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высшего профессионального образования
«Комсомольский-на-Амуре государственный технический университет»

Институт новых информационных технологий
Федерального государственного бюджетного образовательного учреждения
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«Комсомольский-на-Амуре государственный технический университет»

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АНГЛИЙСКИЙ ЯЗЫК

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Пособие способствует формированию, развитию и закреплению грамматических и лексических умений и навыков в изучении английского языка, подготовке студентов к самостоятельной учебной и научно-исследовательской работе на английском языке. Материалы пособия развивают и закрепляют у студентов умения и навыки применения разных видов чтения с извлечением информации из научной и научно-популярной литературы.

Пособие включает в себя грамматические основы изучаемого языка; лексические основы чтения текстов страноведческого характера и профессионально-ориентированных текстов на английском языке; контрольные работы.

Предназначено для студентов очно-заочной и заочной форм обучения с использованием дистанционных технологий.

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ВВЕДЕНИЕ

Проблема уровня владения иностранным языком приобрела особую актуальность во второй половине XX столетия в связи с расширением международного сотрудничества и формированием концепции «Европа без границ», в которой большое внимание уделялось распространению и изучению иностранных языков в мире. Начиная с 1970-х гг. в рамках Совета по культурному сотрудничеству при Совете Европы велась интенсивная работа по обоснованию модели иноязычной коммуникативной компетенции и разработке на ее основе пороговых уровней (threshold levels) владения иностранным языком. Эта работа завершилась принятием документа под названием «Современные языки: изучение, преподавание, оценка. Общеввропейская компетенция владения иностранным языком» (Страсбург, 1996). В этом документе рассмотрены параметры и критерии оценки уровней владения языком и коммуникативной компетенции как цели обучения, а также способы ее оценки с использованием тестовых технологий. В составе коммуникативной компетенции в качестве ее составляющих выделены следующие виды компетенций: лингвистическая, социолингвистическая, дискурсивная, социокультурная, социальная, стратегическая.

Занятия по иностранному языку в вузе направлены на формирование всех составляющих коммуникативной компетенции и ориентируют бакалавра на овладение языком как средством общения в рамках выбранной им специальности.

СТРУКТУРА УЧЕБНОГО ПОСОБИЯ

Данное учебное пособие предназначено для студентов направлений и специальностей заочной формы обучения с использованием дистанционных образовательных технологий, имеющих знания, умения и навыки фонетических, грамматических и лексических основ английского языка. Данное учебное пособие удовлетворяет требованиям федерального государственного образовательного стандарта высшего профессионального образования.

В соответствии с ФГОС ВПО выпускник должен владеть необходимыми навыками профессионального общения на иностранном языке (общекультурная компетенция). В результате изучения базовой части цикла студент должен:

знать: – лексико-грамматический минимум в объеме, необходимом для работы с иноязычными текстами в процессе профессиональной деятельности;

уметь: – использовать иностранный язык в межличностном общении и профессиональной деятельности;

владеть: – необходимыми навыками выражения своих мыслей и мнения в межличностном и деловом общении на иностранном языке; навыками извлечения необходимой информации из оригинального текста на иностранном языке по профессиональным проблемам.

Учебное пособие состоит из 5 частей, включающих грамматические, лексические и страноведческие аспекты и 2 контрольных работ (для направления «Юриспруденция» – 1 контрольная работа), рассчитанных на закрепление и контроль приобретенных навыков и умений лексико-грамматических и страноведческих основ английского языка.

ТРЕБОВАНИЯ ПО ВЫПОЛНЕНИЮ И ОФОРМЛЕНИЮ КОНТРОЛЬНЫХ РАБОТ

1. Студент должен выполнить контрольные работы по дисциплине «Иностранный язык» в соответствии с учебным планом вуза – 2 контрольные работы на 1-м курсе и 1 контрольную работу на 2-м курсе (срок обучения 4 года) и по одной контрольной работе на каждом курсе (срок обучения 3 года) – для всех специальностей и направлений; для направления «Юриспруденция» студент выполняет по 1 контрольной работе по дисциплинам «Иностранный язык» и «Иностранный язык в сфере “Юриспруденция”» (срок обучения 3 года) и 1 контрольную работу по дисциплине «Иностранный язык» и 2 контрольные работы по дисциплине «Иностранный язык в сфере “Юриспруденция”» (срок обучения 4 года).

2. Контрольные работы следует выполнять в письменном виде в тетради. На титульном листе должны быть отражены следующие данные: фамилия, имя, отчество, шифр, группа и адрес студента, а также номер контрольной работы.

3. Контрольные работы сдаются преподавателю (рецензенту) в установленные сроки для проверки и рецензирования.

ИСПРАВЛЕНИЕ КОНТРОЛЬНОЙ РАБОТЫ НА ОСНОВЕ РЕЦЕНЗИИ

1. При получении контрольной работы, проверенной рецензентом, следует внимательно прочитать рецензию, ознакомиться с замечаниями рецензента и проанализировать отмеченные в работе ошибки.

2. Руководствуясь указаниями рецензента, следует повторить недостаточно усвоенный материал. Работа над ошибками выполняется в этой же тетради в конце контрольной работы и вновь сдается на повторную рецензию по первому требованию рецензента.

3. Если рецензент потребует переделать в работе тот или иной раздел или вновь выполнить задание, то необходимо выполнить это требование и без задержки вернуть на рецензию переделанную или вновь выполненную работу. Также следует приложить и исправленную рецензентом работу. Контрольные работы следует сдавать по адресу: 681013, ул. Ленина 27, КНАГТУ, ИНИТ, деканат или лично преподавателю на занятиях.

ПОДГОТОВКА К ЗАЧЕТУ И ЭКЗАМЕНУ

В процессе подготовки к зачету и экзамену рекомендуется:

- 1) повторно прочитать и перевести наиболее трудные тексты из учебного пособия;
- 2) просмотреть материалы и задания контрольных работ;
- 3) выполнить выборочно отдельные упражнения из учебного пособия для самопроверки и самоконтроля;
- 4) повторить грамматический материал и лексический минимум.

ТРЕБОВАНИЯ К ЗАЧЕТУ И ЭКЗАМЕНУ

Зачет и экзамен проводятся в тестовом формате. К зачету по английскому языку допускаются студенты, выполнившие все устные и письменные работы и получившие зачет по контрольным работам.

К экзамену по английскому языку допускаются студенты, выполнившие все устные и письменные задания и получившие зачет за предыдущий курс обучения и зачет по контрольной работе.

ЧАСТЬ 1. ГРАММАТИЧЕСКИЙ КОММЕНТАРИЙ

1. ИМЯ СУЩЕСТВИТЕЛЬНОЕ

Имя существительное – это название лица (*designer конструктор*), предмета (*design проект*), явления (*light свет*) или процесса (*development развитие*).

Род существительного в английском языке, в отличие от русского, определяется только по значению существительного.

Название лица мужского пола относится к мужскому роду; вместо него употребляется местоимение *he*.

Название лица женского пола относится к женскому роду; вместо него употребляется местоимение *she*.

Название неодушевленного предмета относится к среднему роду; вместо него употребляется местоимение *it*.

This is a door. It is white. – Это дверь. Она белая.

This is a table. It is big. – Это стол. Он большой.

This is the Sun. It is hot. – Это солнце. Оно горячее.

1.1. Число существительных

Множественное число существительных образуется путем прибавления окончания *-s* или *-es* к форме единственного числа (см. таблица Т1).

Таблица Т1

Образование множественного числа существительных

Правила	Примеры
1	2
Существительные образуют множественное число прибавлением окончания <i>-s</i> к форме единственного числа	scientist – scientists, science – sciences, day – days, radio – radios
Существительные, оканчивающиеся на свистящий или шипящий звук, принимают окончание <i>-es</i>	class – classes, box – boxes, match – matches,
В существительных, оканчивающихся на <i>-y</i> с предшествующей согласной, <i>y</i> переходит в <i>i</i> и прибавляется окончание <i>-es</i>	city – cities, library – libraries
Существительные, оканчивающиеся на <i>-o</i> с предшествующей согласной, принимают окончание <i>-es</i>	negro – negroes, tomato – tomatoes
В существительных, оканчивающихся на <i>-f</i> или <i>-fe, f</i> обычно переходит в <i>v</i> и прибавляется окончание <i>-es</i>	leaf – leaves, life – lives, no roof – roofs
Существительные, заимствованные из греческого и латинского языков, сохранили форму множественного числа этих языков	basis – bases, crisis – crises, datum – data, phenomenon – phenomena
Некоторые существительные латинского происхождения имеют две формы множественного числа	medium – media – mediums, memorandum – memoranda – memorandums
Несколько существительных сохранили древнюю форму образования множественного числа и являются исключениями	man – men, woman – women, child – children, tooth – teeth, foot – feet

Продолжение табл. Т1

1	2
Сложные имена существительные образуют множественное число путем добавления окончания к основному слову	sister-in-law – sisters-in-law, editor-in-chief – editors-in-chief, carpet-sweeper – carpet-sweepers

Тенировочные упражнения

Упр. 1. Образуйте форму множественного числа существительных:

pen – _____	window – _____	wall – _____
week – _____	language – _____	tooth – _____
ship – _____	shelf – _____	man – _____
library – _____	roof – _____	woman – _____
clock – _____	ray – _____	child – _____
watch – _____	bush – _____	postman – _____
dress – _____	copy – _____	schoolgirl – _____
country – _____	brush – _____	text-book – _____
glass – _____	fox – _____	phenomenon – _____
play – _____	dictionary – _____	nucleus – _____
bus – _____	factory – _____	basis – _____
leaf – _____	mouse – _____	comedy – _____
life – _____	foot – _____	quantity – _____
colony – _____	datum – _____	discovery – _____
hero – _____	fox – _____	market – _____

1.2. Падеж существительных

В английском языке два падежа: общий и притяжательный.

Общий падеж не имеет специальных окончаний: *an example пример, drawings чертежи, data данные*.

Существительное в общем падеже может переводиться на русский язык разными падежами в зависимости от его функции в предложении. Функция существительного определяется:

- его местом в предложении;
- наличием перед ним предлогов *of, to, by, with, about*.

Подлежащее, выраженное одним словом (или группой слов) без предлога, стоит перед сказуемым и соответствует русскому именительному падежу (*кто? что?*).

The lecturer sees the students. – *Лектор видит студентов.*

Прямое дополнение, выраженное существительным без предлога, стоит после сказуемого и соответствует русскому винительному падежу (*кого? что?*).

The students see the lecturer. – *Студенты видят лектора.*

Сравнение падежных отношений в таблице Т2.

Таблица Т2

Сравнение падежных отношений в русском и английском языках

Падеж	В русском языке	В английском языке	Собственное лексическое значение предлогов
И.п.	(кто? что?) <i>друг</i>	Нет предлога. Место – перед сказуемым.	
Р.п.	(кого? чего?) <i>друга</i>	<i>of</i> The book <i>of</i> friend.	<i>of</i> из one <i>of</i> them один <i>из</i> них is made <i>of</i> glass сделан <i>из</i> стекла
Д.п.	(кому? чему?) <i>другу</i>	<i>to</i> I often write <i>to</i> my friend.	<i>to</i> указывает направление <i>to</i> the plant <i>на</i> завод <i>to</i> Moscow <i>в</i> Москву
В.п.	(кого? что?) <i>друга</i>	Нет предлога. Место – после сказуемого.	
Т.п.	(кем? чем?) <i>другом</i>	<i>by</i> The work is done <i>by</i> my friend. <i>with</i> (с неодушевленными предметами) I write <i>with</i> a pen.	<i>by</i> у, к, <i>посредством</i> <i>by</i> the window у окна <i>by</i> summer к лету <i>by</i> radio <i>посредством (но)</i> радио <i>with</i> с <i>with</i> my friend с моим другом
П.п.	(о ком? о чем?) <i>о друге</i>	<i>about – о, of – о</i> I often think <i>about (of)</i> my friend.	<i>about</i> около, <i>приблизительно</i> <i>About</i> 45 students are present at the lecture. На лекции присутствует <i>около</i> 45 студентов.

Притяжательный падеж обозначает принадлежность предмета или лица и отвечает на вопрос *whose* чей. Существительное в притяжательном падеже является определением к другому существительному и всегда стоит перед ним. Существительное в притяжательном падеже имеет окончание:

–’s (апостроф и буква s) в единственном числе:

our teacher’s lectures – лекции нашего **преподавателя**;

–’ (только апостроф) во множественном числе:

the students’ drawings – чертежи **студентов**.

Примечание: Если существительное во множественном числе не имеет окончания -s, прибавляется ’-s: *the children’s pictures* – рисунки **этих детей**.

Притяжательный падеж в основном употребляется с одушевленными существительными, однако он может употребляться и с некоторыми неодушевленными:

the sun’s rays – **солнечные** лучи (лучи солнца),

the country’s economy – экономика **страны**.

Существительное в притяжательном падеже переводится на русский язык либо соответствующим прилагательным, либо существительным в родительном падеже.

Тренировочные упражнения

Упр. 2. Переведите следующие словосочетания в притяжательном падеже:

my brother's favourite sport – _____
 these two countries' economy – _____
 that man's name – _____
 those women's children – _____
 University's computer center – _____
 children's parents – _____
 the deputies' reports – _____
 people's rights and duties – _____
 the People's Militia – _____
 the peoples' fight for their liberation – _____
 two months' program – _____
 scientists' work – _____
 the scientist's work – _____
 the dean's office – _____

1.3. Существительное в функции определения

Для английского языка характерно употребление в роли определения одного или нескольких существительных (в общем падеже), образующих цепочку слов. В такой цепочке последнее существительное является основным, а все предшествующие ему слова являются определениями к нему.

Существительное в функции определения переводится:

– прилагательным:

room temperature – **комнатная температура**,

limit pressure – **предельное давление**;

– существительным без предлога или с предлогом:

a physics teacher – **преподаватель физики**,

the institute radio equipment laboratory – **институтская лаборатория радиооборудования**,

the atomic energy conference – **конференция по проблемам атомной энергии**.

Тренировочные упражнения

Упр. 3. Переведите следующие словосочетания:

trade talks – _____
 consumer goods – _____
 long-term credits – _____
 power station equipment – _____
 world market conditions – _____
 home and foreign policy – _____
 world copper supply and demand – _____
 London Metal Exchange copper price – _____
 post Second-World-War prices – _____
 the Public Health Ministry – _____
 labour council – _____
 UN member states – _____
 crime prevention problems – _____

an anniversary meeting – _____
 the railway bridge reconstruction plan – _____
 the energy accumulation process – _____
 the temperature limit determination problem – _____
 the long-term research program result – _____
 low-temperature physics development – _____

2. АРТИКЛЬ

Артикль является одним из определителей имени существительного и ставится перед существительным или перед словами, являющимися определениями к нему.

2.1. Неопределенный артикль

Неопределенный артикль **a (an)** – перед словами, начинающимися с гласной) происходит от числительного **one** и означает *один из многих, какой-то, любой*:

I am a student. – Я студент (один из многих).

He is an English engineer. – Он английский инженер.

Если перед существительным в единственном числе стоит неопределенный артикль, то во множественном числе он опускается:

This is a book. – These are books.

Иногда артикль **a (an)** переводится словом *один*:

in a month – через (один) месяц.

Неопределенный артикль употребляется в устойчивых выражениях:

in a hurry – второпях

it's a pity – жаль

it's a shame – стыдно, жалко

it's a pleasure – приятно

to have a good time – хорошо провести время.

2.2. Определенный артикль

Определенный артикль **the** переводится словами *этот, эта, это, эти*. Употребляется перед существительными, как в единственном, так и во множественном числе.

Определенный артикль употребляется:

– когда речь идет об определенном лице или предмете:

Where is the professor? – Где профессор? (известный нам);

– перед существительным, если ему предшествует прилагательное в превосходной степени или порядковое числительное:

The Moscow Metro is the longest in Russia. – Московское метро – самое протяженное в России.

The first examination will be in mathematics. – Первый экзамен будет по математике.

– перед географическими названиями (названиями океанов, морей, рек, горных хребтов, частей света и т.д.):

the Pacific – Тихий океан,

the Black Sea – Черное море,

the North – север,

the Volga – Волга,

the Urals – Уральские горы,

the South – юг;

– перед названиями ряда стран и местностей (с определяемыми словами – States, Federation, Republic и т.д.):

the United States of America – Соединенные Штаты Америки,
the Crimea – Крым;

– перед существительными, единственными в своем роде:

the Sun – солнце, *the Moon* – луна;

– перед фамилиями, употребленными во множественном числе для обозначения членов одной и той же семьи:

the Petrovs – Петровы, *the Hutts* – семья Хаттов;

– в выражениях:

in the morning – утром,
in the evening – вечером,
in the afternoon (in the day-time) – днем,
to play the piano – играть на пианино,
to keep the house – сидеть дома,
to tell the truth – говорить правду.

Определенный артикль **не употребляется**:

– перед именами собственными:

England, St. Petersburg, London, Smith, Petrov;

– перед названиями времен года, месяцев и дней недели:

We have our exam periods in winter and in summer. – У нас сессии зимой и летом.
English classes are on Monday. – Занятия по английскому языку состоятся в понедельник.

– в выражениях:

from morning till night – с утра до вечера,
from head to foot – с головы до ног,
at first sight – с первого взгляда,
by chance – случайно,
for hours – часами,
by sea – морем,
on deck – на палубе,
to play football – играть в футбол.

Тренировочные упражнения

Упр. 4. Заполните пропуск:

1. There is _____ good chance we'll be late for the train.
1) the 2) a 3) – 4) an
2. We're having dinner with _____ Smiths at the weekend.
1) an 2) the 3) – 4) a
3. _____ Everest is the highest mountain in the world.
1) – 2) The 3) An 4) A
4. He was _____ only person to disagree.
1) a 2) an 3) the 4) –
5. I have _____ appointment at the dentist's this afternoon.
1) an 2) – 3) the 4) a

6. Bats and owls generally hunt at _____ night.
 1) the 2) a 3) – 4) an
7. Many people were waiting for more information about the accident in _____ Swiss Alps.
 1) – 2) the 3) an 4) a
8. He knows _____ history of French Revolution well.
 1) the 2) an 3) – 4) a
9. _____ Tower of London is a popular tourist attraction.
 1) – 2) An 3) A 4) The
10. Last year we went to _____ Greece.
 1) an 2) the 3) – 4) a
11. _____ book you gave me is very interesting.
 1) The 2) – 3) A 4) An
12. They went for a stroll around _____ St. James' Park.
 1) an 2) – 3) a 4) the
13. Here's _____ book you asked to borrow.
 1) an 2) – 3) a 4) the
14. _____ large steel bridge joins the two banks of the river.
 1) An 2) – 3) The 4) A
15. There will be _____ delay of at least six weeks in the delivery of your order.
 1) a 2) the 3) an 4) –
16. The National Health Service provides the majority of healthcare in _____ UK.
 1) an 2) the 3) – 4) a
17. That picture is _____ real work of art.
 1) an 2) a 3) the 4) –
18. We may be going skiing at _____ Christmas, but it's still all up in the air.
 1) – 2) the 3) a 4) an
19. Jeff comes from a small town in _____ Texas.
 1) a 2) an 3) – 4) the
20. There are three chairs and _____ armchair in the room.
 1) – 2) a 3) the 4) an
21. A lot of teenagers enjoy _____ computer games.
 1) a 2) an 3) – 4) the
22. _____ bananas are a good source of energy.
 1) An 2) A 3) – 4) The
23. Newcastle is a town in _____ north of England.
 1) an 2) the 3) a 4) –
24. I applied for _____ job last week.
 1) the 2) an 3) – 4) a
25. _____ Americans are keen to win the race to send human beings to Mars.
 1) – 2) An 3) The 4) A
26. Alan's father is furious because he has had _____ accident with his new car.
 1) any 2) a 3) – 4) an
27. Mark Twain said: "When in doubt tell _____ truth".
 1) a 2) – 3) an 4) the
28. It's rather dark in here. Could you switch on _____ light?
 1) – 2) a 3) the 4) an
29. She is going to see her daughter who has come from _____ Canada.
 1) a 2) – 3) the 4) an
30. A thermometer is _____ instrument for measuring the temperature.
 1) – 2) the 3) a 4) an
31. I often listen to _____ radio.
 1) the 2) an 3) a 4) –

32. It's _____ good idea to go for a walk.
 1) a 2) an 3) – 4) the
33. Twice a month we play _____ match in another town.
 1) the 2) – 3) a 4) an
34. In _____ centre of the town you can find a lot of shops selling nice clothes.
 1) the 2) a 3) an 4) –
35. The oldest living tree in the world grows in _____ California.
 1) – 2) the 3) an 4) a
36. We went for a walk along _____ coast.
 1) any 2) the 3) – 4) an

3. МЕСТОИМЕНИЕ

Местоимение – это часть речи, которая употребляется вместо имени существительного или прилагательного. Местоимения делятся на личные, притяжательные и возвратно-усилительные (см. таблица Т3).

Таблица Т3

Местоимения

Личные		Притяжательные			Возвратно-усилительные
и.п. (кто? что?)	объект. п. (кому? кого?)	простая форма (чей?)	перевод	абсолют. форма ма (чей?)	
I	me <i>мне, меня</i>	my	<i>мой</i>	mine	myself
you	you <i>тебе, тебя</i>	your	<i>твой</i>	yours	yourself
he	him <i>ему, его</i>	his	<i>его</i>	his	himself
she	her <i>ей, её</i>	her	<i>её</i>	hers	herself
it	it <i>ему, его, ей, её</i>	its	<i>его, её</i>	its	itself
we	us <i>нам, нас</i>	our	<i>наш</i>	ours	ourselves
you	you <i>вам, вас</i>	your	<i>ваш</i>	yours	yourselves
they	them <i>им, их</i>	their	<i>их</i>	theirs	themselves

3.1. Личные местоимения

Личные местоимения имеют формы двух падежей: именительного и объектного. Объектный падеж соответствует русским косвенным падежам.

Личные местоимения в именительном падеже выполняют в предложении функцию подлежащего и, следовательно, стоят непосредственно перед сказуемым:

He is an engineer. – Он инженер.

They work at our plant. – Они работают на нашем заводе.

Местоимение *it* заменяет неодушевленные существительные и соответствует местоимениям *он, она, оно* в зависимости от рода существительного в русском языке.

A line has one dimension. It has length. – Линия имеет одно измерение. Она имеет длину.

Личные местоимения в объектном падеже являются дополнением (прямым, косвенным, предложным) и всегда стоят после глагола-сказуемого:

I know him well. – Я хорошо знаю его.

He usually shows me his books. – Он обычно показывает мне свои книги.

They often talk with her. – Они часто беседуют с ней.

Тренировочные упражнения

Упр. 5. Заполните пропуск:

1. Your bag looks heavy! I'll carry _____ for you.
1) it 2) him 3) them 4) her
2. Someone sent _____ these beautiful flowers for my birthday.
1) my 2) myself 3) me 4) mine
3. We are going for a walk. You can go with _____.
1) ourselves 2) ours 3) our 4) us
4. He wrote a letter to _____ every day when he was in Paris.
1) himself 2) his 3) him 4) he
5. There is a new film on, but I haven't seen _____ yet.
1) its 2) he 3) him 4) it
6. He drove so slowly that it took _____ three hours to get there.
1) our 2) we 3) ourselves 4) us
7. In a few minutes _____ was on his way home.
1) his 2) he 3) him 4) himself
8. I'd like those books. Please give _____ to me.
1) them 2) they 3) their 4) these
9. I know _____ and his sister quite well.
1) he 2) his 3) him 4) himself

3.2. Притяжательные местоимения

Притяжательные местоимения выражают принадлежность и отвечают на вопрос *whose? чей? чья? чье? чьи?* Притяжательные местоимения имеют две формы:

1) **простую**, которая употребляется в функции определения перед существительным:
*Show me **your** drawing.* – *Покажите мне **ваш** чертеж.*

Если перед существительным есть другие определяющие слова, то притяжательное местоимение стоит перед ними:

*Show me **your** two last drawings.* – *Покажите мне **ваши** два последних чертежа.*

2) **абсолютную**, которая употребляется вместо ранее упомянутого существительного и выполняет в предложении функцию подлежащего, дополнения или именной части сказуемого:

*This book is **mine**.* – *Это **моя** книга.*

Притяжательные местоимения, как правило, переводятся на русский язык местоимениями *свой, своя, свое, свои*, если они стоят в том же лице, что и подлежащее:

*I help **my** friend in **his** work.* – *Я помогаю **своему** другу в **работе**.*

*They completed **their** experiments.* – *Они завершили **свои** опыты.*

Притяжательные местоимения английского предложения не всегда переводятся на русский язык:

*He raised **his** hand.* – *Он поднял **руку**.*

Тренировочные упражнения

Упр. 6. Заполните пропуск:

1. Look at these two cars. This one is _____ and the other one is hers.
1) me 2) myself 3) my 4) mine

2. _____ composition is the best.
- 1) Yourself 2) You 3) Yours 4) Your
3. It is not my book, it is _____.
- 1) them 2) themselves 3) theirs 4) their
4. Is this book yours or _____?
- 1) her 2) his 3) he 4) she
5. The grandfather promised a nice gift to the eldest grandson of _____.
- 1) his 2) him 3) he 4) himself
6. The dog has lost _____ collar.
- 1) its 2) him 3) his 4) it
7. It's your turn, or is it _____?
- 1) me 2) I 3) mine 4) my
8. A friend of _____ is coming to see us tomorrow.
- 1) my 2) him 3) our 4) hers
9. I visit _____ grandmother every Saturday morning.
- 1) me 2) mine 3) myself 4) my
10. He waited patiently while his customers told him _____ troubles.
- 1) themselves 2) them 3) theirs 4) their
11. Normally I check _____ e-mail after lunch.
- 1) mine 2) myself 3) my 4) me
12. Your flat is bigger than _____.
- 1) ours 2) ourselves 3) our 4) us
13. It was a good idea of _____ to go swimming this afternoon.
- 1) your 2) you 3) yourself 4) yours
14. That isn't my key. _____ is here.
- 1) Mine 2) My 3) Me 4) Myself

3.3. Возвратно-усилительные местоимения

Все личные местоимения в английском языке имеют соответствующие возвратные местоимения, которые имеют окончание *-self* в единственном числе и *-selves* во множественном числе.

Возвратные местоимения обычно стоят после глагола-сказуемого и переводятся:

1) возвратным глаголом:

Be careful! Don't hurt yourself! – *Осторожно! Не ушибитесь!*

2) русским местоимением *себя* (*себе, собой*):

He never speaks about himself. – *Он никогда не говорит о себе.*

Усилительные местоимения, которые совпадают по форме с возвратными, употребляются для усиления значения существительного или местоимения и соответствуют русским местоимениям *сам, сама, само, сами*. В этом случае они стоят в конце предложения или после слова, которое они усиливают.

We will solve this problem ourselves. – *Мы решим эту задачу сами.*

The new crane itself turns the derrick. – *Новый кран сам поворачивает стрелу.*

Тренировочные упражнения

Упр. 7. Заполните пропуск:

1. – How did you get my sister's book? – She gave it to me _____!
- 1) herself 2) themselves 3) ourselves 4) myself
2. – Did you get the cake from the baker's? – No, I made it _____.
- 1) me 2) myself 3) my 4) mine

3. Children like doing everything by _____.
- 1) them 2) themselves 3) their 4) us

Упр. 8. Закончите предложения используя возвратно-усилительные местоимения.

Образец: If you want a job done well, do it _____.
If you want a job done well, do it *yourself*.

1. The girl stood at the fire, warming _____.
2. He made a mistake, then he corrected _____.
3. The man was badly hurt, but he tried to raise _____.
4. They went swimming, but they didn't enjoy _____.
5. How will we entertain _____?
6. I hope you didn't hurt _____.
7. What on earth do you mean? Explain _____!

3.4. Вопросительные и относительные местоимения

Вопросительные и относительные местоимения в английском языке, в основном, совпадают по форме; это местоимения **who (whom)** кто (кому, кого), **whose** чей, **which** который, **what** что, а перед существительным – какой:

Whose discovery is this? – **Чье** это открытие?

What is this? – **Что** это?

What institute do you go to? – **В каком** институте вы учитесь?

Относительные местоимения служат для присоединения придаточного предложения к главному и являются союзными словами, т.е. не только связывают придаточное предложение с главным, но и являются членами придаточного предложения:

*This is the element **whose** properties we are interested in.* – *Это элемент, свойства которого нас интересуют.*

*I am explaining to him **what** we are working at.* – *Я объясняю ему, над чем мы работаем.*

Тренировочные упражнения

Упр. 9. Заполните пропуск:

1. _____ city is bigger, London or Paris?
1) When 2) Which 3) Who 4) Where
2. I'd like to know _____ Michaela is.
1) why 2) how many 3) where 4) that
3. _____ have you got your car?
1) What 2) How long 3) Who 4) How many
4. _____ covers the largest part of the Earth's surface?
1) What 2) Why 3) Who 4) Where

Упр. 10. Заполните пропуски вопросительными местоимениями:

who, whom, whose, what, which

1. _____ will help me?
2. _____ of you will help me?
3. _____ of these girls is the youngest?

4. _____ is your telephone number?
5. _____ notebook is this, Helen's or Ann's?
6. _____ are you drinking?
7. _____ are you expecting?
8. _____ understands this rule?
9. _____ teaches you English?
10. – _____ is he? – He is an engineer.
11. _____ English books have you read this term?
12. _____ do you know about him?
13. – _____ gloves are these? – They are mine.
14. _____ would you like to drink?
15. _____ is the coldest season of the year?
16. _____ is he waiting for?

3.5. Неопределенные местоимения и их производные

К неопределенным местоимениям относятся местоимения *some*, *any*, *every* (и их производные) и местоимение *one*.

Some употребляется в утвердительных предложениях и имеет следующие значения:

1) *несколько, некоторые*, если стоит перед исчисляемым существительным во множественном числе:

I have some friends here. – У меня здесь есть **несколько** друзей.

2) *некоторое количество, немного* – перед неисчисляемыми существительными.

