Just a moment, please. Let me check if Mr. Clinton is in his office.
- Sure.

- Thank you for waiting. I'm sorry but Mr. Clinton isn't available at the moment. Would you like to leave a message or shall I ask him to call you back? Does he have your number?
  - I believe he does. But I can give it to you, just in case.
  - All right. Go ahead, please.
  - My number is 046 78345.
  - OK. And would you mind repeating your name?
  - Sure. Bruno Ponti. I can spell it: B-R-U-N-O P-O-N-T-I.
  - Thank you, Mr. Ponti. I'll ask Mr. Clinton to call you back as soon as possible today.
  - Thanks a lot. Bye.
- 

"Jordan Furniture". Mandy is speaking. Can I help you?

- Good morning. I'm calling on behalf of Mr. Franks from «London Design Studio». Could I speak to someone who deals with reconstruction works?
  - Sorry, I didn't catch that. Could you speak up, please?
  - I'd like to talk to your chief engineer, please.
  - Certainly, sir. Hold on a moment. I'll put you through.
  - Thank you.
- 

For restaurants, cafes and similar establishments woman comes first, and the man enters her. Man takes off his hat or cap, on the basis, puts them just outside the door.

Today most of these institutions have wardrobe where visitors can leave coats, umbrellas, bags, cases and more. If a woman comes to the restaurant with her husband, the last weight off and help her dress coat (raincoat).

In the coffee shop wardrobe may not be, but hang clothes on the chair is not recommended in the hall must be rack.

Handbag lady may put on his knees or put on the floor, but not a table.

If you want to discuss at dinner business issues, you can take with the folder or list of documents or papers.

Check whether the deteriorated hair, makeup, etc. can tweak in the lobby or the toilet.

By Hall café, restaurant or canteen man should go first to find places and bring them companion, ask whether she likes this place. Between Recommend tables move quietly and carefully so as not to worry and not to offend other visitors.

You can not examine those already seated at the table, or food that is on the table.

If there are no free tables, but there is free space on already busy, you need to ask permission to sit next to them. If you are allowed, you should thank and sit down, sit down to help the lady.

Convenient is the place to face the room.

Men should sit down at the table to the right of women, if the table is small - in front of her.

When the dinner, two men and one woman, she has to sit between them (the two women - people).

If the restaurant is divided into cubicles, women are the first to sit down near the wall facing each other, then sit men.

If dines several people, all orders the waiter does some one.

If you were late for a meeting and need to join those sitting at the table, you should come to him who invited and apologize for the delay.

It is the waiter offered to read the menu. If one card on the table menu, it initially offered the woman.

The initiator can order invitations at all or that dish, but with the condition of the previous announcement that invites you to barbecue and more.

If it's a business lunch, the first meal orders invited.

The waiters taking orders, should first appeal to women, and then - to the men.

After the meal, settle the question of beverages (wine that order).

When dinner is over, you must call up the waiter and ask for account.

Not recommended

Acquainted with people sitting at the next table. A woman who comes alone, sit at the table where men sit alone. Seated next to noisy drunken company. Can not

- take seats at a table on one side of the table.
- Wipe the face with a napkin.
- blow on food or smell them.

## **Задание 2. (15 минут, 2 балла)**

**Алгоритм выполнения задания: Ответьте на следующие вопросы:**

1. How to go to a restaurant, coffee shops and similar establishments?
2. Where a woman can put a handbag?
3. What is the place of the restaurant is considered user?
4. How to sit at a table in a restaurant?
5. Who should order food and drinks?
6. Who should pay the bill?

## **Задание 3. (10 минут, 1 балл)**

**Алгоритм выполнения задания: Прочитайте и переведите диалог:**

**Thomas:** Hello Jane, I am so glad you could make our appointment.

**Jane:** It is nice to have a lunch meeting from time to time, it helps discussing business in an informal comfortable manner.

**Thomas:** Wow, the restaurant is really busy today, don't you think?

**Jane:** Yes. There seems to be a party going on over there.

**Waiter:** Good evening. Here is the menu. Would you like a drink while you take time choosing from the menu?

**Thomas:** Yes, may we get a bottle of white wine please?

**Waiter:** Ah, but of course Sir. Just a moment, please!

**Waiter:** Is the wine okay for you madame, sir?

**Jane:** Yes it's perfect!

**Thomas:** Yes, very good!

**Waiter:** Are you ready to order now?

**Thomas:** Yes, please. May I have a bowl of tomato basil soup for starters and fillet mignon for the main course, with a side portion of mashed potatoes. Can you cook the meat medium rare please?

**Waiter:** And for you madame?

**Jane:** Do you have any vegetarian options?

**Waiter:** Certainly. We have several vegetarian options on page 4 of the menu madame.

**Jane:** Thank you. I would like to order a small Ceasar salad and a vegetarian pizza please..

**Waiter:** There you go: for sir a bowl of tomato basil soup and medium rare fillet mignon, with a side order of mashed potatoes and for madame - a small Ceasar salad and a vegetarian pizza. Bonappetit! \*

**Janeand Thomas:** Thank you very much!

**Критерии самооценки выполненной работы:**

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			
Грамматика			
Орфография и пунктуация			
Устная речь			

## **Раздел 2. Тема 2.3. Выдающиеся исторические события и личности.**

### **Исторические памятники.**

#### **Практические занятия №51,52**

Из истории пищевой промышленности. Грамматика: Страдательный залог. Косвенная речь

**Цель:** Обеспечение условий для тренировки нового языкового материала через профессионально-ориентированное чтение диалогов по теме, изучения нового лексического и грамматического материала.

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**Умение:** чтение, диалоги по образцу. Выполнять лексико-грамматических упражнений. диалогической речи, составление диалога – расспроса, диалога – побуждения по предложенным темам.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

**Норма часов рабочего времени: 4 часа**

**Оснащение рабочего места: раздаточный материал, видеозаписи, инструкционные карты.**

**Литература:**

1. Агабекян И.П. Английский язык для СПО - Изд. 3-е, перераб. и доп. - Ростов-на-Дону: Феникс, 2020. - 316 с. (Среднее профессиональное образование). - ISBN 978-5-222-31012-0.
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  2. <http://www.2uk.ru/slang>

### Содержание работы

#### **1 Translate words, words combinations**

Food industry, guild, private, history, versions, paste, experimentation, olive, modern, chemical, packaging, machines, transportation, refrigerate, public, olive, wine, crystal, extract.

#### **2 Remember the pronunciation and meaning of the following words and phrases (active vocabulary)**

Food – пища

Grain – зерно

Milling – мукомолье

Baking – хлебопечение

Oven – хлебопекарная печь

Olive oil – оливковое масло

Honey – мёд

Starch – крахмал

Cane – сахарный тростник

Wine making – виноделие

Beer brewing – пивоварение

Vinegar – уксус

Essential oil – эфирное масло

Commercial – промышленный

Storage – хранение

Packaging – упаковка

Processing industry – перерабатывающая промышленность

#### **3 Name the part of speech and give the definition of the following words:**

To grow – growth, to package – packaging, to refrigerate – refrigeration, to transport – transportation – transporter, to process – processing – processor, to manufacture – manufacture, to bake – baking – bakery – baker.

