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**АВТОНОМНАЯ НЕКОММЕРЧЕСКАЯ ОРГАНИЗАЦИЯ
«ОБРАЗОВАТЕЛЬНАЯ ОРГАНИЗАЦИЯ ВЫСШЕГО ОБРАЗОВАНИЯ»
«УНИВЕРСИТЕТ ЭКОНОМИКИ И УПРАВЛЕНИЯ»**

**Факультет экономики и управления
Кафедра «Иностранная филология»**



УТВЕРЖДАЮ

Проректор по учебно-методической работе

С.С. Скараник

«01» сентября 2020 г.

Рабочая программа дисциплины
Иностранный язык

Направление подготовки
38.03.01 Экономика

Профиль
Экономика предприятий и организаций

Квалификация выпускника
Бакалавр

Для всех
форм обучения

Симферополь 2020

Содержание

1. Перечень планируемых результатов обучения по дисциплине, соотнесенных с планируемыми результатами освоения образовательной программы	3
2. Место дисциплины в структуре ОПОП бакалавриата	3
3. Объем дисциплины в зачетных единицах с указанием количества академических часов, выделенных на контактную работу обучающихся с преподавателем (по видам занятий) и на самостоятельную работу обучающихся	4
4. Содержание дисциплины, структурированное по темам (разделам) с указанием отведенного на них количества академических часов и видов учебных занятий	4
5. Перечень учебно-методического обеспечения для самостоятельной работы обучающихся по дисциплине	6
6. Фонд оценочных средств для проведения промежуточной аттестации обучающихся по дисциплине	7
7. Перечень основной и дополнительной учебной литературы, необходимой для освоения дисциплины	33
8. Перечень ресурсов информационно-телекоммуникационной сети "Интернет" (далее - сеть "Интернет"), необходимых для освоения дисциплины*	33
9. Методические указания для обучающихся по освоению дисциплины	34
10. Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, включая перечень программного обеспечения и информационных справочных систем (при необходимости)	34
11. Описание материально-технической базы, необходимой для осуществления образовательного процесса по дисциплине	34

1. Перечень планируемых результатов обучения по дисциплине, соотнесенных с планируемыми результатами освоения образовательной программы

В результате освоения ОПОП бакалавриата обучающийся должен овладеть следующими результатами обучения по дисциплине:

Коды компетенции	Результаты освоения ОПОП	Перечень планируемых результатов обучения по дисциплине
ОК-4	способность к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия	<p><u>Знать:</u> -методы коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия.</p> <p><u>Уметь:</u> -применять методы коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия.</p> <p><u>Владеть:</u> - способностью к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия.</p>
ОК- 7	способность к самоорганизации и самообразованию	<p><u>Знать:</u> методы самоорганизации и самообразования</p> <p><u>Уметь:</u> применять методы самоорганизации и самообразования</p> <p><u>Владеть:</u> способностью к самоорганизации и самообразованию</p>

2. Место дисциплины в структуре ОПОП бакалавриата

Дисциплина «Иностранный язык» относится к базовой части Б1.Б.3.

С точки зрения содержания дисциплина «Иностранный язык» соотносится с знаниями, получаемыми в результате изучения базовой части профессионального цикла ОПОП бакалавриата. Кроме того, изучение дисциплины «Иностранный язык» (английский) предполагает использование элементарных умений ведения деловых дискуссий и деловых коммуникаций, формируемых в рамках изучения других дисциплин, для устного и письменного общения на иностранном языке.

3. Объем дисциплины в зачетных единицах с указанием количества академических часов, выделенных на контактную работу обучающихся с преподавателем (по видам занятий) и на самостоятельную работу обучающихся

Общая трудоемкость (объем) дисциплины составляет 10 зачетных единиц (ЗЕ), 360 академических часа.

3.1. Объем дисциплины по видам учебных занятий (в часах)

Для очной формы обучения

Общая трудоёмкость дисциплины составляет 10 зачётных единицы 360 часов

Объём дисциплины	Всего часов
Общая трудоемкость дисциплины	360
Контактная работа	198
Аудиторная работа (всего):	180
Лекции	
Семинары, практические занятия	180
Самостоятельная работа обучающихся (всего)	162
Зачет/Зачет/Зачет/Экзамен	18

Для заочной формы обучения

Общая трудоёмкость дисциплины составляет 10 зачётных единицы 360 часов

Объём дисциплины	Всего часов
Общая трудоемкость дисциплины	360
Контактная работа	56
Аудиторная работа (всего):	38
Лекции	
Семинары, практические занятия	38
Самостоятельная работа обучающихся (всего)	304
Зачет/Зачет/Зачет/Экзамен	18

4. Содержание дисциплины, структурированное по темам (разделам) с указанием отведенного на них количества академических часов и видов учебных занятий

4.1 Разделы дисциплины и трудоемкость по видам учебных занятий (в академических часах)

№ Т е м ы	Наименование темы	Всего		Количество часов					
		ОФО	ЗФО	Контактная работа (аудиторная работа)				Внеаудит. работа	
				Лекции		Практические		Самост. работа	
				ОФ О	ЗФО	ОФО	ЗФО	ОФО	ЗФО
1	Университет и студенческая жизнь.	68	66			36	6	32	60
2	Экономика	68	68			36	8	32	60
3	Компания	68	68			36	8	32	60
4	В командировке.	68	70			36	8	32	62
5	Профессиональная среда.	70	70			36	8	34	62
	Зачет/Зачет/ Зачет/ Экзамен	18	18						
	Всего по дисциплине	360	360			180	38	162	304

4.2 Содержание дисциплины, структурированное по разделам

Тема 1. Университет и студенческая жизнь

Проведение тестирования студентов с целью определения уровня знаний по предмету. Фонетическая транскрипция, английский алфавит. Грамматика. Порядок слов в английском предложении. Тема: Университет экономики и управления. Фонетика: Чтение гласных в открытом и закрытом слогах. Грамматика: Артикли (неопределенный a/an и определенный the). Тема: Университет экономики и управления. Фонетика: Чтение буквы "а". Грамматика: Существительное (исчисляемые и неисчисляемые). Тема: Студенческая жизнь. Фонетика: Чтение буквы "о". Грамматика: Притяжательный падеж существительных. Тема: Студенческая жизнь. Фонетика: Чтение буквы "и". Грамматика: Местоимение.

Тема 2. Экономика

Тема: Экономика как наука. Круглый стол. Фонетика: Чтение буквы "е". Грамматика: Прилагательное (степени сравнения прилагательных) . Тема: Секторы экономики. Фонетика: Чтение букв "i", "y". Грамматика: Конструкция there is/are. Тема: Области экономики. Фонетика: Правила чтения -ar, -or, -er, -ur, -ir, -ur. Грамматика: Числительное. Тема: Экономика развития. Фонетика: Правила чтения -all, w(h)a-, au(aw)-. Грамматика: Предлоги. Тема: Прикладные области экономики. Фонетика: Правила чтения -ass (-ask, -ast), -ai (ay).

Грамматика: Наречие. Тема: Экономика сельского хозяйства. Фонетика: Правила чтения -oo, -ou, -ow, -old . Грамматика: Типы предложений. Тема: Экономика малых государств. Фонетика: Правила чтения -oo, -ou, -ow, -old . Грамматика: Простое и сложное предложение. Тема: Экономика больших государств. Фонетика: Правила чтения -air, -are. Грамматика: Типы вопросительных предложений.

Тема 3. Компания

Тема: История создания компании. Обсуждения. Фонетика: Правила чтения -ch, -tch. Грамматика: Модальные глаголы и их эквиваленты. Тема: Структура компании. Фонетика: Правила чтения -ch, -tch. Грамматика: Модальные глаголы и их эквиваленты. Тема: Штат компании. Фонетика: Правила чтения -sh, -ssion, -ssure. Грамматика: Времена группы Indefinite. Тема: Штат компании. Фонетика: Правила чтения "s" перед -ure. Грамматика: Времена группы Continuous. Тема: Политика компании. Фонетика: Правила чтения -th. Грамматика: Времена группы Perfect. Тема: Политика компании. Фонетика: Правила чтения -ph. Грамматика: Времена группы Perfect Continuous. Тема: Реклама компании. Фонетика: Правила чтения "c" перед e, i, y. Грамматика: Страдательный залог.