В этом случае *some* обычно не переводится на русский язык:

There is some water in the tank. – В цистерне есть вода.

Местоимение *some*, как правило, не употребляется в вопросительных и отрицательных предложениях. Оно заменяется местоимением *any* *какой-нибудь*:

I have some friends here.

There is some water in the tank.

Have you any friends here?

Is there any water in the tank?

I have no (not any) friends here.

There is no (not any) water in the tank.

3) *какой-то* – перед исчисляемыми существительными в единственном числе:

The engineer read about this mode in some magazine. – Инженер читал об этой модели в **каком-то** журнале.

4) *приблизительно, около* – перед числительным:

There are some 30 students at the lecture. – На лекции присутствует **приблизительно** 30 студентов.

Местоимение *any* употребляется также в утвердительных предложениях со значением *любой, всякий*:

You can find this book in any shop. – Вы можете найти эту книгу в **любом** магазине.

Неопределенные местоимения *each* и *every* *каждый* стоят перед существительным в единственном числе и исключают употребление артикля, поскольку являются определителями существительного:

Every engineer must learn foreign languages. – **Каждый** инженер должен изучать иностранные языки.

Each student of our group takes part in some research. – **Каждый** студент нашей группы принимает участие в **каком-нибудь** исследовании.

Отрицательное местоимение **no** *никакой, нет* имеет то же значение, что и **not any**, и употребляется перед существительным как в единственном, так и во множественном числе. При наличии **no** артикль перед существительным не употребляется, а глагол стоит в утвердительной форме, так как в английском предложении может быть только одно отрицание:

*He has **no** lectures today. – У него сегодня **нет** лекций.*

Перед существительным в функции подлежащего обычно употребляется **no**, которое переводится как *никакой, ни один*:

*No magazine writes about this discovery. – **Ни один (никакой)** журнал **не** пишет об этом открытии.*

*No information comes from him. – От него **не** поступает **никакой** информации.*

Отрицательное местоимение **none** заменяет как исчисляемое, так и неисчисляемое существительное:

*None of them answered this question. – **Никто** из них **не** ответил на этот вопрос.*

– Is there any liquid in the tank? – Есть в резервуаре какая-нибудь жидкость?

*– No, there is **none**. – **Нет**. (Там **нет никакой** жидкости.)*

Местоимения **some, any, every, no** употребляются в сочетаниях со словами: **thing** – для обозначения неодушевленных предметов, **body** и **one** – для одушевленных. В сочетании со словом **where** они образуют неопределенные наречия (см. таблица Т4).

Таблица Т4

Неопределенные местоимения и их производные

Местоимения	+ thing	+ body + one	+ where	Употре-бле-ние
some <i>некоторый какой-то какой-нибудь</i>	something <i>что-то что-нибудь</i>	somebody someone <i>кто-то кто-нибудь</i>	somewhere <i>где-то куда-нибудь куда-то где-нибудь</i>	в утвердительном предложении
any <i>всякий любой</i>	anything <i>всё</i>	anybody anyone <i>всякий все</i>	anywhere <i>езде повсюду</i>	в утвердительном предложении
not any = no <i>никакой</i>	not ... anything = nothing <i>ничто ничего</i>	not ... anybody = nobody no one, none <i>никто</i>	not ... anywhere = nowhere <i>нигде никуда</i>	в отрицательном предложении
any? <i>какой-нибудь?</i>	anything? <i>что-то? что-нибудь?</i>	anybody? <i>кто-то? кто-нибудь?</i>	anywhere? <i>где-то? куда-то? где-нибудь? куда-нибудь?</i>	в вопросительном предложении
every <i>каждый всякий</i>	everything <i>всё</i>	everybody everyone <i>все</i>	everywhere <i>езде повсюду</i>	во всех трёх типах предложений

В функции подлежащего могут употребляться только **nobody (no one), nothing**, а не **not ... anybody** или **not ... anything**, причем глагол-сказуемое употребляется с ними в 3-м лице единственного числа в утвердительной форме:

*Nobody has read this article yet. – **Никто** еще **не** читал этой статьи.*

С отрицательными местоимениями и наречиями может быть два варианта построения предложения, так как в английском предложении возможно только одно отрицание:

*He knows **nothing** about it. – Он **ничего не** знает об этом.*

*He does **not** know **anything** about it. – Он **ничего не** знает об этом.*

Тренировочные упражнения

Упр. 11. Переведите следующие предложения:

1. I saw *somebody* at the window.
2. Is there *anything* new?
3. There is *somebody* in the next room who wants to speak to you.
4. Has *anybody* called?
5. I want *somebody* to copy this text.
6. We have not told *anyone* about it.
7. Give me *something* to eat, I am hungry.
8. I haven't *any* more money with me, so I cannot buy *anything* else.
9. Was there *anybody* absent?
10. Let me know if *something* happens.
11. *Nobody* knew his address.
12. He wrote *nothing* about it.
13. I will give the book to *nobody* else.
14. *Nothing* is known about this fact.
15. There was *nobody* at home when I came back.

Упр. 12. Заполните пропуск:

1. – Shall we sit in the corner or by the window? – _____ you want.
1) Anywhere 2) Anybody 3) Anything 4) Anyone
2. Here are _____ of the business letters they received last Monday.
1) any 2) some 3) anything 4) none
3. I looked for a hotel to stay at, but _____ was full.
1) something 2) anything 3) everything 4) nothing
4. – We've got _____ time to make a cake before the party! – I'll go out and buy one then.
1) few 2) no 3) some 4) any
5. In a basketball match, _____ team has five players.
1) someone 2) everything 3) everyone 4) each
6. I don't have _____ free time today. Sorry.
1) some 2) something 3) any 4) anything

3.6. Количественные местоимения

К количественным местоимениям относятся местоимения *many, few, much, little*.

Many много и *few* мало употребляются с исчисляемыми существительными:

*He has **many** (**few**) mistakes in his test-paper. – У него в контрольной работе **много** (мало) ошибок.*

Much много и *little* мало употребляются с неисчисляемыми существительными:

*He has **much** (**little**) work today. – У него сегодня **много** (мало) работы.*

Little и *few* могут употребляться с неопределенным артиклем – *a little* немного, *a few* немного, несколько:

*He has **little** time. – У него **мало** времени.*

We have **a little** time, let's go to the cinema. – У нас есть **немного** времени, пошли в кино.

There are **few** English magazines in the library. – В библиотеке **мало** английских журналов.

There are **a few** chemical magazines on that shelf. – На той полке есть **несколько** журналов по химии.

Исчисляемые существительные	Неисчисляемые существительные
many много	much много
few мало	little мало
a few немного, несколько	a little немного

Тренировочные упражнения

Упр. 13. Переведите следующие предложения:

- I haven't got *much* time.
- Were there *many* guests at the party?
- There isn't *much* snow this winter.
- Do you know *many* students at your faculty?
- I have too *little* money to buy such expensive things.
- Do you speak English? – Yes, *a little*.
- Very *few* people knew about it.
- My parents are going away for *a few* days.
- He has *little* experience in this matter.
- How *much* does it cost?
- Many* people want to see this play.
- You made *few* mistakes in your test-paper.
- How *much* time does it take to go there?
- How *many* times have you been there?
- He had very *few* friends.
- He had *a few* friends.
- He drank *a little* water and felt *much* better.
- There was very *little* water in the glass.
- The chairman said *a few* words.
- Hurry up! We have very *little* time.

Упр. 14. Заполните пропуски:

many, much, little, few, a little, a few

- How _____ sheets of paper do you want?
- We haven't had _____ rain this summer.
- He hasn't got _____ work to do today.
- Have you invited _____ people to the party?
- Did the storm do _____ damage to the crops?
- I haven't got _____ books in my library.
- It's no use asking him about it. He has too _____ experience in this field.
- Your test-paper is much better this time. You made very _____ mistakes.
- May I have _____ wine, please?
- He is a man of _____ words.
- He has very _____ knowledge of the matter.
- Do you want to come in for a while? – No, thank you. I haven't got _____ time.

4. ИМЯ ПРИЛАГАТЕЛЬНОЕ

Прилагательное – часть речи, выражающая качество или свойство предмета (явления, лица). В английском языке прилагательные не изменяются ни по числам, ни по падежам, ни по родам и переводятся в соответствии с родом, числом и падежом существительного, к которому относятся:

a young man – **молодой** человек,
a young woman – **молодая** женщина,
young people – **молодые** люди.

В предложении прилагательное выполняет роль определения или именной части сказуемого. В функции определения прилагательное стоит перед определяемым словом, а в функции составной части сказуемого – после глагола-связки:

*He used **a new** method in his work.* – Он использовал **новый** метод в своей работе.
*This method is **new**.* – Этот метод – **новый**.

Некоторые прилагательные – **present** присутствующий, **dependent** зависящий, **essential** существенный, **different** различный, **able** способный – в функции именной части составного сказуемого переводятся на русский язык соответствующим глаголом:

*Water is always **present** in the air.* – Вода всегда **присутствует** в воздухе.

4.1. Степени сравнения прилагательных

Сравнительная степень односложных и некоторых двусложных прилагательных образуется при помощи суффиксов **-er, -r**:

*high – **higher** – высокий – более высокий, (**выше**),*
*late – **later** – поздний – более поздний, (**позже**).*

Суффиксы превосходной степени **-est, -st**. Перед прилагательным в превосходной степени обычно стоит определенный артикль **the**:

***the highest** – **самый** высокий, (**наивысший, высочайший**),*
***the latest** – **самый** поздний.*

Многосложные прилагательные образуют сравнительную и превосходную степени при помощи наречий **more** и **most** соответственно:

***more accurate** – **более точный**,*
***the most accurate** – **самый точный**.*

В английском языке есть ряд прилагательных, образующих степени сравнения не по правилам и являющиеся исключением (см. таблица T5).

Таблица T5

Степени сравнения прилагательных

Исходная форма	Сравнительная степень	Превосходная степень
1	2	3
Односложные прилагательные		
big young	bigger younger	the biggest the youngest
Многосложные прилагательные		
interesting beautiful	more interesting more beautiful	the most interesting the most beautiful

1	2	3
Исключения		
good/well	better	the best
bad	worse	the worst
many	more	the most
much	more	the most
little	less	the least
old	older / elder	the oldest / the eldest
far	farther / further	the farthest / the furthest

4.2. Сравнительные конструкции

После сравнительной степени употребляется союз **than**, который соответствует русскому **чем**:

*The Earth is bigger **than** the Moon.* – Земля больше Луны (больше, **чем** Луна).

*This exercise is more difficult **than** that one.* – Это упражнение труднее того.

Для усиления сравнительной степени употребляются наречия **much** и **far**, которые ставятся перед прилагательным в сравнительной степени и переводятся на русский язык словами *гораздо*, *значительно*:

*The distance from the Sun to the Earth is **much longer** than that from the Moon.* – Расстояние от Солнца до Земли **гораздо больше**, чем от Луны.

При сравнении двух предметов, которым в равной степени присуще одно и то же качество, употребляется сравнительный союз **as ... as такой же ... как и**. Прилагательное употребляется в исходной форме:

*Water is **as necessary as** air.* – Вода **так же необходима, как и** воздух.

Если же степень качества различна, употребляется союз с отрицанием **not so ... as не такой, ... как**:

*Gold is **not so light as** aluminium.* – Золото **не такое** легкое, **как** алюминий.

Сочетания типа **as high as, as long as** и т.д. могут выражать не только сравнение. Если после такого сочетания стоит числительное, то это сочетание обычно не переводится. Сравните:

*The speed of this plane is **as high as** the speed of sound.* – Скорость этого самолета **такая же высокая**, как скорость звука.

*The speed of this plane is **as high as** 1,200 kilometres per hour.* – Скорость этого самолета 1200 километров в час.

Сочетание типа **as + прилагательное + as possible** на русский язык переводится как **как можно + прилагательное** в сравнительной степени:

*The speed of the rocket must be **as high as possible**.* – Скорость ракеты должна быть **как можно выше**.

Сочетание типа **five metres + прилагательное**, указывающее меру (**long** длинный, **wide** широкий, **high** высокий и т.д.), на русский язык переводится **длиной (в) 5 метров** и т.д.:

*The walls of this experimental house are **ten centimeters thick**.* – Стены этого экспериментального дома имеют **толщину 10 см**.

В конструкции **the (more) ... the (better)** артикли, стоящие перед прилагательными или наречиями в сравнительной степени, переводятся **чем ..., тем**:

***The higher** the temperature, **the more rapid** is the motion of the molecules.* – **Чем выше температура, тем быстрее** движение молекул.

Тренировочные упражнения

Упр. 15. Заполните пропуск:

1. That's _____ building I've ever seen.
1) much modern 2) the most modern 3) more modern 4) modern
2. Of the three boys, Dave is the _____.
1) tallest 2) more tall 3) tall 4) taller
3. He is the _____ person I've ever known.
1) most interesting 2) interestingly 3) very interesting 4) more interesting
4. She sings _____ than anyone I know.
1) most beautiful 2) more beautiful 3) beautiful 4) much beautiful
5. It was the _____ sweater in the shop.
1) most cheapest 2) cheaper 3) cheap 4) cheapest
6. Karen is the _____ girl in the class.
1) prettier 2) prettiest 3) more pretty 4) much pretty
7. Arthur is much _____ than his brother.
1) taller 2) more tallest 3) more tall 4) tallest
8. I think that marmalade is much _____ than chocolate.
1) delicious 2) deliciouser 3) more delicious 4) most delicious
9. Sinking of the Titanic was the _____ disaster of that time.
1) large 2) larger 3) more large 4) largest
10. She took a _____ breathe and dived for the necklace that she had dropped.
1) the most deepest 2) much deep 3) more deep 4) deep
11. That was the _____ dog I had ever seen.
1) most ugly 2) uglier 3) ugliest 4) more ugly
12. The smaller is the house, the _____ it will cost us to heat.
1) more less 2) little 3) less 4) the least
13. She is _____ than her sister.
1) more bright 2) the brightest 3) brighter 4) the most bright
14. Some car engines are _____ than others.
1) more efficiently 2) the most efficient 3) most efficiently 4) more efficient
15. If you use pictures your report will be much _____.
1) the most interesting 2) most interesting
3) more interesting 4) interesting
16. It was much _____ than he expected.
1) the cheapest 2) most cheap 3) cheap 4) cheaper
17. He had to take off as _____ as possible.
1) soon 2) soonest 3) sooner 4) more soon
18. What is the _____ mountain in Europe?
1) most high 2) highest 3) high 4) more high
19. Everything is _____ in its season.
1) good 2) better 3) the better 4) much better
20. The Trans-Siberian railway is _____ in the world.
1) longest 2) the longest 3) longer 4) long
21. It is _____ to cross the river in this place than over there.
1) little dangerous 2) dangerous 3) the most dangerous 4) less dangerous
22. I have _____ job in the world.
1) a good 2) the best 3) better 4) goodest
23. The grass there was much _____ than on the upper field.
1) longer 2) long 3) the longest 4) more long

Некоторые наречия имеют две формы: одну без суффикса, совпадающую с прилагательным, другую – с суффиксом **-ly**:

high – высокий high – высоко highly – весьма, очень, чрезвычайно.

Последние часто не совпадают по значению с соответствующими прилагательными (см. таблица Т7).

Таблица Т7

Наречия

Прилагательные	Наречия без суффикса	Наречия с суффиксом
long – длинный, долгий very – самый, тот самый only – единственный far – далекий	long – давно very – очень only – только far – далеко; намного	
direct – прямой ready – готовый large – большой		directly – сразу, непосредственно readily – быстро, легко largely – в основном, главным образом, очень
real – настоящий hard – трудный high – высокий wide – широкий near – близкий late – поздний close – близкий	real – настоящий hard – упорно high – высоко wide – широко near – близко late – поздно close – близко, рядом	really – действительно hardly – едва highly – весьма, очень, чрезвычайно widely – очень, значительно nearly – почти lately – за последнее время, недавно closely – тщательно, тесно, внимательно

Тренировочные упражнения

Упр. 16. Заполните пропуск:

- It's too noisy here. Can we go somewhere _____?
1) quieter 2) quietest 3) quiet 4) much quiet
- Kate can speak Spanish _____ than Avis.
1) flunter 2) more fluently 3) most fluently 4) more fluentier
- He could write plays _____ than any other playwright of his time.
1) faster 2) fast 3) fastest 4) most fast
- I have _____ time for reading than my friend has.
1) less 2) most little 3) least 4) more little
- There were _____ than 20 people in the hall.
1) fewer 2) fewest 3) little 4) less

Упр. 17. Выберите соответствующую форму слова данного в скобках.

- I didn't sleep (*good, well*) last night.
- I always get (*good, well*) marks.
- He was (*angry, angrily*) with me.
- He spoke (*angry, angrily*) with me.
- Smoking is a (*bad, badly*) habit.
- You passed all the exams (*bad, badly*).
- The soldier behaved (*brave, bravely*).
- He is a (*brave, bravely*) soldier.
- This is quite (*clear, clearly*).
- This (*clear, clearly*) shows the difference.
- They received me (*cold, coldly*).

12. The weather was (*cold, coldly*) yesterday.
13. This is a (*comfortable, comfortably*) flat.
14. We travelled (*comfortable, comfortably*).
15. My daughter is (*dangerous, dangerously*) ill.
16. Smoking is (*dangerous, dangerously*).

6. ПРЕДЛОГИ

Предлоги – служебные слова, которые указывают на связь существительных (или местоимений) с другими словами в предложении. (см. таблица 8).

Предлоги в английском языке бывают: предлоги **места** и **направления**, предлоги **времени**, **составные** предлоги, предлоги, передающие **падежные отношения**. Помимо самих предлогов, существуют **устойчивые словосочетания с предлогами**.

Предлоги **места** означают нахождение предмета на поверхности чего-либо, внутри какого-либо замкнутого пространства, под другим предметом или около другого предмета:

on the table – **на** столе, *in the room* – **в** комнате,
under the book – **под** книгой, *at the desks* – **у** столов.

Предлоги **направления** и **движения** обозначают движение по направлению к какому-либо предмету, внутрь замкнутого пространства, от одного лица к другому или из одного места в другое, из замкнутого пространства:

to the table – **к** столу, *into the room* – **в** комнату,
from (off) the table – **со** стола, *out of the bag* – **из** портфеля,
from Kiev to Moscow – **из** Киева **в** Москву.

Таблица Т8

Основные предлоги

Предлог	Значение
1	2
about	1) <i>вокруг, кругом</i> (расположение или движение вокруг ч.-л.) 2) <i>около, близ, у</i> (расположение вблизи ч.-л.) 3) <i>по</i> (место совершения действия) 4) <i>около, к</i> (приблизительность во времени) 5) <i>о, об; насчет, относительно</i>
above	1) <i>над</i> 2) <i>свыше, больше; выше</i>
according to	1) <i>согласно, в соответствии с</i> 2) <i>по утверждению, по словам, по мнению</i>
across	<i>сквозь, через; на другой стороне, по другую сторону</i>
after	1) <i>за, позади</i> (местонахождение позади предмета или движение вдогонку) 2) <i>после, за, через, спустя</i> (последовательность во времени, промежуток времени) 3) <i>по, с, согласно</i> (сходство с ч.-л. или подражание к.-л.)
against	1) <i>против</i> (противоположное направление или положение) 2) <i>о, об, по, на, к</i> (опора, фон, препятствие) 3) <i>рядом, у</i> (непосредственное соседство) 4) <i>на, с</i> (столкновение или соприкосновение)
along	<i>вдоль, по</i>
among	<i>среди, между</i>
around (round)	1) <i>вокруг</i> 2) <i>по; за; около</i> 3) <i>около; приблизительно</i>

Продолжение табл. Т8

1	2
at	1) <i>в, на, у, при</i> (местонахождение) 2) <i>в, к, на</i> (движение в определенном направлении) 3) <i>в, на</i> (момент, время действия) 4) <i>за</i> (действие, занятие) 5) <i>в, на</i> (состояние, положение)
before	1) <i>перед</i> (местонахождение) 2) <i>до, перед</i> (время)
behind	<i>за, сзади, позади; после</i>
below	<i>ниже, под</i>
beside	<i>рядом с; около, близ</i>
besides	<i>помимо, кроме</i>
between	<i>между</i>
beyond	1) <i>по ту сторону; за</i> 2) <i>вне; сверх, выше</i>
by	1) <i>у, при, около</i> (близость) 2) <i>мимо</i> (прохождение мимо предмета или через определенное место) 3) <i>к</i> (приближение к определенному моменту, сроку и т.д.) 4) <i>a book by Tolstoy</i> (указание на автора; предложный оборот передается тв. или род. п.) 5) <i>by plane</i> (указание на средство передвижения; предложный оборот переводится тв. п.) 6) <i>через, посредством, от, по</i> (причина, источник)
by means of	<i>посредством</i>
concerning	<i>относительно, касательно</i>
down	<i>вниз, (вниз) по; вдоль по</i>
due to	<i>благодаря</i>
during	<i>в течение, в продолжение; во время</i>
except	<i>исключая, кроме</i>
except for	<i>за исключением, кроме</i>
for	1) <i>для, ради</i> 2) <i>за</i> 3) <i>к, в</i> (направление) 4) <i>из-за, за, по причине, вследствие</i> 5) <i>в течение, в продолжение</i>
from	1) <i>от, из, с</i> (пространственное значение) 2) <i>с, от, из</i> (временное значение)
in	1) <i>в (о), на, у</i> (нахождение внутри или в пределах ч.-л.) 2) <i>в, на</i> (вхождение или внесение в пределы или внутрь ч.-л.; проникновение в к.-л. среду) 3) <i>в, во время, в течение, через</i> (временное значение) 4) <i>в, при, с, на</i> (условия, окружающая обстановка, обстоятельства совершения действия)
in accordance with	<i>в соответствии с, согласно</i>
in addition to	<i>вдобавок, в дополнение к, кроме того, к тому же</i>
in front of	<i>перед, впереди</i>
in spite of	<i>несмотря на, невзирая на</i>
instead of	<i>вместо</i>
into	<i>в, на</i> (движение или направление внутрь, в сферу / область ч.-л.)
like	<i>подобно, как</i>
near	<i>возле, у, около</i>
of	1) (указывает на принадлежность; предложный оборот переводится род. п.) <i>the wall of the room</i> 2) <i>из</i> (указывает на отношение части и целого) 3) <i>о, об, относительно</i>

1	2
on	1) <i>на</i> (нахождение на поверхности); (то же upon) 2) <i>на</i> (направление); (то же upon) 3) <i>в</i> (временное значение) 4) <i>по, после</i> (последовательность наступления действий) 5) <i>в, на</i> (состояние, процесс, характер действия) 6) <i>из, на, в, по, у</i> (основание, причина, источник) 7) <i>о, об, относительно, касательно</i>
opposite	<i>против, напротив</i>
out of	<i>вне, за, из</i>
over	1) <i>над, выше</i> 2) <i>по ту сторону, за, через</i> 3) <i>через, о; поверх, на; по, по всей поверхности</i> (характер движения) 4) <i>за, в течение</i> (промежуток времени, в течение которого происходит действие) 5) <i>свыше, сверх, больше</i> (количественное или числовое превышение)
owing to	<i>из-за, вследствие, по причине, благодаря</i>
past	1) <i>мимо</i> 2) <i>за, по ту сторону</i> 3) <i>после, за, спустя, более</i> (о времени)
since	<i>с, после, спустя</i>
thanks to	<i>благодаря</i>
through	1) <i>через, сквозь, по</i> (пространственные отношения) 2) <i>в течение, в продолжение</i> (временные отношения) 3) <i>по причине, вследствие, из-за, благодаря</i>
throughout	1) <i>через, по всему</i> 2) <i>в продолжение</i> (всего времени)
till (until)	<i>до, до тех пор, пока</i>
to	1) <i>к, в, на</i> (направление) 2) <i>на, до</i> (предел движения, расстояния, времени, количества) 3) (указание на лицо, по отношению к которому совершается действие; предложный оборот переводится дат. п.) <i>a letter to a friend</i>
toward (s)	1) <i>к, по направлению к</i> 2) <i>к, около</i> (время)
under	1) <i>под, ниже</i> (положение одного предмета ниже другого, направление действия вниз) 2) <i>при, под, на</i> (условия, обстоятельства, при которых совершается действие)
until up	см. till 1) <i>вверх, по, на</i> 2) <i>вдоль по; вглубь</i>
up to	<i>вплоть до</i>
upon	см. on
with	1) <i>с</i> (связь, совместность, согласованность) 2) (указание на предмет действия или орудие, при помощи которого совершается действие; предложный оборот переводится тв. п.) <i>to write with a pen</i> 3) <i>а, причем</i> (обстоятельство, сопутствующее действию): <i>he fell asleep with his candle lit</i>
within	1) <i>в, в пределах</i> 2) <i>в, внутри</i> 3) <i>не далее (как), не позднее, в течение</i>
without	1) <i>без</i> 2) <i>вне, за</i> 3) <i>без того, чтобы</i> (перед герундием или отглагольным сущ.)

Тренировочные упражнения

Упр. 18. Заполните пропуск:

1. We'll begin _____ the solution of the present-day problems of our enterprise.
1) with 2) at 3) in 4) by
2. We met some interesting people _____ the party last night.
1) in 2) at 3) over 4) on
3. We enjoyed the film but it was very cold _____ the cinema.
1) on 2) at 3) with 4) to
4. She is going to study music _____ next year.
1) to 2) – 3) in 4) at
5. The Great Wall of China is a long way _____ any major city.
1) by 2) – 3) from 4) under
6. I entered _____ Moscow State University last year.
1) from 2) in 3) – 4) to
7. My brother can run 100 metres _____ 11.5 sec.
1) – 2) on 3) in 4) at
8. Modern English began _____ the fifteenth century.
1) from 2) in 3) at 4) by
9. A big pool _____ oil from a tanker has caused an ecological problem.
1) in 2) at 3) of 4) by
10. We've known the Robinsons _____ twenty years now.
1) for 2) – 3) to 4) in
11. Many people today are worried _____ global warming.
1) to 2) about 3) with 4) from
12. He looked at me and took a pencil _____ his bag.
1) out 2) from 3) into 4) out of
13. I've bought two tickets _____ a football match.
1) for 2) – 3) in 4) from
14. _____ the centre of the town you can find a lot of boutiques selling nice clothes.
1) By 2) In 3) At 4) –
15. Mr. Jones has a meeting _____ tree o'clock this afternoon.
1) in 2) on 3) of 4) at
16. John will fix the tap as soon as he comes back _____ home.
1) in 2) to 3) – 4) of
17. My father has never been _____ London.
1) from 2) to 3) at 4) on
18. They are planning a holiday _____ Cyprus this year.
1) of 2) in 3) about 4) from
19. I found my keys _____ the sofa.
1) among 2) under 3) after 4) between
20. Her grandparents live _____ Church Street.
1) in 2) at 3) on 4) of
21. They are not having their holidays _____ this year.
1) in 2) at 3) – 4) on
22. It was his birthday and I wished him many happy returns _____ the day.
1) in 2) from 3) of 4) on
23. When I came _____ home, it was raining cats and dogs.
1) at 2) in 3) – 4) to
24. _____ the morning we went to the museum.
1) – 2) At 3) On 4) In

25. The film starts _____ six o'clock.
 1) on 2) in 3) – 4) at
26. I lived in London for five years from 1980 _____ 1985.
 1) by 2) up 3) for 4) to
27. I haven't seen my friend _____ a very long time.
 1) for 2) from 3) since 4) at
28. We had a good view as we were flying _____ Moscow.
 1) over 2) under 3) on 4) next to
29. Who is sitting _____ you.
 1) beside to 2) close 3) near to 4) next to
30. The Pyramids were built _____ people who lived a long time ago.
 1) by 2) of 3) with 4) after

7. СОЮЗЫ

Союзы – служебные слова, которые устанавливают связь между словами, словосочетаниями, частями предложения и предложениями (см. таблица Т9).

Союзы в английском предложении выполняют соединительную функцию и называются сочинительными, если вводят сложносочиненное предложение; подчинительными, если вводят сложноподчиненное предложение.