**4 Read and translate the text about the history of food industry. Be ready to answer the questions.**

### **Text 1 From the History of Food Industry**

The food industry is a very ancient industry. Almost every branch of the food industry and particularly those dealing with grain and bread, meat and meat products, fish and fish products, was a well defined trade guild.

The food industry developed from the experience of generations.

Milling and baking were well developed in ancient times. There were both private and public ovens for baking bread. The history of bread is actually the history of the baking oven and the raw materials used for the preparation of bread. The history of bread goes back at least 30,000 years. The first bread produced was probably cooked versions of a grain-paste, made from roasted and ground cereal grains and water, and may have been developed by accidental cooking or deliberate experimentation with water and grain flour. Descendants of this early bread are still commonly made from various grains in many parts of the world.

Olive oil and honey were widely sold and bought. Cheese was manufactured thousands of years ago. Butter is also an ancient food.

The production of food, as an industry, actually has a history extending as far as the history of modern chemistry because it was considered a part of chemical technology. Thus the book "Chemical Technology" published in 1870 contained the following sections: starch, sugar manufacture, cane sugar, beet sugar, fermentation, wine making, beer brewing, bread baking, manufacture of vinegar, and essential oils.

The food industry developed in full with the growth of the processing industries and with improvement in food machines, transportation, refrigeration, storage and packaging.

### **5 Answer the questions after reading the text**

1 In what way were the branches of food industry connected with the trade guilds?

2 When did the history of bread start?

3 What were the basic ingredients of the first bread?

4 What have you learnt about the role of chemistry in the history of food industry?

### **6 Give the Russian equivalents to the word-combinations from the text:**

-experience of generations

-milling and baking

-ancient times

-private and public ovens

-raw materials

-ground cereal grains

- olive oil
- ancient food
- chemical technology
- processing industries
- wine making

**7 Match up the words on the left with the definitions on the right.**

- |               |   |
|---------------|---|
| 1 industry    | a) chamber used for the heating, baking or drying of a substance  |
| 2 branch      | b) of many different kinds  |
| 3 meat        | c) sweet food made by bees using nectar from flowers  |
| 4 oven        | d) the production of goods for use or sale using labor and machines   |
| 5 cooking     | e) animal flesh that is eaten as food   |
| 6 various     | f) the process of preparing food, by the analog skills, often with the use of heat                                      |
| 1 honey       | g) hold or keep within something  |
| 2 contain     | h) the production of an economic good or service within an economy  |
| 3 manufacture | i) woody structural member connected to but not part of the central trunk of a tree/a sector of industry, economy, etc. |

**8 Complete the sentences using the words from the table:**

**Bread, food, water, machines, branch, grain, ovens**

- 1 Every \_\_\_\_\_ was a well defined trade guild.
- 2 The \_\_\_\_\_ was baked in public and private \_\_\_\_\_.
- 3 The production of \_\_\_\_\_ has a history extending as far as the history of modern chemistry.
- 4 The first bread was cooked of \_\_\_\_\_ and \_\_\_\_\_.
- 5 To develop food industry it is necessary to improve \_\_\_\_\_, transportation, storage and refrigeration.

**9 Complete the table:**

noun	verb	adjective
history		
	produce	
		various
	bake	
manufacturer		

**3 Read and translate the text about modern food industry. Be ready to answer the questions.**

**Text 2 The present day food industry**

The assortment of products of the food enterprises is a wide and varied one.



Bread and macaroni, meat and fish products, milk and butter, tanned foods and vitamins, sugar and sweets, tea and coffee, beer and wine and dozens and hundreds of other items are produced at the food mills and factories of the country.

The technological processes and methods of treating raw materials are wide and varied. The food enterprises use heat and refrigeration, high pressure and deep vacuum, electric energy and radiation.

While mechanical methods prevail at some enterprises, invisible chemists work at others – microorganisms and enzymes. They are used at such enterprises which are based on fermentation: bread-baking, production of beer, vinegar, wine.

The food industry produces such foods that look and taste like meat but are made from soybean proteins. If soybean proteins are dissolved in alkali they form a sticky liquid. This liquid may be extruded through tiny holes and then recoagulated in an acid bath in the form of fibers. The fibers then can be spun into ropes with texture approaching the fibrous texture of chicken or beef muscle tissue. The fabricated tissue then can be interlaced with fats, food flavouring and food colours. Products are almost indistinguishable from chicken meat, fish, ham or beef. The products also may be dehydrated, compressed or otherwise processed.

Education of food processing specialists plays great role in the food industry. There are institutes training engineers and technicians. These educational institutions graduate engineers in such branches as bread making, cake and pasta manufacture, sugar and confectionary technology, beer brewing and wine making, the technology of fats, oils and cosmetics, food biotechnology and storage, processing of grains, etc.

#### **4 Answer the questions:**

- 1 What products do modern food manufacturers produce?
- 2 What do the food enterprises use treating raw materials?
- 3 What meat products can be made using soybean proteins?
- 4 What is the main purpose of food processing institutes, colleges and departments?
- 5 Give the Russian equivalents to the word-combinations from the text:
  - assortment of products
  - dozens and hundreds of other items
  - technological processes
  - methods of treating raw materials
  - food enterprises
  - food flavouring
  - food colours
  - soybean proteins
  - sticky liquid
  - to spun into ropes
  - mechanical methods

## ГРАММАТИКА

### Ex.1. Раскройте скобки, употребляя глаголы в Present, Past или Future Simple Passive.

Bread (to eat) every day. 2. The letter (to receive) yesterday. 3. Nick (to send) to Moscow next week. 4. I (to ask) at the lesson yesterday. 5. I (to give) a very interesting book at the library last Friday. 6. Many houses (to build) in our town every year. 7. This work (to do) tomorrow. 8. This text (to translate) at the last lesson. 9. These trees (to plant) last autumn. 10. Many interesting games always (to play) at our PT lessons. 11. This bone (to give) to my dog tomorrow. 12. We (to invite) to a concert last Saturday. 13. My question (to answer) yesterday. 14. Hockey (to play) in winter. 15. Mushrooms (to gather) in autumn. 16. Many houses (to burn) during the Great Fire of London. 17. His new book (to finish) next year. 18. Flowers (to sell) in shops and in the streets. 19. St. Petersburg (to found) in 1703.

### Ex.2. Раскройте скобки, употребляя глаголы в Active или Passive Voice.

Nobody (to see) him yesterday. 2. The telegram (to receive) tomorrow. 3. He (to give) me this book next week. 4. The answer to this question can (to find) in the encyclopedia. 5. We (to show) the historical monuments of the capital to the delegation. 6. You can (to find) interesting information about the life in the USA in this book. 7. Budapest (to divide) into two parts: Buda and Pest. 8. Yuri Dolgoruki (to found) Moscow in 1147. 9. Moscow University (to found) by Lomonosov

### Ex.3 Употребите правильную форму глагола в пассивном залоге.

1. The roads (cover) with the snow. 2. Chocolate (make) from cocoa. 3. The Pyramids (build) in Egypt. 4. This coat (buy) four years ago. 5. The stadium (open) next month. 6. Your parents (invite) to a meeting. 7. Where is your car? – It (mend) at the moment. 8. The books already (pack). 9. The castle can (see) from a long distance. 10. The guests must (meet) at noon.