Тема 4. В командировке

Тема: В аэропорту (расписание, заказ и покупка билета). Ролевая игра. Фонетика: Правила чтения "g" перед e, i, y. Грамматика: Согласование времён. Тема: В аэропорту (таможня, паспортный контроль). Фонетика: Правила чтения -ng (немая "g"). Грамматика: Прямая и косвенная речь. Тема: На железнодорожном вокзале (информация об отправлении поездов). Фонетика: Правила чтения -bt, -gn (немая "b" "g"). Грамматика: Прямая и косвенная речь. Тема: На железнодорожном вокзале (покупка билетов). Фонетика: Правила чтения -whe, -whi. Грамматика: Условные предложения. Тема: В гостинице. Фонетика: Правила чтения -who. Грамматика: Условные предложения нулевого типа. Тема: В кафе. Фонетика: Правила чтения -gh. Грамматика: Условные предложения I типа. Тема: В ресторане. Фонетика: Правила чтения -kn. Грамматика: Условные предложения II типа. Тема: На почте. Фонетика: Правила чтения -alk, -ould. Грамматика: Условные предложения III типа.

Тема 5. Профессиональная среда

Тема: Устройство на работу (послужной список, резюме, анкета). Ролевая игра. Грамматика: Неличные формы глаголов. Инфинитив. Тема: Контракт. Структура контракта. Грамматика: Значение и употребление форм инфинитива. Функции инфинитива в предложении. Тема: Оформление контракта. Грамматика: Герундий. Функции герундия в предложении. Тема: Структура делового письма. Грамматика: Причастие настоящего и прошедшего времени. Итоговое занятие

4. Перечень учебно-методического обеспечения для самостоятельной работы обучающихся по дисциплине

Тема (разделы)	Содержание заданий, выносимых на СРС	Кол-во часов ОФО	Кол-во часов ЗФО	Учебно-методическое обеспечение
1	Университет и студенческая жизнь.	32	60	Учебно-методическое пособие: Метод. пособие для самостоят. изучения дисциплины ин. яз (англ.)/ сост. Полторакова А.В.; Самостоятельные работы по ин.яз. для ЗФО №№ 1-4.
2	Экономика	32	60	Учебно-методическое пособие: Метод. пособие для самостоят. изучения дисциплины ин. яз (англ.)/ сост. Полторакова А.В.; Самостоятельные работы по ин.яз. для ЗФО №№ 1-4.
3	Компания	32	60	Учебно-методическое пособие: Метод. пособие для самостоят. изучения дисциплины ин. яз (англ.)/ сост. Полторакова А.В.; Самостоятельные работы по ин.яз. для ЗФО №№ 1-4.
4	В командировке.	32	60	Учебно-методическое пособие: Метод. пособие для самостоят. изучения дисциплины ин. яз (англ.)/ сост. Полторакова А.В.; Самостоятельные работы по ин.яз. для ЗФО №№ 1-4.
5	Профессиональная среда.	34	62	Учебно-методическое пособие: Метод. пособие для самостоят. изучения дисциплины ин. яз (англ.)/ сост. Полторакова А.В.; Самостоятельные работы по ин.яз. для ЗФО №№ 1-4.

Помимо рекомендованной основной и дополнительной литературы, в процессе самостоятельной работы студенты могут пользоваться следующими методическими материалами:

1. Словарь терминов и по дисциплине «Иностранный язык (английский)».

6. Фонд оценочных средств для проведения промежуточной аттестации обучающихся по дисциплине

6.1 Паспорт фонда оценочных средств по дисциплине

Компетенция ОК-4

способность к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия		
Этапы формирования компетенции		
Знает	Умеет	Владеет
принципы коммуникации в устной и письменной формах на русском и иностранном	общаться в устной и письменной формах на русском и иностранном	способность к коммуникации в устной и письменной формах на русском и

языках для решения задач межличностного и межкультурного взаимодействия 6.2.1.А(№№ 1-30), 6.2.1.Б (№№ 1-30), 6.2.1.В (№№ 1-10),	языках для решения задач межличностного и межкультурного взаимодействия выполнил 6.2.1.А (№№ 31-60), 6.2.1.Б (№№ 31-90), 6.2.1.В (№№ 11-30)	иностранном языках для решения задач межличностного и межкультурного взаимодействия 6.2.1. Г, 6.2.1.Д
Показатели и критерии оценивания компетенции на различных этапах ее формирования, шкала оценивания		
Знает, если выполнил 6.2.1.А(№№ 1-30), 6.2.1.Б (№№ 1-30), 6.2.1.В (№№ 1-10), Умеет, если выполнил 6.2.1.А (№№ 31-60), 6.2.1.Б (№№ 31-90), 6.2.1.В (№№ 11-30) Владеет, если выполнил 6.2.1. Г, 6.2.1.Д		

Компетенция ОК-7

способность к самоорганизации и самообразованию		
Этапы формирования компетенции		
Знает	Умеет	Владеет
методы самоорганизации и самообразования 6.2.1.Е	применять методы самоорганизации и самообразования 6.3.1	способностью к самоорганизации и самообразованию 6.3.2
Показатели и критерии оценивания компетенции на различных этапах ее формирования, шкала оценивания		
Знает, если выполнил 6.2.1.Е Умеет, если выполнил 6.3.1 Владеет, если выполнил 6.3.2		

6.2. Типовые контрольные задания и иные материалы.

6.2.1. Вопросы к зачету /экзамену

Выберите правильный вариант.

6.2.1.А. Прямая и косвенная речь. Согласование времен.

- She said that she _____ keen on drawing.
a) was b) is c) has been d) were
- I _____ her that I _____ time to play the piano.
a) told, have no c) told, did not have
b) tells, did not have d) told to, had not have
- Jane answered that she _____ very early, so she _____ the news.
a) went to bed, hadn't seen b) had gone to bed, hadn't seen
c) has gone to bed, hasn't seen d) had gone to bed, didn't see
- Mary told me that she _____ to leave for London the next week.
a) is going b) were going c) has gone d) was going
- I replied that I _____ her when I _____ back.
a) will phone, got b) would phone, got
c) will have phoned, will have come d) is to phone, get
- Mary said that Paris _____ beautiful in spring.

26. Vie said that they knew only what was in the papers, that they _____ for a call or a telegram since they heard of the accident.
 a) waited b) had waited c) were waiting d) had been waiting
27. Norma said that the old car had broken when they _____ the bridge.
 a) has crossed b) crossed c) had been crossing d) were crossing
28. She said she couldn't go in the water because she _____ her swimming suit.
 a) had not brought b) hasn't brought c) didn't bring d) will not bring
29. She said that my shoes were wet through and asked if I _____ all the way from the station in that rain.
 a) has walked b) walking c) had walked d) was walking
30. The old teacher advised me to speak slowly if I _____ them to understand me.
 a) had wanted b) wanted c) want d) would want
31. It was announced that the international treaty against the new warfare _____ and had gone into effect.
 a) would have been ratified b) is ratified c) had been ratified d) was ratified
32. The Navy officials said that the dolphins _____ in salt water holding tanks.
 a) will be kept b) are kept c) would be kept d) will kept
33. Nobody can explain why she decided to touch upon the matter yesterday night. She _____ that the whole subject was too dangerous to discuss at night.
 a) ought to know b) ought known c) ought to have known d) ought know
34. It has recently been announced that further supplies _____ soon be available.
 a) will b) were c) would d) are
35. She wondered if Stephen had found that the room was empty and if he _____ for her at the moment.
 a) looked b) was looked c) had been looking d) was looking
36. The receptionist told us that from our room we _____ a wonderful view over the sea.
 a) will have b) would have c) were going to have d) were having
37. Miss Marple replied that she _____ surprised at seeing the doctor depart.
 a) is not b) has not been c) won't be d) would not be
38. The receptionist explained that breakfast _____ served between 7.00 and 9.00.
 a) is b) is being c) was d) was being
39. The guide reminded us that after lunch we _____ sightseeing.
 a) go b) went c) were going d) would go
40. Lis assured me that the party _____ a great fun. But in fact, it wasn't.
 a) will be b) have been c) would be d) will have been
41. He inquired if I really _____ anything about the matter.
 a) know b) had known c) knew d) will know
42. The inspector wanted to know when each of us last _____ Mr. Foster.
 a) saw b) would see c) had seen d) had been seeing
43. The Managing Director declared that during the previous year the company's profits _____ steadily _____.
 a) have been increasing b) had increased c) had been increasing
 d) increased
44. The hotel owner informed us that he _____ the police already.
 a) is going to call b) was going to call c) has called d) had called
45. He asked me if Tom _____ yet.