Таблица Т9

Основные союзы и союзные слова

Союз	Значение	Союз	Значение
1	2	1	2
after	<i>после того как</i>	once	<i>раз уж, стоит только ... как (и)</i>
although	<i>см. though</i>	or	<i>или, иначе</i>
and	<i>и, а, но</i>	(or) else	<i>в противном случае, иначе</i>
as	<i>когда, в то время как; так как; хотя</i>	otherwise	<i>в противном случае, иначе</i>
as ... as	<i>так же ... как и</i>	provided (that)	<i>при условии если</i>
as far as	<i>поскольку, насколько</i>	providing (that)	<i>при условии если</i>
as if (as though)	<i>как будто, как если бы</i>	seeing	<i>поскольку, так как</i>
as long as (so long as)	<i>(до тех пор) пока, если только, при условии что</i>	since	<i>с тех пор как; так как; хотя</i>
as soon as	<i>как только</i>	so	<i>так что, итак</i>
as though	<i>см. as if</i>	so as	<i>чтобы, для того чтобы</i>
as well as	<i>так же, как (и)</i>	so long as	<i>см. as long as</i>
because	<i>потому что, так как</i>	so ... that	<i>так что</i>
before	<i>прежде чем</i>	still	<i>тем не менее, все же</i>
both ... and	<i>и ... и, как ... так и</i>	supposing	<i>если, предположим; допустим (что)</i>
but	<i>но, а, однако, тем не менее</i>	than	<i>чем</i>
either ... or	<i>или ... или</i>	that	<i>что</i>
for	<i>так как, ибо; ввиду того, что</i>	that is why	<i>вот почему; поэтому</i>

Продолжение табл. Т9

1	2	1	2
hardly (scarcely) ... when	<i>едва только ... как</i>	thence	<i>см. hence</i>
hence (thence)	<i>следовательно</i>	therefore	<i>поэтому</i>
how	<i>как</i>	though (although)	<i>хотя, несмотря на; даже если бы; хотя бы</i>
however	<i>однако</i>	thus	<i>таким образом</i>
if	<i>если, если бы; ли</i>	till (until)	<i>до тех пор пока</i>
in case	<i>если; в случае если</i>	unless	<i>если только не, разве только</i>
in order	<i>для того чтобы</i>	until	<i>см. till</i>
in order that	<i>для того чтобы</i>	what	<i>что</i>
lest	<i>чтобы не; как бы не</i>	when	<i>когда</i>
neither ... nor	<i>ни ... ни</i>	where	<i>где</i>
nevertheless	<i>тем не менее</i>	whereas	<i>тогда как; поскольку</i>
no sooner ... than	<i>как только, едва только ... как</i>	whether	<i>ли</i>
nor	<i>и ... не; также ... не</i>	which	<i>который</i>
not only ... but also	<i>не только ... но и</i>	while	<i>в то время как, пока</i>
notwithstanding	<i>несмотря на</i>	who	<i>кто, который</i>
now (that)	<i>теперь когда, поскольку</i>	whose	<i>чей</i>
on condition (that)	<i>при условии если</i>	yet	<i>тем не менее, все же</i>

Тренировочные упражнения

Упр. 19. Заполните пропуск:

- We enjoyed our walk _____ the bad weather.
1) it 2) despite 3) but 4) or
- Ask him _____ he can do it tomorrow.
1) whether 2) while 3) for 4) though
- That is the house _____ Shakespeare was born.
1) which 2) where 3) whose 4) who
- She used an alarm clock _____ to wake up on time.
1) or 2) so as 3) that 4) because
- It's Sunday tomorrow, _____ I don't have to get up early.
1) in order to 2) because 3) so 4) or
- You should eat more, _____ you'll make yourself ill.
1) or 2) and 3) if 4) but
- She went to work _____ she had a cold.
1) or 2) for 3) as 4) although
- I'm used to getting up early now, _____ I didn't like it at first.
1) but 2) so 3) or 4) because
- She was late _____ her car had broken down.
1) in order to 2) because 3) but 4) or
- Mary ordered a taxi _____ she could get to the theatre on time.
1) so 2) if 3) or 4) but
- I was listening to the radio _____ I heard the news.
1) till 2) since 3) while 4) when
- I haven't written to them _____ I came to Moscow.
1) than 2) since 3) or 4) if
- Ann is a very good singer, _____ she is going to take part in the school concert.
1) because 2) that 3) although 4) that's why

14. _____ he was rather young, he was very experienced.
 1) Though 2) As 3) Because 4) However
15. The earthquake occurred _____ they were sleeping.
 1) before 2) after 3) till 4) while
16. This car is fast, _____ very noisy.
 1) in spite 2) despite 3) since 4) but
17. She looks _____ she is a model.
 1) as if 2) because 3) whereas 4) though
18. We'll stay in the house _____ it stops snowing.
 1) but 2) before 3) during 4) until
19. I love tennis _____ I like swimming too.
 1) for 2) but 3) as 4) if
20. He admitted _____ he hadn't studied at all.
 1) because 2) that 3) or 4) for
21. You must tell _____ there is a problem.
 1) that 2) in order to 3) if 4) but
22. Our planet is in grave danger _____ human activity.
 1) for 2) or 3) but 4) because of
23. _____ I were you, I would stop smoking.
 1) If 2) Because 3) Since 4) However
24. He ought to go to the dentist _____ he has a toothache.
 1) but 2) as if 3) because 4) or
25. This rule is _____ difficult _____ the one you've already learnt.
 1) either / or 2) both / and 3) not so / as 4) neither / nor
26. I cannot do it now _____ I am very busy.
 1) or 2) as soon as 3) after 4) because
27. He will do it _____ he comes home.
 1) as well as 2) as soon as 3) as long as 4) since
28. When she sees _____ you have done, she will be angry with you.
 1) so 2) because 3) what 4) that
29. _____ I save some of my pocket money, I won't be able to buy a bicycle.
 1) Unless 2) If 3) Less 4) Whether
30. Begin with a minute _____ two of small talk.
 1) or 2) but 3) and 4) if
31. It was such a boring film _____ I fell asleep in the middle of it.
 1) that 2) for 3) though 4) as if
32. _____ he overslept, Clive wasn't late for work.
 1) Although 2) So 3) Because 4) But

8. ГЛАГОЛ

Глагол – это часть речи, которая обозначает действие или состояние лица или предмета. Глагол отвечает на вопросы: *что делает лицо (предмет)? что делается с лицом (предметом)?*

Формы английского глагола делятся на личные и неличные:

1) личные формы глагола выражают лицо, число, наклонение, время, залог. Сюда относятся формы глаголов во всех лицах единственного и множественного числа во всех временах активного и пассивного залога в изъявительном и сослагательном наклонении. Они служат в предложении сказуемым и согласуются с подлежащим в лице и числе.

2) неличные формы глагола – инфинитив (the Infinitive), герундий (the Gerund) и причастие (the Participle), в отличие от личных форм, выражают действие без указания лица, числа и наклонения. Поэтому они не могут быть в предложении сказуемым.

По своему **значению и функции** в предложении глаголы делятся на смысловые, модальные, глаголы-связки и вспомогательные.

1) смысловые глаголы имеют самостоятельное значение и в предложении являются сказуемым:

*We **study** at the Technical Institute. – Мы **учимся** в техническом институте.*

2) модальные глаголы *can, may, must* и др. служат для выражения возможности, вероятности, необходимости или желательности совершения действия и употребляются в сочетании с инфинитивом смыслового глагола.

3) глаголы-связки служат для образования составного именного сказуемого. К ним относятся глаголы: ***to be*** (который в настоящем времени на русский язык не переводится), ***to become, to get, to turn, to grow*** в значении *становиться* и др.:

*My father **is** an engineer. – Мой отец – инженер.*

*She will **become** a doctor. – Она **будет (станет)** врачом.*

4) вспомогательные глаголы *to be, to have, to do, will (would)* служат для образования аналитических (сложных) глагольных форм. Они не имеют самостоятельного значения и поэтому на русский язык не переводятся:

*I **did not like** the article. – Мне не понравилась эта статья.*

*He **has been to** England. – Он был в Англии.*

Глаголы в английском языке имеют категории **наклонения, залога и времени**:

1) наклонение. В английском языке три наклонения:

а) изъявительное наклонение выражает действие как реальный факт во всех временах:

*Our studies **begin** in September and **end** in July. – Наши занятия **начинаются** в сентябре и **заканчиваются** в июле.*

б) повелительное наклонение выражает побуждение к действию, т.е. просьбу, совет, приказание, запрещение:

***Measure** the temperature of the water. – **Измерьте** температуру воды.*

в) сослагательное наклонение выражает действие не как реальный факт, а как действие предполагаемое или желательное:

*If she **were** present at the conference, she **would take** part in the discussion. – Если **бы** она **присутствовала** на конференции, она **бы приняла** участие в дискуссии.*

2) залог. В английском языке имеются два залога:

а) активный залог показывает, что лицо (или предмет), являющееся подлежащим, само производит действие:

*They **equipped** the port with modern facilities. – Они **оборудовали** порт современными средствами.*

б) пассивный залог показывает, что лицо (или предмет), являющееся подлежащим, подвергается действию со стороны другого лица (или предмета):

*The port **was equipped** with modern facilities. – Порт **был оборудован** современными средствами.*

3) время. В английском языке имеется четыре группы глагольных времен: Indefinite, Continuous, Perfect и Perfect Continuous.

Английский глагол имеет три основные **формы** (см. таблица 16).

Эти формы служат для образования как простых, так и сложных (в сочетании с модальными и вспомогательными глаголами) глагольных форм.

9. ГЛАГОЛ 'TO BE'

Глагол *to be* переводится на русский язык *быть, есть, находиться* и относится к группе неправильных глаголов (*to be – was, were – been*).

9.1. Спряжение глагола 'to be'

Глагол *to be* спрягается по лицам и числам (см. таблица T10).

Таблица T10

Спряжение глагола 'to be'

Present	Past	Future
I am	I was	I will be
you are	you were	you will be
he, she, it is	he, she, it was	he, she, it will be
we are	we were	we will be
you are	you were	you will be
they are	they were	they will be

Вопросительная форма образуется с помощью соответствующей формы глагола *to be*, которая ставится перед подлежащим:

Are you students? – Yes, we are. (No, we aren't.)

Were they workers? – Yes, they were. (No, they weren't.)

Will she be a teacher? – Yes, she will. (No, she won't.)

Отрицательная форма образуется с помощью отрицательной частицы *not*, которая ставится сразу же после глагола *to be*:

I am not an engineer.

He was not a doctor.

We will not be workers.

Существуют следующие краткие формы: I'm, I'm not, you're, you aren't, he's, she's, it's, he isn't, she isn't, it isn't, we're, we aren't, they're, they aren't, wasn't, weren't, I'll be, I'll not be, won't be.

9.2. Функции глагола 'to be'

1) смысловой глагол переводится *быть, есть, находиться*. В настоящем времени глагол часто не переводится:

The book is on the table. – Книга (лежит) на столе.

2) глагол-связка переводится *являться, быть*, или не переводится вообще:

You were pupils. – Вы были школьниками.

3) модальный глагол переводится *должен*:

She is to study well. – Она должна хорошо учиться.

4) вспомогательный глагол для образования времен группы Continuous и пассивного залога (the Passive Voice) не переводится:

They are writing now. – Они сейчас пишут.

The ship was built last year. – Корабль построили в прошлом году.

Тренировочные упражнения

Упр. 20. Заполните пропуски соответствующей формой глагола 'to be'.

1. His father _____ a well-known actor.
2. I _____ an engineer now, but ten years ago I _____ a student at the Technical University.
3. My new flat _____ big and comfortable.
4. Last year he _____ in the USA.
5. Our laboratories _____ new and modern, but some equipment _____ quite out-of-date.
6. In the past they _____ close friends, but now their relations _____ rather cool.
7. I _____ an engineer in five years.
8. Next month our delegation _____ in France.
9. In future our contacts _____ permanent and stable.
10. Yesterday the meeting _____ long and boring, but I hope it _____ more interesting tomorrow.
11. I don't know what the results of the last experiment _____, but I _____ quite sure they _____ correct next time.
12. Who _____ responsible for this kind of work today?
13. I _____ very glad to see you next Sunday.
14. You _____ as beautiful as you _____ many years ago.

10. АКТИВНЫЙ ЗАЛОГ

Активный залог показывает, что лицо (или предмет), являющееся подлежащим, само производит действие, выраженное различными временными формами (см. таблица 11).

10.1. Времена неопределенной группы (THE INDEFINITE TENSES)

Времена группы Indefinite употребляются:

- 1) для передачи констатации факта совершения действия, или
- 2) для выражения обычно совершаемого действия в настоящем, прошедшем или будущем времени.

В эту группу входят три времени: Present, Past и Future Indefinite.

10.1.1. The Present Indefinite Tense [do (does), V1(s)]

Формы Present Indefinite совпадают с формами инфинитива глагола без частицы *to* для всех лиц, кроме формы 3-го лица единственного числа (he, she, it), которая принимает окончание *-s* или *-es*. На русский язык переводится настоящим временем:

We begin our studies in September. – Мы начинаем наши занятия в сентябре.

He works at the port. – Он работает в порту.

Present Indefinite употребляется со следующими наречиями или обстоятельствами времени: *usually* обычно, *sometimes* иногда, *seldom* редко, *today* сегодня, *often* часто, *always* всегда и т.д.

Отрицательная и вопросительная формы Present Indefinite образуются при помощи вспомогательного глагола *to do* (для 3-го лица единственного числа *does*) и смыслового глагола в форме инфинитива без частицы *to*.

При образовании отрицательной формы сохраняется порядок слов утвердительного предложения. Отрицание **not** ставится между вспомогательным и смысловым глаголом.

При образовании вопросительной формы вспомогательный глагол ставится перед подлежащим, а смысловый глагол следует за подлежащим.

Вопрос, начинающийся с вспомогательного глагола (общий вопрос), как правило, требует краткого ответа. Краткий ответ состоит из слов **Yes** или **No**, за которыми следует подлежащее, выраженное соответствующим личным местоимением, и вспомогательный глагол:

The job gives her satisfaction. – Работа **приносит** ей удовлетворение.
The job does not give her satisfaction. – Работа **не приносит** ей удовлетворения.
Does the job give her satisfaction? – **Приносит** ли ей работа удовлетворение?
Yes, it does. (No, it does not.) – **Да. (Нет.)**

Показателем времени, лица и числа в вопросительной и отрицательной формах является вспомогательный глагол **do (does)**.

В ряде случаев глагол в Present Indefinite в утвердительной форме нельзя отличить от существительного, например:

the lectures – лекции *he lectures* – он читает лекции,
the load – загрузка *they load* – они загружают.

Поэтому необходимо знать следующие признаки, по которым можно опознать сказуемое:

а) личное местоимение в именительном падеже (I, you, he, she, it, we, they) показывает, что следующее за ним слово – сказуемое:

It (the bus) stops at our house. – **Он (автобус) останавливается** у нашего дома.

б) личное местоимение в объектном падеже (me, you, him, her, it, us, them) показывает, что предшествующее ему слово – глагол-сказуемое:

This vessel interests us greatly. – **Это судно очень интересуется нас.**

в) существительное (или существительное с определением), стоящее в середине предложения без предлога (прямое дополнение), показывает, что предшествующее ему слово – глагол-сказуемое:

We change the data in our table. – **Мы меняем данные** в нашей таблице.

г) наличие глаголов-связок, вспомогательных или модальных глаголов после подлежащего: **to be, to have, to do, shall (should), will (would), can (could), may (might), must**:

My friend is a student. – Мой друг – **студент**.

The tutor must examine the test himself. – Тьютор **должен проверить** тест сам.

10.1.2. The Past Indefinite Tense [did, V2(ed)]

По образованию Past Indefinite все глаголы делятся на две группы:

1) **правильные глаголы**, которые образуют Past Indefinite для всех лиц единственного и множественного числа прибавлением к основе глагола окончания **-ed**:

to work – *I worked*, *to play* – *he played*.

2) **неправильные глаголы**, которые образуют Past Indefinite путем изменения корневой гласной, прибавлением окончания или другими способами, т.е. является второй формой глагола (см. таблица 16).

Глагол в Past Indefinite Tense на русский язык переводится глаголом в прошедшем времени как несовершенного, так и совершенного вида в зависимости от контекста:

He delivered cargoes. – Он **доставил (доставлял)** грузы.

Past Indefinite употребляется, как правило, с обстоятельствами: *yesterday* вчера, *last month (year, week)* в прошлом месяце (году, на прошлой неделе), а также с датами, относящимися к прошлому: *in 1960* и т.д.

Отрицательная и вопросительная формы Past Indefinite как правильных, так и неправильных глаголов образуются при помощи вспомогательного глагола **did** для всех лиц единственного и множественного числа и инфинитива смыслового глагола без частицы **to**.

При образовании отрицательной формы сохраняется порядок слов утвердительного предложения; отрицание **not** ставится между вспомогательным и смысловым глаголом.

При образовании вопросительной формы вспомогательный глагол ставится перед подлежащим, а смысловой – после подлежащего:

The ship left the port. – Корабль **покинул** порт.
The ship did not leave the port. – Корабль **не покинул** порт.
Did the ship leave the port? – **Покинул** корабль порт?
Yes, it did. (No, it didn't.) – Да. (Нет.)

10.1.3. The Future Indefinite Tense [will + V1]

Future Indefinite образуется при помощи вспомогательного глагола **will** и инфинитива смыслового глагола без частицы **to**.

На русский язык переводится глаголом в будущем времени как несовершенного, так и совершенного вида в зависимости от контекста:

He will make a report next week. – Он **сделает (будет делать)** доклад на следующей неделе.

Future Indefinite употребляется, как правило, с обстоятельствами: *tomorrow* завтра, *next month (year, week)* в следующем месяце (году, на следующей неделе), *in ... days (years)* через ... дней (лет), а также с датами, относящимися к будущему: *in 2020* и т.д.

При образовании отрицательной формы сохраняется порядок слов утвердительного предложения, отрицание **not** ставится между вспомогательным и смысловым глаголом.

При образовании вопросительной формы вспомогательный глагол ставится перед подлежащим, а смысловой – после подлежащего:

We will change our plans for Sunday. – Мы **изменим** свои планы на воскресенье.
We will not change our plans for Sunday. – Мы **не будем менять** свои планы на воскресенье.
Will you change your plans for Sunday? – Вы **измените** свои планы на воскресенье?
Yes, we will. (No, we won't.) – Да. (Нет.)

Future Indefinite заменяется временем Present Indefinite в придаточных предложениях времени и условия, которые вводятся, союзами: **if** если, **when** когда, **as soon as** как только, **provided** при условии, **before** перед, **in case** в случае, **after** после, **till (until)** до тех пор пока:

If he asks me, I will readily help him. – Если он **попросит** меня, я охотно помогу ему.
We will discuss her paper as soon as we get it. – Мы обсудим ее работу, **как только получим** ее.

Примечание: есть несколько способов передачи **будущности** в английском языке:

1) с помощью времени Present Indefinite, когда речь идет о расписании, графике и пр.:

The train leaves at 5 o'clock p.m. every day. – Поезд **отправляется** в 5 часов вечера каждый день.

2) с помощью времени Present Continuous, если речь идет о запланированном событии. Часто употребляется выражение **going to (do)** собираться делать что-либо:

They are visiting us on week-end. – Они **придут** к нам в выходной день.

I am going to read all day long. – Я **собираюсь** читать весь день.

3) с помощью выражений **be to, be about to, be due to** в официальной речи или исходя из договоренности и расписания:

Summit is to take place in Brussels. – Саммит **будет проходить** в Брюсселе.

Hurry up! The ship is about to depart. – **Поторопись!** Корабль **отправляется**.

The plane is due to land at 2.15. – Самолет **совершит посадку** в 2.15.

Тренировочные упражнения

Упр. 21. Переведите предложения обращая внимание на временные формы сказуемого.

1. Our library *supplies* the students with all necessary books.
2. He *worked* hard and *finished* the work before the appointed time.
3. I *am sure* he *will follow* my advice.
4. We *got* a letter from him and everything *became* clear.
5. He *will join* the Students Scientific Society next term.
6. He *did* everything in his power to help us.
7. The train *arrives* in an hour and *leaves* tomorrow morning.
8. Water *turns into* ice when the temperature *drops* below zero.
9. I *think* you *gave up* the idea of learning French.
10. Practical work *follows* theoretical study.
11. Most English Universities *combine* faculties of engineering with science faculties.
12. The close contacts of higher schools with research Institutes *help* the students to learn modern research methods.
13. Our scientists and engineers *work out* new systems and new models of robots.
14. This professor *graduated from* Moscow University and *obtained* his doctor's degree two years ago.
15. Last year he *published* many works and *took part* in numerous conferences and symposia.
16. Next month he *will make* a report on cargo transportation.
17. The work *will be* difficult; it *will probably take* us a few years to complete.
18. We *wrote* an article on the results of the experiment.
19. Next week we *will make* all the necessary measurements and obtain additional data.
20. The experiments *will help* us to get reliable information.

10.2. Времена продленной группы (THE CONTINUOUS TENSES) [to be + Ving]

Continuous Tenses выражают длительные, незаконченные действия в процессе их совершения и переводятся на русский язык глаголами только несовершенного вида.

Continuous Tenses образуются при помощи вспомогательного глагола **to be** в соответствующем времени, лице и числе и смыслового глагола с окончанием **-ing** (эту форму глагола еще называют Participle I – причастием настоящего времени).

Во временах группы Continuous время, лицо и число глагола-сказуемого определяется по вспомогательному глаголу **to be**. Смысловой глагол в форме Participle I не изменяется:

Students are making an experiment in the laboratory. – Студенты **проводят** эксперимент в лаборатории.

The scientist was making a very interesting experiment when we entered the laboratory.
– Ученый **проводил** очень интересный эксперимент, когда мы вошли в лабораторию.

С временами группы Continuous употребляются следующие наречия и обстоятельства времени: *now сейчас*, *at present moment в настоящий момент*, *from 5 to (till) 7 o'clock с 5 до 7 часов*, *from morning till night с утра до вечера*, *when he came когда он пришел* *while в то время*, *during (for) в течение* и др.

Группа глаголов, относящихся к категориям ментального и чувственного восприятия **не употребляется** с временами группы Continuous: *to see видеть*, *to hear слышать*, *to know знать*, *to think думать*, *to feel чувствовать*, *to wish желать*, *to want хотеть*, *to hate ненавидеть*, *to understand понимать*, *to consider считать* и др.

При образовании отрицательной формы времен группы Continuous сохраняется порядок слов утвердительного предложения, отрицание **not** ставится между вспомогательным и смысловым глаголом:

The gang is not loading the container with boxes. – Бригада **не загружает** контейнер ящиками.

При образовании вопросительной формы вспомогательный глагол ставится перед подлежащим, а смысловой глагол – после подлежащего:

Will we be preparing for a very important experiment at 8 o'clock tomorrow? – *Завтра в 8 часов мы будем готовиться к очень важному эксперименту?*

Yes, will be. – Да. *No, won't be.* – Нет.

10.2.1. The Present Continuous Tense [am, are, is + Ving]

Present Continuous переводится глаголом несовершенного вида в настоящем времени:
The gang is loading the container with boxes. – Бригада **загружает** контейнер ящиками.

10.2.2. The Past Continuous Tense [was, were + Ving]

Past Continuous переводится глаголом несовершенного вида в прошедшем времени:
They were analyzing the results of their research from 4 to 6 o'clock yesterday. – Они **анализировали** результаты своей исследовательской работы с 4 до 6 часов вчера.

One student was carrying out the experiment while the other was putting down all the details. – Один студент **проводил** эксперимент, а другой подробно все **записывал**.

10.2.3. The Future Continuous Tense [will be + Ving]

Future Continuous переводится глаголом несовершенного вида в будущем времени:
At 8 o'clock tomorrow we'll be preparing for a very important experiment. – *Завтра в 8 часов мы будем готовиться к очень важному эксперименту.*

Тренировочные упражнения

Упр. 22. Переведите предложения обращая внимание на временную форму сказуемого.

1. She usually *translates* new texts very quickly.
She *is translating* a new text now.
2. She *translated* the new text yesterday.
She *was translating* the new text all the evening yesterday.

3. She *will translate* the new text tomorrow.
She *will be translating* the new text from 5 to 7 o'clock tomorrow.
4. We *write* dictations every day.
We *are writing* a dictation now.
5. We *wrote* a dictation at the previous lesson.
We *were writing* a dictation for half an hour.
6. We *will write* a dictation next time.
We *will be writing* a dictation when you come.
7. They often *make* experiments in the laboratory.
They *are making* an experiment.
8. They *made* a number of experiments last week.
They *were making* experiments for a long time.
9. They *will make* an experiment in a week.
Tomorrow at 5 o'clock they *will be making* an experiment.

10.3. Времена совершенной группы (THE PERFECT TENSES) [*to have* + V3(ed)]

Perfect Tenses выражают действия, законченные к определенному моменту в настоящем, прошедшем или будущем.

Perfect Tenses образуются при помощи вспомогательного глагола *to have* в соответствующем времени, лице и числе и 3-ей формы (или Participle II – причастия пассивного залога) смыслового глагола.

Во временах группы Perfect время, лицо и число глагола-сказуемого определяется по вспомогательному глаголу *to have*. Смысловый глагол не изменяется:

A group of Moscow researchers has developed new equipment for cargo handling. – Группа московских исследователей **разработала** новое оборудование для обработки груза.

The scientists had completed their research by the beginning of the year. – Ученые **завершили** свои исследования к началу года.

При образовании отрицательной формы времен группы Perfect сохраняется порядок слов утвердительного предложения, отрицание **not** ставится между вспомогательным и смысловым глаголом:

We had not finished experiments by 5 o'clock yesterday. – Мы **не закончили** эксперименты к пяти часам вчера.

При образовании вопросительной формы вспомогательный глагол ставится перед подлежащим, а смысловый глагол – после подлежащего:

Had we finished experiments by 5 o'clock yesterday? – Мы **не закончили** эксперименты к пяти часам вчера?

Yes, we had. – Да. *No, we hadn't.* – Нет.

10.3.1. The Present Perfect Tense [*have / has* + V3(ed)]

Present Perfect употребляется:

1) когда время совершения действия не указано, но действие явно закончено к настоящему моменту и связано с этим моментом:

We have finished handling cargo. – Мы **закончили** обрабатывать груз.

2) со словами, выражающими период времени, не закончившийся к настоящему моменту: **this week** на этой неделе, **this month** в этом месяце, **this year** в этом году, **today** сегодня и т.д.:

I haven't seen him today. – Я **не видел** его сегодня (день еще не закончился).

3) с наречиями неопределенного времени, которые обычно стоят между вспомогательным и смысловым глаголом: **never** никогда, **ever** когда-нибудь, **just** только что, **not yet** еще не:

We have just finished experiments. – Мы только что закончили эксперименты.

4) с предлогом **since** с (с какого-то момента в прошлом до настоящего времени) и с союзом **since** с тех пор, как, а также с предлогом **for** в течение:

I have not seen him for two years. – Я не видел его в течение двух лет.

I have not seen him since Monday. – Я не видел его с понедельника.

Present Perfect переводится на русский язык прошедшим временем глагола совершенного вида, реже – несовершенного вида, в зависимости от контекста:

The astronomers have determined the distance between the Sun and the Earth.

– Астрономы определили расстояние между Солнцем и Землей.

10.3.2. The Past Perfect Tense [had + V3(ed)]

Past Perfect переводится прошедшим временем. Чтобы подчеркнуть законченность действия к определенному моменту в прошлом, употребляется предлог **by** к:

We had finished experiments by 5 o'clock. – Мы закончили эксперименты к пяти часам.

We had finished our experiment before he came. – Мы уже закончили эксперимент, до того как он пришел.

10.3.3. The Future Perfect Tense [will have + V3(ed)]

Future Perfect переводится на русский язык глаголами совершенного вида в будущем времени обычно с наречием **уже**, чтобы подчеркнуть, что действие закончится до определенного момента в будущем:

They will have completed experiments by the end of the week. – Они закончат эксперименты уже к концу недели.

They will have completed experiments before you return. – Они закончат эксперименты, прежде чем вы вернетесь.

Тренировочные упражнения

Упр. 23. Переведите предложения обращая внимание на временную форму сказуемого.

1. I read this book last year.
I have just read this book.
2. I was in London many years ago.
I have been to London many times.
3. He wrote the composition yesterday.
He has already written the composition.
4. I saw him last month.
I have never seen him.
5. I met her the day before yesterday.
I haven't met her since childhood.
6. They were discussing the new article when I entered the room.
They had already discussed the new article when I entered the room.
7. We were testing the equipment when the commission arrived.
We had already tested the equipment when the commission arrived.
8. They completed the experiment two days ago.
They had completed the experiment by the end of last month.

9. We *checked* the device yesterday.
We *had checked* the device by yesterday.
10. He *made* measurements yesterday and *was making* them for 2 hours.
He *had made* measurements before we *started* the experiment.
11. We *will finish* the work tomorrow.
We *will have finished* the work by 7 o'clock tomorrow.
12. We *will equip* the laboratory with modern devices.
We *will have equipped* the laboratory by September.
13. Tomorrow evening I *will be making* a report on environmental protection.
I *will have made* the report before the lecture *starts*.
14. The delegation *will be conducting* talks for a whole week.
The delegation *will have conducted* talks by the end of next week.
15. The secretary *will look through* all the documents.
The secretary *will have looked through* all the documents by the time the director *comes*.

10.4. Времена завершенной продленной группы (THE PERFECT CONTINUOUS TENSES) [*have been + Ving*]

Времена группы Perfect Continuous выражают длительное действие и переводятся на русский язык глаголом несовершенного вида в настоящем, прошедшем или будущем времени соответственно.

Времена группы Perfect Continuous образуются при помощи вспомогательного глагола **to be** в соответствующей форме Present, Past или Future Perfect и смыслового глагола с окончанием **-ing** (или Participle I).

Отрицательная и вопросительная формы образуются так же, как и в других сложных временах:

*We **have not been handling** cargo for three hours.* – Мы **не обрабатываем** груз уже три часа.

***Had you been handling** cargo for a long time when the captain came?* – Вы долго **обрабатывали** груз, когда пришел капитан?

*Yes, I **had been**.* – Да. *No, I **hadn't been**.* – Нет.

10.4.1. The Present Perfect Continuous Tense [*have / has been + Ving*]

Present Perfect Continuous выражает длительное действие, начавшееся до момента речи и все еще продолжающееся в момент речи. Present Perfect Continuous переводится на русский язык глаголом в настоящем времени часто с добавлением наречия **уже**:

*They **have been handling** cargo for two hours.* – Они **обрабатывают** груз уже 2 часа.

10.4.2. The Past Perfect Continuous Tense [*had been + Ving*]

Past Perfect Continuous выражает длительное действие, протекавшее до указанного момента в прошлом и часто продолжавшееся и после этого момента:

*They **had been handling** cargo for two hours before you came.* – Они **обрабатывали** груз в течение двух часов, до того как вы пришли.

10.4.3. The Future Perfect Continuous Tense [*will have been + Ving*]

Future Perfect Continuous выражает длительное будущее действие, которое начнется ранее другого будущего действия или момента и будет еще совершаться в момент его наступления:

*When the ship return to the port, the sailors **will have been waiting** for several hours.* – Когда корабль вернется в порт, моряки уже **будут ждать** в течение нескольких часов.

При употреблении времен группы Perfect Continuous всегда указывается, как долго совершается, совершалось, или будет совершаться действие.