### Ex.4. Напишите полные ответы на следующие вопросы.

Are the Olympic Games held every 10 years

Is bread made from flour or potatoes? Was the Eiffel Tower built in Moscow?

Will the final exams be taken in summer or in winter?

When is Christmas celebrated in Europe?

## КОСВЕННАЯ РЕЧЬ

**Упражнение 1.** Переведите повествовательные предложения в косвенную речь.

1. The secretary has said, «The press conference is taking place now in the main hall».
2. My brother has said, «Aunt Sally will come on Monday.»
3. The students have said, «We had two tests last week.»
4. Her daughter said, «I am not listening to music now.»
5. My friend said, «I have visited all these places.»
6. Tom said, «I am a first year student now.»
7. She said, «I have not been speaking to him since yesterday.»

8. Susan said, «I was in the library two days ago.»
9. The boy said, «I was not watching TV in my home at 8 o'clock.»
10. The teacher said, «They have been writing since early morning».
11. He said, «I will visit you next Friday.»
12. She said, «I will be leaving my home at 10 o'clock tonight.»

**Упражнение 2.** *Переведите общие вопросы в косвенную речь.*

1. John asked, «Has anybody seen the film?»
2. He asked, «Are you listening to music now?»
3. She asked, «Have you been working hard on this problem?»
4. She asked, «Were you in the library yesterday?»
5. He asks, «Does she work now?»
6. He asks, «Has she been reading this book since Monday?»
7. Jane asked, «Can anybody tell me what you have been discussing all the time?»
8. He asked, «Will you be at Nick and Carol's party tonight?»

**Упражнение 3.** *Переведите специальные вопросы в косвенную речь.*

1. Where is he going? (He didn't tell anybody..)
2. Where has he gone? (Did you know...)
3. Where is he? (Did you know...)
4. When is he leaving school? (I wanted to know...)
5. Where does he live? (Nobody knew...)
6. When will he come back? (She asked them...)
7. Where did she buy this hat? (He wanted to know...)
8. How much did she pay for it? (I have no idea...)

**Упражнение 4.** *Прочитайте диалог.*

A.: Excuse me? B.: Yes...

A.: This chicken is underdone.

B.: What do you mean?

A.: It's not cooked.

B.: Yes, it is.

A.: No, it isn't.

B.: Look, that's how we always serve it.

A.: Well, I don't want it. And I won't pay.

B.: You'll pay whether you eat it or not.

A.: In that case, I want to see the manager.

B.: I'm the manager.

Используя косвенную речь, расскажите о ситуации. Например, начните так:

«I ordered the chicken. It wasn't properly cooked. I told the waiter...»

**Критерии самооценки выполненной работы:**

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			

Грамматика			
Орфография и пунктуация			
Устная речь			

## **Раздел 2. Тема 2.3. Выдающиеся исторические события и личности.**

### **Исторические памятники. Практические занятия №53,54.**

#### **Исторические памятники.**

**Цель:** Обеспечение условий для тренировки нового языкового материала через профессионально-ориентированное чтение диалогов по теме, изучения нового лексического и грамматического материала.

#### **Приобретаемые умения и навыки:**

Формирование и развитие речевой компетенции по теме посредством всех видов речевой деятельности.

**Знание:** лексического материала по теме, работа с лексикой, терминологий. Специальной лексикой.

**Умение:** чтение, диалоги по образцу. Выполнять лексико-грамматических упражнений. диалогической речи, составление диалога – расспроса, диалога – побуждения по предложенным темам.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

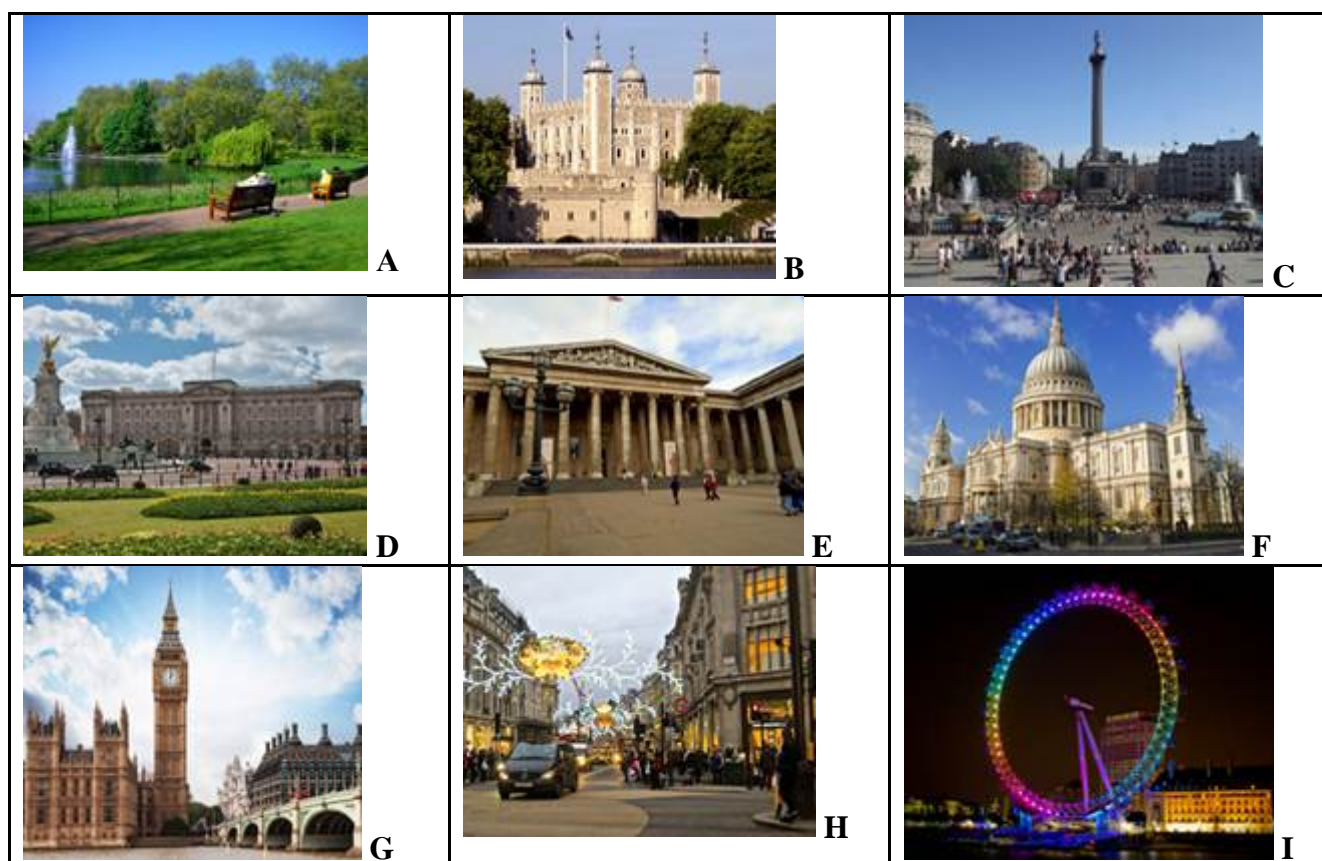
**Норма часов рабочего времени: 4 часа**

**Оснащение рабочего места: раздаточный материал, видеозаписи, инструкционные карты.**

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  2. <http://www.2uk.ru/slang>

## **Содержание работы**



**1. Buckingham Palace** is the official residence of Queen Elizabeth. It is located near Green Park. When the Queen is in the residence, the Royal Standard flies over Buckingham Palace. There are 775 rooms where members of the Royal family and their servants live. There are also rooms for guests. There are offices, on-site post and even swimming pool in the palace. Throughout the year right in front of Buckingham Palace the ceremony of the Changing of the Guard takes place, attracting a lot of tourists.