- a) hadn't left b) leaves c) left d) hasn't left
46. He asked me how long I _____ English.
- a) learn b) has been learning c) am learning d) had been learning
47. I didn't know who they _____ about.
- a) speak b) were speaking c) are speaking d) spoke
48. Do you know whose work they _____.
- a) discuss b) were discussing c) are discussing d) discussed
49. I didn't know he _____ a new book.
- a) wrote b) writes c) has written d) had written
50. We didn't know whose things they _____.
- a) were b) can be c) are d) may be
51. All the students knew they _____ revise for the examinations.
- a) will b) may c) must d) had to
52. He showed me which exercises he _____.
- a) does b) had done c) has done d) 'll do.
53. He knows that Peter _____ in Kiev now.
- a) was b) is c) 'll be d) has been
54. He knew why Peter _____ to Kiev several times.
- a) was b) had been c) has been d) 'll be
55. I thought you _____ do it tomorrow.
- a) 'd b) can c) 'll d) must
56. We were sure that you _____ cope with the task.
- a) can b) could c) will d) are able to
57. The teacher asked what we _____.
- a) discuss b) are discussing c) discussed d) were discussing
58. He wanted to know when we _____ there again.
- a) go b) 'll go c) were going d) are going
59. A man asked how _____ to the Red Square.
- a) get b) getting c) to get d) 'd get
60. I forgot which exercises I _____ do .
- a) must b) had to c) had d) 'd do

6. 2. 1.Б. Придаточные предложения условия и времени. Типы условных предложений.

1. His parents will be very glad if she _____ the university.
- a) enter b) enters c) 'll enter d) entered
2. When you _____ my brother, you _____ him.
- a) 'll see, won't recognize b) saw, recognize c) see, won't recognize d) 'll see, don't recognize
3. We won't discuss the matter until the headmaster _____.
- a) 'll arrive b) doesn't arrive c) won't arrive d) arrives
4. If I _____ any help I _____ my friend.
- a) need, 'll phone b) 'll need, phone c) 'll need, 'll phone d) needed, 'll phone
5. Let's _____ before it _____ raining.
- a) to go out, starts b) go out, 'll start c) go out, starts d) going out, 'll start
6. I want to go shopping but if you _____ to come, you _____
- a) want, need b) don't want, needn't c) not want, needn't d) do want, needn't

7. If you _____ on this tram it'll take you to the downtown.
 a) '11 get b) got c) have got d) get
8. He _____ to the country tomorrow if the weather is fine.
 a) go b) '11 go c) goes d) 'd go
9. You'll understand nothing unless you _____ the book yourself.
 a) read b) don't read c) won't read d) '11 read
10. You'll understand this rule after your teacher _____ it to you.
 a) '11 explain b) explains c) explain d) don't explain
11. I _____ the room till I see my brother.
 a) '11 leave b) leave c) shan't leave d) don't leave
12. I _____ at home till you _____ me up.
 a) am, '11 ring b) '11 be, ring c) is, '11 ring d) '11 be, '11 ring
13. You _____ English fluently if you _____ hard.
 a) speak, work b) '11 speak, work c) speak, '11 work d) '11 speak, '11 work
14. He _____ for Moscow as soon as his father _____.
 a) '11 leave, arrive b) leave, '11 arrive c) '11 leave, '11 arrive d) '11 leave, arrives
15. If I _____ my exams, my mother _____ me go to a disco.
 a) don't pass, won't let b) won't pass, let c) won't pass, won't let d) won't pass, doesn't let
16. If he _____ well, he'll always be tired.
 a) sleeps b) '11 sleep c) doesn't sleep d) won't sleep
17. I'll feel really sorry for her if she _____ - _____ all the work without any help.
 a) has done b) does c) did d) has to do
18. He'll be fired if he _____ improve his work.
 a) doesn't b) won't c) will d) has to
19. When I _____ short of money I ask my parents for help.
 a) was b) is c) are d) am
20. Don't trouble trouble until trouble _____ you.
 a) '11 trouble b) troubles c) won't trouble d) trouble
21. You'll have to make a speech in case the chairman _____ late.
 a) '11 be b) isn't c) is d) won't be
22. If I _____ a million pounds, I _____ it to the charity organization.
 a) won, would give c) had won, would give
 b) won, would have given d) had won, would have given
23. Would you mind if I _____ your pen?
 a) use b) have used c) had used d) am using
24. They looked at me as I _____ crazy.
 a) were b) had been c) was d) am
25. If you _____ provoked the dog, it _____ attacked you.
 a) hadn't, wouldn't have b) hadn't, wouldn't c) didn't, wouldn't d) didn't, won't
26. If it had been warmer, we _____ swimming.
 a) might go b) could have gone c) could go d) might have gone
27. I am going to look for another job, unless the company _____ me more money.
 a) offers b) didn't offer c) doesn't offer d) offered
28. You _____ achieve anything unless you _____ hard.
 a) wouldn't, tried b) wouldn't, try c) won't, try d) won't, tried

29. Going to restaurants every day is convenient _____ you _____ a lot of money.
 a) providing, have b) providing, had c) as long as, has d) as long as, had
30. If he _____ looking where he was going, he _____ walked into the wall.
 a) has been, wouldn't have c) had been, wouldn't had
 b) were, wouldn't have d) had been, wouldn't have
31. If it rains, we _____ at home.
 a) would stay b) stay c) would have stayed d) will stay
32. If you _____ harder, you will fail the exam.
 a) would not try b) do not try c) would not have tried d) will not try
33. If you behave yourself, you _____ with us to the concert.
 a) would come b) can come c) would have come d) will come
34. If you do not work, you _____ holidays next week.
 a) would not have b) do not have c) would not have had d) will not have
35. If you _____ anything, ask me.
 a) would need b) need c) would have need d) will need
36. If we are leaving soon, I _____ my coat.
 a) would get b) get c) would have got d) will get
37. If I _____ the work by ten o'clock, I will be able to come.
 a) would finished b) have finished c) would have finished d) will finish
38. If you have finished your homework, you _____.
 a) would be able to go out b) can go out c) would have gone out d) will go out
39. Eat less or you _____ fat.
 a) would get b) get c) would have got d) will get
40. If I _____ enough money, I would retire.
 a) would have b) had c) would have had d) will have
41. If I lost my job, I _____ abroad for a while.
 a) would go b) will go c) would have gone d) might go
42. If I lose my job, I _____ life very difficult.
 a) would find b) find c) would have found d) will find
43. If he were careful, he _____ things.
 a) would not break b) did not break c) would not have broken
 d) will not break
44. If she were slimmer, she _____ much more attractive.
 a) would be b) was c) would have been d) will be
45. If you _____ me more information, I will not be able to help you.
 a) would not give b) do not give c) would not have given d) will not give
46. Jane is certain that if you _____ the truth, everyone _____ you.
 a) will tell, believe b) tell, believe c) tell, will believe d) told, believe
47. If Mary _____ the work by six o'clock, she will come to the party.
 a) finishes b) has finished c) finished d) is finishing
48. If Susan _____ to school yesterday, she _____ us.
 a) had come, would have seen b) has come, would have seen
 c) came, would see d) had come, would see
49. If I were you, I _____ to the beach instead of preparing for exams.
 a) won't go b) didn't go c) wouldn't go d) hadn't gone
50. Very often people behave as though they _____ alone in the universe.
 a) are b) have been c) are being d) were

51. If you _____ the result of the match, please call and tell me.
 a) know b) have known c) knew d) will know
52. If I had the book you need, I _____ it to you. But I don't have it.
 a) will give b) give c) would give d) gave
53. If Jane _____ the money tomorrow, she _____ to the restaurant with us.
 a) had, would go b) has, will go c) will have, will go d) has, goes
54. Many students wish they _____ to learn the lectures.
 a) don't have b) hasn't had c) didn't have d) hadn't have
55. It _____ be useful for you if you _____ this task a second time.
 a) would, did b) would, had done c) will, '11 do d) would, would do
56. You _____ never say he was boring if you _____ to him more.
 a) will, will talk b) would, talked c) would, would talk d) would, will talk
57. If you _____ that she _____ upset you _____ never _____ her about it.
 a) would realize, would be, would, have told b) had realized, will be, would, have told
 c) had realized, would be, would, have told d) had realized, would be, will, tell
58. If this novel _____ more interesting, it _____ published.
 a) will be, would be b) would be, would be c) were, will be
 d) were, would be
59. If my friend _____ not away, he _____ me round the city.
 a) won't be, could show b) is, could have shown c) were, could show
 d) will be, could show
60. If the weather _____ fine tomorrow, I _____ to the beach.
 a) were, would go b) will be, would go c) would be, would go
 d) were, '11 go
61. If she _____ more working experience, she wouldn't have been fired.
 a) would have b) had had c) had d) has
62. If I had known that I _____ put off the trip.
 a) would b) will c) would have d) had
63. if I _____ you, I would never give up.
 a) were b) am c) were d) have been
64. If my grandmother _____ a chance to study, she'd have achieved a lot.
 a) has b) had had c) had d) would have
65. If he'd come two minutes later, we _____ the plane.
 a) had missed b) will miss c) would miss d) would have missed
66. If I had had more money on me yesterday I _____ that lovely dress.
 a) could buy b) '11 buy c) could have bought d) bought
67. If I _____ she was in trouble I could have tried to help her.
 a) know b) had known c) knew d) '11 know
68. If you had studied harder last year, you _____ all exams.
 a) would have passed b) passed c) would pass d) had passed
69. If Ivanov were more attentive, he _____ better.
 a) had done b) would do c) will do d) did
70. He _____ angry if you didn't come to the party.
 a) is b) will be c) would be d) can be
71. What would you do if your friend _____ in trouble?