Сравните:

Временная форма	Пример	Перевод
Present Perfect Continuous	<i>We have been writing test for three hours.</i>	<i>Мы пишем тест уже три часа.</i>
Present Continuous	<i>We are writing test now.</i>	<i>Мы пишем тест сейчас.</i>
Past Perfect Continuous	<i>I had been writing test for a long time when the professor came.</i>	<i>Я уже долго писал тест, когда пришел профессор.</i>
Past Continuous	<i>I was writing test when the professor came.</i>	<i>Я писал тест, когда пришел профессор.</i>

Таблица Т11**Времена активного залога (Active Voice Tenses)**

to ask – asked – asked (спрашивать) to take – took – taken (брать)

Группа	Present	Past	Future	Временные указатели
Indefinite	do (does), V1(s) <i>ask(s)</i> <i>take(s)</i> спрашивает берёт	did, V2(ed) <i>asked</i> <i>took</i> спрашивал брал	will + V1 <i>will ask</i> <i>will take</i> спросит возьмёт	usually, seldom, ago, every day, always, today, yesterday, tomorrow
Continuous	am + V(ing) is + V(ing) are + V(ing) <i>am asking</i> <i>is taking</i> <i>are asking</i> спрашивает берёт	was + V(ing) were + V(ing) <i>was asking</i> <i>were taking</i> спрашивал брал	will be + V(ing) <i>will be asking</i> <i>will be taking</i> будет спрашивать будет брать	during, now, at this moment, at present, for, from 5 to 7
Perfect	have + V3(ed) has + V3(ed) <i>have asked</i> <i>has taken</i> спросил взял	had + V3(ed) <i>had asked</i> <i>had taken</i> спросил взял	will have + V3(ed) <i>will have asked</i> <i>will have taken</i> спросит возьмёт	ever, never, just, already, yet, lately, since, when he came
Perfect Continuous	have been + V(ing) has been + V(ing) <i>have been asking</i> <i>has been taking</i> спрашивает, берёт	had been + V(ing) <i>had been asking</i> <i>had been taking</i> спрашивал брал	will have been + V(ing) <i>will have been asking</i> <i>will have been taking</i> будет спрашивать будет брать	by the time, since night, for 3 hours, since he came

Тренировочные упражнения**Упр. 24. Заполните пропуск:**

1. – Could you help me? – Sorry, I can't. I _____ lunch.
 1) has 2) had 3) am having 4) were having
2. Don't you know that Alex _____ next month?
 1) have got married 2) gets married 3) is getting married 4) got married

3. The workers _____ the road by the end of the year.
 1) will have built 2) will build 3) will be building 4) will have been built
4. They sometimes _____ to the cinema on Friday evening.
 1) go 2) have gone 3) goes 4) shall go
5. When the game is over, we _____ a cup of tea.
 1) will have 2) has had 3) had 4) has
6. The Queen _____ at Windsor Castle yesterday.
 1) arrive 2) is arriving 3) have arrived 4) arrived
7. – George phoned while you were out. – O.K. I _____ him back.
 1) will phone 2) phoned 3) will be phoned 4) is going to phone
8. He didn't see me as he _____ when I came into the room.
 1) was reading 2) has read 3) is reading 4) read
9. He _____ a book for five hours when she came.
 1) has been reading 2) read 3) were reading 4) is reading
10. Unemployment among young people _____ constantly.
 1) has increased 2) increased 3) had increased 4) is increasing
11. My course _____ on Monday at 9.30.
 1) are starting 2) have started 3) starts 4) shall start
12. The film we _____ last week is a huge hit in the USA.
 1) see 2) saw 3) will see 4) has seen
13. If the rain stops, the match _____.
 1) begin 2) will begin 3) began 4) have begun
15. – You _____ hard today. – Yes, I've got a lot to do.
 1) works 2) has worked 3) are working 4) work
16. Yesterday, it _____ me ages to get home because of the traffic jams.
 1) has taken 2) was taken 3) was taking 4) took
17. The train _____ at 3 a.m. according to the schedule.
 1) is leaving 2) will leave 3) leave 4) leaves
18. Our bus _____ on time.
 1) haven't arrived 2) aren't arriving 3) weren't arrived 4) didn't arrive
19. –Have you ever been to England? – Yes, I _____ there last year.
 1) was 2) had been 3) have been 4) was being
20. Oh, here you are. I _____ for you for half an hour.
 1) have been waiting 2) am waiting 3) waited 4) has been waiting
21. His smile was something she _____ before.
 1) did never see 2) has never seen 3) had never seen 4) never saw
22. You _____ a lovely song when I entered the room. What was it?
 1) was singing 2) had sung 3) sang 4) were singing
23. When my friend rang me up, I _____ TV.
 1) had been watching 2) was watching 3) had watched 4) watched
24. After I _____ the letter, I started to cry.
 1) had read 2) am reading 3) has read 4) were reading
25. The plane _____ in thirty-five minutes.
 1) have left 2) are leaving 3) had left 4) is leaving
26. – Do you want a sandwich? – No, thanks. I _____ just _____ lunch.
 1) was ... having 2) had ... had 3) have ... had 4) am ... having

11. ПАССИВНЫЙ ЗАЛОГ (THE PASSIVE VOICE)

Пассивный залог показывает, что подлежащее пассивно, т.е. оно подвергается воздействию со стороны другого лица или предмета. Пассивный залог широко употребляется для научных описаний, для описаний технических процессов, в отчетах, объявлениях и т.д. Формы глаголов в пассивном залоге представлены в таблице 12.

11.1. Времена неопределенной группы (THE INDEFINITE TENSES) [to be + V3(ed)]

Пассивный залог времен группы Indefinite образуется при помощи вспомогательного глагола **to be** в соответствующем времени Indefinite и 3-ей формы смыслового глагола (Participle II). Показателем времени, лица и числа является вспомогательный глагол **to be**. Смысловый глагол не изменяется:

The ships are made of steel. – *Эти суда делаются (изготавливаются) из стали.*

The ships were made of steel. – *Эти суда были изготовлены из стали.*

The ships will be made of steel. – *Эти суда будут изготовлены из стали.*

В отрицательной форме отрицание **not** ставится после глагола **to be**. При наличии двух вспомогательных глаголов отрицание **not** ставится после первого глагола:

The ships are made of steel. – *The ships are not made of ore.*

The ships will be built in the yard. – *The ships will not be built in port.*

В вопросительной форме глагол **to be** ставится перед подлежащим. При наличии двух вспомогательных глаголов в вопросительной форме перед подлежащим ставится первый вспомогательный глагол:

The ships are made of steel. – *Are the ships made of steel?*

The ships will be built in the yard. – *Will the ships be built in the yard?*

Предложения в пассивном залоге переводятся:

1) сказуемое – сочетанием глагола **быть** (в прошедшем и будущем времени) и краткой формой причастия пассивного залога:

The ships were made ... – *Эти суда были изготовлены ...*

The ships will be made ... – *Эти суда будут изготовлены ...*

Глагол-связка **быть** в настоящем времени в русском языке опускается:

The ships are made ... – *Эти суда делаются ...*

2) сказуемое – возвратным глаголом с окончанием **-ся, -сь**:

The ships will be built here. – *Здесь будут строиться суда.*

3) сказуемое – неопределенно-личной формой глагола (3-е лицо множественного числа):

The ships were built a week ago. – *Эти суда построили неделю назад.*

4) сказуемое – глаголом в активном залоге, если в предложении говорится о лице или предмете, воздействующем на подлежащее, которое выражено существительным (или местоимением) с предлогом **by**. Причем это лицо или предмет становится подлежащим русского предложения:

The design of the ship was changed by the engineer. – *Инженер изменил проект судна.*

5) подлежащее – существительным (или местоимением) в именительном падеже и во всех косвенных падежах:

It was built in the yard. – **Он (им.п.)** был построен на верфи.

It was seen in the port of London. – **Его (вин.п.)** видели в порту Лондона.

It was given the name of Peter the Great. – **Ему (дат.п.)** дали имя Петр Великий.

б) подлежащее – существительным (или местоимением) с предлогом, который ставится перед ним, если за сказуемым в пассивном залоге следует предлог, относящийся к глаголу:

The design of the ship was much worked at. – **Над** проектом этого судна много работали.

Такие пассивные обороты возможны только с некоторыми глаголами. Наиболее употребительные из них: **to act on (upon)** влиять, воздействовать на; **to deal with** иметь дело с, рассматривать; **to experiment on (upon)** экспериментировать над; **to insist on** настаивать на; **to look at** смотреть на; **to refer to** ссылаться на; **to rely on (upon)** полагаться на; **to send for** посылать за; **to speak about (of)** говорить о; **to work at** работать над.

У некоторых глаголов предлог **не переводится**: **to comment on (upon)** комментировать, рецензировать; **to listen to** слушать; **to look for** искать; **to look upon** считать, рассматривать.

11.2. Времена продленной группы (THE CONTINUOUS TENSES) [to be being + V3(ed)]

Пассивный залог времен группы Continuous образуется при помощи вспомогательного глагола **to be** в Present или Past Continuous и 3-ей формы (Participle II) смыслового глагола и переводится по общим правилам перевода глагола в пассивном залоге, но глаголом несовершенного вида:

The ships were being built during three years. – Эти корабли **строили** в течение трех лет.

Формы **Future Continuous Passive** не существует.

11.3. Времена завершенной группы (THE PERFECT TENSES) [to have been + V3(ed)]

Пассивный залог времен группы Perfect образуется при помощи вспомогательного глагола **to be** в соответствующем времени Perfect и 3-ей формы (Participle II) смыслового глагола.

Пассивный залог времен группы Perfect переводится по общим правилам перевода глагола в пассивном залоге:

The lecturer has fallen ill and the time-table has been changed. – Лектор **заболел** и расписание **изменили**.

Времена группы **Perfect Continuous** не имеют формы пассивного залога.

Таблица Т12

Времена пассивного залога (Passive Voice Tenses)
to ask – asked – asked (спрашивать) to take – took – taken (брать)

Группа	Present	Past	Future
Indefinite	am + V3(ed) are + V3(ed) is + V3(ed) The student <i>is asked</i> . Студента <i>спрашивают</i> . The books <i>are taken</i> . Книги <i>берут(ся)</i> .	was + V3(ed) were + V3(ed) The student <i>was asked</i> . Студента <i>спросили</i> . The books <i>were taken</i> . Книги <i>были взяты</i> .	will be + V3(ed) The student <i>will be asked</i> . Студента <i>спросят</i> . The books <i>will be taken</i> . Книги <i>возьмут</i> .
Continuous	am being + V3(ed) are being + V3(ed) is being + V3(ed) The student <i>is being asked</i> . Студента <i>спрашивают</i> . The books <i>are being taken</i> . Книги <i>берут(ся)</i> .	was being + V3(ed) were being + V3(ed) The student <i>was being asked</i> . Студента <i>спрашивали</i> . The books <i>were being taken</i> . Книги <i>брали</i> .	-----
Perfect	have been + V3(ed) has been + V3(ed) The student <i>has been asked</i> . Студента <i>спросили</i> . The books <i>have been taken</i> . Книги <i>взяли</i> .	had been + V3(ed) The student <i>had been asked</i> . Студент <i>был спрошен</i> . The books <i>had been taken</i> . Книги <i>были взяты</i> .	will have been + V3(ed) The student <i>will have been asked</i> . Студента <i>спросят</i> . The books <i>will have been taken</i> . Книги <i>возьмут</i> .

Тренировочные упражнения

Упр. 25. Переведите предложения обращая внимание на временные формы сказуемого.

- The director *signed* the letter.
The letter *was signed* by the director.
- The scientists *solved* the problem.
The problem *was solved* by the scientists.
- The secretary *types* all the letters.
All the letters *are typed* by the secretary.
- The teacher usually *corrects* students' compositions at home.
Students' compositions *are usually corrected* by the teacher at home.
- They *will discuss* a very important question at the conference.
A very important question *will be discussed* at the conference.
- Our Institute *will carry on* important scientific work.
Important scientific work *will be carried on* by our Institute.
- The engineer *showed* the new device to the students.
The new device *was shown* to the students.
The students *were shown* the new device.
- This magazine often *publishes* scientific articles.
Scientific articles *are often published* in this magazine.
- The professor *gave* me a new task.
A new task *was given* to me by the professor.

I was given a new task by the professor.

10. They will offer him several jobs.

Several jobs will be offered to him.

He will be offered several jobs.

Упр. 26. Заполните пропуск:

1. This picture _____ by my mother's friend in 1979.
 1) was painting 2) is painting 3) is painted 4) was painted
2. I went by train and _____ at the station by my aunt.
 1) meets 2) meet 3) was met 4) is met
3. It _____ to us how the accident had happened.
 1) was explained 2) has explained 3) is explaining 4) shall be explained

12. СОГЛАСОВАНИЕ ВРЕМЕН

При употреблении сложных придаточных предложений следует придерживаться следующих правил согласования времен:

1) если сказуемое главного предложения выражено глаголом в одной из форм настоящего или будущего времени, то сказуемое дополнительного придаточного предложения может быть выражено любым временем:

She says that her brother works at shipyard. – Она говорит, что ее брат работает на судовой верфи.

She says that her brother worked at shipyard. – Она говорит, что ее брат работал на судовой верфи.

She says that her brother will work at shipyard. – Она говорит, что ее брат будет работать на судовой верфи.

2) если сказуемое главного предложения выражено глаголом в одной из форм прошедшего времени, то сказуемое дополнительного придаточного предложения выражается одним из прошедших времен:

а) для выражения действия, одновременного с действием главного предложения, в придаточном предложении употребляются Past Indefinite и Past Continuous, которые переводятся на русский язык настоящим временем:

She knew that I worked at shipyard. – Она знала, что я работаю на судовой верфи.

He thought that I was working at shipyard for a year. – Он думал, что я работаю на судовой верфи в течение года.

б) для выражения действия, предшествующего действию главного предложения, в придаточном предложении употребляется Past Perfect, которое переводится на русский язык прошедшим временем:

He said that he had worked at shipyard. – Он сказал, что работал на судовой верфи.

в) для выражения действия, будущего по отношению к действию главного предложения, в придаточном предложении употребляется время **Future-in-the-Past**:

I said that I would work at shipyard. – Я сказал, что буду работать на судовой верфи.

Тренировочные упражнения

Упр. 27. Переведите предложения обращая внимание на временные формы сказуемого.

1. He said he would take part in the conference.

2. She answered she would never forget us.

3. The professor *said* that he *would deliver* lectures on nuclear physics.
4. The student *asked* if he *would have* practical training at the plant.
5. The director *assured* us that he *would consider* all our proposals.
6. Alice *said* that her parents *would come back* in a week.

13. МОДАЛЬНЫЕ ГЛАГОЛЫ

Модальные глаголы не обозначают действия, а выражают отношение к нему, т.е. возможность, вероятность или необходимость совершения действия. Само действие выражается инфинитивом смыслового глагола без частицы *to*, следующим за модальным глаголом.

13.1. Can (could) = to be able to

Глагол *can* выражает возможность, способность и разрешение совершить действие и переводится на русский язык глаголами *могу* (*может, можешь* и т.д.), *умею* (*умеет, умеешь* и т.д.), *можете* (*вам разрешено*) и т.п.:

We can handle the cargo with the help of crane. – Мы **можем** обрабатывать груз с помощью крана.

Глагол *can* в прошедшем времени имеет форму *could*.

У модального глагола *can* есть эквивалент, который употребляется наряду с соответствующим модальным глаголом и, кроме того, используется взамен отсутствующих временных форм этого модального глагола: ***can = to be able to***:

We are able to handle the cargo with the help of crane.

13.2. May (might) = to be allowed to

Глагол *may* выражает разрешение или предположение и переводится *могу, можно, возможно*:

You may use these facilities in handling cargo. – Вы **можете** (*вам разрешено*) использовать эти устройства при обработке груза.

Глагол *may* имеет форму прошедшего времени *might*, которая употребляется в соответствии с правилом согласования времен, а также для образования сослагательного наклонения.

У модального глагола *may* есть эквивалент, который употребляется наряду с соответствующим модальным глаголом и, кроме того, используется взамен отсутствующих временных форм этого модального глагола: ***may = to be allowed to***:

You are allowed to use these facilities in handling cargo.

13.3. Must = to be to, to have to

Глагол *must* выражает необходимость, обязательность или вероятность совершения действия и переводится *должен, нужно, надо, вероятно*:

They must provide us with all necessary data. – Они **должны** снабдить нас всеми необходимыми данными.

Глагол *must* не имеет формы прошедшего времени.

У модального глагола *must* есть эквиваленты, которые употребляются наряду с соответствующим модальным глаголом и, кроме того, используются взамен отсутствующих временных форм этого модального глагола: ***must = to be to, to have to***.

Когда речь идет о необходимости совершения действия в силу предварительной договоренности или заранее намеченного плана или расписания, употребляется эквивалент **to be to** с последующим инфинитивом основного глагола. Глагол **to be to** в модальном значении употребляется в настоящем или прошедшем времени группы Indefinite; для выражения действия в будущем употребляется настоящее время глагола **to be**:

Old engine is to be replaced next month. – Старый двигатель должен быть заменен в следующем месяце.

Old engine was to be replaced last month. – Старый двигатель должен был быть заменен в прошлом месяце.

Если же речь идет о необходимости совершения действия в силу обстоятельств, то употребляется эквивалент **to have to** в значении *должен, вынужден, приходится* с последующим инфинитивом основного глагола. Глагол **to have to** в модальном значении употребляется в настоящем или прошедшем времени группы Indefinite:

As the engine is old you have to replace it. – Так как этот двигатель старый, вам придется его заменить.

13.4. Should, ought to

Глаголы **should** и **ought to** употребляются для выражения морального долга или совета и переводятся *должен, следует*. Являясь модальным глаголом, **should** употребляется со всеми лицами единственного и множественного числа.

Глагол **ought to** употребляется во всех лицах единственного и множественного числа:

Young men should serve in the army. – Юноши должны служить в армии.

You ought to be careful when handling cargo. – Вы должны быть осторожны при обработке груза.

Глагол **should** в модальном значении часто употребляется в инструкциях:

These machines should be handled with great care. – С этими машинами следует обращаться с большой осторожностью.

13.5. Need

Модальный глагол **need** выражает необходимость совершения действия. Так как модальный глагол **need** употребляется только в вопросительных и отрицательных предложениях, то он чаще всего переводится *не нужно, нет необходимости*:

Need the cargo be transported in container? – Нужно ли этот груз перевозить в контейнере?

You needn't use the crane while handling. – Нет необходимости использовать кран при обработке груза.

Примечание: глагол **need** в значении *нуждаться в чем-либо* является смысловым, все временные формы образуются по соответствующим правилам:

You need a long rest. – Ты нуждаешься в длительном отдыхе.

Do you need a long rest? – Yes, I do.

13.6. Образование отрицательных и вопросительных форм

Для образования отрицательной формы после модального глагола ставится отрицательная частица **not**.

Примечание: Отрицание **not** с глаголом **can** пишется слитно: **cannot**:

We cannot handle the cargo with the help of crane. – Мы не можем обрабатывать груз с помощью крана.

Для образования вопросительной формы модальный глагол ставится перед подлежащим:

Must they provide us with all necessary data? – Они должны снабдить нас всеми необходимыми данными?

Yes, they must. – Да, должны.

No, they need not (needn't). – Нет, не должны (не нужно).

Примечания:

1. Для выражения необходимости (*не нужно, не надо*) в отрицательной форме употребляется глагол **needn't**.

2. В ответе на вопрос, начинающийся с **may**, употребляется глагол **mustn't** в значении *запрещается*:

May I take this book? – No, you mustn't. I need it myself. – Можно мне взять эту книгу? – Нет, нельзя. Она мне нужна самому.

Формы модальных глаголов и их эквивалентов, а также случаи их употребления представлены в таблице Т13.

Таблица Т13

Модальные глаголы

Модальный глагол	Случай употребления	Перевод	Примеры
1	2	3	4
can (could) = to be able to	1. возможность 2. разрешение 3. запрещение	1. могу, умею, возможно 2. можно 3. нельзя	1. I <i>can</i> speak English. 2. You <i>can</i> read aloud. 3. You <i>can't</i> cross street here.
may (might) = to be allowed to	1. разрешение 2. строгое запрещение 3. предположение	1. можно, разрешается 2. не смей 3. возможно, может быть	1. <i>May</i> I come in? 2. You <i>may not</i> smoke here. 3. He <i>may</i> know her address.
must = to have to, to be to	1. долг, обязательство 2. настоятельный совет, приказ 3. запрещение 4. в связи с обстоятельствами 5. с планом, по договорённости	1. должен 2. должен 3. запрещено, нельзя 4. приходится, вынужден 5. должен	1. We <i>must</i> study hard. 2. You <i>must</i> consult a doctor. 3. You <i>mustn't</i> run here. 4. You <i>have to</i> go to hospital. 5. He <i>is to</i> meet us at 5.
should ought to	моральный долг, обязательство, совет, рекомендация, порицание	должен, следует, нужно (было бы), следовало бы	You <i>should</i> stop smoking. You <i>ought to</i> help your friends.
need (-,?)	1. необходимость 2. отсутствие необходимости 3. разрешение <u>не</u> делать чего-либо 4. смысловой глагол	1. нужно, есть ли необходимость 2. не надо, нет необходимости 3. можно не 4. нуждаться в ч-л	1. <i>Need</i> I do it today? 2. He <i>needn't</i> hurry. 3. You <i>needn't</i> copy the text. 4. He <i>needs</i> a long rest.

Тренировочные упражнения

Упр. 28. Заполните пропуск:

1. _____ I speak to Jane, please?
1) Must 2) Can 3) Ought 4) Need
2. I will _____ go to bed early tonight.
1) have to 2) can 3) are to 4) must
3. I _____ have left my bag in the bus.
1) need 2) ought 3) must 4) should
4. You _____ have informed the clients in advance. Why didn't you do that?
1) should 2) needs 3) has to 4) can
5. Don't argue with her, you _____ respect her age.
1) may 2) should 3) can 4) will
6. – May I talk to you, please? – Sorry, I _____ go now. I'm late for a meeting.
1) must 2) can 3) mustn't 4) shouldn't
7. – Helen _____ lose some weight. Her doctor said so. – Then she must go on a diet.
1) mustn't 2) can 3) has to 4) can't
8. You _____ not ring the bell, I've got the key.
1) ought to 2) could 3) need 4) can
9. John _____ take a taxi because he was late.
1) had to 2) did not have to 3) could 4) was to
10. You _____ give me the name of someone we can contact for reference.
1) has to 2) is to 3) may 4) can
11. Jane _____ still be in her office, but she usually leaves before six.
1) are able to 2) may 3) am allowed to 4) are to
12. Doctors of the future will _____ make specific pills for each patient.
1) can 2) be allowed to 3) may 4) be able to
13. I _____ swim when I was a boy of 6.
1) could 2) might 3) can 4) may
14. A lot of pupils in Russia _____ wear uniform.
1) have to 2) need 3) is able to 4) ought
15. – How was the test? – Easy. All the students _____ pass it.
1) must 2) could 3) might 4) were able to
16. _____ I make some coffee, or do you prefer tea?
1) Must 2) Shall 3) Have to 4) Can
17. I hope we _____ find the hospital easily.
1) might 2) could 3) can 4) may
18. It's a formal occasion, so I _____ wear a suit and tie.
1) ought 2) may 3) can 4) should
19. I _____ find a job, my parents can't support me any longer.
1) are able to 2) has to 3) are allowed to 4) must
20. She _____ be at home – her light is on.
1) am allowed to 2) are to 3) must 4) have to
21. Everyone _____ learn first aid.
1) am able to 2) are to 3) have to 4) should
22. I was lost and _____ to ask the policeman the way.
1) had 2) should 3) must 4) may
23. We were to meet at seven, but I _____ come here in time.
1) needn't 2) can't 3) may not 4) couldn't
24. Brothers and sisters _____ to take care of each other.
1) are able to 2) must 3) ought 4) can

25. She _____ swim across the river although it was very wide.
 1) has to 2) was able to 3) must 4) can
26. Why were you so rude to this old man? You _____ be always polite.
 1) have to 2) ought to 3) may 4) can
27. You _____ be at home by 10 o'clock, it's very urgent.
 1) must 2) may 3) ought to 4) can
28. You _____ work tomorrow if you don't want to.
 1) couldn't 2) oughtn't 3) cannot 4) needn't
29. You will _____ speak English in another few months.
 1) may 2) must 3) be able to 4) ought to
30. Your face seems familiar to me. We _____ have met somewhere.
 1) need 2) must 3) should 4) ought
31. _____ I park my car in your garage?
 1) Are allowed to 2) Can 3) Need 4) Is able to

14. ИНФИНИТИВ

Инфинитив, или неопределенная форма глагола, отвечает на вопрос *что делать?* или *что сделать?* Показателем инфинитива является частица **to**. В английском языке существуют простая и сложная формы инфинитива.

	Active	Passive	
Indefinite	<i>to write</i>	<i>to be written</i>	выражают действия, одновременные с действием глагола-сказуемого
Continuous	<i>to be writing</i>	_____	
Perfect	<i>to have written</i>	<i>to have been written</i>	выражают действия, предшествующие действию глагола-сказуемого, и переводятся прошедшим временем
Perfect Continuous	<i>to have been writing</i>	_____	

Функции инфинитива в предложении:

1) подлежащее (переводится существительным или неопределенной формой глагола):

To operate the complex device is rather difficult. – **Управлять (управление) этим сложным механизмом довольно трудно.**

Признаком инфинитива-подлежащего является его положение в начале предложения перед сказуемым и отсутствие другого слова, являющегося подлежащим.

2) часть сказуемого:

а) составного глагольного (переводится неопределенной формой глагола):

You can study a lot of different subjects at this university. – **Вы можете изучать множество различных дисциплин в университете.**

The Internet is a huge computer network which helps us to communicate with each other. – **Интернет – большая компьютерная сеть, которая помогает нам общаться друг с другом.**

б) именной частью сказуемого после подлежащего, выраженного словами **aim**, **purpose** цель, **duty** долг, обязанность, **task** задача, **method** метод, **wish** желание, **plan** план, **function** назначение, функция, **problem** проблема, задача и др., и глагола-связки **to be**, причем глагол-связка либо совсем не переводится на русский язык, либо переводится словами **заключаться в том, что(бы), состоять в том, чтобы:**

Our aim is to fulfill our work in time. – Наша цель – выполнить работу в срок. (Наша цель заключается в том, чтобы; состоит в том, чтобы ...)

3) дополнение (переводится неопределенной формой глагола):

After graduating from the university she decided to take postgraduate courses. – После окончания университета она решила поступать в аспирантуру.

4) определение; инфинитив в функции определения всегда стоит после определяемого существительного и переводится:

а) определительным придаточным предложением, сказуемое которого выражает долженствование, возможность или будущее время:

The crane to be used in our work is to be safe. – Кран, который будет использован (нужно, можно использовать) в нашей работе, должен быть безопасным.

б) неопределенной формой глагола;

в) существительным:

The idea to use these new facilities didn't leave us. – Мысль об использовании (о том, чтобы использовать ...) этого нового оборудования не покидала нас.

5) обстоятельство цели; стоит в начале предложения перед подлежащим или в конце предложения. Иногда вводится союзом *in order to* для того чтобы. Переводится на русский язык неопределенной формой глагола с союзом *чтобы*, *для того чтобы* или существительным с предлогом *для*:

Most undergraduates take four to six years to finish their degrees. – Многим студентам требуется от четырех до шести лет чтобы закончить обучение.

A number of devices were used in order to handle cargo. – Было использовано несколько агрегатов для обработки (чтобы обработать ...) груз.

14.1. Употребление инфинитива без частицы 'to'

В современном английском языке инфинитив в основном употребляется с частицей *to*. Но есть случаи, когда частица *to* не употребляется:

1) после вспомогательных глаголов:

We don't know the captain of the ship. – Мы не знаем капитана этого судна.

2) после модальных глаголов:

You can't overload the ship. – Вы не можете перегружать корабль сверх нормы.

3) после глаголов чувственного восприятия (*to see, to hear, to feel* и др.):

I've never see the ship navigate in the sea. – Я никогда не видел, как судно идет по морю.

4) после глаголов *to let* позволять, *to make* в значении заставлять, *to need* нужно:

Let him take part in discharging the ship. – Позвольте ему участвовать в разгрузке судна.

5) после выражений *had better* ... лучше бы, *would rather / sooner* ... бы пожалуй, *cannot but* не могу не ... и др.:

You had better discharge the ship with crane. – Вам лучше бы разгрузить судно краном.

б) в предложениях, начинающихся с вопросительного слова *why (not)* почему бы (не) ...:

Why not discharge the ship with crane? – Почему бы не разгрузить корабль краном?

7. после слов *than, rather than, but, except*, означающих *вместо того чтобы*:
Rather than discharge the ship, the gang had a break. – **Вместо того чтобы разгрузать корабль, бригада ушла на перерыв.**

Тренировочные упражнения

Упр. 29. Переведите предложения с инфинитивом в различных функциях.

а) в функции подлежащего:

1. *To translate* this text is not at all easy.
2. *To know* the language well means to master it perfectly.
3. *To go in* for sports will do you a lot of good.
4. *To restore* the ruined sculpture was impossible.
5. *To repair* the car engine will take not less than two days.
6. *To ask* you questions is my duty.
7. *To worry* and *to fuss* was useless.
8. *To construct* such a machine requires much time.
9. *To be properly understood* is the only thing I want.
10. *To collect* and *to process* data is our usual task.
11. It is not necessary *to go* into details.
12. It is a great pleasure *to make* your acquaintance.
13. It will take you ten minutes *to get* there.
14. It is usual for him *to keep* his opinion to himself.
15. It must be very nice *to go* to the country every week-end.

б) в функции части сказуемого:

1. His first action was *to visit* memorial places.
2. The main problem is *to change* the original plan.
3. What I want is *to get out* of here.
4. Our plan was *to carry out* a number of experiments.
5. To act like this meant *to betray* our plans.
6. Our next step must be *to consult* an experienced lawyer.
7. Our only chance to see him is *to visit* him tonight.
8. To ask him a straight question means *to offend* him.
9. I hope *to meet* you again.
10. We decided *to check* the results of the experiment.
11. He doesn't like *to be bothered* with trifles.
12. I want *to know* everything and *to be informed* of all events happening at the plant.
13. He was happy *to see* you.
14. They are glad *to be invited* to the conference.
15. He is lucky *to have travelled* all over the world and *to have seen* so much of it.
16. Children like *to be told* fairy tales.
17. I didn't intend *to take part* in this work.
18. He hates *to be laughed* at.
19. I remember *to have met* this man.
20. We pretended not *to notice* his mistakes.