**2. The Tower of London** is one of the main London's places of interest. It is located on the north bank of the River Thames and is one of the oldest buildings. At different times the Tower was used as a royal residence, fortress, prison, mint and, even, zoo. Today the Tower of London is the place where the Crown Jewels are kept. Every day its doors are open for tourists. A few black ravens live on its territory. The walls of the Tower are still guarded by palace guard in historical outfits.

**3. Trafalgar Square** is located in the centre of London. It was named after the victory in the Battle of Trafalgar. In the centre of the square there is Nelson's column with four lions at the bottom of it. There are beautiful fountains in the square. Some famous buildings, such as the National Gallery, St. Martin-in-the-fields and Admiralty Arch, are also located there. The square is the place where a lot of different events and celebrations are held.

**4. Hyde Park** is a big park located in central London. Today it is a popular place for meetings, celebrations and festivals. The park is known for its artificial

lake Serpentine where it is allowed to swim. There is a gallery, a museum and several sculptures on the territory of Hyde Park.

During the Olympic Games 2012 Hyde Park was the place where some competitions were held.

**5. St. Paul's Cathedral** is located at the highest point of the City of London, Ludgate Hill. The Cathedral was seriously damaged during the Great Fire of London. It was redesigned by Christopher Wren, a famous architect. There are three Galleries and 17 bells in the Cathedral. The largest bell is called Great Paul. The funerals of a lot of notable figures have occurred at the cathedral.

**6. The British Museum** is one of the largest museums in the world. It was founded in the XVIII century and in the XIX century it was already divided into different departments.

The museum houses large collections of artefacts representing different cultures of the world, both ancient and modern. So, there is the Department of coins and medals, the Department of prints and drawings, the Department of Ancient Egypt and Sudan and many others.

**7. The London Eye** is one of the largest Ferris wheels in Europe. Unforgettable views of the city open from its height of 135 metres. The wheel consists of 32 air-conditioned capsules which symbolize 32 boroughs of London. The London Eye rotates with the speed of 0,9 km/hour. The ride takes 30 minutes. The wheel looks like a big bicycle wheel.

**8. Oxford Street** is a lively shopping street located in the centre of London. There are hundreds of shops in this street. The street is 1,9 km long. It is one of the busiest commercial streets in Europe. During Christmas time Oxford Street is decorated with lots of lights and garlands making it one of the most popular destinations for tourists.

**9. Big Ben** Big Ben is the name of the Great bell of the clock at the Palace of Westminster. Nowadays this name mostly refers to the clock and the clock tower. In 2012 the tower was renamed to celebrate the Diamond Jubilee of the Queen and is now officially known as the Elizabeth Tower. The height of the tower is 96,3 metres. Big Ben is one of the most prominent symbols of the United Kingdom.

### **Places to Visit in Wales**

**Cardiff Castle:** a building representing 1900 years of history. First it was a Roman fort. When the Normans arrived centuries later they built their castle on the site of the old Roman fort. The Castle was strengthened and improved over many years. Its colourful and lavish interiors continually surprise and delight visitors who enter a grim, fighting castle to find themselves surrounded by exquisite wood carving and sculpture, and frescoes that tell of the castle's long history.

**Snowdonia:** The Welsh call Snowdonia the 'Eagles' Nesting Place', and even though eagles no longer fly here the grandeur of the name is still appropriate for a region that is scenically one of the glories of Britain. The Snowdonia National Park is a region of wild mountains, high passes and craggy peaks. The valleys

sparkle with woodfringed lakes and cascading waterfalls. At the centre of the range is Snowdon, the highest mountain in Wales (1085m).

Dinorwig: the largest pumped-storage power station in Europe. It is built in the heart of a mountain to produce electricity by pumping water between two lakes. At all stages of the design and construction it was appreciated that the need to protect the exceptionally fine environment of the Snowdonia Park was of paramount importance. The project took ten years and it was let in 1975.

Ffestiniog Railway (established 23d May 1832 by Act of Parliament). This is a famous railway, with little steam trains which run from the coastline into the mountains. It climbs through tranquil pastures and forests, past lakes and waterfalls, round horseshoe bends and even round a complete spiral, sometimes clinging to the mountainside, sometimes tunneling through it.

The views from the windows of the train are magnificent over countryside set in the midst of the Snowdonia National Park.

Caernarfon: an ancient town with a magnificently preserved castle which dominates it. The son of Edward I, who became the first English Prince of Wales, was born there in 1284. In 1969 Prince Charles was invested there as Prince of Wales. Many episodes in the long history of revolt against English rule took place in the castle, and in the Civil War (1642-1646) it was one of Cromwell's strongholds.

1. What do you think makes Wales a country interesting for visitors?
2. What interesting facts about the Welsh Dragon have you found out? What other creatures are used to symbolize different countries?
3. Who is traditionally given the title of 'Prince of Wales'? Do you think this title is important?

1. **Read this information about Scotland. Find out:**

what its territory looks like;

what industries it is known for;

what climate it has;

what places are interesting to see.

**Places to Visit in Scotland**

Edinburgh Castle stands high on the massive grey Castle Rock. The oldest part of the building dates back to about 1100. In the Castle are the Honours of Scotland — the Scottish Crown, scepter and sword of state, the oldest royal regalia in Europe. The imposing Great Hall is still used for banquets and has one of the finest hammerbeam ceilings in Britain.

The Palace of Holyrood is the official residence of the Queen when she is in Scotland. It is one of the most interesting places in Edinburgh. Many events of the long history of Scotland are associated with Holyrood.

Loch Ness is probably Scotland's best known lake, because of the Loch Ness Monster which may live in the deep water. A large prehistoric creature is said to be living in the lake, but it is not scientifically proved to exist. A popular nickname for the Loch Ness Monster is Nessie.

The Burns Country is an area where Scotland's national poet wrote many of the world's most tender love songs. The thatched cottage at Alloway where Robert

Burns was born (1759) is the starting point of a heritage trail that links together 40 places associated with the poet.

1. What do you think makes Scotland a country interesting for visitors? The rugged landscapes of Scotland create a certain charm and beauty. Do you agree? What poets and writers were inspired by Scotland's grandeur? You have certainly heard about Loch Ness, the lake that has excited people's curiosity for many years. What do you think stirs the imagination and makes scientists investigate the deep waters of the lake? Are their attempts to find a scientific explanation to the loch's mystery successful?