3. They expected the meeting _____ in a conference hall.
 a) to hold b) holding c) to be held d) to be holding
4. What makes him _____ so jealous of his friends' success?
 a) to be b) be c) being d) to have been
5. I am thinking _____ my country house.
 a) selling b) to sell c) of selling d) is selling
6. I would rather _____ her the truth.
 a) have told b) telling c) to tell d) tell
7. You had better _____ your studies more seriously.
 a) take b) taking c) to take d) are taking
8. I don't mind _____ out.
 a) against eating b) eating c) eat d) to eat
9. I hope _____ Moscow State University.
 a) for entering b) of entering c) to enter d) entering
10. I want my brother _____ the work as soon as possible.
 a) finishing b) finishes c) to finish d) finish
11. Could you help me _____ the work as soon as possible?
 a) finishing b) with finishing c) in finishing d) to finish
12. If you don't succeed _____ your exams, I won't let you _____ to a disco.
 a) in taking, go b) in taking, to go c) taking, go d) to take, go
13. The government intend _____ social programmes.
 a) at starting b) to start c) starting d) start
14. I was made _____ to play the piano.
 a) learn b) learning c) to learn d) in learning
15. My father makes me _____ the piano three hours a day.
 a) to play b) play c) playing d) in playing
16. A passer-by asked me how _____ to the railway station.
 a) can get c) getting c) get d) to get
17. The children were let _____ in the river.
 a) swim b) swimming c) to swim d) swam
18. The tourists expected the hotel _____ much better.
 a) be b) of being c) being d) to be
19. I would like my daughter _____ back home earlier.
 a) come b) to come c) coming d) to be coming
20. My father likes _____ for long walks in the early morning.
 a) go b) to go c) going d) of going
21. Some parents enjoy _____ their children what to do.
 a) telling b) to tell c) in telling d) tell
22. His aunt is a very fussy person who wants everything _____ in its right place.
 a) being b) be c) to be d) to being
23. A thermometer is used _____ the temperature.
 a) take b) taking c) for taking d) to take
24. Everyone hates _____ extra hours for nothing.
 a) work b) working c) to work d) of working
25. He used _____ a lot of "fantasy" books when a teenager.
 a) read b) for reading c) reading d) to read
26. He is not used _____ soap operas on TV.

- a) to watch b) to watching c) for watching d) watch
27. Peter was never a good friend. If I were you I would try _____ him.
a) to forget b)for forgetting c) forgetting d) forget
28. If your clothes are very dirty, try _____ them in a little bleach.
a) to wash b) wash c) washing d) for washing
29. Please stop _____ so loudly!
a) to speak b)speak c) speaking d) to be speaking
30. After two hours we stopped _____ a snack.
a) for having b) have c) having d) to have
31. My grandmother remembers _____ this famous actor in many parts at the theatre.
a) to see b) seeing c) of seeing d) see
32. Do you remember _____ John and tell him that we can't meet today?
a) to see b) seeing c) of seeing d) see
33. I started _____ at the age of two.
a) to speak b)speak c) be speaking d) in speaking
34. Oh, look! It is starting _____.
a) raining b) rain c) to rain d) having rained
35. He went on _____ newspaper as if nothing had happened.
a) to read b) reading c) read d) in reading
36. The lesson began very badly but the teacher went on _____ the situation.
a) change b) for change c) for the changing d) to change
37. I couldn't _____ a cheap flat in the downtown.
a) finding b) to find c) in finding d) find
38. The child was so nice that people couldn't help _____ at him.
a) smile b) smiling c) to smile d) from smiling
39. I like _____ bills without delays.
a) paying b) having paid c) to pay d) pay
40. Do you like _____ cricket?
a) playing b) play c) to play d) of playing
41. When we have a birthday party, my mother likes _____ games with children.
a) playing b) to play c) play d) be playing
42. I heard my mother _____ up and _____ on the radio.
a) waking, turning b) waking, turn c) wake, turning d) wake, turn
45. When I woke up at four in the morning, I could hear my mother _____.
a) to cough b) coughing c) cough d) coughed
46. When she looked out of the window she saw a stranger _____ on the bench.
a) to sit b) sitting c) sit d) be sitting
47. Can you hear two men _____ an argument?
a) have b) to have c) having d) are having
49. I've never seen anyone _____ as little as you do.
a) eat b) in eating c) to eat d) eating
50. When he entered the office he watched the secretary _____ on the phone.
a) in talking b) talk c) to talk d) talking
51. It is clear that they haven't heard me _____ in.
a) coming b) come c) to come d) on coming
52. He persuaded her _____ to the party.

- a) not to go b) going c) not go d) to going
53. She was delighted _____ that her son passed an exam.
a) hear b) by hearing c) hearing d) to hear
54. Young people often fail _____ a well-paid job.
a) finding b) find c) to find d) in finding
55. Before _____ the letter, he answered a telephone call.
a) to read b) his reading c) read d) reading
56. I'm sorry _____ you that your mother is seriously ill.
a) tell b) after telling c) telling d) to tell
57. There is no point _____ this matter with her.
a) to discuss b) in discussing c) discussing d) discuss
58. The firms are not interested _____ people over fifty.
a) in employing b) employ c) to employ d) employing
59. Poor people can't afford _____ their children to expensive schools.
a) sending b) sent c) to send d) send
60. He decided _____ the English course as soon as possible.
a) taking b) take c) of taking d) to take
61. The firms are not interested _____ people over fifty.
a) in employing b) employ c) to employ d) employing
62. Poor people can't afford _____ their children to expensive schools.
a) sending b) sent c) to send d) send
63. He decided _____ the English course as soon as possible.
a) taking b) take c) of taking d) to take
64. I don't want anyone _____ me while I feel depressed.
a) see b) to see c) seeing d) saw
65. When I went out it began _____.
a) to rain b) raining c) rain d) rained
66. The thought _____ the news to his family made him feel sick.
a) to break b) break c) of breaking d) breaking
67. I was anxious _____ where he had been.
a) knowing b) of knowing c) know d) to know
68. She was disappointed _____ I was still smoking.
a) seeing b) to see c) see d) of seeing
69. He was shocked _____ that he had nearly died.
a) to learn b) learn c) after learning d) learning
70. He stopped _____ in for sport two years ago.
a) to go b) go c) going d) in going
71. We stopped at the supermarket _____ some food.
a) for buying b) buying c) buy d) to buy
72. I tried _____ the violin for years but I was never very good.
a) learning b) to learn c) learn d) in learning
73. I hate _____ with anybody.
a) to quarrel b) quarrel c) quarrelling d) of quarrelling
74. I am thinking _____ for a small flat to rent.
a) to look b) in looking c) look d) of looking
75. I don't think hotels are very nice places _____ for more than a few days.
a) to stay b) stay c) for staying d) staying

76. I would prefer _____ in a flat rather than in a hotel.
 a) to live b) live c) living d) of living
77. When do you want me _____ the book you asked to buy?
 a) sending b) sent c) send d) to send
78. Let us _____ when you are coming.
 a) to know b) of knowing c) know d) knew
79. Princess Diane didn't have any chance _____ after such a terrible automobile crash.
 a) to surviving b) of surviving c) to survive d) of survival
80. The investigator understood that there's no point _____ for the new witnesses of the accident because everything was quite clear to him.
 a) in searching b) to searching c) to search d) in to searching
81. The criminal thinks that he had better _____ a confession and go to the police instead of _____ and _____ afraid of the arrest.
 a) make, hiding, being c) make, to hide, to be
 b) to make, to hide, to be d) making, hide, be
82. He _____ smoke a pack a day when he was younger.
 a) used b) got used c) used to d) was used to
83. In court she strongly denied _____ anywhere near the scene of the crime.
 a) be b) was c) to be d) being
84. I regret _____ that he couldn't go on _____ like a child. Now he is upset.
 a) saying, behaving b) to say, to behave c) saying, to behave
 d) to say, behaving
85. The driver was accused of _____ the road accident by the police that morning.
 a) provoke b) provoking c) provoked d) to provoke
86. We had better _____ this chapter carefully because we will have some questions on it on our test tomorrow.
 a) review b) to review c) reviewed d) reviewing
87. He seemed _____ all about influenza and said there was nothing _____ about. It took him five minutes _____ me _____ his words.
 a) know, worrying, to make, to believe b) knowing, worried, make, believing
 c) knowing, to worry, make, to believe d) to know, to worry, to make, believe
88. He couldn't help _____ a small flat in London.
 a) dream to have b) dreaming to have c) dreaming of having
 d) dreaming to have had
89. Your money could _____ to good use instead of _____ idle in the bank.
 a) be put, being left c) to put, being left b) to be put, being left
 d) put, to be left
90. I have been talking to that man for an hour but then I preferred _____ to him because he is very difficult
 a) to stop talk, to understand b) to stop talking, to understand
 c) stop talking, understanding d) stop to talk, understanding
91. In my early years I used to _____ in for sport, but now I can't afford it because of the lack of time.
 a) going) have gone c) go d) had gone
92. While I was going home I heard the bomb _____.
 a) exploding b) explode c) exploded d) to explode