в) в функции дополнения:

1. They promised us *to come* in time.
2. The director advised me *to go in for* sports.
3. I told him *to test* the equipment.
4. She asked the children *to help* her.
5. The chairman asked the participants of the conference *to keep to* the subject.

6. The teacher told the students *to translate* the text.
7. I order you *to do* what has been told.
8. I ask you *to keep* silence.
9. We promise you *to do* everything properly.
10. I advise you *to give up* smoking.

з) в функции определения:

1. Here are the instructions *to be followed*.
2. The monument *to be built* here will add beauty to the place.
3. These are the letters *to be answered*.
4. There was nothing *to be done*.
5. Here is the article *to be read*.
6. This question will be discussed at the meeting *to be held* tomorrow.
7. Here is the list of books *to be published* this year.
8. The pictures *to be displayed* at the international exhibition are taken from many world-famous museums.
9. Safety is the first thing *to be observed* in shooting competitions.
10. There are some more facts *to be explained*.
11. I have a lot of things *to think of*.
12. He is just the man *to help* us.
13. I am very busy; I have many things *to do*.
14. He was the first *to congratulate* me.
15. I was the last *to know* the news.
16. Don't forget about your promise *to visit* us.
17. The first person *to enter* the room was my brother.
18. We refused his offer *to help* us.
19. I have no desire *to change* my mind.
20. We had no chance *to speak* to him.
21. Tell the child that matches are a dangerous thing *to play with*.
22. These houses were among the few *to survive* after a great fire.
23. I am always the last *to be informed*.
24. Do you know the station *to get off*?
25. This is not the subject *to speak about*.
26. Here is the knife *to cut* bread with.
27. He was the only one *to get* a good mark at the exam.
28. He is not the person *to rely on*.
29. He is not the person *to discuss* such things with.
30. This is the box *to keep* instruments in.

д) в функции обстоятельства:

1. Everything was done *to save* him.
2. He hired a taxi *to take* us to the railway station.
3. I got up at 6 o'clock so as *not to miss* the morning train.
4. I wrote him a letter *to remind* him of his promise.
5. Did you come *to take part* in the conference?
6. *To do* the work properly you must follow our instructions.
7. *To take* correct measurements it is necessary to use accurately adjusted instruments.
8. *To meet* the demand for motor cars, a new automobile plant was put into operation.
9. *To pass* exams well you must work hard.
10. *To finish* the experiment in time we had to work without any days off.
11. He returned to his Motherland never *to leave* it again.
12. The child is too small *to understand* your joke.

13. The question is too complicated *to be solved* at once.
 14. The boy is clever enough *to make* his own decision.
 15. I don't know him well enough *to rely upon* him.
 16. The book is too long *to be read* in a day.
 17. In order *to hear* the music well I left the window open.
 18. The students kept silent in order *not to miss* a teacher's word.
 19. I'll put down your address so as *not to forget* it.
 20. *To make* a long story short, we stopped all arguments and started a new round of talks.

Упр. 30. Заполните пропуск:

1. She managed _____ him by promising to return soon.
 1) calming 2) to have calmed 3) to calm 4) calmed
2. She suggested _____ to the cinema.
 1) to go 2) having gone 3) gone 4) going
3. I advised him _____ after the party.
 1) being cleaned 2) to be cleaned 3) to clean 4) cleaning
4. You seem _____ weight.
 1) having lost 2) being lost 3) to be lost 4) to have lost
5. I forgot _____ any bread when I was at the supermarket.
 1) to buy 2) buying 3) buy 4) bought
6. _____ the difference between two approaches, the scientists offered a new experiment.
 1) To understand 2) Being understood 3) To be understood 4) Understood
7. He seems _____ everything about it.
 1) knowing 2) known 3) to be knowing 4) to know
8. Look at the tree! It is going _____.
 1) falling 2) to be falling 3) to have been fallen 4) to fall
9. She claims _____ Richard Gere.
 1) to be met 2) to have met 3) to meet 4) to be meeting
10. I stopped _____ newspapers.
 1) being bought 2) bought 3) to buy 4) to be buying
11. She managed _____ 25 metres under water.
 1) swim 2) being swum 3) to swim 4) swimming
12. I offered _____ him my dictionary.
 1) to lend 2) lending 3) lend 4) lended
13. He prefers _____ in this room.
 1) to live 2) lived 3) live 4) live
14. I want you _____ me some information.
 1) give 2) gives 3) giving 4) to give

15. ПРИЧАСТИЕ

Причастие – это неличная форма глагола, имеющая признаки как прилагательного, так и глагола. Существуют простые и сложные формы причастия:

	Active	Passive	
Participle I	<i>building</i>	<i>being built</i>	выражает действие, одновременное с действием глагола-сказуемого.
Participle II	_____	<i>built</i>	выражает действие, одновременное с действием глагола-сказуемого или предшествующее ему.
Perfect Participle	<i>having built</i>	<i>having been built</i>	выражает действие, предшествующее действию глагола-сказуемого.

Participle I Active образуется путем прибавления **-ing** к основе глагола: **build + ing = building**.

Функции Participle I в предложении:

1) **определение**. Переводится причастием активного залога с суффиксами **-ущ, -ющ, -ащ, -ящ, -вш, -ш** или определительным придаточным предложением. В функции определения Participle I может стоять перед определяемым словом или после него:

*The **building** ship is standing in the yard.* – *Строящееся судно стоит на верфи.*

*The ship **building** in the yard is called 'Peter the Great'.* – *Судно, строящееся на верфи, называется «Петр Великий».*

2) **обстоятельство**. Переводится деепричастием с суффиксами **-а, -я, -ав, -ив** или обстоятельственным придаточным предложением:

***Handling** cargo one must take precautions.* – *Обработывая грузы необходимо соблюдать осторожность.*

*Air transportation, **being** one of the means of transportation, is considered to be the fastest one.* – *Авианперевозки, являясь одним из средств транспортировки, считаются самыми быстрыми.*

3) **часть сказуемого** во временах группы Continuous и Perfect Continuous. Переводится глаголом в личной форме:

*The shipbuilders **are applying** the most progressive methods of constructing vessels.* – *Судостроители применяют самые прогрессивные методы строительства судов.*

Participle I с союзами **when** когда и **while** в то время как переводится:

а) деепричастием (или деепричастным оборотом), при этом союз опускается;

б) придаточным предложением с союзами *когда, в то время как*;

в) *при* + существительное:

***When (while) loading** goods they use different handling cargoes facilities.* – *Загружая (когда загружали, при загрузке) товара, они использовали различные средства обработки груза.*

Participle II это 2-я форма глагола. В предложении Participle II может быть:

1) **определением**. Переводится причастием пассивного залога с суффиксами-окончаниями, **-нный, -емый, -имый, -тый, -шийся, -вишийся**. В функции определения Participle II может стоять перед определяемым словом или после него:

*The ships **produced** by our shop are of **improved** quality.* – *Суда, выпускаемые нашим цехом, улучшенного качества.*

Обратите особое внимание на перевод предложений, в которых за подлежащим следуют два слова с окончанием **-ed**. Первое из них обычно является определением в форме Participle II и при переводе ставится перед определяемым словом, второе является сказуемым в Past Indefinite:

*The cargo **transported handled** by crane.* – *Перевозимый груз обрабатывался краном.*

Однако первым словом может быть сказуемое в Past Indefinite, а вторым – Participle II в функции определения:

*Yesterday the engineer **demonstrated improved** mechanisms.* – *Вчера инженер показал усовершенствованные механизмы.*

2) **обстоятельством**. Перед Participle II в функции обстоятельства обычно стоят союзы **when** когда, **if** если, **unless** если не, **as** как. Такой причастный оборот переводит-

ся, как правило, придаточным обстоятельственным предложением, а иногда – предложением *при + существительное*:

As seen from the article these ships are produced at our works. – Как видно из статьи, эти суда изготавливаются на нашем заводе.

Unless tested the mechanisms must not be put into operation. – Если механизм не испытан (не прошел испытаний), его нельзя эксплуатировать.

3) частью сказуемого в пассивном залоге и во временах группы Perfect; переводится глаголом в личной форме:

I was told about this discovery only a few days ago. – Мне сказали об этом открытии только несколько дней назад.

They have considerably developed the engine. – Они значительно усовершенствовали двигатель.

Participle I Passive в предложении может быть:

1) определением. Переводится причастием пассивного залога с суффиксами-окончаниями *-щийся, -вшийся, -мый* или определительным придаточным предложением:

The plant being built in our town will produce ice-breakers. – Завод, строящийся в нашем городе, будет выпускать ледоколы.

2) обстоятельством времени или причины. Обычно переводится обстоятельственным предложением времени или причины (реже причастным оборотом со словом *будучи*):

Being built in our town, the ship will be called the name of one of the first builders. – Так как корабль строится в нашем городе, он будет назван именем одного из первостроителей.

Perfect Participle Active и Passive в предложении являются только обстоятельством (времени или причины) и переводятся:

1) Perfect Participle Active – деепричастием совершенного вида с суффиксами *-ав, -ив* или придаточным предложением:

Having repaired the engine, the mechanic showed it to the engineer. – Отремонтировав мотор, механик показал его инженеру.

Или:

После того как механик отремонтировал мотор, он

2) Perfect Participle Passive – придаточным предложением с союзами *так как, после того как, когда*:

Having been repaired, the engine began operating better. – После того как мотор был отремонтирован, он начал работать лучше.

Тренировочные упражнения

Упр. 31. Переведите предложения обращая внимание на различные формы причастия.

1. The engineer *making* an experiment must take all safety measures.
2. The electric current *passing through* a wire will heat that wire.
3. All the students *taking part* in this work must come to the laboratory tomorrow.
4. I've read an interesting book *describing* important historical events.
5. We came up to the man *standing* at the corner and asked him the way.
6. The people *waiting for* you are factory workers.

7. The conference *taking place* at the University is devoted to problems of nuclear physics.
8. The documents *lying* on the table must be signed today.
9. Gases are composed of particles *moving* at great speed.
10. The *melting* snow keeps constant temperature.
11. *Reading* the book I knew many interesting facts.
12. *Crossing* the street he was caught into an accident.
13. *Mildly speaking*, you are wrong.
14. *Going* to the Institute I met an old friend of mine.
15. *Having* much time he decided to put off the experiment.
16. *Being* a good engineer he managed to do this work in a short time.
17. He was sitting at the table *looking through* the morning mail.
18. *Comparing* the facts we can make the following conclusions.
19. *Inspecting* the apparatus we found it to be out of order.
20. *Revolving* around the Sun, the Earth also revolves around its axis.
21. The machinery *ordered* from abroad will be delivered soon.
22. The opinions *expressed* by critics greatly differ.
23. New methods *used* in machine-building will be discussed at the conference.
24. I cannot forget the story *told* by him.
25. Here are newspapers and magazines *received* by our library.
26. I hope you won't repeat the mistakes *made* in your last dictation.
27. I haven't yet looked through all the journals *sent* to us from abroad.
28. I have read the article *translated* from English.
29. The dictionaries *taken* from the library must be returned by 6 o'clock.
30. The goods *produced* by this factory are of very high quality.
31. The decision *arrived at* was to everybody's satisfaction.
32. *Defeated*, he did not feel discouraged.
33. Some problems *touched upon* in the report are of great importance.
34. The news *received* yesterday upset everybody.
35. The method *mentioned* is worth using.
36. The article *referred to* will be published soon.
37. The lecture *followed* by a number of experiments was delivered by a famous scientist.
38. The analysis *influenced* by several factors was made thoroughly.
39. The body *acted on* by a number of forces is shown in the figure below.
40. The film *followed* by the lecture was of great interest to everybody.

Упр. 32. Заполните пропуск:

1. We saw several people _____ in the lake.
 1) swimming 2) being swum 3) to be swum 4) to be swimming
2. _____ of her arrival, I went to see her.
 1) Being told 2) Told 3) Telling 4) To tell
3. For half an hour we watched her _____.
 1) dances 2) dancing 3) danced 4) to dance
4. I didn't notice them _____ the room.
 1) being left 2) leave 3) left 4) to leave
5. _____ all his money, Martin asked for a loan.
 1) Having spent 2) Spent 3) To have spent 4) To spend
6. _____ a foreign language takes a lot of time.
 1) To be learnt 2) Being learnt 3) Learning 4) Having learnt
7. Mr. Roberts was seen _____ his house at 12.15 last night.
 1) leaving 2) to have left 3) left 4) be leaving

8. While _____ the text, Ann used the dictionary.
 1) being translated 2) translated 3) translate 4) translating
9. The man _____ at the door is my boss.
 1) stood 2) to stand 3) standing 4) to have stood

16. ГЕРУНДИЙ

Герундий – это неличная форма глагола, обладающая одновременно свойствами существительного и глагола. Герундий выражает процесс действия. Существуют простые и сложные формы герундия.

	Active	Passive	
Indefinite	<i>reading</i>	<i>being read</i>	выражает действие, одновременное с действием глагола-сказуемого, или действие, относящееся к будущему
Perfect	<i>having read</i>	<i>having been read</i>	выражает действие, предшествующее действию глагола-сказуемого

Характерным признаком герундия является наличие перед ним:

- 1) предлога;
- 2) притяжательного местоимения;
- 3) существительного в притяжательном или общем падеже.

Gerund Indefinite Active образуется путем прибавления **-ing** к основе глагола. В предложении герундий может быть:

1) подлежащим; переводится существительным или неопределенной формой глагола:

Measuring cargo weights has no difficulties. – **Измерение** веса груза не представляет трудностей.

2) частью сказуемого; переводится существительным или неопределенной формой глагола:

*One of the effects of transportation is **handling** of cargo.* – Одним из действий транспортировки является **обработка** груза.

3) дополнением, прямым или предложным; переводится существительным, неопределенной формой глагола или дополнительным придаточным предложением:

*He likes **reading**.* – Он любит **читать**.

*Thank you for **coming**.* – Благодарю вас за то, что вы **пришли**.

4) определением; имеются два случая употребления герундия в функции определения:

а) герундий стоит перед определяемым словом (переводится прилагательным или существительным):

*a **smoking** room* – **курительная** комната (т.е. комната для курения),

*a **boiling** point* – точка **кипения**;

б) герундий с предлогом стоит после определяемого слова (переводится существительным):

*The idea of **utilizing** the energy of oceans and seas for man's needs is not new.* – **Идея (какая?) использования** энергии океанов и морей для нужд человека не нова.

5) обстоятельством (всегда с предлогом):

Герундий с предлогом	Перевод
<i>in</i> <i>in designing the vessel</i>	1) деепричастием настоящего времени: <i>проектируя судно</i> 2) сочетанием предлога <i>при</i> + существительное: <i>при проектировании судна</i>
<i>on, upon</i> <i>on (upon) reaching deck</i>	1) деепричастием прошедшего времени: <i>достигнув палубы</i> 2) сочетанием <i>при (после)</i> + существительное: <i>при достижении палубы</i>
<i>before, after</i> <i>before (after) handling cargo</i>	1) сочетанием <i>перед (после)</i> + существительное: <i>перед (после) обработки груза</i> 2) придаточным обстоятельственным предложением: <i>до того (после того) как произойдет обработка груза</i>
<i>by</i> <i>by creating new transport</i>	1) деепричастием: <i>создавая новые виды транспорта</i> 2) сочетанием <i>путем (с помощью)</i> + существительное: <i>путем создания новых видов транспорта</i>
<i>without</i> <i>without preheating</i>	1) сочетанием <i>не</i> + деепричастие: <i>не нагревая предварительно</i> 2) сочетанием <i>без</i> + существительное: <i>без предварительного нагрева</i>

Indefinite Gerund Passive обычно переводится глаголом в настоящем времени:

We knew nothing about her being sent to Moscow. – Мы ничего не знали о том, что ее посылают в Москву.

Perfect Gerund Active и **Perfect Gerund Passive** обычно переводятся глаголом в прошедшем времени:

The engineer mentioned his having tested these cargo handling facilities with an entirely satisfactory result. – Инженер упомянул о том, что он испытал эти устройства для обработки груза с вполне удовлетворительным результатом.

We knew nothing of her having been sent to Moscow. – Мы ничего не знали о том, что ее послали в Москву.

16.1. Сравнение герундия и причастия

Формы герундия совпадают с формами причастия. Герундий от причастия отличается:

1) по функции в предложении. Герундий может быть любым членом предложения, причастие – только определением, обстоятельством или частью сказуемого. Если предложение начинается словом с окончанием *-ing*, следует помнить, что оно может быть герундием в функции подлежащего (если за ним идет глагол-сказуемое) или причастием в функции обстоятельства (если за ним следует подлежащее).

Герундий перед глаголом-сказуемым	Причастие перед подлежащим
<i>Testing the motor was necessary.</i> – <i>Испытать мотор</i> было необходимо.	<i>Testing the motor, he saw...</i> – <i>Испытывая мотор, он увидел...</i>

2) по наличию перед герундием притяжательного местоимения или существительного в притяжательном или общем падеже:

We heard of his going to London. – Мы слышали, что он едет в Лондон.

We know of truck transportation being the cheapest type of transportation. – Мы знаем, что автотранспорт самый дешевый вид перевозок.

3) по наличию предлога. Как герундий, так и причастие могут быть обстоятельством и определением. В отличие от причастия, перед герундием в этом случае, как правило, стоит предлог. Перед причастием может стоять союз *when* или *while*.

Герундий	Причастие
в функции обстоятельства	
<i>After testing the motor they put down the results.</i> – После испытания мотора они записали результаты.	<i>(While) testing the motor they put down the results.</i> – Испытывая мотор, они записывали результаты.
в функции определения	
1. <i>There are several ways of producing electricity.</i> – Имеется несколько способов производства электричества. 2. Герундий может употребляться без предлога, если стоит перед определяемым словом: <i>operating principle</i> – принцип действия <i>reading hall</i> – читальный зал	1. <i>The plant producing electricity is very powerful.</i> – Эта установка, производящая электричество, очень мощная. 2. Причастие перед определяемым словом означает, что действие выполняется самим предметом или лицом: <i>operating engine</i> – работающий двигатель <i>reading man</i> – читающий человек

Тренировочные упражнения

Упр. 33. Переведите предложения обращая внимание на функции герундия.

а) в функции подлежащего:

1. *Travelling* abroad can be very interesting.
2. *Going* into every detail is of no use.
3. *Keeping* strict hours of meals must do you a lot of good.
4. *Collecting* postage stamps was his hobby.
5. *Reading* aloud can help you to improve pronunciation.
6. *Making* a program for the computer will be the next question of the discussion.
7. *Acquiring* knowledge is a long and hard process.
8. *Pulling* a rubber band increases its length.
9. *Measuring* the temperature was necessary for our further work.
10. *Solving* difficult problems is a pleasure for a good scientist.
11. Is it any good *crying*?
12. It is no use *discussing* the matter again.
13. It isn't worth while *repairing* the engine.
14. It is useless *speaking* to him; he would not listen to anybody.
15. It was quite unexpected *finding* you there.

б) в функции части сказуемого:

1. My greatest pleasure is *reading* science fiction.
2. The main point of the discussion is *applying* the new methods.
3. The purpose of the experiment was *studying* the new substances.
4. Our aim was *preventing* troubles.
5. Their task is *collecting* and *processing* data.
6. She stopped *answering* my letters.
7. Why do you avoid *seeing* me?
8. He likes *inviting* friends to his house.
9. He hates *reminding* people of their duties or *being reminded* of his.
10. The water requires *filtering*.
11. The idea is worth *considering*.
12. He was busy *looking through* the morning mail.
13. I cannot help *accepting* the obvious fact.
14. Our research group finished *recording* the results of the experiment.
15. We have just begun *programming* the computer.
16. Has it stopped *raining*?

17. We must go on *working*.
18. Everybody enjoyed *exchanging* opinions.
19. The camera wanted *adjusting*.
20. You'd better give up *smoking*.

в) в функции дополнения:

1. You never mentioned *speaking* to them on the subject.
2. Do you mind *telling* him everything?
3. I don't remember ever *seeing* you.
4. Who suggested *discussing* this question?
5. I don't mind *taking part* in the conference.
6. We insist on *sending* him there at once.
7. Excuse me for *giving* you so much trouble.
8. He is proud of *being* an academician.
9. The boy was punished for *missing* classes.
10. She felt sorry for *being* rude to me.
11. They accused me of *deceiving* them.
12. He never thought of *going* abroad.
13. You should prevent him from *taking* such a dangerous step.
14. I am not used to *being treated* in such a way.
15. Did you succeed in *doing* business?
16. They were surprised at *hearing* the news.
17. Our work resulted in *studying* new phenomena.
18. Who is responsible for *making* the experiment?
19. I found them engaged in *assembling* machine-tools.
20. Does anyone object to *launching* an investigation?

з) в функции определения:

1. He showed no sign of *knowing* them.
2. He had a bad habit of *joking* at the wrong moment.
3. The idea of *using* the new substance belongs to my scientific adviser.
4. He displayed no interest in *solving* the problem.
5. What is the most effective method of *transmitting* information?
6. There is no other way of *getting out of* the trouble.
7. There are various instruments for *taking* measurements.
8. The process of *producing* metal articles is rather long.
9. I have no intention of *doing* this work any longer.
10. There is no possibility of *repairing* the engine.

д) в функции обстоятельства:

1. *In discussing* the problem they touched upon some very interesting items.
2. *After looking through* the letters and sorting those out the secretary registered them.
3. He likes to do things *without disturbing* anyone.
4. *Before writing* an article I studied the subject thoroughly.
5. *On coming* to the office he started looking through the morning mail.
6. You can learn English *by reading* English books.
7. Numbers can be multiplied *by using* multiplication tables.
8. *On hearing* the telephone call he rushed to the telephone.
9. You can't learn a foreign language *without knowing* your own one.
10. *Before coming* to any conclusion you should thoroughly analyze all the facts.

Упр. 34. Заполните пропуск:

1. Would you mind _____ just now?
 1) having examined 2) being examined 3) to have examined 4) to be examined
2. Helen enjoys _____ books.
 1) having read 2) to have read 3) reading 4) to be read
3. That car is not worth _____.
 1) repairing 2) being repaired 3) to be repaired 4) to repair
4. He went to the club instead of _____.
 1) have gone home 2) having gone home 3) to go home 4) going home
5. There's no point in _____ again. There's no one at home.
 1) called 2) to have called 3) to call 4) calling
6. Mary is crazy about _____ photographs.
 1) to take 2) taken 3) taking 4) to have taken
7. I am thinking of _____ Ann to a nursery school.
 1) to have sent 2) sending 3) having sent 4) to send
8. Do you mind my _____ you a question?
 1) asking 2) to ask 3) ask 4) asked
9. Do you mind _____ in here?
 1) smoke 2) me smoke 3) to smoke 4) my smoking
10. I didn't like the idea of _____ to the cinema.
 1) to go 2) go 3) gone 4) going

17. СЛОВООБРАЗОВАНИЕ**17.1. Словообразующие суффиксы**

Признаками **существительных** являются следующие суффиксы: *-er, -or, -ian (-an), -age, -ance (-ence), -ancy (ency), -ion (-ation, -tion, -sion, -ssion), -ment, -ness, -th, -ty (-ibility, -ability, -ity)*.

Признаками **прилагательного** являются суффиксы: *-ful, -less, -ic, -al, -able, -ible, -ant, -ent, -ish, -ive, -ous, -y*.

Признаками **наречия** являются следующие суффиксы: *-ly, -ward, -wards*.

17.2. Словообразующие префиксы

В приведенной ниже таблице T14 представлены различные префиксы, которые участвуют в образовании новых слов.

Таблица T14**Основные префиксы (приставки)**

Префиксы с отрицательным значением			
un-	<i>не-, без(с)- раз(с)-</i>	important – важный limited – ограниченный	un important – неважный un limited – безграничный
im- in- il- ir-	<i>не- без(с)-</i>	accuracy – точность possible – возможный legal – легальный responsible – ответственный	in accuracy – неточность im possible – невозможный il legal – нелегальный ir responsible – безответственный
non-	<i>не- без-</i>	conductor – проводник	non -conductor – непроводник (изолятор)
dis-	<i>раз(с)- без(с)-, не-</i>	to close – закрыть to connect – соединить	to dis close – раскрыть to dis connect – разъединить
mis-	<i>неверно</i>	to understand – понимать	to mis understand – неверно понять

Продолжение табл. Т14

Префиксы с разными значениями			
re-	<i>снова еще раз</i>	write – писать use – использовать	rewrite – переписать reuse – снова использовать
super-	<i>сверх- над-</i>	conductive – проводимый	superconductive – сверхпроводимый
sub-	<i>ниже- под- и др.</i>	way – путь, дорога system – система	subway – подземная дорога subsystem – подсистема
over-	<i>сверх-, пере-, над-</i>	to load – нагрузить	to overload – перегрузить
semi-	<i>полу-</i>	conductor – проводник	semiconductor – полупроводник
inter-	<i>между- среди- взаимо-</i>	action – действие national – национальный	interaction – взаимодействие international – международный
en-	(для образо- вания глаго- ла)	large – большой	to enlarge – увеличить
pre-	<i>до- заранее</i>	to heat – нагреть	to preheat – предварительно нагреть
post-	<i>после-</i>	war – война	post-war – послевоенный

Тренировочные упражнения

Упр. 35. Образуйте слова с помощью приведенных суффиксов и переведите их на русский язык.

1) **-er, -or**: to employ, to run, to travel, to produce, to mix, to discover, to organize, to conduct, law, photograph(y), biograph(y);

2) **-ian (-an)**: India, Estonia, Australia, Canada, library, music, electric, mathematic(s), technic(s), academy – academic, theory – theoretic(al), parliament – parliamentar(y);

3) **-age**: to store, to break, to use, to carry, to marry, to drain, to stop, to cover, short, volt, ton, bag;

4) **-ance (-ence), -ancy (-ency)**: to accept, to perform, to appear, to exist, to depend, signific(ant), import(ant), domin(ant), effici(ent), experi(ent), depend(ant), suffici(ent), ag(ent);

5) **-ion (-ation, -tion, -sion, -ssion)**: to organize, to educate, to decide, to form, to attract, to correct, to generate, transport, to examine, to protect;

6) **-ment**: to arrange, to employ, to develop, to ship, to move, to manage, to equip, to govern, to announce;

7) **-ness**: happy, serious, useful, smooth, bright, cool, thick;

8) **-th**: broad, long, deep, wide, strong, dead, true, warm, to grow, to heal;

9) **-ty (-ity, -ability, -ibility)**: possible, special, capable, stable, reliable, minor, major, prior, necess(ary), personal, secure;

10) **-able, -ible**: to measure, to break, to read, to imagine, to control, to compare, to move, to wash, access, comfort;

11) **-al**: season, continent, exception, condition, nation, education, nature, universe, practice, norm, fundament, profession, person, industry, physics;

12) **-ant (-ent)**: to depend, to differ, import(ance), emerg(ence), effici(ency);

13) **-ful**: law, harm, tact, success, thank, truth;

14) **-ary, -ory**: reaction, custom, to advise, to prohibit, explanat(ion), preparat(ion);

15) **-ic (-ical)**: hero, atmosphere, metal, base, climate, geography, academy;

16) **-ive (-ative)**: to create, to talk, to inform, to communicate, to protect, affect;

- 17) **-less**: hope, aim, limit, noise, colour, worth;
 18) **-ous (-ious, -uous)**: advantage, mystery, disaster, humour, scandal, instant;
 19) **-y**: health, storm, earth, noise, dream;
 20) **-ly**: quiet, steady, day, month, loud, bright, cheap, recent, probable, certain, obvious, main, natural;
 21) **-ward, -wards**: up, down, North, East, South.

Упр. 36. Заполните пропуск:

1. The level of _____ was very high at that time.
 1) unemployment 2) inemployment 3) overemployment 4) reemployment
2. Mike tried _____ to phone Cathy several times.
 1) successfully 2) unsuccessfully 3) unsuccessful 4) unsuccess
3. A very important part of the American _____ system is the community college.
 1) educative 2) educate 3) educator 4) educational
4. John left his job because he was _____ to deal with such a large amount of work.
 1) ability 2) uponable 3) unable 4) able
5. Traditional homes have been _____ by big blocks of apartments.
 1) replaced 2) place 3) displaceable 4) placement
6. The last year has shown a slight _____ in the economy.
 1) improve 2) improved 3) improvable 4) improvement
7. If you don't speak the language you feel more like a _____.
 1) foreigner 2) foreignhood 3) foreigndom 4) foreignship
8. Kate is very _____.
 1) friendly 2) friendship 3) friend 4) friendless
9. The article deals with the problem of our country's economic _____.
 1) politics 2) politician 3) policy 4) political
10. She always works _____ and does her best.
 1) hardened 2) harder 3) hard 4) hardly
11. Who gave you those _____ flowers?
 1) beautiful 2) beautify 3) beauty 4) unbeauty
12. It's _____ cold today, considering it's still summer.
 1) unusuall 2) unusually 3) imusually 4) usualness
13. I'd like to do it _____ this time.
 1) differently 2) indifferent 3) different 4) difference
14. People who can only speak their own language are called _____.
 1) linguist 2) linguistic 3) monolingual 4) bilingual
15. The _____ should have more control over newspapers, TV and the Internet.
 1) governance 2) ungovernable 3) government 4) governess
16. It was an _____ interesting journey.
 1) extremity 2) extremist 3) extremely 4) extreme
17. Lots of changes were made but all the attempts had little _____.
 1) effective 2) effectively 3) effecting 4) effect
18. Don't stand near the water! It's _____.
 1) dangerously 2) dangerousless 3) dangerous 4) danger
19. The cabin was _____ furnished.
 1) luxuriant 2) luxuriously 3) luxurious 4) luxuriate
20. This book is of no help – it is _____.
 1) useless 2) unuseful 3) usefulness 4) useful
21. Tina picked up a _____ of snow, and threw it in my face.
 1) handful 2) handship 3) handhood 4) hander

22. There are over one million _____ in this city.
 1) inhabits 2) inhabitants 3) habitants 4) imhabitants
23. This country has a highly _____ system of agriculture.
 1) development 2) develop 3) developed 4) developing
24. _____ research is carried out before the product launch.
 1) Marketology 2) Market 3) Marketization 4) Marketing
25. The neighbouring tribes found it difficult to _____ peacefully.
 1) existent 2) inexistence 3) existence 4) coexist
26. I'm always _____ by my attempt of speaking Greek.
 1) disappointed 2) disappoint 3) disappointment 4) disappointedly
27. Theatre is one of the oldest forms of _____.
 1) entertainment 2) entertain 3) entertainable 4) entertainer
28. The _____ of Stonehenge began about 5,000 years ago.
 1) rebuild 2) built 3) builder 4) building
29. There's been an extraordinary _____ in computer design over the last 20 years.
 1) improvable 2) improver 3) improves 4) improvement
30. There is one evident _____ between Kate and Ann.
 1) similar 2) similarity 3) simile 4) similarly
31. The _____ of this product line is Mr. Johnson.
 1) distribution 2) distributor 3) distribute 4) distributing
32. A shorter, more _____ meeting leaves time for work.
 1) productivity 2) productive 3) productiveness 4) production
33. Cable TV and work desk with _____ telephone lines are available in each room.
 1) modernised 2) modernisation 3) modernism 4) modernist
34. For complete _____ select one of the best diving suits.
 1) relaxation 2) relax 3) relaxative 4) relaxant

18. ФРАЗОВЫЕ ГЛАГОЛЫ

Фразовые глаголы (глагольные словосочетания) – это устойчивые сочетания глагола и наречия, либо глагола и предлога, либо глагола с предлогом и наречием одновременно. Для второго компонента фразовых глаголов в русскоязычной лингвистике общепринятого названия не выработано; для удобства изложения будем называть их «особыми глагольными наречиями» (ОГН).