**Контрольное задание на усвоение усвоения лексических единиц, учебного материала.**

1. The heart of London is...
2. London is divided into ... parts.
3. ... is the official residence of the Queen.
4. The most popular attraction in ... is The Diana Memorial Fountain.
5. ... was the Royal residence, the Royal Observatory, a prison, a zoo.
6. Buckingham Palace contains ... rooms.  
a. 600 b. 400 c. 200 d. 800
7. The oldest park in London is ...  
a. Hyde Park b. St.James's Park c. Kensington Gardens
8. Around Nelson's Column there are ... lions.  
a. 4 b. 6 c. 3 d. 5
9. The Tower of London was founded by ...  
a. Peter the Great b. Edward the Confessor c. William the Conqueror d. Henry VIII
10. Buckingham Palace is open for visitors in ...  
a. December b. May c. July d. August
11. ... houses the clock called Big Ben.  
a. the Victoria Tower b. the Middle Tower c. St.Stephen's Tower
12. The Romans called London ...  
a. Londinium b. Londunium c. Londinelli d. Londinet
13. The British Government seats in ...  
a. Tower b. Buckingham Palace c. Westminster d. St.Paul's Cathedral
14. The oldest royal residence is ... .  
a. Tower b. Buckingham Palace c. Westminster d. St.Paul's Cathedral
15. The Poet's Corner is in ... .  
a. Tower b. Buckingham Palace c. Westminster d. St.Paul's Cathedral

**Reading activity**

Have you ever been in New York? Well, It's really difficult to answer. Let's read the sights of the USA and translate them. I've got some definitions, take them and stick to one of the pictures accordingly. Translate the sentences.

**A. Empire State Building Observatory**

Get the best panoramic view of New York City from its highest viewing point, New York's best known building - the Empire State Building Observatory.



Whether on a clear day or a starry night, this stop **is a must** for any visitor, which explains why there are such long **lines** there.

NB! To avoid long waits, get there either very early or very late.

**Working hours:** from 8am to 2am, seven days a week.

**Admission fees:** adults \$22; students \$20; children (6-11) \$16.

### **B. Central Park**

The biggest and most beautiful park in New York City. Central Park has offered an escape from the **concrete** jungle of New York City for over 150 years. It offers a lot of things to do for visitors to New York City. You can visit concerts, watch birds, take a walk, a ride in a boat or just enjoy a picnic in Central Park and discover for yourself why Central Park is so popular.

**Open** all year. Closed only in the early morning from 1am to 6am.

**Admission:** free.

### **C. Times Square**

The liveliest square of New York is known for its many Broadway theatres, cinemas and **billboards**. It is one of those places that make New York a city that never sleeps. Enjoy lots of cafes, restaurants and nightclubs right in the middle of Manhattan. This is the famous square where all New Yorkers celebrate New Year.

**Open** 24 hours a day all year round.

**Admission:** free.

### **D. Ground Zero**

The 9/11 Memorial is the place where the famous World Trade Center twin towers stood. Now the memorial and the museum on this place are a place to pay respect to the **victims** of the attacks that happened on September 11, 2001.

**Open** from Monday to Sunday, from 12 pm to 3 pm.

**Admission fees:** adults \$15. Admission to the Monument is free.

### **H. Macy's Department Store**

No visit to New York would be complete without a visit to the world's largest store - Macy's department store. Built in 1902, Herald Square was the first building to have the modern day lift. The store covers an entire city block with ten levels of the latest fashions for you and your home.

NB! Only now! Discount for students from 3pm to 5pm - 75% off!

Answer the questions before:

**After-reading:** We've got handouts, ask questions and find out the results: 1.

What is the most popular sight of the USA?...so on

### **6. Summery and Speaking.**

Wok in pairs. You are students. You have come to New York City for visiting your friend Max. Try to visit as much possible sights of New York. What would you like to visit? Pupils speaking about their favorite sights of the USA. Let's summarize what we've done today. *Today we've visited a lot of sights in the USA. What new have you learnt about it?* Give me a piece of advice on what sights to see in the USA?

**Презентация по достопримечательностям англоговорящих стран**

<https://disk.yandex.ru/i/UHMPhqFE6sXgiw>

Критерии самооценки выполненной работы:

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			
Грамматика			
Орфография и пунктуация			
Устная речь			

## **Раздел 2. Тема 2.4. Финансовые учреждения и услуги**

### **Практические занятия №55- № 59**

#### **Финансовые учреждения и услуги В банке, на таможне. Чтение серии текстов по теме, перевод, диалоги, сообщения**

**Цель:** Обеспечение условий для тренировки нового языкового материала через профессионально-ориентированное чтение диалогов по теме, изучения нового лексического материала.

#### **Приобретаемые умения и навыки:**

Формирование и развитие речевой компетенции по теме посредством всех видов речевой деятельности.

**Знание:** лексического материала по теме, работа с лексикой, терминологий. Специальной лексикой.

**Умение:** чтение спецтекстов по теме. Выполнять лексико-грамматических упражнений. диалогической речи, составление диалога – расспроса, диалога – побуждения по предложенным темам.

**Результат:** ОК 01-ОК 11, Л 01,02,03,04,05МП 01,02,03,04, П 01-04

**Норма часов рабочего времени: 9 часов**

**Оснащение рабочего места: раздаточный материал, видеозаписи, инструкционные карты.**

#### **Литература:**

1. Агабекян И.П. Английский язык для СПО - Изд.3-е. перераб. и доп.- Ростов-на-Дону: Феникс, 2020.-316 с.(Среднее профессиональное образование).- ISBN 978-5-222-31012-0.

2. Безкоровая Г.Т. и др. Planet of English учебник для учреждений СПО 3-е изд., стер.- М.: Издательский центр "Академия", 2019.

3. Голубев А. П., Английский язык для всех специальностей + е-Приложение: учебник/А.П. Голубев, Н.В. Балюк, И.Б. Смирнова.- Москва: КноРус, 2021.-385с.-ISBN 978-5-406-08132-7;

4. Карпова, Т.А., English for Colleges = Английский язык для колледжей. Практикум + е-Приложение : тесты : учебно-практическое пособие / Т.А. Карпова, А.С. Восковская, М.В. Мельничук. — Москва : КноРус, 2020. — 286 с. — ISBN 978-5-406-07527-2. —

URL: <https://book.ru/book/932751> (дата обращения: 03.03.2022).

#### **5..Интернет ресурсы**

1. [http:// enghelp.ru](http://enghelp.ru) Все для изучающих английский язык
2. <http://www.2uk.ru/slang>

### **Содержание работы**

**Read and translate the text about financial institutions and their functions:**

**Financial institutions** include banks, credit unions, asset management firms, building societies, and stock brokerages. These institutions are responsible for distributing financial resources in a planned way to the potential users. There are a number of institutions that collect and provide funds for the necessary sector or individual. On the other hand, there are several institutions that act as the middleman and join the deficit and surplus units. Investing money on behalf of the client is another of the variety of functions of financial institutions.



**Financial institutions can be categorized as follows:**

- *Deposit Taking Institutions*
- *Finance and Insurance Institutions*
- *Investment Institutions*
- *Pension Providing Institutions*
- *Risk Management Institutions*

At the same time, there are several governmental financial institutions assigned with regulatory and supervisory functions (наделенные регулируемыми и надзорными функциями). These institutions have played a distinct role in fulfilling the financial and management needs of different industries (определенная роль в выполнении финансовых и управленческих потребностей различных отраслей промышленности).