93. _____ to the hotel he hurried up the stairs to his room, sat down on the sofa, lit a cigarette and saw a letter _____ for him on the desk.
 a) came, waiting c) coming, waited b) having come, waited
 d) having come, waiting
94. I tried _____ yesterday, but I didn't manage to get through to you.
 a) to ring b) and rang c) ringing d) ring
95. Don't forget _____ your camera.
 a) taking b) about taking c) to take d) of taking
96. I remember _____ him at the party.
 a) seeing b) having seen c) to see d) see

6.2.1 Г. Прочтите и переведите на русский язык:

1. ECONOMY OF GREAT BRITAIN

Britain's banking system comprises the Bank of England, the commercial banks, branches of foreign and Commonwealth banks. The Bank of England acts as the government's bank. It helps to implement the government's financial and monetary policy and supervises the banking system as a whole. Commercial banks provide financial services to individuals and companies, particularly account and loan facilities.

Britain has an open economy, in which international trade plays a vital role. About one-quarter of its gross domestic product comes from the export of goods and services. It is the fifth largest trading nation in the world. Since 1973 Britain has been a member of the European Economic Community, an association of 12 democratic states. About half Britain's trade is with its European Community partners. Britain's main exports are automobiles, textile, machinery, aircraft, electronic equipment and many others.

2. ECONOMY OF GREAT BRITAIN

Great Britain is a highly-developed naval and industrial power. Its economy was primarily based on private enterprises. However, some industries were nationalized after World War II. Now it has a mixed private-and public-enterprise economy. The government controls the coal-mining, and electric power industries, ferrous metallurgy and shipbuilding. Part of public transport, civil aviation and national bank are also managed by the state. The main sectors of British economy are manufacturing, services and agriculture. Manufacturing plays a vital role in British economy. It accounts for 1/5 of the GNP (Gross National Product).

The most important mineral resources are coal and iron. The chief minerals found on the British Isles are the building stone, marble, granite, lead, tin, copper, zinc, and salt. But in the course of the last hundred years many of Britain's most valuable and accessible deposits have been worked out.

3. ECONOMY OF THE USA

The United States of America is one of the largest countries in the world. It has a developed free enterprise economy. Most economic decisions in the country are made in the marketplace. Nearly 90 per cent of the goods and services come from private companies and firms.

Despite the fact that the United States has a free enterprise system, government's role in the economy is so important that economists describe it as a mixed economy. It is an economic system that combines elements of public ownership of the means of

production with private ownership, and elements of free enterprise with government participation and control.

The USA is a country with a highly-developed economy. With only 5 per cent of the world's population and about 6 per cent of its land area the USA produces 25 per cent of the world's industrial products, agricultural goods, and services.

4. THE ECONOMY OF THE USA

The United States owe its high level of economic development to its great wealth of minerals and fertile farm soil, together with a moderate climate. The territory is extremely rich in such minerals as coal, oil, natural gas, iron ore and non-ferrous metals. They provide a solid base for modern industry.

The country has very powerful industries, advanced technologies, and science. The structural composition of the US industry shows a marked predominance of heavy industry, namely mining, chemical, metallurgy, machine-building, nuclear power and aero missile industries. Electronic and electric engineering, transport, communication and machine-tool industries can be found almost in all large cities of the USA.

5. ECONOMY OF CANADA

Canada consists of almost all of the North American continent north of the US except Alaska. Its total land area of more than 9mln sq. km makes it the second largest country in the world.

Basically, Canada has a free-enterprise economy. A current problem for Canada has been the dominant position of US corporations and investors.

Canada is one of the world's richest nations. A per capita GNP is \$ 11,400. Canadians enjoy one of the world's highest standards of living.

Canada's wealth comes from the exploitation of its rich natural resources and from the work of its citizens. Manufacturing and construction employ over 23% of labour force. Manufacturing is the main sector of the economy contributing 19% of the GDP.

6. THE U.S. ECONOMY

The U.S. economy is based on free enterprise system. The nation's gross domestic product /GDP/ is about \$6 trillion. Labour force is 50% /female – 46%/. Unemployment rate is 5,5%. Federal budget per capita is \$5,740 with public debt \$18,956 and personal income per capita \$22,000. The U.S. has highly developed transport system. The country has 6,200, 000 km of streets and roads. The U.S. has 75 automobiles for every 100 people. Trucks carry 25% of the freight. The U.S. has 240.000 km of railroad lines. They handle 35% of the freight. Airlines have 18% of all passenger traffic and 1% of the freight. Chicago's O'Hare International airport is the world's busiest. 15% of the freight traffic travels on waterway.

U.S. exports include aircrafts, computers, plastic materials, metals and paper, corn and wheat. The leading imports are automobiles, clothing, shoes, toys, petroleum, iron, steel, paper, and medicines. Canada and Japan are the country's chief trading partners. In 1993, Mexico, Canada and the U.S. signed the North American Free Trade Agreement.

7. CANADA'S ECONOMY

Industry as a whole contributes 32% by comparison with agriculture, which accounts for 4% and service industries 64%. Canada's chief industry is petroleum extraction.

Canada is the world's fourth largest producer of electrical energy. 68% of energy comes from hydroelectric stations and 9% is produced by nuclear power stations.

Canada exports motor vehicles and parts, petroleum and natural gas, food and animals. Canada's chief trading partner is the U.S. (70% of export and 67% of import). The economic problems of Canada include U.S. influence in Canadian industry, and unemployment.

8. CANADA'S AGRICULTURE

Agriculture employs only 5% of the workforce but it contributes 12% of Canada's export. Canada is among the top ten producer of barley, oats, rye and wheat. The use of a fast-opening wheat made Canada a major wheat exporter. Only 7% of Canada is farmland and only 50% of this is under cultivation. Service industries include finance, trade, transportation and communication, health and education. They employ 70 % of Canada's Labor Force.

Communications. Canada has about 1 million km of roads. The St. Lawrence Seaway is 304 km long. It enables ocean-going ships to enter Great Lakes. Tourism is a growing industry. About 50 million tourists visit Canada every year.

Social services. The provincial governments are responsible for most health and welfare services. Every one over 65 gets monthly pension.

9. ECONOMY OF AUSTRALIA

Australia is lying south-east of Asia, between the Pacific and Indian oceans. It is the world's smallest continent which is almost completely surrounded by ocean. Its total area is 7,682,300 sq. km.

Australia has a strong economy and is self-sufficient in food production. Australia exports many minerals, including iron ore, bauxite, diamonds, coal, silver, gold, and copper.

Australia is the world's leading exporter of wool and beef. Australia also exports wheat, meat, cane sugar, fruit, ores and concentrates, hides and skins, butter, flour, barley and lead.

Australia imports machinery, vehicles, fertilizers, textiles, petroleum products, chemicals and paper. In 1970 natural gas was discovered. Oil and natural gas have helped to build big industries. The main ports are Sydney, Newcastle, Adelaide, and Melbourne. Inflation is about 3%. The currency is the Australian dollar /\$A/. Real domestic product per capita is \$ 18,220. Ukraine produces almost 5 percent of the world's output.

10.AUSTRALIA'S ECONOMY

The transportation system includes taxis, rental cars, interstate bus lines, and an extensive airline system. Australia has the Flying Doctor Service. Its doctors fly 3 million km a year. Most well-to-do families have a light airplane.

Australia ranks fifth in the world in number of automobiles per capita. Many families own two cars. Australians drive on the left side of the road. Australia has 60 daily newspapers; Melbourne Herald. The national daily is The Australian. Australia has a variety of tourist attractions. They include wild life, sandy beaches, the Great Barrier Reef, the Australian Alps and many points of historic interest. Over million tourists visit Australia every year. Half of them come from New Zealand. Only 1 % of all American tourists visit Australia.