Наиболее распространенными ОГН являются: *up, down, in, out, on, off, away, back*. Эти слова соединяются с глаголами в сочетания, значение которых иногда прозрачно:

Take your hat off. – **Снимите** шляпу.

Put your hat on. – **Наденьте** шляпу.

Иногда значение этих глаголов идиоматично:

Put off a meeting. – **Отложить** встречу.

Многие ОГН сходны по виду с обычными предлогами. В предложении *I ran down the hill.* – *Я сбегал с холма.* присутствует предлог *down*. А в предложении *The clock has run down.* – *У часов кончился завод (часы остановились).* налицо фразовый глагол *run down* *остановиться, истощиться, кончиться*, в состав которого входит ОГН *down*.

Сравните:

The battery has ran down. – **Батарея села.**

Their car ran down a pedestrian. – **Их автомобиль сбил пешехода.**

Ниже приведен список наиболее употребляемых фразовых глаголов.

Таблица Т15

Фразовые глаголы

Фразовый глагол	Перевод
1	2
apply for (a job)	подавать заявление о приеме на работу
be fond of	любить, нравиться
be interested in	интересоваться
be tired of	уставать
break down	нарушать (планы и т.п.)
bring up	вскармливать, воспитывать
call back	перезвонить по телефону (позже)
congratulate with	поздравлять
depend on	зависеть
get in	приходить домой
give up	бросить, отказаться от чего-л.
give over	отказаться
go on	продолжать
grow up	взрослеть
insist on	настаивать
look after	присматривать, заботиться
look forward to	ожидать предвкушать что-л.
look for	искать, подыскивать, присматривать
look up	искать (в справочнике)
put away	отказываться (от мысли, привычки)
put out	тушить, гасить, выключать
put through	соединить по телефону
run down	сбить (машиной)
speak up	говорить громко и отчетливо
succeed in	удаваться, преуспевать, иметь успех
take up	заниматься, продолжать, отнимать время
take on	приступать к работе, приниматься за работу
turn up	усиливать, прибавлять, увеличивать (громкость, яркость и т.п.)

Тренировочные упражнения

Упр. 37. Заполните пропуск:

- Sarah _____ jogging in order to lose weight.
1) took up 2) took over 3) took off 4) took down
- David _____ to respect his family.
1) was brought out 2) was brought away 3) was brought off 4) was brought up
- Can you ask Jan to call me as soon as she _____?
1) gets in 2) gets on 3) gets after 4) gets round
- The secretary _____ her number _____ in the telephone book.
1) looked ... up 2) looked ... in 3) looked ... forward 4) looked ... down
- Richard was _____ by a car and taken to hospital.
1) run away 2) run down 3) run into 4) run across
- The new manager will _____ next week.
1) take over 2) take after 3) take on 4) take off

7. Sam spent half an hour _____ his keys.
 1) looking for 2) looking into 3) looking after 4) looking through
8. Jim _____ the volume _____ so he could listen to the news.
 1) turned ... to 2) turned ... off 3) turned ... up 4) turned ... down
9. It took the firemen three hours to _____ the fire.
 1) put on 2) put out 3) put off 4) put down
10. We began work at 3 p.m. and _____ till 9 p.m.
 1) go on 2) go from 3) go after 4) go by
11. Dear Tom, Marry and me would like to _____ you _____ your birthday.
 1) congratulate ... to 2) congratulate ... from
 3) congratulate ... on 4) congratulate ... with
12. Nowadays a lot of children _____ in one-parent families.
 1) are brought out 2) are brought in 3) are brought up 4) are brought on
13. Are you _____ working for us?
 1) interested in 2) interested on 3) interested at 4) interested with
14. Our daughter is _____ learning foreign languages.
 1) fond with 2) fond of 3) fond for 4) fond in
15. I am really _____ fashion. So am I.
 1) interested in 2) interested on 3) interested with 4) interested at
16. I am looking forward _____ seeing you at Christmas.
 1) – 2) with 3) in 4) to
17. It depended _____ us what flight to choose.
 1) – 2) on 3) from 4) at
18. I can't hear you. Please speak _____!
 1) up 2) off 3) over 4) across
19. I asked the receptionist to put me _____ to the manager.
 1) from 2) with 3) away 4) through
20. I'm sure they will be very interested _____ our suggestion.
 1) in 2) at 3) with 4) for
21. I hope you succeed _____ finding the job you want.
 1) with 2) out 3) on 4) in
22. I'm _____ to seeing you again.
 1) looking forward 2) looking for 3) looking up 4) looking at
23. Are you interested _____ working for us?
 1) in 2) on 3) at 4) with
24. Where is Jane? I am tired _____ waiting?
 1) about 2) of 3) with 4) to
25. I'll look _____ your children if you are busy tomorrow.
 1) like 2) for 3) at 4) after
26. Chris is trying to give _____ smoking.
 1) up 2) from 3) down 4) out
27. Your mother called. She wants you to call her _____ tonight.
 1) off 2) back 3) for 4) over
28. Paul _____ visiting his parents.
 1) insisted of 2) insisted to 3) insisted – 4) insisted on
29. Sam _____ so fast. I think he's going to be a tall guy.
 1) is growing from 2) is growing over 3) is growing out 4) is growing up
30. It depended _____ us what flight to choose.
 1) on 2) from 3) at 4) –

Таблица Т16

Список неправильных глаголов

Infinitive	Past Indefinite	Participle II	Перевод
1	2	3	4
to be	was, were	been	быть
to become	became	become	становиться
to begin	began	begun	начинать(ся)
to blow	blew	blown	дуть
to break	broke	broken	ломать, разбивать
to bring	brought	brought	приносить
to broadcast	broadcast; -ed	broadcast; -ed	передавать по радио
to build	built	built	строить
to buy	bought	bought	покупать
to choose	chose	chosen	выбирать
to come	came	come	приходить, приезжать
to cost	cost	cost	стоить
to cut	cut	cut	резать
to deal (with)	dealt (with)	dealt (with)	иметь дело с
to do	did	done	делать
to draw	drew	drawn	рисовать, чертить
to drink	drank	drunk	пить
to drive	drove	driven	везти, управлять
to eat	ate	eaten	есть (принимать пищу)
to fall	fell	fallen	падать
to feel	felt	felt	чувствовать
to find	found	found	находить
to fly	flew	flown	летать
to foresee	foresaw	foreseen	предвидеть
to forget	forgot	forgotten	забывать
to get	got	got	получать, становиться
to give	gave	given	давать
to go	went	gone	идти, ехать
to grow	grew	grown	расти, становиться
to hang	hung	hung	висеть, вешать
to have	had	had	иметь
to hear	heard	heard	слышать
to hold	held	held	держать, владеть
to keep	kept	kept	держать, хранить
to know	knew	known	знать
to lay	laid	laid	класть
to lead	led	led	вести
to learn	learnt; ~-ed	learnt; ~-ed	учиться, узнавать
to leave	left	left	оставлять, уезжать
to let	let	let	позволять, пускать
to lose	lost	lost	терять
to make	made	made	делать
to mean	meant	meant	значить, предполагать
to meet	met	met	встречать
to pay	paid	paid	платить
to put	put	put	класть
to read	read	read	читать
to ring	rang	rung	звонить, звенеть
to rise	rose	risen	вставать
to run	ran	run	бежать

Продолжение табл. Т16

1	2	3	4
to say	said	said	говорить, сказать
to see	saw	seen	видеть
to sell	sold	sold	продавать
to send	sent	sent	посылать
to set	set	set	ставить, устанавливать
to show	showed	shown	показывать
to sit	sat	sat	сидеть
to speak	spoke	spoken	говорить
to spend	spent	spent	тратить, проводить
to spread	spread	spread	распространять(ся)
to stand	stood	stood	стоять
to swim	swam	swum	плавать
to take	took	taken	брать
to teach	taught	taught	учить, обучать
to tell	told	told	рассказывать
to think	thought	thought	думать
to understand	understood	understood	понимать
to wear	wore	worn	носить
to win	won	won	выигрывать
to write	wrote	written	писать

ЧАСТЬ 2. СТРАНОВЕДЕНИЕ

1. ВЕЛИКОБРИТАНИЯ

TEXT A. THE UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND

Упр. 1. Прочитайте и запомните слова:

to consist of – состоять

capital – столица

mountain – гора

constitutional monarchy – конституционная монархия

patron – покровитель

Упр. 2. Прочитайте текст.

The United Kingdom of Great Britain and Northern Ireland (the UK) is situated on the British Isles. The British Isles consist of two large islands, Great Britain and Ireland, and about five thousand small islands. Their total area is over 244, 000 square kilometers.

The United Kingdom is made up of four countries: England, Wales, Scotland and Northern Ireland. Their capitals are London, Cardiff, Edinburgh and Belfast respectively. The term *Great Britain* can refer either to the largest island within the United Kingdom of Great Britain and Northern Ireland, or to England, Scotland and Wales as a unit (including many smaller islands associated with these three countries). It does not include Northern Ireland. But in everyday speech “Great Britain” is used to mean the United Kingdom. The capital of the UK is London.

Great Britain is separated from the continent by the English Channel and the Strait of Dover. The country is washed by the waters of the Atlantic Ocean. Great Britain is separated from Belgium and Holland by the North Sea, and from Ireland – by the Irish Sea.

The mountains cover the greater part of northern, western and middle Great Britain. They can be divided into several groups.

The Highlands of Scotland occupy most of the land to the north-west of a line drawn from Glasgow to Aberdeen. The Highlands of Scotland are among the oldest mountains in the world. Ben Nevis (1343 m) is the highest mountain of the British Isles.

The Southern Uplands and the Pennines, which stretch in the north-south direction across the northern and middle parts of England, form a practically continuous group.

Nearly the whole of Wales is occupied by the Cambrians. The highest peak of the Cumbrians is Snowdon (1085 m).

The south-eastern part of England is Lowland.

The United Kingdom is a constitutional monarchy (or parliamentary monarchy). This means that it has a monarch (a king or a queen) as its Head of State. The present British monarch is Queen Elizabeth II, who succeeded to the throne in 1952. The monarch has very little power and can only reign with the support of Parliament, which consists of the House of Commons and the House of Lords.

The UK has close relations with major Commonwealth countries (former British colonies): Singapore, South Africa, and Canada, Australia and New Zealand and others. The Queen of Great Britain is also the Head of the Commonwealth, and so the Queen of Canada, Australia, New Zealand.

The flag of the United Kingdom, known as the Union Jack, is made up of three crosses. The upright red cross is the cross of St. George, the patron saint of England. The white diago-

nal cross is the cross of St. Andrew, the patron saint of Scotland. The red diagonal cross is the cross of St. Patrick, the patron saint of Ireland.

Упр. 3. Выберите правильный вариант, пользуясь информацией из текста:

1. The highest mountain in Great Britain is _____.
 1) Ben Nevis 2) Anglesey 3) Cornwell 4) Snowdon
2. The capital of Wales is _____.
 1) Cardiff 2) Edinburgh 3) London 4) Belfast
3. British Parliament consists of _____.
 1) the Senate and the House of Commons
 2) the Senate and the House of Representatives
 3) the House of Representatives and the House of Lords
 4) the House of Commons and the House of Lords
4. The United Kingdom of Great Britain and Northern Ireland is a _____.
 1) parliamentary monarchy 2) monarchy
 3) federal republic 4) republic
5. The United Kingdom of Great Britain and Northern Ireland consists of _____.
 1) five parts 2) three parts 3) four parts 4) two parts
6. St. Patrick is the patron of _____.
 1) Wales 2) England 3) Scotland 4) Ireland

TEXT B. LONDON AND ITS ATTRACTIONS

Упр. 1. Прочитайте и запомните слова:

river – река

famous – выдающийся, знаменитый, известный, прославленный

cathedral – кафедральный собор

monument – памятник

residence – местожительство; местонахождение, местопребывание, резиденция

art gallery – картинная галерея

Упр. 2. Прочитайте текст.

London is the capital city of England and the United Kingdom, the largest metropolitan area in the United Kingdom, and the largest urban zone in the European Union by most measures. Located on the river Thames, London has been a major settlement for two millennia, its history going back to its founding by the Romans, who called it *Londinium*.

Traditionally London is divided into several parts the City, Westminster, the West End and the East End. The heart of London is the City, its historical, commercial, financial and business centre. Numerous banks, offices and firms are situated there, including the bank of England, the Stock Exchange. There some famous ancient buildings within the City. The most striking of them is St. Paul's Cathedral, the greatest of English churches. It was built in the 17th century by the famous architect Sir Christopher Wren. The Tower of London was founded by Julius Caesar and in 1066 rebuilt by William the Conqueror. It was used as a fortress, a royal palace, a prison and royal treasury. Now it is a museum.

Westminster is the historic, the governmental part of London.

The West End of London is famous for its beautiful monuments and palaces, fine parks fashionable shopping centers and expensive hotels. Westminster Abbey has more historic associations than any other building in Britain. Nearly all English kings and queens have been crowned here. Many outstanding statesmen, scientists, writers, poets and painters are buried here: Newton, Darwin, Chaucer, Dickens, Kipling, etc.

Across the road from Westminster Abbey is Westminster Palace or the Houses of Parliament, the seat of the British Parliament. The Clock Tower of the Houses of Parliament is famous for its big hour bell, known as "Big Ben". In the West End is Buckingham Palace, the Queen's residence.

The best-known streets here are Whitehall with important Government offices, №10 Downing Street, the London residence of the Prime Minister and the place where the Cabinet meets, Fleet Street where most newspapers once had their offices and some others.

There are many places of interest in London. One of them is Trafalgar Square with the Nelson's monument and the National Gallery with its rich collection of European paintings. Not far away is the British Museum – the biggest museum in London. It contains a priceless collection of ancient manuscripts, coins, sculptures, etc., and is famous for its library.

As London is on the banks of the river Thames there are a number of bridges in London. The most famous of them are the Tower Bridge, Waterloo Bridge and Westminster Bridge.

A lot of people from Britain and all over the world come every year to visit these fine sights of London.

The port of London is in the East End.

Упр. 3. Выберите правильный вариант, пользуясь информацией из текста:

1. The official residence of the Prime Minister of the United Kingdom of Great Britain and Northern Ireland is _____.

- | | |
|----------------------|-----------------------|
| 1) Scotland Yard | 2) №10 Downing Street |
| 3) Buckingham Palace | 4) the West End |

2. The Royal family lives in _____.

- | | |
|-----------------------|-----------------------|
| 1) Tower of London | 2) №10 Downing Street |
| 3) Westminster Palace | 4) Buckingham Palace |

3. _____ is a commercial part of London.

- | | | | |
|----------------|-------------|-----------------|-----------------|
| 1) Westminster | 2) The City | 3) The East End | 4) The West End |
|----------------|-------------|-----------------|-----------------|

4. Big Ben is _____.

- | | | | |
|-------------|-------------|---------------|-----------|
| 1) a museum | 2) a palace | 3) a fortress | 4) a bell |
|-------------|-------------|---------------|-----------|

5. The financial centre of London is _____.

- | | | | |
|----------------|-------------|-----------------|-----------------|
| 1) Westminster | 2) the City | 3) The West End | 4) The East End |
|----------------|-------------|-----------------|-----------------|

6. London is situated on _____.

- | | | | |
|---------------------|---------------|---------------|--------------------|
| 1) the Hudson River | 2) the Severn | 3) the Thames | 4) the Mississippi |
|---------------------|---------------|---------------|--------------------|

7. The oldest part of London is _____.

- | | | | |
|--------------|-----------------|-------------|-----------------|
| 1) Hyde Park | 2) the East End | 3) the City | 4) the West End |
|--------------|-----------------|-------------|-----------------|

8. British Museum is situated in _____.

- | | | | |
|--------------|--------------|---------------|-----------|
| 1) Edinburgh | 2) Cambridge | 3) Washington | 4) London |
|--------------|--------------|---------------|-----------|

9. The Tower is a _____ nowadays.
 1) prison 2) fortress 3) library 4) museum

10. The famous London art gallery is called _____.
 1) the Metropolitan Museum 2) the Art Exhibition
 3) the National Gallery 4) the British Museum

11. St. Paul's Cathedral, the greatest monument and Wren's masterpiece, is situated in _____.
 1) Oxford 2) London 3) Liverpool 4) Manchester

2. СОЕДИНЕННЫЕ ШТАТЫ АМЕРИКИ

ТЕКСТ А. THE USA

Упр. 1. Прочитайте и запомните слова:

state – штат

library – библиотека

melting pot – тигель, плавильный котёл

headquarters – главный орган управления какими-либо структурами, главное управление, центр; центральный орган

Statue of Liberty – Статуя Свободы

stripe – полоса

star – звезда

Упр. 2. Прочитайте текст.

The United States of America is the fourth largest country in the world. The USA borders on Canada in the north and on Mexico in the south. It also has a sea-border with Russia.

The USA is made up of 50 states and the District of Columbia, a special federal area, where the capital of the country, Washington, is situated. The White House, where the US President lives and works, the Capitol, the home of the US Congress, and the Supreme Court, are all in Washington. Not far from the Capitol is the Library of Congress, the largest library in the States. It contains more than 13 million books, more than 19 million manuscripts, including the personal papers of the US presidents.

Washington was named after the first US President George Washington.

The population of the USA is about 250 million people of many nationalities. A well-known name for the USA is "melting pot".

If we look at the map of the USA, we can see lowlands and mountains. The highest mountains are the Rocky Mountains, the Cordillera and Sierra Nevada.

America's largest rivers are the Mississippi, the Missouri, the Rio Grande and the Columbia. The Great Lakes on the border with Canada are the largest and deepest in the USA.

The largest cities are New York, Los Angeles, Chicago. Philadelphia, Detroit, San Francisco, Washington and others.

New York is the largest city in the United States and one of the the largest cities in the world. It is situated in the natural harbour of the mouth of the Hudson River.

There are five boroughs in New York: Brooklyn, the Bronx, Manhattan, Queens and Richmond.

Manhattan is the smallest island in New York, is the real centre of the city. When people say "New York" they usually mean Manhattan.

The United Nations has its headquarters in Manhattan.

The Statue of Liberty is established in New York Harbor at Liberty Island.

New York is the national leader in business, finance, manufacturing, advertising, fashion and the arts. New York is often called the cultural capital of the USA. The city has the Metropolitan Museum of Art that is considered to be one of the most famous American art museums, the Museum of Modern Art, the Lincoln Arts Centre.

The USA is a federal republic. The American parliament (called Congress) has two chambers: the House of Representatives and the Senate. According to the Constitution a president's office is limited to two terms of 4 years each.

The flag of the USA has 13 red and white stripes representing the original 13 states and 50 stars – for each of 50 states of the country. It is called Stars and Stripes.

America as any other country has its own customs, traditions and holidays. For instance, on the 4th of July Americans celebrate Independence Day that gave birth to the American nation. In the USA the Declaration of Independence was signed on July 4, 1776.

Упр. 3. Выберите правильный вариант, пользуясь информацией из текста:

1. The US flag is called _____.
1) Uncle Jack 2) Stars and Stripes 3) Union Jack 4) Maple Leaf
2. The main lakes in the USA are the _____ in the north.
1) Gigantic Lakes 2) Grand lakes 3) Large Lakes 4) Great Lakes
3. The Library of Congress is situated in _____.
1) Boston 2) London 3) Oxford 4) Washington
4. The US president lives in _____.
1) Yellowstone 2) the White House 3) the West End 4) West Point
5. American people choose a new President every _____.
1) 2 years 2) 5 years 3) 4 years 4) 3 years
6. In the USA _____ on July 4, 1776.
1) the Revolutionary War began 2) the Declaration was signed
3) the Civil War began 4) the first President was elected
7. The Statue of Liberty stands on an island in _____ Harbour.
1) Philadelphia 2) New York 3) Boston 4) Washington
8. The USA is a federal republic consisting of _____ states.
1) 52 2) 48 3) 50 4) 54
9. One of the famous American art museums is _____.
1) Tate Gallery 2) Prado 3) British Museum 4) Metropolitan Museum
10. The first president of the USA was _____.
1) Andrew Jackson 2) Thomas Jefferson
3) George Washington 4) John Adams
11. The official home of the US President is _____.
1) the White House 2) the Empire State Building
3) the National Capitol 4) the Golden Palace
12. When people travel to the USA they want to see _____.
1) the Eiffel Tower 2) Bake Street 3) Big Ben 4) the Statue of Liberty

13. The USA consists of 50 _____.
 1) counties 2) districts 3) states 4) republics
14. The President of the USA is chosen in a national election for _____ term of office.
 1) a five-year 2) a two-year 3) a three-year 4) a four-year
15. The biggest river of the USA is _____.
 1) the Thames 2) the Mississippi 3) the Hudson River 4) the Colorado
16. There are _____ stars on the USA flag.
 1) 50 2) 47 3) 51 4) 49
17. A well-known name for the USA is _____.
 1) “wild world” 2) “melting pot” 3) “great empire” 4) “crazy tribes”
18. The United Nations headquarters building is in _____.
 1) San Francisco 2) Chicago 3) New York 4) Washington
19. How many stripes are there on the US flag?
 1) 13 2) 17 3) 20 4) 31

3. КАНАДА

TEXT A. CANADA

Упр. 1. Прочитайте и запомните слова:

border – граница

official language – официальный язык; государственный язык

province – провинция (единица административно-территориального деления государства)

to make up – собирать; формировать

territory – территория (административная единица в США, Канаде, Австралии, не имеющая прав штата или провинции)

maple leaf – кленовый лист

population – население; жители

origin – происхождение

head of state – глава государства

Упр. 2. Прочитайте текст.

Canada is a country in North America consisting of 10 provinces and 3 territories. Located in the northern part of the continent, it extends from the Atlantic to the Pacific and northward into the Arctic Ocean. At 9.98 million square kilometres in total, Canada is the world's second-largest country by total area, and its common border with the United States is the world's longest land border shared by the same two countries.

The official languages of Canada are English and French, which “have equality of status and equal rights and privileges as to their use in all institutions of the Parliament and Government of Canada” according to Canada's constitution. Official bilingualism is the term used in Canada to collectively describe the policies, constitutional provisions, and laws which ensure the legal equality of English and French in the Parliament and courts of Canada, protect the linguistic rights of English and French-speaking minorities in different provinces, and ensure a level of government services in both languages across Canada.

The capital of Canada is Ottawa. The largest cities are Toronto, Montreal and Vancouver.

The provinces and territories of Canada combine to make up the world's second-largest country by area. The ten provinces are Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan. The three territories are Northwest Territories, Nunavut, and Yukon.

The land that is now Canada has been inhabited for millennia by various Aboriginal peoples. Beginning in the late 15th century, British and French colonies were established on the region's Atlantic coast. As a consequence of various conflicts, the United Kingdom gained and lost North American territories until left in the late 18th century with what mostly comprises Canada today. On July 1, 1867, three British colonies joined to form the federal dominion of Canada. Other colonies subsequently joined and the remainder of Britain's lands was transferred to Canada. Most of the Canadian population is of British and French origin.

Canada is a federal parliamentary democracy and a constitutional monarchy, with Queen Elizabeth II as its head of state. Canada is a member of the Commonwealth of Nations. The country is officially bilingual at the federal level. It is one of the world's most ethnically diverse and multicultural nations, the product of large-scale immigration from many countries, with a population of approximately 35 million as of December 2012.

Its advanced economy is one of the largest in the world, relying chiefly upon its abundant natural resources and well-developed trade networks. Canada's long and complex relationship with the United States has had a significant impact on its economy and culture.

The official symbols of Canada are a maple leaf, a beaver and the Canadian horse. There is a red maple leaf on the official flag of Canada.

Ice hockey is the national sport of Canada.

Упр. 3. Выберите правильный вариант, пользуясь информацией из текста:

1. _____ is not situated in Canada.
 1) Ottawa 2) Toronto 3) Boston 4) Quebec
2. Canada is situated in _____.
 1) South Africa 2) North Africa 3) South America 4) North America
3. Most of the Canadian population is of _____ origin.
 1) Irish and Scottish 2) French and Italian
 3) Welsh and English 4) British and French
4. The official head of state in Canada is the _____.
 1) House of Lords 2) Senate
 3) Monarch of Britain 4) House of Commons
5. Quebec is the province of _____.
 1) New Zealand 2) Great Britain 3) Australia 4) Canada
6. The Great Lakes are situated between Canada and _____.
 1) Cuba 2) the USA 3) Great Britain 4) Mexico
7. Canada became independent from _____.
 1) the USA 2) Australia 3) New Zealand 4) the United Kingdom
8. In the south and in the north Canada borders on _____.
 1) the USA 2) New Zealand 3) Australia 4) the United Kingdom
9. Canada is a _____.
 1) monarchy 2) federal parliamentary state
 3) republic 4) constitutional monarchy

10. The two largest ethnic groups of Canada are _____.
 1) Indians and British 2) French and German
 3) people of British and French ancestry 4) British and American
11. Canada is a parliamentary democracy and a constitutional monarchy with _____ as its head of state.
 1) President 2) Lord-governor 3) Prince Albert 4) Queen Elizabeth II
12. The official languages of Canada are _____.
 1) British English and American English 2) English and German
 3) French and German 4) English and French
13. There is _____ on the official flag of Canada.
 1) a red star 2) a red maple leaf
 3) a number of stars and stripes 4) a green birch leaf
14. The capital of Canada is _____.
 1) Ottawa 2) Toronto 3) Quebec 4) Washington
15. Canada's official national winter sport is _____.
 1) ice hockey 2) ice golf 3) skating 4) skiing
16. The Canadian Federal Parliament consists of _____.
 1) the Senate and the House of Representatives
 2) the House of Lords and the House of Commons
 3) the House of Representatives and the House of Lords
 4) the Senate and the House of Commons
17. Canada is made up of _____.
 1) states 2) districts 3) provinces 4) counties
18. French is an official language in _____.
 1) New Zealand 2) Canada 3) India 4) Sweden

4. ВЫДАЮЩИЕСЯ ЛИЧНОСТИ АНГЛО-ГОВОРЯЩИХ СТРАН И ИНТЕРЕСНЫЕ ФАКТЫ

Do you know that...?