Deposit taking financial organizations are known as commercial banks, mutual savings banks, savings associations, loan associations and so on.

The primary functions of financial institutions of this nature are as follows:

- Accepting Deposits
- Providing Commercial Loans
- Providing Real Estate Loans (предоставление кредитов недвижимости)
- Providing Mortgage Loans
- Issuing Share Certificates (выдача сертификатов акций)

2. Find in the text:

- a. депозитные учреждения известны как коммерческие банки
- b. финансовые учреждения отвечают за распределение финансовых ресурсов

- c. основные функции финансовых учреждений
- d. предоставление ипотечных кредитов
- e. учреждения пенсионного обеспечения
- f. вложение денег от имени клиента
- g. выступать в качестве посредника

### **3. What do banks specialize in? Do you agree that banks specialize in:**

#### **Banks**

specialize in...

supplying short-term loans

making long-term loans in certain circumstances

transferring money

exchanging money

- What do insurance companies invest money in?
- Is it true that insurance companies invest money in...
- In what way do insurance companies get their income?

#### **Insurance companies**

invest money in...

government securities

company shares

land

property of all kinds

### **What types of pension funds do you know?**

Pension funds

may be

state

private

### **4. Match Russian and English equivalents:**

1. Существуют ли бесплатные банковские услуги?

2. Многие банки устанавливают плату за услуги.

3. Компании с хорошим финансовым положением получают некоторые привилегии.

4. Много ли денег на вашем расчетном счете?

5. Наш коммерческий банк занимается финансированием сельского хозяйства.

6. Некоторые сберегательные банки идут навстречу новым финансовым запросам людей.

7. Коммерческий банк заинтересован в высокой прибыли.

8. Большинство банков предлагают своим клиентам различные депозитные сертификаты.

9. Около двух третей коммерческих банков в США - федеральные банки.

10. Многие банки устанавливают высокую плату за свои услуги.

a) Some savings banks meet new financial needs of people.

b) Is there much money on your checking account?

c) About two thirds of all commercial banks in the USA are federal.

- d) Many banks charge fees for the services.
- e) Companies with a good financial position are chartered.
- f) Our commercial bank deals with financing for agriculture.
- g) Many banks assess a high service fee for their services.
- h) Most banks offer their customers various certificates of deposit.
- i) A commercial bank is a profit-making corporation.
- j) Are there free of charge banking services?

### **5. *прочитайте и переведите текст:***

#### **«Financial institutions».**

There are many important financial institutions which provide finance for companies. These institutions provide money in different ways.

#### **Banks.**

Although banks specialize in supplying short-term loans, they are prepared to make loans for longer periods – up to 20 years in certain circumstances.

#### **Insurance companies**

The regular premiums paid by policyholders are invested in government securities, company shares, land, and property of all kinds. The income from these investments makes it possible for insurance companies to pay out interests which are greater than the total payments made by policyholders.

#### **Pension funds.**

Although in many countries there is a state pension scheme to which all workers contribute, a large number of employed and self-employed people also belong to private pension schemes. The money which accumulates in these pension funds is invested and works in a very similar manner to the funds of insurance companies.

#### **Investment trusts.**

These are limited companies buying shares in other companies which they believe will be the most successful ones. People who then buy shares in investment trusts are paid dividends and investment funds obtain a profit too.

#### **Unit trusts**

These operate in a very similar manner to investment trusts. But they are not limited companies – they do not issue shares, they issue units. These units cannot be re-sold on the open market, but they can be sold back to the unit trust at any time.

#### **Finance houses.**

These institutions provide the loans which finance hire-purchase schemes and leasing arrangements. Firms which sell goods on hire-purchase or who lease goods do not have to wait two or three years before their goods are fully paid for. They receive immediate payment from a finance house, and it is the finance house which collects the regular installments paid by the purchaser.

There are many other specialist financial institutions which provide finance for companies. Besides in many countries a government is an important source of finance for privately-owned firms.

#### **Changing money over the counter.**

Selling and buying foreign currency for local currency is usually carried out in our *bureaux de change*, which are also referred to as change offices, or sometimes simply exchange.

The exchange rates for various currencies are determined by market forces and they change every day. The exchange rates for currencies sold and bought in bureaux de change, over the bank counters or of travel agents', are only valid regionally, For amounts in excess of a certain sum sometimes special exchange rate is set.

**Here is one of many dialogues that is taking place in a bureau de change in New York:**

*Customer: Could you change dollars into English pounds sterling?*

*Cashier : Certainly, sir. I'll just check the exchange rates. How much would you like*

*to change?*

*Customer: One thousand dollars. And what is the rate of exchange today?*

*Cashier : One dollar to seventy five pence.*

*Customer: And what rate can you offer for two thousand dollars?*

*Cashier : One dollar to ninety pence.*

*Customer: Oh, the difference is not very big. Change one thousand, please. Here is the money.*

*Cashier : Thank you. May I have your passport for a moment please? We are always to write down the number of the customer's passport if we change one thousand dollars or more.*

*Customer: Here it is. No problem.*

*Cashier : Here is your passport. How would you like the money, sir?*

*Customer: Oh, give it to me in hundred pound notes, please.*

*Cashier : Good. One hundred, two hundred ... seventy pounds, seventy five pounds.*

*Customer: Thank you. Good morning.*

*Cashier : Good morning, sir.*

**Changing money over the counter**

**Vocabulary**

counter – прилавок, стойка

over the counter — через стойку

at the counter — за стойкой

bureau(x) - бюро

bureau de change — бюро обмена

to refer to smth as... - называть что-либо (каким-либо словом)

to determine - определять

market - рынок

market forces — силы, действующие на рынке

valid — действительный, имеющий силу

validity — действительность, срок действия, законность

excess - превышение

in excess of 20 kgs — сверх 20 кг

## UNIT 2. Money

### Text 5.

**Прочтите текст о деньгах и выполните задания после текста.**

### WHAT IS MONEY?

Money is one of the most important inventions of humankind. Without it a complex, modern economy based on the division of labor, and the exchange of goods and services, would be impossible.

When you buy a candy bar, you may pay for it with a coin or paper note. The storekeeper knows that he can eat neither the coin nor the note you gave him. Why does he accept the coin or note instead of candy? It is because the coin is money.

At first sight, answering the question what money is seems obvious; the man or woman in the street would agree on coins and bank notes, but would they accept them from any country? What about checks? They would probably be less willing to accept them than their country's coins and notes. What about credit cards and gold? The gold standard belongs to history but even today many rich people in different parts of the world rather keep some of their wealth in the form of gold than in official, inflation-prone currencies. The attractiveness of gold, from aesthetic point of view, and its resistance to corrosion are two of the properties which led to its use for monetary transactions years. In complete contrast, a form of money with virtually no tangible properties - electronic money - seems to gain in popularity.

1. Дайте русские эквиваленты терминам:

Coin, paper note, checks, inflation-prone currencies, monetary transactions

2. Перечислите, какие типы денег упомянуты в тексте.