11.INDUSTRIAL POTENTIAL OF GREAT BRITAIN

Great Britain is a highly-developed naval and industrial power. Its economy was primarily based on private enterprises. However, some industries were nationalized after World War II. Now it has a mixed private-and public-enterprise economy. The

government controls the coal-mining, and electric power industries, ferrous metallurgy and shipbuilding. Part of public transport, civil aviation and national bank are also managed by the state. The main sectors of British economy are manufacturing, services and agriculture. Manufacturing plays a vital role in British economy. It accounts for 1/5 of the GNP (Gross National Product).

The most important mineral resources are coal and iron. The chief minerals found on the British Isles are the building stone, marble, granite, lead, tin, copper, zinc, and salt. But in the course of the last hundred years many of Britain's most valuable and accessible deposits have been worked out.

12.ECONOMY OF NEW ZEALAND

The economy of New Zealand has traditionally been based on pastoral farming. New Zealand draws many thousands of tourists to its shores because of the beauty, diversity, and compactness of its natural attractions.

New Zealand has a modern economy. 5% of the population is employed in agriculture. New Zealand has 3 million dairy cattle, 5 million beef cattle and 6 million sheep.

The country is the world's largest producer of kiwi fruit. New Zealand farmers produce chicken and eggs, deer, goats and pigs. Chief crops are barley, potatoes and wheat. New Zealand loggers cut down 10 million cubic meters of timber yearly. New Zealand exports wool, lamb, mutton, and beef, fruit, fish and cheese.

13.ECONOMY OF NEW ZEALAND

New Zealand is the world's largest exporter of wool. Industries include food processing, textiles, machinery, wood and paper products. Oyster farming is developed too. Tourism is a vital economic sector. Real gross domestic product per capita is \$14,990. Unemployment is low but higher among Maori. Economic growth has averaged 4-8 %. The currency is the New Zealand dollar (NZ\$).

Transportation and communication. A private car is the preferred mode of transportation. In New Zealand they drive on the left side. Many urban residents ride a bus to work. All major cities have good bus systems. Trains and a domestic airline also operate between cities. Many people use bicycles. Ferries carry passengers and cars between the two main islands. Numerous radio and TV stations and other media operate throughout New Zealand.

14.THE USA

The United States harvests a lot of vegetables such as tomatoes, potatoes and onions. Florida and California are famous for their fruit production. They grow oranges, lemons, tangerines and grapefruit. Strawberries, pears and apples are also produced in large quantities.

Animal husbandry is also developed in the country. Pastures occupy more than one-fourth of the United States. The highlands in the country are famous for their dairy and beef cattle breeding, pig raising, and well developed, and sheep farming. Dairying is well developed, and milk, cheese, and butter production exceed domestic needs. Wool production, leather and textile industries are also developed there. Poultry-farming and vegetable growing are concentrated in the countryside near all the big cities.

15.A FREE ENTERPRISE ECONOMY

The United States of America is one of the largest countries in the world. It has a developed free enterprise economy. Most economic decisions in the country are

made in the marketplace. Nearly 90 per cent of the goods and services come from private companies and firms.

Despite the fact that the United States has a free enterprise system, government's role in the economy is so important that economists describe it as a mixed economy. It is an economic system that combines elements of public ownership of the means of production with private ownership, and elements of free enterprise with government participation and control.

The USA is a country with a highly developed economy. With only 5 per cent of the world's population and about 6 per cent of its land area the USA produces 25 per cent of the world's industrial products, agricultural goods, and services.

16.ECONOMY OF CANADA

Canada consists of almost all of the North American continent north of the US except Alaska. Its total land area of more than 9 mln sq. km makes it the second largest country in the world.

Basically, Canada has a free-enterprise economy. A current problem for Canada has been the dominant position of US corporations and investors.

Canada is one of the world's richest nations. A per capita GNP is \$ 11,400.

Canadians enjoy one of the world's highest standards of living.

Canada's wealth comes from the exploitation of its rich natural resources and from the work of its citizens.

Manufacturing and construction employ over 23% of labour force.

Manufacturing is the main sector of the economy contributing 19% of the GDP.

17.AUSTRALIA'S ECONOMY

The transportation system includes taxis, rental cars, interstate bus lines, and an extensive airline system. Australia has the Flying Doctor Service. Its doctors fly 3 million km a year. Most well-to-do families have a light airplane.

Australia ranks fifth in the world in number of automobiles per capita. Many families own two cars. Australians drive on the left side of the road.

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20.THE FUEL AND POWER INDUSTRY

The fuel and power industry in the Crimea is a question of vital importance.

The Crimean gas extraction covers only 35 per cent of the total need of the Republic. The electric power is based mainly on the natural gas that is why the Crimea cannot provide itself with own electric.

It covers the shortage by means of the power grids of Russia.

Constantly rising requirements are partially satisfied by not traditional sources of power. The experimental sun power station supplies electricity for the city of Shchelkino on the Kerch peninsula. Its power is 5 000 kilowatt. Some wind electric low- powered stations operate in the Crimea.

21.ECONOMY OF GREAT BRITAIN (SERVICE INDUSTRY)

Services play an important role in British economy and make up an increasing proportion of the national income. They account for about 60 per cent of gross domestic product and 68 per cent of employees. This sector includes health, education, retail and wholesale trade, tourism, financial and business services, insurance, transport, etc.

Banking, finance, insurance, business services and leasing account for 14 per cent of the British economy's total output. London has the world's largest insurance market, and its banks are responsible for about a fifth of the international bank lending. London is the world's principal trading centre for commodities, as an increasingly important centre for financial futures markets.

22.INDUSTRIAL POTENTIAL OF GREAT BRITAIN

Great Britain is a highly-developed naval and industrial power. Its economy was primarily based on private enterprises. However, some industries were nationalized after World War II. Now it has a mixed private-and public-enterprise economy. The government controls the coal-mining, and electric power industries, ferrous metallurgy and shipbuilding. Part of public transport, civil aviation and national bank are also managed by the state. The main sectors of British economy are manufacturing, services and agriculture. Manufacturing plays a vital role in British economy. It accounts for 1/5 of the GNP (Gross National Product). The most important mineral resources are coal and iron. The chief minerals found on the British Isles are the building stone, marble, granite, lead, tin, copper, zinc, and salt. But in the course of the last hundred years many of Britain's most valuable and

accessible deposits have been worked out.

23. CANADA'S ECONOMY

Industry as a whole contributes 32% by comparison with agriculture, which accounts for 4% and service industries 64%. Canada's chief industry is petroleum extraction. Canada is the world's fourth largest producer of electrical energy. 68% of energy comes from hydroelectric stations and 9% is produced by nuclear power stations. Canada exports motor vehicles and parts, petroleum and natural gas, food and animals. Canada's chief trading partner is the U.S. (70% of export and 67% of import). The economic problems of Canada include U.S. influence in Canadian industry, and unemployment.

6.2.1 Д. Определите грамматическое время и залог глаголов-сказуемых:

1. American plants **produced** tractors and automobiles, ships and aircraft.
2. Goods **are sold** in shops.
3. The results of the work **are being studied** by the General Director now.
4. These problems **will have been discussed** before the conference begins.
5. The commercial director **will be discussing** the contract at 3:30 tomorrow.
6. Our plants **have produced** tractors and automobiles, ships and aircraft.
7. The contract **is signed** by the companies every year.
8. The fax **has just been sent**.
9. The telexes **will be sent** tomorrow.
10. The secretary **sent** six faxes yesterday.
11. These managers **have discussed** the offer today.
12. All cables **have been sent** today.
13. This book **is** much **spoken about**.
14. These managers **have discussed** the offer today.
15. These managers **are discussing** the offer now.
16. This telephone equipment **has been sold** this week.
17. New catalogues **have just been looked** through.
18. The clerks **were discussing** the offer when the new director came.
19. The contract **is being signed** by the partners now.
20. The telephone equipment **had been sold** before they received the new prices.
21. The new price-lists **have been studied** by our managers by 14:30 today.
22. The production manager **had received** the offer before they came.
23. He **was phoned** twice.
24. They **sell** goods to different countries.
25. All cables and telexes **have already been translated** from English by the secretary.
26. The telexes **are being typed** now.
27. Our students **are discussing** this film now.
28. Ukraine's plants **won't produce** tractors and automobiles, ships and aircraft.
29. The secretary **sent** six faxes yesterday.
30. The contract **will have been signed** by the end of the month.
31. The results of the audit **are being analyzed** by the Director now.
32. The new catalogues **were received** last month.
33. Russian plants **are producing** tractors and automobiles, ships and aircraft.