4.1. Queen Elisabeth I

The country was left in a lot of debt and was having problems with religion as the previous monarch (Bloody Mary) decided that Catholicism would be the only religion in England. *Elizabeth I* brought the country out of debt, did not require people to be Catholic, won the battle against the Spanish Armada, organized the ships that voyaged off to find new land and played a large part in making England one of the most powerful countries in the world. In English history the reign of the Queen is known as the "Golden Age".

debt – долг

Bloody Mary – Мария Кровавая (прозвище королевы Марии Тюдор [Mary Tudor, 1516-58], данное ей протестантами [Protestant], которых она жестоко преследовала)

reign – правление, царствование

the Golden Age – Золотой век (1558-1603; в английской истории – царствование королевы Елизаветы I)

4.2. Queen Elisabeth II

The present *Queen Elisabeth II* was born in 1926. Being the elder daughter of King George VI and Queen Elisabeth, she succeeded to the throne on the death of her father, in 1952. She was married in 1947 to Prince Philip, Duke of Edinburgh. The Queen's heir is her eldest son Charles, Prince of Wales, born in 1948. Her Majesty has got a daughter – Princess Ann (born in 1950), and two more sons Prince Andrew (born in 1960) and Prince Edward (born in 1964).

to succeed to the throne – унаследовать трон, корону

the heir to the throne – наследник престола

born – родившийся; появившийся на свет

Most of the time, *Queen Elisabeth II* and her consort, Prince Philip, live at Windsor Castle in Berkshire. She also often resides at Buckingham Palace in London, which is her official residence, and where her principal offices are maintained. She sometimes lives at her other private residences, Sandringham House in Norfolk and Balmoral Castle in Scotland. The monarch also maintains official residences at Holyrood Palace in Edinburgh and Hillsborough Castle in County Down, Northern Ireland. She rarely stays at Holyrood, however (generally only if she has business at the Scottish Parliament), and Hillsborough Castle is primarily used by the Secretary of State for Northern Ireland. Sandringham House in Norfolk and Balmoral Castle in Scotland, unlike the official residences, are personal possessions and ownership is not a consequence of being monarch.

to reside – проживать, жить; пребывать, находиться

to stay – останавливаться, жить; гостить

4.3. Sir Laurence Olivier

Sir Laurence Olivier (1907-1989) was one of the most famous and revered actors of the 20th century. Along with his contemporaries John Gielgud, Peggy Ashcroft and Ralph Richardson, he played a wide variety of roles on stage and screen from Greek tragedy, Shakespeare and Restoration comedy to modern American and British drama. He was the first artistic director of the National Theatre of Great Britain and its main stage is named in his honour.

famous – выдающийся, знаменитый, известный

stage – сцена, театральные подмостки

screen – экран

4.4. Joanne Rowling

Joanne “Jo” Rowling (born 31 July, 1965), pen names *J. K. Rowling* and *Robert Galbraith*, is a British novelist, best known as the author of the *Harry Potter* fantasy series. The *Potter* books have gained worldwide attention, won multiple awards, and sold more than 400 million copies. They have become the best-selling book series in history, and been the basis for a series of films which has become the highest-grossing film series in history. Rowling was working as a researcher and bilingual secretary when she conceived the idea for the *Harry Potter* series on a delayed train from Manchester to London in 1990. The seven-year period that followed entailed the death of her mother, divorce from her first husband and poverty until Rowling finished the first novel in the series, *Harry Potter and the Philosopher's Stone* (1997). Rowling subsequently published 6 sequels – the last, *Harry Potter and the Deathly Hallows* (2007) – as well as 3 supplements to the series. Rowling has led a “rags to riches”

life story, in which she progressed from living on state benefits to multi-millionaire status within five years. She is the United Kingdom's best-selling author since records began, with sales in excess of £238 million. The 2008 *Sunday Times Rich List* estimated Rowling's fortune at £560 million (\$798 million), ranking her as the twelfth richest woman in the United Kingdom. *Forbes* ranked Rowling as the forty-eighth most powerful celebrity of 2007.

pen name – псевдоним

author – автор; литератор, писатель, сочинитель

delayed – отложенный, отсроченный; запаздывающий

rags-to-riches story – рассказ, в котором героиня из бедной семьи становится богатой; быстрое обогащение

celebrity – знаменитый человек; знаменитость; звезда

4.5. Queen Victoria

Queen Victoria (Alexandrina Victoria; 24 May 1819 – 22 January 1901) was the monarch of the United Kingdom of Great Britain and Ireland from 20 June 1837 until her death. She ruled for the longest period in British history.

4.6. Margaret Thatcher

Margaret Hilda Thatcher, Baroness Thatcher, (née Roberts, 13 October 1925 – 8 April 2013). M. Thatcher was a chemist by profession before becoming a *barrister*. She was the Prime Minister of the United Kingdom from 1979 to 1990 and the Leader of the Conservative Party from 1975 to 1990. She was the longest-serving British Prime Minister of the 20th century and is the only woman to have held the office. A Soviet journalist dubbed her the “Iron Lady”, a nickname that became associated with her uncompromising politics and leadership style. As Prime Minister, she implemented policies that have come to be known as Thatcherism.

barrister – адвокат, барристер

to dub – окрестить, дать прозвище, снабдить кличкой

4.7. John Constable

John Constable (11 June 1776 – 31 March 1837) was an English Romantic painter. Born in Suffolk, he is known principally for his landscape paintings of Dedham Vale, the area surrounding his home – now known as “Constable Country” – which he invested with an intensity of affection.

painter – художник

landscape – ландшафт, пейзаж

4.8. William Shakespeare

William Shakespeare was born and brought up in Stratford-upon-Avon (26 April 1564 – 23 April 1616). He was an English poet, playwright and actor, widely regarded as the greatest writer in the English language and the world's pre-eminent dramatist. He is often called England's national poet and the “Bard of Avon”.

was born – родился

playwright – драматург

4.9. Robert Burns

Robert Burns (25 January 1759 – 21 July 1796) (also known as *Robbie Burns*, *Rabbie Burns*, *Scotland's favourite son*, the *Ploughman Poet*, *Robden of Solway Firth*, the *Bard of Ayrshire* and in Scotland as *The Bard*) was a Scottish poet and lyricist. He is widely regarded as the national poet of Scotland and is celebrated worldwide. He is the best known of the poets who have written in the Scots language, although much of his writing is also in English and a light Scots dialect, accessible to an audience beyond Scotland.

is regarded as – считается

accessible – доступный; понятный

audience – публика, аудитория

4.10. Abraham Lincoln

Abraham Lincoln was the sixteen president of the United States. Lincoln was elected president of the United States in 1860. His election was received throughout the South with general disappointment and dismay, because the people there thought that Lincoln would oppose the holding of slaves by the people of any state. Soon the southern states tried to secede, and the great Civil War was on. It began in 1861, and in 1862 Lincoln issued the Emancipation Proclamation, by which he set free all the slaves held within any state that was in rebellion against the United States. The war ended in April 1865; and it was Lincoln's efforts more than anyone else's that saved the nation.

slave – невольник, раб

to set free – освобождать

4.11. Agatha Christie

Agatha Christie is known all over the world as the Queen of Crime. She was born at Torquay, Devonshire (England). Agatha Christie wrote 78 crime novels, 19 plays and 6 romantic novels under the name of Mary Westmacott. Her books have been translated into 103 foreign languages. She is the third best-selling author in the world (after Shakespeare and the Bible). Many of her novels and short stories have been filmed. Agatha Christie's language is simple and good and it is pleasant to read her books in the original.

crime – преступление; злодеяние, нарушение

author – автор

4.12. Jamie Rae Salé

Jamie Rae Salé (born April 21, 1977) is a Canadian pair skater. With partner David Pelletier, she is a 2002 Olympic Champion and the 2001 World Champion. Salé & Pelletier's Olympic gold medal was shared with the Russian pair Elena Berezhnaya and Anton Sikharulidze after the 2002 Winter Olympics figure skating scandal. At the 2002 Winter Olympics held in Salt Lake City, allegations arose that the pairs' figure skating competition had been fixed. The controversy led to two pair teams receiving gold medals: the original winners Elena Berezhnaya and Anton Sikharulidze of Russia and original silver-medalists Jamie Salé and David Pelletier of Canada. The scandal was one of the causes for the revamp of scoring in figure skating.

figure skating – фигурное катание

competition – соревнование, состязание

4.13. Alexander Graham Bell

Alexander Graham Bell received the first patent for a telephone in 1876. He came up with the idea at his summer home in Brantford, Ontario, Canada, but built the first device in Boston, Massachusetts, USA. There are several other competing claims for who should be given credit for inventing the telephone, including Antonio Meucci and Elisha Gray. The basic principle of the telephone is that the vibrations of sound waves hitting a conductor can cause the electricity passing through the conductor to fluctuate, and those electrical fluctuations can then cause a magnet to recreate the sound waves. If you speak at the first conductor (the microphone), and then pass the electrical fluctuations to a magnet (the speaker) at the other end of a wire, you have a telephone.

device – устройство, приспособление; механизм; аппарат,
to invent – изобретать

4.14. The Beatles

The Beatles were an English rock band that formed in Liverpool, in 1960. With *John Lennon*, *Paul McCartney*, *George Harrison*, and *Ringo Starr*, they became widely regarded as the greatest and most influential act of the rock era. Rooted in skiffle, beat, and 1950s rock and roll, the Beatles later experimented with several genres, ranging from pop ballads to psychedelic and hard rock, often incorporating classical elements in innovative ways. In the early 1960s, their enormous popularity first emerged as “Beatlemania”, but as their songwriting grew in sophistication they came to be perceived as an embodiment of the ideals shared by the era’s sociocultural revolutions. According to the RIAA, the Beatles are the best-selling band in the United States, with 177 million certified units. They have had more number-one albums on the British charts and sold more singles in the UK than any other act. In 2008, the group topped Billboard magazine's list of the all-time most successful “Hot 100” artists; as of 2014, they hold the record for most number-one hits on the Hot 100 chart with 20.

RIAA (Recording Industry Association of America) – Американская ассоциация звукозаписи

Billboard – “Биллборд”, еженедельный журнал для профессионалов, освещающий новости музыки, кино и телевидения, рецензии и т.п. Публикует программы музыкального радиовещания, известен своим “хит-парадом” (hit parade) “Топ-40”

4.15. John Lennon

John Winston Ono Lennon, (born John Winston Lennon; 9 October 1940 – 8 December 1980) was an English musician, singer and songwriter who rose to worldwide fame as a founder member of rock group the Beatles, the most commercially successful band in the history of popular music. With Paul McCartney, he formed a songwriting partnership that is one of the most celebrated of the 20th century.

At around 10:50 pm on 8 December 1980, as Lennon and his wife Ono returned to their New York apartment in the Dakota, Mark David Chapman shot Lennon in the back four times at the entrance to the building. Lennon was taken to the emergency room of nearby Roosevelt Hospital and was pronounced dead on arrival at 11:07 pm. Earlier that evening, Lennon had autographed a copy of *Double Fantasy* for Chapman.

Ono issued a statement the next day, saying “There is no funeral for John”, ending it with the words, “John loved and prayed for the human race. Please pray the same for him.” His body was cremated at Ferncliff Cemetery in Hartsdale, New York. Ono scattered his ashes in New York’s Central Park, where the Strawberry Fields memorial was later created.

Chapman pleaded guilty to second-degree murder and was sentenced to 20 years to life. As of 2014, he remains in prison, having been denied parole seven times.

to shoot (shot) – стрелять

dead – мёртвый; умерший

to plead guilty – признать себя виновным

second-degree murder – тяжкое убийство второй степени

4.16. Bill Gates

William Henry “Bill” Gates III (born October 28, 1955) is an American business magnate, philanthropist, investor, computer programmer, and inventor. Gates is the former chief executive and chairman of Microsoft, the world’s largest personal-computer software company, which he co-founded with Paul Allen. He is consistently ranked in the Forbes list of the world’s wealthiest people and was the wealthiest overall from 1995 to 2009 – excluding 2008, when he was ranked third; in 2011 he was the wealthiest American and the world’s second wealthiest person. According to the Bloomberg Billionaires List, Gates became the world’s richest person again in 2013, a position that he last held on the list in 2007. As of March 2014, he is the richest.

inventor – изобретатель

chief executive – исполнительный директор, глава корпорации, фирмы

4.17. King Arthur

King Arthur is a legendary British leader of the late 5th and early 6th centuries, who, according to medieval histories and romances, led the defence of Britain against Saxon invaders in the early 6th century.

According to legend knights of round table were the greatest champions of chivalry and the personal companions of King Arthur. There were 150 of them. The Knights of the Round Table were people in the legends about King Arthur. They were highest honored knights in the kingdom, and lived in King Arthur’s personal castle, Camelot. They were called that because of a special table in Camelot that was round instead of rectangular. This meant that everyone who sat around it was seen as equal to one another.

king – король

knights of round table – рыцари Круглого стола (при дворе короля Артура (King Arthur); из 150 рыцарей наиболее известными являются Ланселот (Lancelot), Галаад (Galahad), Гарет (Gareth), Гавейн (Gawain), Тристрам (Tristram), Модред (Modred)

castle – замок; дворец

4.18. Guy Fawkes

Guy Fawkes was a Roman Catholic Revolutionary involved in the failed 1605 Gunpowder Plot against King James I. Guy Fawkes wanted to practise Roman Catholic procedures but wasn’t allowed under King James VI rule. So to try and “teach them a lesson” he decided, along with others, to blow up all the government officials, King James and his family. All of these people would be in the House of Parliament on the 5th of November for the legislature (to change the laws that need to be changed) and they thought that day would be perfect. They piled ten tons of gunpowder into the cellar of the House of Parliament. Unfortunately, they had sent an anonymous letter to an old friend, Lord Monteagle, telling him to stay away from the House of Parliament on the 5th of November. Lord Monteagle became suspicious and handed

the note to the police. They decided to do a full search of the building and in the early morning of the 5th of November, they discovered all the gunpowder. So they didn't alert the conspirators, they left all the gunpowder there and waited for a conspirator to go down there so then they could find out whom was behind it and what they were planning to do.

Guy Fawkes was caught as he was about to light the gunpowder. They arrested him and discovered nearly all the other conspirators. They were held until 31st January 1606 when they were put on trial and charged with treason, punishable by being hung, drawn and quartered.

Guy Fawkes Day is now celebrated every year on the 5th of November by many fireworks being lit. It is mainly only celebrated in British countries or countries recently become independent from Britain for example Australia and New Zealand.

Gunpowder Plot – “Пороховой заговор” (5 ноября 1605; был устроен католиками с целью убийства короля Якова I (James I), который должен был прибыть на заседание парламента; под здание парламента подложили бочки с порохом; заговор был раскрыт
to put on trial – привлекать к суду
to charge with treason – обвинить в измене

4.19. Fast Food

Arguably, *the first fast food restaurants originated* in the United States with A&W in 1919 and White Castle in 1921. Today, American-founded fast food chains such as McDonald's and KFC are multinational corporations with outlets across the globe.

As automobiles became popular and more affordable following World War I, drive-in restaurants were introduced. The American company White Castle, founded by Billy Ingram and Walter Anderson in Wichita, Kansas in 1921, is generally credited with opening the second fast food outlet and first hamburger chain, selling hamburgers for five cents each. Walter Anderson had built the first White Castle restaurant in Wichita in 1916, introducing the limited menu, high volume, low cost, high speed hamburger restaurant. Among its innovations, the company allowed customers to see the food being prepared. White Castle was successful from its inception and spawned numerous competitors.

The United States has the largest fast food industry in the world, and American fast food restaurants are located in over 100 countries. Approximately 2 million U.S. workers are employed in the areas of food preparation and food servicing including fast food in the USA.

to originate – давать начало, порождать; создавать, происходить, возникать

Kentucky Fried Chicken (KFC) – “Кентакки фрайд чикен”, фирменное название сети экспресс-кафе (fast-food restaurant chain). В меню: курица, жаренная в сухарях по запатентованному рецепту (Kentucky fried chicken), картофель-фри (french fries), пресные лепешки (biscuits), капустный салат (cole slaw) и прохладительные напитки.

4.20. The American Dream

The *American Dream* is a national ethos of the United States, a set of ideals in which freedom includes the opportunity for prosperity and success, and an upward social mobility achieved through hard work. In the definition of the American Dream by James Truslow Adams in 1931, “life should be better and richer and fuller for everyone, with opportunity for each according to ability or achievement regardless of social class or circumstances of birth.”

The idea of the American Dream is rooted in the United States Declaration of Independence which proclaims that “all men are created equal” and that they are “endowed by their Creator with certain inalienable Rights” including “Life, Liberty and the pursuit of Happiness.”

American Dream – “американская мечта” – идеалы свободы и открытых возможностей для всех, основанные на вере в безграничные возможности США и их исключительное место в мире, которыми руководствовались, согласно официальной американской политической мифологии, “отцы-основатели” Соединенных Штатов Америки.

freedom – независимость, самостоятельность, свобода

prosperity – преуспевание, процветание

success – удача, успех

4.21. Detroit

Known as the world’s traditional automotive center, “Detroit” is a metonym for the American automobile industry and an important source of popular music legacies celebrated by the city’s two familiar nicknames, the *Motor City* and *Motown*. Other nicknames arose in the 20th century, including *City of Champions* beginning in the 1930s for its successes in individual and team sport, *The D*, *Hockeytown* (a trademark owned by the city’s NHL club, the Red Wings), *Rock City* (after the Kiss song “Detroit Rock City”), and *The 313* (its telephone area code). Detroit’s auto industry was an important element of the American “Arsenal of Democracy” supporting the Allied powers during World War II. Nowadays the town is considered to be a bankrupt.

nickname – краткое имя, псевдоним, прозвище

to arise (arose) – возникать, появляться

4.22. Education in the USA

In the U.S., any three- to six-year secondary school serving students about 14–18 years of age. Four-year schools are by far the most common; their grade levels are designated freshman (9th grade), sophomore (10th), junior (11th), and senior (12th). Comprehensive high schools offer both general academic courses and specialized commercial, trade, and technical subjects. Most U.S. high schools are tuition-free, supported by state funds.

secondary school – средняя школа

high school – средняя школа 9-12-й классы общеобразовательной школы с четырехлетним сроком обучения (возраст 14-17 или 15-18 лет), дающая также некоторые профессиональные навыки

Тренировочные упражнения

Упр. 1. Выберите правильный вариант:

1. The Queen’s eldest son’s name is _____.
 1) Edward 2) Charles 3) Andrew 4) Philip
2. What’s the name of the author of the Harry Potter books?
 1) Alfred 2) Constable 3) Tolkien 4) Rowling
3. The reign of the Queen _____ is known as the “Golden Age” in English history.
 1) Mary 2) Anne 3) Elizabeth I 4) Elizabeth II
4. The telephone was invented by _____.
 1) Alexander Bell 2) Michael Faraday 3) Isaac Newton 4) James Watt

20. The knights of round table gathered together under the king _____.
1) Henry IV 2) Edward II 3) Arthur 4) William the Conqueror

21. Bill Gates is a founder of _____.
1) the Metropolitan Museum 2) the Microsoft Corporation
3) the largest automobile corporation 4) the first entertainment theme park

22. What's the name of a member of the Beatles who was murdered in the USA?
1) Lennon 2) Stevenson 3) Rowling 4) Mc Courtney

23. _____ is not an American writer.
1) Mark Twain 2) Salinger 3) Agatha Christie 4) O'Henry

24. Jamie Sale and David Pelletier are the Canadian _____ who won gold medals at the Winter Olympics in Salt Lake City in 2002.
1) bobsledders 2) hockey-players 3) alpine skiers 4) figure skaters

25. Detroit is the centre of _____ industry.
1) automobile 2) textile 3) shipbuilding 4) tourism

26. High school is _____.
1) an upper grade of a secondary school 2) a college
3) a very good school 4) a university

27. Fast food was originated in _____.
1) Great Britain 2) Australia 3) the USA 4) Canada

28. What is the American dream?
1) the right to vote 2) religious freedom 3) getting in shape 4) the hope for a better life

ЧАСТЬ 3. ПИСЬМО (WRITING)

1. ДЕЛОВОЕ ПИСЬМО (COMMERCIAL LETTER)

Составление любого делового письма на английском языке подчиняется общим правилам:

- весь текст разделяется на абзацы без использования красной строки;
- в верхнем левом углу письма указывается полное имя отправителя или название компании с адресом;
- далее указывается имя адресата и название компании, которой письмо предназначено, а также ее адрес (с новой строки);
- дата отправления указывается тремя строками ниже или в верхнем правом углу письма;
- основной текст должен быть помещен в центральной части письма;
- главная мысль письма может начинаться с причины обращения: “I am writing to you to ...”;
- обычно письмо начинается высказыванием благодарности (“Thank you for your prompt help...”) и заканчивается “Yours sincerely”, если автор знает имя адресата и “Yours faithfully”, если нет;
- четырьмя строками ниже ставится полное имя автора и должность;
- подпись автора ставится между приветствием и именем.

Example:

Mr Ivan Trunov
ABC-company
Office 2002, Entrance 1B
Tverskaya Street
Moscow
RUSSIA

20 June 2012

Dear Ivan,

I'm writing to you in regard of your enquiry. Please find enclosed our information pack which contains our brochures and general details on our schools and summer centres.

In England we have two schools, Brighton and Bath, both beautiful locations which I am sure you and your students will like. Our schools are located in attractive premises in convenient, central positions. Brighton is a clean and safe town with a beautiful bay and countryside nearby. Bath is one of the most famous historic cities in England, famous for its Georgian architecture and Roman Baths.

Accommodation is provided in host families chosen for the ability to provide comfortable homes, a friendly welcome and a suitable environment, in which students can practice English and enjoy their stay. We have full-time Activities Organisers responsible for sports, cultural activities and weekly excursions.

Please complete and return the enclosed registration form in order to receive more brochures and other promotional materials.

I look forward to hearing from you and later hope to welcome your students to our schools and summer centres.

Yours sincerely,

Tomas Green
Managing Director

2. СЛУЖЕБНАЯ ЗАПИСКА (MEMORANDUM)

Служебная записка – это письменное сообщение внутри компании или в пределах подразделения компании. Как правило, она предназначена для объявлений, обсуждения бизнес процессов, предоставления отчетности о работе компании, распространения информации среди сотрудников.

Все служебные записки имеют аналогичную структуру. В них присутствуют следующие элементы:

- *получатель*: выравнивание по левому краю, прописными буквами, в верхней части страницы;
- *отправитель*: по левому краю, прописными буквами, непосредственно под «Получателем»;
- *дата*: по левому краю, прописными буквами, сразу под «Отправителем»;
- *тема*: по левому краю, прописными буквами, под «Датой».

Example:

To: All supervisors
 From: The Chief Executive
 Date: 6 February 2013
 Subject: New machinery

As part of the company's expansion programme, we are introducing RS100 and DS100 machines which will increase productivity and reduce costs, thus making us more competitive in overseas markets.

The new machinery will not in anyway affect job security, and there will be opportunities for retraining for all production staff.

A full consultation process has taken place with the Union, and cooperation has been agreed in installing and maintaining the new machines. Please call a meeting of your team members on Wednesday morning at 9.30 a.m. to inform them of these changes.

Тренировочные упражнения

Упр. 1. Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки

(1) _____: All employees

From: (2) _____

Date: 15 July 2010

(3) _____: Cutting output and redundancies

Following the meetings last week I am writing to confirm that, with regret, we have to announce a (4) _____ in the workforce. The reason is that rising production costs and a fall in demand for our products have caused the company to run at a loss for the past three years. The fall in demand is a result of continuing stagnation in the industrial sector.

We are now therefore, in a period of consolidation, during which time we hope that the necessary reduction can be achieved by voluntary redundancy and early retirement.

Those employees affected will meet individually with their managers over the next two weeks.

1) 10% reduction

2) the Chief Executive

3) To

4) Subject

Упр. 2. Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки

To: All staff

(1) ____: The Chairman

Subject: (2) _____

Date: 2 December 2009

Donald Crayford will retire as Chief Executive on 20 December.

As many of you may know, Donald Crayford has been with the company for over (3) _____. The 10 years during which he has been CEO have seen a period of unprecedented growth, despite difficult economic conditions in some of our overseas markets.

Diana Hawks has been appointed CEO with effect from 21 July 2008 I am sure you will join me in wishing her every success.

Would all department managers please attend a meeting in the Main Meeting Room on Monday (4) _____ at 15.30 hours, where they will be introduced to Diana Hawks.

1) Mr D.G. Crayford 2) From 3) 20 years 4) 6 December

Упр. 3. Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки

To : Paul Woods, Sales

From : (1) _____

(2) ____: Accommodation expenses for the trip to Auckland from 21st to (3) _____.

Date : (4) _____

I can't pay you until you send me your expenses claim form. Please do it as soon as possible.

Thanks.

1) 15 July 2) Lynn Thomas, Finance 3) Subject 4) 26th July

3. ПИСЬМО-ЗАПРОС (LETTER OF ENQUIRY / REQUEST)

Письмо-запрос компания посылает тогда, когда требуется:

- получить подробную информацию о товарах;
- узнать имеются ли они в наличии;
- уточнить время и сроки поставки;
- получить информацию об условиях поставки и скидках, способе транспортировки, страховании;
- получить информацию о ценах на товары;
- получить каталоги и образцы товара.

Examples:

1.

Dear Sir / Madam

I would like some information about your courses in English for Business Executives beginning in July.

Please send me a prospectus, details of your fees, and information about accommodation in London for the period July to December. If possible, I would like to stay with an English family.

Yours faithfully
Y. Iwanami

2.

Mr. Steal,
Sales Manager,
Brown & Sons Ltd.,
1304 Sherman Ave.,
Madison, Wisconsin.

Dear Mr. Steal,

We are pleased to advise you that we are in the market for very substantial quantities of washing machines for the next two months.

We are currently assessing our requirements and considering offers from various sources.

Please submit offers of your regular production qualities and advise the quantity available together with approximate delivery time.

We on our part will do our best to place substantial business with you.

We look forward to hearing from you at your earliest convenience.

Yours faithfully,
Mr. C.B. Smith,
Purchasing Manager

4. ПИСЬМО-ЖАЛОБА, ПИСЬМО-РЕКЛАМАЦИЯ (LETTER OF COMPLAINT)

Письмо, содержащее жалобу или претензии по качеству приобретенного товара и оказанных услуг, называется *Complaint Letter*. Основная цель такого письма – передать полную информацию по возникшей проблеме. Письмо также может выступать в качестве официального документа, уведомляющего о необходимости проведения проверки и устранения неполадок.

Рекламация – это претензия, которая составляется при совершении сделки в случае неудовлетворенности одной стороной качеством, количеством, ассортиментом полученного товара, сроками поставки и т.п. Письмо-претензия (рекламация) содержит претензии к стороне, нарушившей свои обязательства по договору и требования о возмещении убытков: о замене некачественного товара, устранении дефектов, снижении цены и прочее.

Составление рекламационного письма целесообразно в следующих случаях:

- при несоответствии качества товара условиям договора, государственным стандартам, техническим условиям;
- при несоответствии количества товара условиям договора;
- при несогласованном изменении цены.

В договоре купли-продажи, о выполнении работ должен присутствовать раздел о порядке предъявления и способах регулирования претензий.

Претензионное письмо должно содержать следующие данные:

- дата и номер исходящего документа;
- наименование стороны, которой предъявляется претензия (наименование организации);

- наименование документа (ПРЕТЕНЗИЯ), номер;
- основание – номер и дата документа: договора, гарантийного письма, который регулирует отношения между сторонами, накладной, по которой был выдан товар, счета и т.п.;
- наименование товара;
- количество товара;
- основания для предъявления претензий (что конкретно нарушено);
- доказательства нанесенного ущерба;
- требования по возмещению убытка (сумма претензии);
- доказательные документы – приложения к письму: акт приемки товара, акт рекламации, товаротранспортная накладная и прочее.

Examples:

1.

OrderNo.L4478
 Date: 15 August 2013
 Satex S.p.A.
 Via di Pietra Papa
 00146 Roma
 ITALY
 Attn. Sig. Daniele Causio

Dear Sig. Causio
 Our OrderNo.14478

I am writing to you to complain about the shipment of sweaters we received yesterday against the above order.

The boxes in which the sweaters were packed were damaged, and looked as if they had been broken open in transit. From your invoice No.1887 we estimate that thirty garments have been stolen, to the value of f 550.00. Because of the rummaging in the boxes, quite a few other garments were crushed or stained and cannot be sold as new articles in our shops.

As the sale was on a CIF basis and the forwarding company was your agents, we suggest you contact them with regard to compensation.

You will find a list of the damaged and missing articles enclosed and the consignment will be put to one side until we receive your instructions.

Yours sincerely
 Peter Crane
 Chief Buyer

2.

Lever Estate
 Scarborough
 Yorkshire
 Yo.11 3 BS
 Telephone: + 44(0)1723 16932
 Fax +44 (0) 7238 953
 E-mail: m.blackbslyl@forham.co.uk
 Date: 20 June 2012
 HerrR.Zeitman

E.F.BadenAG
 Ziilpicher Str.10-20
 D-40000 Diisseldorf 11

Dear Herr Zeitman
 Order No. VC 58391

We are writing to you with reference to the above order and our letter of 22 May in which we asked when we could expect delivery of the 60 dynamos (Artex model 55) you agreed to supply on 3 June for an export order. We have tried to contact you by phone, fax, and email but no-one in your organization seemed to know anything about this matter.

It is essential that we deliver this consignment to our Greek customers on time as this was an initial order from them and would give us an opening in the Greek market. Our deadline is 28June, and the lorries have been completed except for the dynamos that need to be fitted.

Unless we receive the components within the next five days, our customers will cancel the order and place it elsewhere. We would like to make it clear that we are holding you to your delivery contract, and if any loss results because of this late delivery we will take legal action.

Yours sincerely
 Michael Blackburn
 Director

5. СОПРОВОДИТЕЛЬНОЕ ПИСЬМО (LETTER OF APPLICATION)

Сопроводительное письмо – это поясняющее, дополняющее, служебное письмо к прилагающимся документам при поступлении на работу или письмо, прилагающееся к пакету документов, направляемых кому-либо (контрагентам, деловым партнёрам и т.п.).

Структуру сопроводительного письма можно разбить на следующие блоки:

- обращение – письмо желательно адресовать конкретному человеку, например: “Dear Mr. Johnson”;
- источник – информация о том, откуда вы узнали о данной вакансии;
- цель письма;
- навыки – перечисление основных навыков, которые требуются для новой должности;
- контакт – указывается контактная информация;
- подпись.

Example:

87 Orchard Rise,
 Bishops Castle,
 Oxfordshire,
 Mr Michael Cartwright
 September 15, 2013
 World Aid, Palmers House, Ludford.

Dear Mr Cartwright,

I am writing to apply for the job of volunteer worker which I saw advertised in *The Guardian* last week. I would be interested in teaching math to primary children in your camp in Chittagong in Bangladesh. I enclose a copy of my CV.

I am 18 years old and I have just finished secondary school in Newcastle. I would like to work for you because I am very interested in teaching. I would also like to learn about a different culture as I feel that intercultural understanding is extremely important.

I am a hard-working and committed person. I have participated for the last three years in a voluntary program, Community Links, visiting elderly people in my local area. I also feel that I can get on well with people from other cultural backgrounds, since I have also taught immigrant children English at our church school.

I think I would be a good primary teacher of math due to my teaching experience. Also, I have recently passed my Math's 'A' level (grade B), so I have a good understanding of the subject. In addition, I hold a certificate in first aid, which might be useful.

I look forward to hearing from you.

Yours sincerely,
Ms Maureen Taylor

6. ПИСЬМО-ИЗВИНЕНИЕ (LETTER OF APOLOGY)

В целом структура письма-извинения особо не отличается от структуры обычного письма. Цель делового письма-извинения – объяснить причины проблем, указанных в письме-жалобе, а также убедить адресата, что будут предприняты шаги, чтобы устранить проблемы и избежать их повторения в будущем. Желательно предложить компенсацию.

Example:

June 28, 2013
Ms. Rebecca Winston
2595 Dewdrop Circle
Unit No. 29
Birmingham, AL 35233

Dear Ms. Winston:

The purpose of this is to convey to you my sincere apologies for any inconvenience you may have experienced last month with respect to the installation of your Internet high speed service.