**Text 6. Прочтите Текст 6 и выполните задания после текста.**

### GLIMPSES OF HISTORY OF MONEY

There are numerous myths about the origins of money. The concept of money is often confused with coinage. Coins are a relatively modern form of money.

Their first appearance was probably in Asia in the 7th century BC.

At different periods of time and in different parts of the world many different commodities have served as money. These commodities were: cattle, sheep, furs, leather, fish, tobacco, tea, salt, shells etc. The experts underline that to serve effectively as money, a commodity should be fairly durable, easily divisible, and portable.

Early Stone Age man began the use of precious metals as money. Until the invention of coins, metals were weighed to determine their value. First they were superseded by silver and later by gold ingots.

When a payment was made the metal was first weighed out. The next stage was the cutting of the metal into pieces of definite weight and so coins came into use. The first printed money appeared in China, around 800 AD. Paper money first came into use in the form of receipts given by goldsmiths in exchange for deposits of silver and gold coins. After goldsmiths became bankers their receipts

became banknotes. That's how the first banknotes came into existence. At first coins were worth their face value as metal. But later token coins of limited value as legal tender were issued. Now smaller denomination coins are made from bronze and are often referred to as coppers. Bigger denomination coins are made from cupronickel and are usually called silver.

The first severe inflation was in the 11th century AD. The Mongols adapted the bank note system in the 13th century.

**1. Ответьте на вопросы по тексту:**

1. What commodities served as money in the past?
2. What are the requirements of a commodity to serve as money?
3. What precious metal was used first to serve as money?
4. How did coins come into existence?
5. How did paper banknotes come into existence?

**2. Найдите в тексте эквиваленты слов и выражений профессионально-ориентированной лексики:**

Происхождение денег, монеты, различные товары, скот, меха, кожа, износостойкий, драгоценные металлы, заменить серебром, золотые слитки, отвесить металл, разрубить металл на части, печатные деньги, златокузнец (ювелир), номинальная стоимость, деноминация, медяки, сильная инфляция.

**3. Расскажите, используя профессионально-ориентированную лексику, что говорится в тексте о:**

- the money in the past
- the way banknotes appeared
- the metals of which coins were and are made
- the silver coins and coppers

Text 7.

**Прочтите Текст 7 и выполните задания после текста.**

**ENGLISH BANKNOTES AND COINS**

The official currency of the United Kingdom is the pound sterling that is equal to one hundred pence.

English banknotes are issued by the Bank of England. As to coins they are minted also by this state bank. There are banknotes of the following denominations: £ 1, £ 5, £ 10, £ 20, £ 50 and £ 100. The following coins are in circulation: halfpenny, one penny, two pence, five pence, ten pence, fifty pence. On the face of English banknotes one can read the denomination given both in figures and in words. Then the inscription on the face of the banknote reads: I promise to pay the bearer (предъявитель) on demand the sum of... And then there are two signatures. The first signature is that of the person authorized by the Government and the Bank of England. The second signature is that of the Chief Cashier.

The back of English banknotes, like many other banknotes, feature portraits of different famous people: William Shakespeare, Isaac Newton (1642 - 1727) a well-known English scientist who made a few very important discoveries



including gravitation law, the Duke of Wellington, a famous Irish general who defeated Napoleon at Waterloo, Belgium in 1815, Florence Nightingale, founder of the nursing profession. She volunteered as a nurse to Turkey to take care of the wounded soldiers from Crimean War, war of England and France versus Russia.

Дополнительная информация о британский фунтах

A British pound is subdivided into 100 pence. The word "A British Pound" or "Pound of Sterling" dates back to Anglo-Saxon times (12 century) when coins called sterlings were minted from silver; 240 of these sterlings weighed one pound. Before 1971 1 pound was equal to 240 pence.

**1. Ответьте на вопросы по тексту:**

1. What is the official currency of the U.K.?
  2. What is the smallest unit?
  3. How many pence are there in one pound?
  4. What banknotes and coins are in circulation in the U.K. now?
  5. What famous people are featured on the back of various English banknotes?
- Text 8.

**Прочтите Текст 8 и выполните задания после текста.**

**AMERICAN MONEY**

The American dollar is subdivided into one hundred cents.

The dollars are issued by the Federal Reserve System, established by Congress in 1913.

Here is the text on the face of an American dollar banknote:

- dollars
- Federal Reserve Note
- The United States of America
- this note is legal tender (платежное средство) for all debts public and private
- Washington, D.C.
- Treasurer of the United States
- Secretary of the Treasury.

On the face of American dollars one can also see the portraits of the following famous persons:

- George Washington (1732-1799), the first President of the United States of America, who gave his name to the capital of the country. George Washington became the first President after the successful war of 13 British colonies for independence. After they won the war, they formed 13 states and united to make the United States of America. Thus, Independence was proclaimed on July 4, 1776. Abraham Lincoln (1809 – 1865) who was President from 1861 to 1865 after the war between the northern and southern states. It was he who proclaimed freedom of slaves of the south.
- There are also portraits of Alexander Hamilton (1755 – 1804), a famous American statesman, who fought in the Independence War together with George Washington. Later he became the first Secretary of the Treasury;
- Andrew Jackson (1767 -1845) who was President of the USA from 1829 to

1837, when Texas won independence from Mexico.

- Ulysses Grant (1822 – 1885) who was President of the USA from 1869 to 1877 when the Centennial Exposition was held in Philadelphia.

- Benjamin Franklin (1706 – 1790) a very popular public figure, writer, diplomat and scientist. It was he who invented bifocal spectacles among many other things.

On the back of banknotes various buildings are features, such as:

- Lincoln Monument, one of the monuments in Washington

- US Treasury Building, in Washington

- White House, house of every President, except George Washington, who only planned the capital of the USA

- US Capitol, which houses the Senate and the House of Representatives

- Independence Hall, in Philadelphia, where Independence of the 13 British colonies was proclaimed.

All the banknotes bear the words: In God We Trust

### 1. Заполните пропуски по содержанию текстов 7 и 8.

The official \_\_\_\_\_ of the United Kingdom is the \_\_\_\_\_ which is \_\_\_\_\_ to one hundred pence.

Bank of England \_\_\_\_\_ banknotes and \_\_\_\_\_ coins.

On the face of English banknotes one can read the \_\_\_\_\_

The \_\_\_\_\_ is given both in figures and in \_\_\_\_\_

The \_\_\_\_\_ on the face of the \_\_\_\_\_ reads: I promise to pay the \_\_\_\_\_ on demand fifty Pounds.

The first \_\_\_\_\_ is that of the person authorized by the Government and the \_\_\_\_\_.

The second signature is that of the \_\_\_\_\_.

Isaac Newton is a well-know English \_\_\_\_\_.

Florence Nightingale is the founder of the \_\_\_\_\_ profession. She \_\_\_\_\_ as a nurse to Turkey to take care of the wounded soldiers.

Alexander Hamilton was a famous American \_\_\_\_\_ who fought in the Independence War.

The \_\_\_\_\_ issues dollars.

2. Расскажите, что вам известно об английских банкнотах и английских монетах.

3. Расскажите о русских денежных единицах по плану:

- its denomination

- its issuer

- inscriptions, if any

- portraits, if any

- flags, if any.