34. The secretary **has sent** five faxes today.
35. This contract **was signed** yesterday.
36. The contract **has** already **been signed** by the parties.
37. These problems **are being discussed** now.
38. These managers **will discuss** the offer tomorrow.
39. The Purchase manager **has looked through** the new catalogues.
40. The General Director **was met** at the airport by his secretary.
41. The new catalogues **are being studied** by our Sales managers now.
42. The telexes **will be typed** in some minutes.
43. They **had discussed** this offer by 7 o'clock yesterday.
44. They **sold** goods to different countries last year.
45. These cars **are produced** in Germany.
46. The price-list **has been studied** by our sales managers by 5 p.m.
47. This film **is being discussed** by our students now.
48. Mr. Bell and Mr. Stepko **discussed** the contract two days ago.
49. This company **sold** telephone equipment two years ago.
50. That contract **will have been signed** by the end of the week.
51. The contract **had been signed** by the partners before you came.
52. The new catalogues **were received** last month.
53. They **will have discussed** the contract by the end of the week.
54. Russian plants **produced** tractors and automobiles, ships and aircraft.
55. He **was phoned** twice yesterday.
56. These offers **were made** by the manager of this company yesterday.
57. This book **has been published** this year.
58. The secretary **has sent** five faxes today.
59. These problems **will have been discussed** before the conference begins.
60. These managers **have discussed** the offer today.
61. The contract **is signed** by the companies every year.
62. The fax **has just been sent**.
63. The telexes **will be sent** tomorrow.
64. They **sold** goods to different countries last year.
65. Russian plants **produced** tractors and automobiles, ships and aircrafts.
66. He **was phoned** twice yesterday.
67. These offers **were made** by the manager of this company yesterday.
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71. These problems **will have been discussed** before the conference begins.
72. All cables **have been sent** today.
73. This book **is much spoken about**.
74. This company **sold** telephone equipment two years ago.
75. The clerks **were discussing** the offer when the new director came.
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77. New catalogues **have just been looked through**.
78. He **has been phoned** twice.
79. The commercial director **will be discussing** the contract at 3,30 tomorrow.
80. The contract **is being signed** by the partners now.

81. The telephone equipment **had been sold** before they received the new prices.
82. The new price-lists **have been studied** by our managers by 14,30 today.
83. Their plants **have produced** tractors and automobiles, ships and aircraft.
84. That contract **will have been signed** by the end of the week.
85. The contract **had been signed** by the partners before you came.
86. The new catalogues **were received** last month.
87. These managers **have discussed** the offer today.
88. Banks **provide** new services for consumers.
89. These offers **were made** by the manager of this company yesterday.
90. This book **has been published** this year.

6.2.1 Е. Сделайте устное сообщение или подготовьте и воспроизведите диалог на тему:

1. «В аэропорту: встреча зарубежного бизнес-партнера».
2. «В аэропорту: заказ и покупка авиабилета».
3. «В аэропорту: прохождение таможенного и паспортного контроля».
4. «В аэропорту: у стойки регистрации».
5. «На железнодорожном вокзале: информация о прибытии и отправлении поездов».
6. «На железнодорожном вокзале: покупка билетов».
7. «В гостинице: бронирование номера и регистрация».
8. «В кафе».
9. «В ресторане».
10. «На почте».

6.3. Творческое задание

6.3.1. Составьте текст/ диалог по/на нижеследующие темы с использованием лексики по специальности:

1. Встреча зарубежного бизнес-партнера в аэропорту.
2. Информация о прибытии и вылете авиарейса.
3. Заказ и покупка авиабилета.
4. Прохождение паспортного контроля в аэропорту.
5. Прохождение таможенного контроля в аэропорту.
6. Аэропорт: устройство и организация базовых услуги основных служб.
7. Информация о прибытии и отправлении поездов на железнодорожном вокзале.
8. Заказ и покупка железнодорожного билета.
9. Бронирование гостиничного номера и заселение в номер.
10. Персонал гостиницы и возможные вопросы, возникающие при проживании в ней.
11. Кафе: общение с персоналом. Речевой этикет и национально-культурные особенности.
12. Ресторан: общение с персоналом. Речевой этикет и национально-культурные особенности.
13. Ресторан: обсуждение меню. Индивидуальные, национальные и религиозные особенности.

14. Ресторан: оплата счета и потенциально-возможные проблемы, связанные с этим.
15. Почта: общение с персоналом. Речевой этикет и национально-культурные особенности.
16. Почта: основные виды почтовых отправлений.
17. Почта: бланки, формы и их заполнение.
18. Написание послужного списка при устройстве на работу.
19. Написание резюме при устройстве на работу.
20. Написание рекомендаций при устройстве на работу.
21. Заполнение анкеты при приеме на работу.
22. Собеседование при приеме на работу.
23. Языковые особенности контракта.
24. Структура контракта.
25. Оформление конвертов почтовых отправлений.
26. Различия в оформлении личных и деловых писем.
27. Структура делового письма.
28. Языковые особенности деловой переписки.
29. Написание послужного списка при устройстве на работу.
30. Написание резюме при устройстве на работу.
31. Написание рекомендаций при устройстве на работу.
32. Заполнение анкеты при приеме на работу.
33. Собеседование при приеме на работу.
34. Языковые особенности контракта.
35. Структура контракта.
36. Оформление конвертов почтовых отправлений.
37. Различия в оформлении личных и деловых писем.
38. Структура делового письма.
39. Языковые особенности деловой переписки.

6.3.2. Подготовьте тематический вокабуляр на заданную тему.

1. Таможенный и паспортный контроль в аэропорту.
2. Заказ и покупка авиабилета.
3. Отправление и прибытие рейсов.
4. Железнодорожный вокзал: информация о поездах.
5. Проживание в гостинице.
6. В кафе, в ресторане: формулы речевого этикета.
7. В кафе, в ресторане: меню, блюда, сервировка стола.
8. На почте: процедура, формы, почтовые отправления.
9. Формулы речевого этикета при устройстве на работу.
10. Лексические особенности при написании послужного списка, резюме, анкеты, рекомендаций.
11. Особенности языка контракта.
12. Особенности написания делового и личного письма.

6. 4. Тестовые задания с ключами.

1. Выберите предложение, в котором употребляется время The Present Indefinite Tense:

- A. The food that Ann is cooking in the kitchen smells delicious.
- Б. It's raining outside.
- В. How long have you known Kate?
- Г. How old were you when you finished school?

2. Выберите предложение, в котором употребляется время The Present Perfect Tense:

- A. The food that Ann is cooking in the kitchen smells delicious.
- Б. It's raining outside.
- В. How long have you known Kate?
- Г. How old were you when you finished school?

3. Какой из перечисленных глаголов имеет формы Continuous:

- A. to matter
- Б. to want
- В. to dine

4. Найдите предложение, в котором форма страдательного залога употреблена неправильно:

- A. Joan's face was covered with scratches and his clothes were torn and dirty.
- Б. The plane wasn't delayed in Colorado.
- В. The letter has to sign the chief of police.
- Г. Peaches can be bought here for 10 p. each.

5. Найдите предложение, в котором форма страдательного залога употреблена неправильно:

- A. Joan's face covered with scratches and his clothes were torn and dirty.
- Б. The plane wasn't delayed in Colorado.
- В. The letter has to be signed by the chief of police.
- Г. Peaches can be bought here for 10 p. each.

6. Выберите предложение, в котором нет ошибок:

- A. If he booked tickets yesterday, he would lie on the beach now.
- Б. If the weather is fine tomorrow we would go to the seaside.
- В. But for the rain we would have gone to the theatre yesterday.
- Г. If I am you I wouldn't do it.

7. Выберите предложение, в котором нет ошибок:

- A. If he booked tickets yesterday, he would lie on the beach now.
- Б. If the weather is fine tomorrow we will go to the seaside.
- В. But for the rain we would gone to the theatre yesterday.
- Г. If I am you I wouldn't do it.

8. Выберите из предложенных вариантов аналитическую форму сослагательного наклонения:

- A. were
- Б. be
- В. have been
- Г. would stay

9. К какому виду условного предложения относится следующее предложение:

If he weren't absent-minded he wouldn't have left a hat in the shop yesterday.

- A. Complex sentence of unreal condition
- Б. Complex sentence of split condition
- В. Complex sentence of real condition
- Г. Complex sentence of adverbial condition
- Д. Complex sentence of future condition

10. В каких предложениях вместо пропуска необходимо поставить предлог at:

- A. Our flat is _____ the second floor.
- Б. We travelled by 6.45 train, which arrived _____ 8.30.
- В. I prefer tea _____ coffee.
- Г. _____ Christmas Day I got a lot of presents.