### Пример диалога 1

Clerk: Good afternoon! Can I help you?

Mary: Good afternoon! I would like to convert American dollars to Euros.

Clerk: How many American dollars have you got?

Mary: One hundred. What is the today`s rate of exchange?

Clerk: You can see the current rate on that notice board.

Mary: Oh, thank you. It is O.K.

Clerk: You are welcome.

### **Rate-курс**

### **Covert-перевести**

### **Current-текущий**

### **Пример диалога 2**

Clerk: Good afternoon! What can I do for you?

Green: Good afternoon. My name is Brown. I am expecting money from a Bank in Germany.

Clerk: Postal order or wire transfer?

Green: Electronic transfer.

Clerk: Just a minute, please. I shall check it. Are you Larry Brown?

Green: Yes, I am.

Clerk: There are 1000 US Dollar from a Bank of Germany for you. Have you got your passport?

Green: Yes, of course. Here you are.

Clerk: Thank you. Here is your money.

Wire transfer-электронный перевод

### **Пример диалога 3**

Sarah: Good morning! I am from Russia and I`m going to stay in Great Britain for six months. I have to open an account here. What papers do I need?

Clerk: Good morning. It is not a problem to open an account at our bank. You have to show your passport and to bring a letter from your present employer. If you are a student, we need a letter from your place of study.

Sarah: Is that all?

Clerk: Yes, that`s all.

Sarah: Thank you!

Clerk: You are welcome

### **Open an account-открыть счет**

### **Пример диалога 3: перевод с русского языка на английский.**

-Здравствуйте. Я хотела бы открыть сберегательный счет в вашем банке.

-Никаких проблем. Вам нужно показать ваши документы и письмо от нынешнего работодателя.

-Я студентка.

-Тогда представьте справку с места учебы.

-Хорошо. Также я жду электронный перевод от своих родителей, через «Сбербанк».

-Минуту, я проверю. Вас зовут Ольга Иванова?

-Да, верно.

-На ваше имя есть перевод от Ивана Иванова, 450 евро. Пожалуйста, ваши деньги.

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**Read and translate the text:**

## **The Central Bank of the Russian Federation is the main issuing bank and monetary regulator of the country.**

In 1860, the Emperor of Russia Alexander II signed a decree to establish the State Bank. This was the beginning of the history of the Bank of Russia.

Initially, the State Bank was mainly engaged in short-term commercial lending. However, historical developments changed everything. In the 1920s, the bank was a key actor in the restoration of the country's financial system and the development of exchange relationships. During the hardships of World War I and the Great Patriotic War, it focused on covering military expenditures and the supply of the army and households with money. In the Soviet Union, the State Bank was a lender for the centrally planned economy, issued money and carried out international settlements. In the challenging 1990s, the bank did its best to keep the economy stable and created the system of foreign exchange regulation and control. Following traditions and extensively introducing innovations, today the Bank of Russia is a technologically advanced mega-regulator responsible for the stability of the entire financial system of the country.

### **Word study**

#### **Упражнение №3. Изучите новые слова.**

##### **The Structure and the Functions of the Bank**

1. comprise	включать
2. chair person	председатель
3. board of directors	совет директоров
4. region	область
5. institutions —	учреждение, заведение, организация
6. strengthen	укрепить
7. empower	наделить полномочиями, вдохновить
8. payment system	платежная система
9. ensure	обеспечить
10. representative	представитель
11. executive bodies	органы исполнительной власти
12. authority	власть
13. treasury	казначейство

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## Reading

**Упражнение №4. Прочитайте и переведите текст, придумайте для него заголовок.**

### Текст №1

The Bank of Russia has a vertically integrated centralized structure, comprising the central office, territorial institutions, the cash processing centre (CPC), and other organizations. The National Financial Council operates through the Bank of Russia, while the bank's central office includes a board of directors and a chairperson. The Bank of Russia's territorial institutions are autonomous and perform some of the functions of the Bank of Russia across Russia's regions. The regional territorial institutions are based in economic regions and cover several constituent entities of Russia. They comprise the main departments in the regions, territories, and autonomous districts of Russia, in Moscow and St. Petersburg, and national banks in the republics of the Russian Federation.

The main departments take part in the implementation of the state monetary and credit policy, ensuring the banking system's development and strengthening; the efficiency and continuous operation of the settlements system; the regulation and supervision of activities of credit institutions in the securities market; the foreign exchange control; the analysis of the state of the economy and its development prospects, as well as the analysis of regional financial markets. A territorial institution has no legal status and is empowered with authority in accordance with the Bank of Russia's regulation and statutory acts. Cash processing centers (CPCs) are structural units of territorial institutions. The main goal of the CPCs is to ensure the existence of an efficient, reliable and safe payment system in Russia. The CPCs have contractual relationships with credit institutions, representative and executive bodies, local government authorities, federal treasury bodies, and other clients.

**Упражнение №5. Найдите ответы на вопросы в тексте:**

1. What structure does the Bank of Russia have?
2. Where are the regional territorial institutions based?
3. Where do the main departments take part?
4. What is the main goal of the CPCs?

**Упражнение №6. Скажите, какие из высказываний верные, а какие – нет. Исправьте неверные суждения.**

1. The Bank of Russia has a horizontally integrated centralized structure.
2. The regional territorial institutions are based in economic regions and cover several constituent entities of Russia.

3. The main departments take part only in the implementation of the state monetary and credit policy.

4. A territorial institution has a legal status.

5. The main goal of the CPCs is to ensure the existence of an efficient, reliable and safe payment system in Russia.

**Упражнение №7. Заполните пропуски нужным словом:**

*Interest rates, approximate, a risk, government, investments, recession, circulation, economy*

1. The train's \_\_\_\_\_ time of arrival is 10.30.

2. It's always a \_\_\_\_\_ starting up a new business.

3. The government plans to cut taxes in order to stimulate the \_\_\_\_\_.

4. People are worried about inflation biting into their savings and \_\_\_\_\_.

5. The \_\_\_\_\_ is spending millions of dollars in its attempt to combat drug abuse.

6. The \_\_\_\_\_ has led to many small businesses going bankrupt.

7. Police have warned that there are a lot of fake £50 notes in \_\_\_\_\_.

8. The bank has plans to cut /raise interest \_\_\_\_\_.

## Speaking

**Упражнение №8. Прочитайте и воспроизведите диалог.**

—Hello. Can I help you?

— Здравствуйте. Чем могу помочь?

— I want to get a loan at your bank.  
What is your interest on the loan?

— Я хочу получить кредит в вашем банке. Какие у вас проценты по кредиту?

— Interest corresponds to the credit term. You can see them on the notice board.

— Проценты соответствуют сроку кредита. Вы можете посмотреть на доске объявлений.

— What are the preconditions for getting a credit card?

— Какие предварительные условия для получения кредитной карты?

— You must sign a contract and open the loan facility account with our bank.

— Вы должны подписать договор и открыть кредитный счет в нашем банке.

— Could you explain your policy to me?

— Не могли бы вы объяснить, на каких условиях это осуществляется?

**Критерии самооценки выполненной работы:**

	Very well	OK	A little
Содержание текста			
Организация текста			
Лексика			
Грамматика			
Орфография и пунктуация			
Устная речь			