11. Выберите предлог, соответствующий пробелу в данном предложении:

I looked _____ , but saw no people anywhere.

- A. after
- Б. through
- В. about
- Г. for
- Д. forward

12. Выберите предлог, соответствующий пробелу в данном предложении:

Don't forget to look _____ the flowers when I'm away.

- A. after
- Б. through
- В. about
- Г. for
- Д. forward

13. Выберите правильный вариант ответа

How _____ it is to live near a big park!

- A. cosy
- Б. convenient
- В. fitting
- Г. comforting

14. Выберите наилучший вариант перевода предложения

I can't keep from laughing at him.

- A. Я не могу смеяться на нем.
- Б. Я не могу не смеяться над ним.
- В. Я не могу держаться подальше от него.
- Г. Я не могу смотреть на него, смеясь.
- Д. Мне тяжело рассмеяться в его присутствии.

15. Выберите из списка предложенных глаголов синонимы для глагола to shiver:

- A. to tremble
- Б. to ache
- В. to shudden
- Г. to shudder
- Д. to start

16. Выберите предлог, соответствующий пробелу в данном предложении:

The unemployed live ___ very bad condition.

- A. under
- Б. up
- В. at
- Г. in
- Д. as

17. Выберите предлог, соответствующий пробелу в данном предложении:

This boy is ___ the head of the class.

- A. under
- Б. up
- В. at
- Г. in
- Д. as

18. Выберите слово, которое не является синонимом к *illness*:

- A. ailment
- Б. malady
- В. remedy
- Г. Disease

19. Выберите верный перевод фразы *кусочек сахара*:

- A. a piece of sugar
- Б. a slice of sugar
- В. a lump of sugar
- Г. a lumb of sugar

20. К какому виду условного предложения относится следующее предложение:

If he weren't absent-minded he wouldn't leave a hat in shop.

- A. Complex sentence of unreal condition
- Б. Complex sentence of split condition
- В. Complex sentence of real condition
- Г. Complex sentence of adverbial condition
- Д. Complex sentence of future condition

21. Выберите предлог, соответствующий пробелу в данном предложении:

Don't forget to look ___ the flowers when I'm away.

- A. after
- Б. through
- В. about
- Г. for
- Д. forward

22. Выберите правильный вариант ответа

How _____ it is to live near a big park!

- A. cosy
- Б. convenient
- В. fitting
- Г. Comforting

23. Выберите выражение, в котором вместо пропусков не используется предлог *for*:

- A. to go in ___ teaching

Б. to be responsible ____ smth

В. to cope ____ smth

Г. love ____ smth

24. Выберите из списка предложенных глаголов синоним для глагола to shiver:

А. to tremble

Б. to ache

В. to shudden

Г. to shudder

Д. to start

25. Выберите предлог, соответствующий пробелу в данном предложении:

I feel a sharp pain ____ my right knee.

А. under

Б. up

В. at

Г. in

Д. as

26. Выберите предлог, соответствующий пробелу в данном предложении:

He works ____ a doctor in one of our hospitals.

А. under

Б. up

В. at

Г. in

Д. as

27. Выберите слово, которое не является синонимом к *illness*:

А. ailment

Б. malady

В. remedy

Г. disease

28. Выберите выражение, которое не переводится, как *вырвать зуб*:

А. to pull out a tooth

Б. to take out a tooth

В. to have an extraction

Г. to have one's tooth pulled out

Д. to have one's tooth X-rayed

29. Выберите наилучший вариант перевода предложения

I can't keep from laughing at him.

А. Я не могу смеяться на нем.

Б. Я не могу не смеяться над ним.

В. Я не могу держаться подальше от него.

Г. Я не могу смотреть на него, смеясь.

Д. Мне тяжело рассмеяться в его присутствии.

30. Выберите предложение, в котором нет ошибок:

А. If he booked tickets yesterday, he would lie on the beach now.

Б. If the weather is fine tomorrow we would go to the seaside.

В. But for the rain we would have gone to the theatre yesterday.

Г. If I am you I wouldn't do it.

Ключи к тестам:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
А	В	В	В	А	В	Б	Г	Б	Б	В	А	Б	Б	А	А	Г	В	В	А
21	22	23	24	25	26	27	28	29	30										
А	Б	В	А	Г	Д	В	Д	Б	В										

**7. Перечень основной и дополнительной учебной литературы,
необходимой для освоения дисциплины**

а) основная литература:

1. Андреева Л.Л. Английский для экономистов: Учебник для бакалавров Л.Л. Андреева, Н.Д. Гребенников, Н.В. Млодзинская, Г.С. Пшегусова. – 3-е изд., перераб. и доп. – М.: Издательско-торговая корпорация «Дашков и К»; Академцентр, 2016. – 256 с.
2. Богацкий И., Дюканова Н. «Бизнес-курс английского языка», Киев «Логос», М.: Рольф: Айрис Пресс, 2019 г., 352 с.
3. Голицынский Ю. Б., Грамматика английского языка. Сборник упражнений. Спб.: КАРО, 2016. - 544с.
4. Качалова КП. Израилевич Е.Е. Практическая грамматика английского языка. М: Юнвес, 2019г., 720 с.Стандарт серия: Английский язык ISBN: 978-5-913360-08-3.

б) дополнительная литература:

1. Английский язык [Электронный ресурс]: учебный англо-русский словарь по дисциплине «. Иностранный язык» (английский язык) для студентов 1, 2-го курсов по направлению 072300 — Электрон. текстовые данные.— Кемерово: Кемеровский государственный университет культуры и искусств, 2012.— 44 с.— Режим доступа: <http://www.iprbookshop.ru/21951>.— ЭБС «IPRbooks», по паролю
2. Иностранный язык (английский язык): Метод. пособ. для самост. изучения дисциплины/ Сост. А.В. Полторакова. - Симферополь: УЭУ, 2015. - 208 с.
3. Перешиткин, А. В. Иностранный язык (английский) в 2 х ч. Ч.2.: учебно-метод. пособ./ А. В. Перешиткин. - Симферополь: АНО"ООВО" "УЭУ", 2018. - 252 с. Эр.
4. Цветкова Т.К. Грамматика английского языка. Упражнения с ключами: учеб. пособие. – Москва: Проспект, 2017.- 112 с.

**8. Перечень ресурсов информационно-телекоммуникационной сети
"Интернет" (далее - сеть "Интернет"), необходимых для освоения
дисциплины «Иностранный язык (английский)»**

1. Logophilia <http://www.logophilia.com>
2. Wikipedia <http://www.wikipedia.org>
3. Britannica <http://www.britannika.com>
4. High Beam Encyclopedia <http://www.encyclopedia.com>
5. Encyclopedia Article Center <http://encarta.msn.com/artcenter/browse.html>

6. Questia: The Online Library of Books and Journals
<http://www.questia.com>
7. Encyclopedia Article Center <http://www.infoplease.com/encyclopedia/>

9. Методические указания для обучающихся по освоению дисциплины

При проведении практических занятий, самостоятельной работе студентов применяются интерактивные формы проведения занятий с целью погружения студентов в реальную атмосферу профессионального сотрудничества по разрешению проблем, оптимальной выработки навыков и качеств будущего специалиста. Интерактивные формы проведения занятий предполагают обучение в сотрудничестве. Все участники образовательного процесса (преподаватель и студенты) взаимодействуют друг с другом, обмениваются информацией, совместно решают проблемы, моделируют ситуацию.

В учебном процессе используются интерактивные формы занятий:

1. Творческое задание. Выполнение творческих заданий требуют от студента воспроизведение полученной ранее информации в форме, определяемой преподавателем, и требующей творческого подхода.

2. Групповое обсуждение. Групповое обсуждение кого-либо вопроса направлено на достижение лучшего взаимопонимания и способствует лучшему усвоению изучаемого материала.

10. Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, включая перечень программного обеспечения и информационных справочных систем (при необходимости)

В процессе лекционных и практических занятий используется следующее программное обеспечение:

- программы, обеспечивающие доступ в сеть Интернет (например, «Google chrome»);
- программы, демонстрации видео материалов (например, проигрыватель «Windows Media Player»);
- программы для демонстрации и создания презентаций (например, «Microsoft PowerPoint»).

11. Описание материально-технической базы, необходимой для осуществления образовательного процесса по дисциплине

Для преподавания дисциплины не требуется специальных материально-технических средств (лабораторного оборудования, компьютерных классов и т.п.). Однако во время практических занятий, которые проводятся в большой аудитории, использовать проектор для демонстрации слайдов, схем, таблиц и прочего материала.