I just returned from vacation this week and found your file in my in-basket. As soon as I reviewed your case it was clear that somehow your May 20th request for a change in service had somehow slipped through the cracks. The only possible explanation I can give is that we have recently had a number of key staff changes which might have resulted in your letter being overlooked.

Consequently, I have directed our Installation Group to contact you by the end of this week to set up a time convenient to you when they could go to your house and install your new router and make the necessary adjustments to your software.

Because of this serious oversight, and as a testament to our appreciation of you as our customer, we are going to provide you with your first three months of high speed service free of charge. Therefore, your account will not be billed until October of this year.

Ms. Quinlan, let me assure you that what happened in your case is not typical of Cable-Net's level of customer service. We continue to be committed to providing you and all of our customers with the highest standards of service in the industry.

If you have any questions please don't hesitate to call me at 205-754-9785.

Yours in service,
Paul Cordero
Manager, Customer Solutions

7. КРАТКАЯ БИОГРАФИЯ, РЕЗЮМЕ (CURRICULUM VITAE, CV)

Так называется письменная сводка личных, образовательных и профессиональных данных, которую часто запрашивают при приеме на работу. В CV часто представлена подробная информация об образовании и квалификации кандидата.

Example:

Jenifer Roberts
1320 Forest Drive
Palo Alto, CA94309
Tel.: (650) 498-129
E-mail: jlroberts@mailbox.com

Objective:

To obtain a position of IT Specialist, Supply Support Engineer, Technical Support Engineer, Technical Representative and any position related to software and hardware of end-user system support.

Education:

1996 – 98 – Master of Arts in Translation, Stanford University

1990 – 94 – Bachelor of Arts. Major: German; Minor: Russian, Gergetown University

Work Experience:

1998 to present – Freelance technical translator, German-English, mostly for hi-tech industries in California

1996 – 98 – Teaching Assistant (German), Stanford University

1994 – 96 – English teacher, Cambridge Institute, Heidelberg, Germany

Computing Skills:

MS Windows (3.11, 95, 98, XP) MS Word (6.0, 7.0, 97), MS PowerPoint, MS Excel, Internet (all popular browsers), skills of handing multimedia files

Language:

Fluent German and Russian

Personal information:

Russian native speaker, Moscow permanent resident Responsible, communicative, work well individually and in team, willing to travel a lot

Additional information:

Driving license, foreign passport

References:

Dr. M. Rosen, Chair, Department of Modern Languages, Stanford University, Palo Alto, CA94305

8. КОНТРАКТ (CONTRACT)

Составление контракта (*Contract*) по праву считается наиболее сложной и ответственной частью предпринимательской деятельности. От того насколько профессионально подготовлен контракт будет зависеть его эффективность.

На практике используются различные виды контрактов, что определяется товаром, но большинство контрактов содержит вступительную часть (полное название организации, ФИО и должность лица, подписывающего контракт) и базовые статьи:

- предмет контракта;
- цена;
- оплата;
- обязанности сторон;
- приёмка товара;
- санкции;
- освобождение от ответственности;
- порядок урегулирования возможных споров;
- вступление контракта в силу;
- прочие условия;
- изменения и дополнения контракта.

Статьи могут быть объединены или включены в контракт в ином порядке. Ниже приводится образец контракта на переводческие услуги.

Example:

IT Company represented by Mr. Ted Werner, Deputy Director, hereinafter called “the Company”, on the one hand, and Translation/Consulting Company represented by Ms. Elis White, Deputy Director, hereinafter called “the Consultant”, on the other hand, have agreed as follows:

1. Work to be undertaken

The Consultant undertakes, on the conditions, within the limits and in the manner laid down by common agreement hereafter excluding any accessory verbal agreement:

§ xxx the translation from English into Russian of the present magazine Business English (issues No. to be specified in this paragraph in each contract);

§ xxx the reading and correction necessary for the “final corrected proof” version of Business English to be available for the printer.

2. Technical specifications

The text shall be translated into Russian and delivered on paper and on diskette, software Word.

3. Planning

The Consultant undertakes to translate the text and submit it to the Company within one month from the date of receipt of the first text.

The agreed timetable must be respected (Attachment 1).

4. Practical points

The English manuscript must serve as a model; it is important that the presentation be the same in the Russian version: bold type for titles, same paragraphs and page break at the end of the article, etc.

The checking of the proofs must be done with great care: punctuation, word separations at line ends, capital letters, accents, printer's errors, coherence of rules and typographical choices.

The Consultant will take the necessary measures to ensure the above timetable will be followed during any absences.

5. Remuneration

In return for fulfillment by the consultant of all his obligations under this contract the Company undertakes to pay a lump sum of \$XXX for each issue.

The Company accepts no liability in case of a Consultant's sickness or accident under this contract. Where appropriate the Consultant should insure himself against such risks.

The sum will be transferred in favor of the Consultant to:

(title and address of the Consultant)

Beneficiary account:

Beneficiary bank:

6. Rights

The Consultant cedes to the Company the exclusive right to publish, or to have reproduced and published, in whatever form and in whatever country, texts translated by him and submitted to the Company under this contract.

7. Responsibility

The Consultant is responsible for the translation in Russian.

8. Breach of contract

The Company is entitled to regard as breach of contract failure by the Consultant to perform his duties under this contract.

9. Amendments

The provisions of this contract may be amended only by written agreement between the parties.

10. Arbitration of disputes

Any disputes between the Company and the Consultant regarding the terms of execution of this contract shall – failing a friendly settlement between parties – be submitted to arbitration in accordance with international laws.

Done in two copies in English at London this day of 2nd April, 2004.

On behalf of.

Тренировочные упражнения

Упр. 1. Определите, к какому виду делового документа относится представленные ниже отрывки:

1.

Thank you for your fax dated 13 May concerning your order for five of our drills.

We must apologise for the delay in shipping this order. This was due to unforeseen circumstances. However, we are dealing with your order now and it will be sent without further delay.

1) Letter of apology

2) Memo

3) Letter of application

4) CV

2.

I am writing in connection with the above invoice for MX3 Facsimile machine. We received this machine yesterday. Unfortunately, the power cable is missing.

We would be very grateful if you could send us one as soon as possible.

- 1) CV 2) Contract 3) Letter of complaint 4) Letter of apology

3.

Education: Park High School

Experience: Twenty years in US army – Physical Fitness Instructor.

Travelled all over the world. Left army three years ago.

Has taken courses in marketing, management and computing.

Over the last two years has run a fitness centre in Lower Manhattan very successfully.

Skills: Speaks Spanish fluently. Is a successful disc jockey in a downtown club.

- 1) Letter of complaint 2) Memo 3) Letter of application 4) CV

4.

The goods will be considered as delivered by the Sellers and accepted by the Buyers:

1) as regards the gross weight and number of cases - in accordance with the weight and number of cases stated in an airway bill.

2) as regards the net weight and the quality – in accordance with the Sellers' Specification. The date of an airway bill is to be considered as the date of delivery.

- 1) Memo 2) Contract 3) CV 4) Letter of application

5.

We are seeking support from the Foundation to enable us to develop a pilot program. We ask for your partnership because of the Foundation's interest in alternative education and youth leadership development especially for those from the underrepresented minority communities. We look forward to your consideration of our request and the opportunity to submit a formal proposal for your review.

- 1) Letter of apology 2) CV 3) Letter of inquiry 4) Memo

6.

I am writing to apply for the position of assistant designer advertised in the Evening Post of 23 May. Please find enclosed a copy of my CV.

I have a degree in Graphic Design from Anglia Polytechnic University. Since graduation last summer I have been working for EMS Corporate Imaging on a contract basis. I have become particularly interested in interactive and multimedia work and now wish to develop my career in that direction. I would welcome the chance to work as part of a small, dynamic team where I could make a significant contribution while developing my skills yet further. I would be happy to show you a portfolio of my work.

- 1) Letter of complaint 2) Memo 3) Letter of application 4) CV

7.

We are planning to spend our vacation in Denver over Christmas and would like some information on available lodging in the area.

We would appreciate it if you could send us information about inexpensive hotels in the Denver area. A city map and brochures about activities and sights in the city would also be appreciated.

- 1) Letter of apology 2) CV 3) Letter of inquiry 4) Memo

9. ОФОРМЛЕНИЕ КОНВЕРТА НА АНГЛИЙСКОМ ЯЗЫКЕ

Информация на конверте располагается в определенном порядке: от частного к общему, от индивидуума к стране. Схема заполнения конверта:

Слова и выражения:

sender – отправитель

addressee = receiver – получатель

ZIP Code – почтовый индекс

apt (apartment) – квартира

suite – апартаменты

mailing address = receiving address – адрес получателя

return address – обратный адрес

<p><i>Отправитель:</i> Имя, фамилия, номер квартиры/дома, название улицы, город, штат/район, почтовый индекс, страна</p>	<p><i>Получатель:</i> Имя, фамилия, номер квартиры/дома, название улицы, город, штат/район, почтовый индекс, страна</p>
--	---

Example:

<p>Mr. John S. Smith 25 High Street, Petersfield Hants., GU 31 4LN Great Britain</p>	<p>Mr. Giles S. Leman 3500N 29th Street, Apt. 7 Waco TX 76708-2642 USA</p>
--	--

Тренировочные упражнения

Упр. 1. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

1.

<p>Mrs. Cathy Smith 2208 (1) Packer Drive (2) Amarillo, TX (3) 79507 USA</p>	<p>(4) Mr. George Campbell 176 (5) Park Lane Bristol (6) BS 2 9 BE UK</p>
--	---

- 1) name of the state
- 3) the ZIP Code in the mailing address
- 5) the addressee

- 2) name of the city
- 4) street name in the mailing address
- 6) street name in the return address

2.

<p>(1) Slembrouck BVBA Violestraat 187, (2) B-1000 (3) Brussels, Belgium</p>	<p>(4) ABC Ltd 186 (5) Sixth Avenue Milwaukee, (6) WI 53188 USA</p>
--	---

- 1) the street name in the mailing address
- 3) the addressee
- 5) the ZIP Code in the return address

- 2) the ZIP Code in the mailing address
- 4) the sender
- 6) the town the letter comes from

3.

<p>(1) Benedetta's Boutique 18 (2) Eqautor Avenue (3) Irving Texas 75060</p>	<p>(4) Mr. A. Dale Grand Office Supplies (5) 457 Broome Street Boulder, Colorado (6) 80306</p>
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- 1) the town the letter comes from
- 3) the addressee
- 5) the house number in the mailing address

- 2) the street name in the return address
- 4) the sender
- 6) the ZIP Code in the mailing address

ЧАСТЬ 4. ЧТЕНИЕ (READING)

Чтение – это самостоятельный вид речевой деятельности, который входит в сферу коммуникативно-общественной деятельности людей и обеспечивает письменную форму общения.

Задачи обучения чтению, как самостоятельному виду речевой деятельности, заключаются в следующем: научить студентов извлекать информацию из текста в том объеме, который необходим для решения конкретной речевой задачи, используя определенные технологии чтения.

Чтение может выступать и как средство формирования и контроля смежных речевых умений и навыков, поскольку:

- использование чтения позволяет студентам оптимизировать процесс усвоения языкового и речевого материала;
- упражнения на формирование и отработку всех языковых и речевых навыков также строятся с опорой на текст и письменные установки к упражнениям и заданиям.

В настоящее время получила распространение классификация чтения, предложенная С.К. Фоломкиной, которая выделяет следующие виды чтения: изучающее, ознакомительное, просмотровое и поисковое.

1. ОЗНАКОМИТЕЛЬНОЕ ЧТЕНИЕ

Ознакомительное чтение предполагает прочитывание текста как можно быстрее с целью понять основное содержание и общую структуру текста или выбрать главные факты. Для этого вида чтения достаточно понимание 70% текста; главное – это умение выделить и понять ключевые слова. При обучении этому виду чтения необходимо научиться обходить незнакомые слова, если такие встречаются и не прерывать чтение. Нужно также учиться догадываться о значении ключевых слов из контекста. Необходимо также помнить, что здесь не нужно фокусировать внимание на грамматических структурах текста и анализировать их. Главное – это уметь обобщить содержание текста, т.е. синтезировать основную коммуникативную задачу текста – какую информацию он дает и какие мысли являются наиболее важными.

2. ПОИСКОВОЕ ЧТЕНИЕ

При *поисковом чтении* текст прочитывается с целью нахождения относительно небольшого количества информации для последующего ее использования в определенных целях. Это может быть дата, время, часы работы, имена и названия, или более развернутая информация в виде описания, аргументации, правил, оценочных суждений.

3. ПРОСМОТРОВОЕ ЧТЕНИЕ

При *просмотровом чтении* читатель собирает информацию о полезности текста, о том, понадобится ли ему эта информация для использования в дальнейшем, например, в какой университет стоит поступать. Для этого достаточно познакомиться со структурой текста, прочитать заголовки и подзаголовки, отдельные абзацы.

Этот вид чтения подразумевает поиск конкретных ключевых слов, и нахождение по ним той части текста, где содержится необходимая информация. Чтение же всего текста – лишняя трата времени. Поэтому при обучении этому виду чтения также необходимо строгое ограничение времени для выполнения задания.

4. ИЗУЧАЮЩЕЕ ЧТЕНИЕ

Изучающее чтение предполагает полное и точное понимание всех основных и второстепенных фактов, их осмысление и запоминание. Студент должен уметь оценить, прокомментировать, пояснить информацию, сделать из прочитанного вывод. Предполагается, что для овладения этим видом чтения студент должен уметь догадываться о значении слов по контексту, понимать логические связи в предложении и между частями текста.

Тренировочные упражнения

Упр. 1. Прочитайте текст.

AIRLINES

1. A major form of mass travel in the world's transportation network, airlines are organizations of people, airplanes, equipment, and buildings for transporting passengers, freight, and mail by air between specified points. The airliner is as significant economically and socially as the train, bus, truck, or ship.

2. In many industrialized countries, intercity air passenger traffic has been growing at a far greater rate than that of either railroads or bus lines. International air travel is so extensive that it is possible to reach almost any major city in less than a day. At the beginning of the 21st century, more than 500 airlines worldwide transported passengers and freight.

3. Airliners travel along designated airways, or routes, in controlled airspace. The routes, which are numbered like highways on the ground, are set by radio beams sent out by navigation stations along the routes. Air traffic controllers are responsible for directing traffic on these routes. They follow international guidelines to ensure that aircraft on a specific route are separated by at least 10 minutes and/or a safe vertical distance. Most flights are routed with the aid of computers. The computer is provided with data about the freight, baggage, fuel, number of passengers, and weather. It then prints out several possible routes and designates one as the most desirable, taking into account distance, time, and cost.

4. Airlines are classified by their routes and by their schedules. The two major classifications are domestic airlines and international airlines. Domestic airlines provide services within a country. International airlines, on the other hand, operate both within a nation and between two or more nations. The International Civil Aviation Organization (ICAO) also distinguishes between scheduled and nonscheduled operators. Nonscheduled airlines offer either domestic or international air transportation services, but they do not maintain definite departure or arrival times.

Упр. 2. Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Определите, является ли утверждение:

Tourists can get by a plane to any major city within a day.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 3. Поисковое чтение с целью определения наличия или отсутствия в тексте запрашиваемой информации. Определите, является ли утверждение:

Domestic airlines provide services between different countries.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 4. Ознакомительное чтение с целью определения истинности или ложности утверждения. Определите, является ли утверждение:

It is possible to route flight with the help of computer technology.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 5. Изучающее чтение с элементами анализа и аннотирования информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Air traffic is controlled and directed in accordance with international guidelines.

- 1) 4 2) 3 3) 2 4) 1

Упр. 6. Изучающее чтение с элементами сопоставления. Выберите правильный ответ на вопрос:

What is the difference between scheduled and nonscheduled airlines?

- 1) Nonscheduled airlines provide services only within a country.
- 2) A nonscheduled airline operates on routes and times when there is a demand for the service.
- 3) Nonscheduled airlines are not distinguished by ICAO.
- 4) Nonscheduled airlines aim their services primarily at business travelers.

Упр. 7. Прочитайте текст.

ARCHITECTURE OF WELFARE AND EDUCATION

1. The principal institutions of public welfare are those that provide facilities for education, health, public security, and utilities. Some of these functions are performed by the church and the state. But, since their character is not essentially religious or political, they may require independent architectural solutions, particularly in urban environments. A consistent typology of this architecture, however, cannot be established throughout history, because the acceptance of responsibility for the welfare of the community differs in degree in every social system.

2. Buildings for the specific purposes of public welfare were seldom considered necessary in antiquity, in most of Eastern architecture, or in the early Middle Ages. But in ancient Greece health facilities were included in precincts of Asclepius, the god of healing, and in the East within Buddhist precincts. The Romans produced a highly developed system of water supply and sewerage, of which their monumental aqueducts are an impressive survival.

3. In the later Middle Ages consistent forms began to emerge. With the separation of the university from a purely religious context, a concept of planning developed (particularly at Oxford, Cambridge, and Paris) that still influences educational architecture.

4. Hospitals designed as large halls were established as adjuncts to churches, convents, and monasteries and gained architectural independence in the Renaissance. Ancient and medieval prisons and guardhouses were occasionally isolated from military architecture (e.g., Tower of London), but the prison did not become an important architectural type until the late 18th and 19th centuries. The expansion of education and health facilities beginning in the 19th century created a widespread and consistently growing need for specialised architectural solutions.

Упр. 8. Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Определите, является ли утверждение:

The Romans developed a unique drainage system.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 9. Поисковое чтение с целью определения наличия или отсутствия в тексте запрашиваемой информации. Определите, является ли утверждение:

Prisons became an architectural style in the 19th century

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 10. Ознакомительное чтение с целью определения истинности или ложности утверждения. Определите, является ли утверждение:

Churches, convents and monasteries were used for theatrical performances.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 11. Изучающее чтение с элементами анализа информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

There is a necessity of architectural decisions in modern world, depending on different types of institutions.

- 1) 1 2) 4 3) 2 4) 3

Упр. 12. Изучающее чтение с элементами аннотирования информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

University independence became the basis of educational architecture development.

- 1) 2 2) 3 3) 1 4) 4

Упр. 13. Прочитайте текст.

A MIXED ECONOMY

1. The United States is said to have a mixed economy because privately owned businesses and government both play important roles. Some of the most enduring debates of American economic history focus on the relative roles of the public and private sectors.

2. The American free enterprise system emphasizes private ownership. Private businesses produce most goods and services, and almost two-thirds of the nation's total economic output goes to individuals for personal use (the remaining one-third is bought by government and business). The consumer role is so great that the nation is sometimes characterized as having a "consumer economy."

3. This emphasis on private ownership arises, in part, from American beliefs about personal freedom. From the time the nation was created, Americans have feared excessive government power, and they have sought to limit government's authority over individuals – including its role in the economic realm. Americans generally believe that an economy characterized by private ownership is likely to operate more efficiently than one with substantial government ownership.

4. When economic forces are not regulated, Americans believe supply and demand determine the prices of goods and services. Prices tell businesses what to produce; if people want more of a particular good the price of the good rises. That catches the attention of new or other companies that, sensing an opportunity to earn profits, start producing more of that good. If people want less of the good, prices fall and less competitive producers either go out of business or start producing different goods. Such a system is called a market economy. A socialist economy is characterized by more government ownership and central planning. Most Americans are convinced that socialist economies are less efficient because government, which relies on tax revenues, is far less likely than private businesses to take note of price signals or to feel the discipline imposed by market forces.

Упр. 14. Изучающее чтение с элементами сопоставления. Выберите правильный ответ на вопрос:

What makes American companies start producing more goods?

- 1) An opportunity to earn profits.
- 2) Competition with foreign companies.
- 3) Demand for the particular goods.
- 4) Government contractual work.

Упр. 15. Изучающее чтение с элементами анализа и аннотирования информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Personal freedom and free enterprise system are inseparable.

- 1) 2 2) 4 3) 3 4) 1

Упр. 16. Изучающее чтение с выделением главных компонентов содержания текста. Определите основную идею текста, выбрав правильный ответ:

- 1) American economic history.
- 2) A socialist economy versus capitalist economy.
- 3) American system of supply and demand.
- 4) The role of the market in a mixed economy.

Упр. 17. Прочитайте текст.

MAYOR

1. Mayor is the head of a municipal government and is usually the chairman of the municipal council and of the council executive committee. He may fulfil the roles of chief executive officer, ceremonial figurehead, and local agent of the central government. In a more recent system of municipal management – the council-manager system – the mayor's role is much reduced; he serves essentially only as head of the council. Whatever the form of local government, the mayor's role may be said to rest largely on his relationship to the council and to the central government.

2. Mayors are either appointed or elected. In Europe, until the middle of the 19th century, most mayors were appointed by the central government. With the rise of representative government, more countries adopted the practice of electing the mayor. This practice takes a variety of forms. In most European countries the mayor is elected by the local council from its members; usually he is the leader of the majority party. In Switzerland, Canada and the Philippines, most mayors are popularly elected.

3. In countries where the mayor is an agent of the central government, as in France, the mayor is usually the actual as well as the nominal head of the local government. In other words, his position is generally determined by the central government, and he has much greater executive powers than the council. As an agent of the central government, the mayor is the mainspring of the municipal administration and the focal point of policy.

4. With the development of popularly elected municipal councils, most mayors have taken on a dual role, serving not only as chief executive officer of the municipal administration but also as agents of the central government charged with such functions as maintaining public order, security, and health. In the United States the central government never did control the cities directly and mayors were either elected by the populace at large or chosen by a city council whose members were also so elected.

Упр. 18. Ознакомительное чтение с целью определения истинности или ложности утверждения. Определите, является ли утверждение:

In the USA mayor is appointed by the Governor General.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 19. Поисковое чтение с целью определения наличия или отсутствия в тексте запрашиваемой информации. Определите, является ли утверждение:

In North America mayor is appointed by the Governor General.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 20. Изучающее чтение с элементами анализа и аннотирования информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

There are two different ways of becoming a mayor.

- 1) 3 2) 1 3) 4 4) 2

Упр. 21. Изучающее чтение с выделением главных компонентов содержания текста. Определите основную идею текста, выбрав правильный ответ:

- 1) A mayor as an agent of the central government.
- 2) The mayor-council system.
- 3) The main systems of the local governments.
- 4) The system of mayors' election.

Упр. 22. Прочитайте текст.

TIPS FOR A YOUNG MANAGER

1. The first steps to becoming a really great manager are simply common sense; but common sense is not very common. The major problem when you start to manage is that you do not actually think about management issues because you do not recognize them. Things normally go wrong not because you are stupid but only because you have never thought about it. Management is about pausing to ask yourself the right questions so that your common sense can provide the answers.

2. When you gain managerial responsibility, your first option is to do what is expected of you. You are new at the job, so people will understand. You can learn (slowly) by your

mistakes and probably you will try to devote as much time as possible to the rest of your work (which is what you were good at anyway). Those extra little “management” problems are just common sense, so try to deal with them when they come up.

3. Your second option is far more exciting: find an empty telephone box, put on a cape and bright-red underpants, and become a SuperManager. When you become a manager, you gain control over your own work; not all of it, but some of it. You can change things. You can do things differently. You actually have the authority to make a huge impact upon the way in which your staff work. You can shape your own work environment.

4. In a large company, your options may be limited by the existing corporate culture – and my advice to you is to act like a crab: face directly into the main thrust of corporate policy, and make changes sideways. You do not want to fight the system, but rather to work better within it. In a small company, your options are possibly much wider (since custom is often less rigid) and the impact that you and your team has upon the company’s success is proportionately much greater. Thus once you start working well, this will be quickly recognized and nothing gains faster approval than success. But wherever you work, do not be put off by the surprise colleagues will show when you first get serious about managing well.

Упр. 23. Изучающее чтение с элементами анализа информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

First think then do.

- 1) 1 2) 2 3) 4 4) 3

Упр. 24. Изучающее чтение с элементами аннотирования информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Many countries undertake efforts to enhance the usage of non-polluting energy sources.

- 1) 1 2) 3 3) 2 4) 4

Упр. 25. Поисковое чтение с целью определения наличия или отсутствия в тексте запрашиваемой информации. Определите, является ли утверждение:

Common sense can always help a manager in solving various vital issues.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 26. Ознакомительное чтение с целью определения истинности или ложности утверждения. Определите, является ли утверждение:

The larger the company the easier it is to conceal a managerial mistake.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 27. Прочитайте текст.

MINERAL DEPOSITS

1. Scientific discipline concerned with the distribution of mineral deposits, the economic considerations involved in their recovery, and assessment of the reserves available is called economic geology. Economic geology deals with metal ores, fossil fuels, and other materials of commercial value, such as salt, gypsum, and building stone. Minerals that make up the rocks are defined as inorganic substances which occur naturally and have a definite chemical composition and physical properties which vary within known limits.

2. The major properties which are used for identification purposes are: colour; crystal form, where available, although most minerals do not show well-developed crystals; cleavage which is the property of minerals to split along one or more series of parallel planes; specific gravity; hardness which refers to the ability of minerals to scratch or to be scratched; lustre which is described in such terms as metallic, glassy, etc. Of these diagnostic properties, colour is, perhaps, the least useful. Cleavage, on the other hand, is one of the most diagnostically useful mineralogical properties that are repeated throughout the mineral.

3. Minerals of use to man can be grouped into two broad categories according to their physical characteristics: metals, such as aluminium, copper, gold, silver, iron, tin, platinum, chromium, nickel, lead, zinc and non-metals such as diamonds, salt, limestone, cement, sulphur, and asbestos. When minerals occur so that they can be worked as a profit they are called ore deposits.

4. Economic minerals are those which are of economic importance and include both metallic (ore minerals) and non-metallic, as cryolite and sulphur. The principal reasons for distinguishing non-metallic deposits from metallic are practical ones and include such economic considerations as methods of recovery and uses.

Упр. 28. Поисковое чтение с целью определения отсутствия в тексте запрашиваемой информации. Определите, является ли утверждение:

Inorganic substances have a definite chemical composition.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 29. Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Определите, является ли утверждение:

There are lots of categories in which minerals can be grouped.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 30. Ознакомительное чтение с целью определения истинности или ложности утверждения. Определите, является ли утверждение:

Some mineral deposits are considered to be formed by the activity of organisms.

- 1) ложным 2) истинным 3) в тексте нет такой информации

Упр. 31. Изучающее чтение с элементами анализа и аннотирования информации. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Different diagnostic properties are used to identify minerals.

- 1) 1 2) 3 3) 4 4) 2

Упр. 32. Изучающее чтение с элементами сопоставления. Выберите правильный ответ на вопрос:

What is the least useful feature in identification purposes?

- 1) Luster, which is described in such terms as metallic, glassy etc.
- 2) Colour, which is used in diagnostic properties as well.
- 3) Cleavage, which is the property of minerals to split along one or more series of parallel planes.
- 4) Hardness, which refers to the ability of minerals to scratch or to be scratched.

ЧАСТЬ 5. КОНТРОЛЬНЫЕ РАБОТЫ

Для выполнения контрольной работы 1 необходимо повторить:

грамматический материал: словообразование (основные словообразовательные суффиксы и префиксы), местоимение, степени сравнения прилагательных и фразовые глаголы;

лексический материал: учебная, учебно-социальная, деловая, профессиональная, терминологическая, профессионально-деловая, социально-деловая и страноведческая сферы;

оформление конверта;

чтение: поисковое с целью определения наличия в тексте запрашиваемой информации; изучающее чтение с элементами аннотирования.

Для выполнения контрольной работы 2 необходимо повторить:

грамматический материал: артикли, предлоги, союзы и фразовые глаголы;

лексический материал: учебная, учебно-социальная, деловая, профессиональная, терминологическая, профессионально-деловая, социально-деловая и страноведческая сферы;

оформление делового письма;

чтение: поисковое с целью определения наличия в тексте запрашиваемой информации; изучающее чтение с элементами сопоставления.

1. КОНТРОЛЬНЫЕ РАБОТЫ

ДЛЯ ПРОФИЛЯ «ТЕХНОЛОГИЯ МАШИНОСТРОЕНИЯ»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Most _____ take four to six years to finish their degrees.
1) lecturers 2) undergraduates 3) professors 4) lab-assistants
2. Teacher: "Let me help you with the translation."
Student: " _____"
1) Here you are. 2) I'm afraid I won't be able to help you.
3) You are welcome. Don't mention it. 4) It's all right. I'll manage, thank you.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. I asked the waiter to bring fish for the main _____.
1) eating 2) course 3) plate 4) meals
2. I was _____ some part-time work, but I'm not sure I want to apply for it.
1) offered 2) applied 3) promoted 4) taken
3. The _____ of her visit was to inspect the equipment.
1) purpose 2) essence 3) idea 4) reason

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. There are a number of computer aided _____ specifically for engineering.
1) disks 2) applications 3) structures 4) installations
2. Engineering design is a very powerful _____ to make changes to society.
1) task 2) tool 3) rate 4) structure
3. All means for measurement and signal analysis incorporate three types of devices with different _____.
1) processes 2) functions 3) objects 4) products

Задание 4: Выберите правильный ответ, употребив термины.

1. An ordinary car has a starter motor, a windscreen wiper motor, a windscreen washer motor, a fuel pump motor – but the power plant that propels the car is a(n) _____.

- 1) mover 2) motor 3) machine 4) engine

2. A _____ is a motor vehicle for a small number of passengers.

- 1) reactor 2) car 3) tool 4) turbine

3. A _____ is a device which replaces human or animal effort for the accomplishment of physical tasks.

- 1) piston 2) valve 3) cylinder 4) machine

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. A very important part of the American _____ system is the community college.

- 1) educative 2) educate 3) educator 4) educational

2. John left his job because he was _____ to deal with such a large amount of work.

- 1) ability 2) uponable 3) unable 4) able

3. Traditional homes have been _____ by big blocks of apartments.

- 1) replaced 2) place 3) displaceable 4) placement

Задание 6: Вставьте соответствующие местоимения (it, theirs, any).

1. It is not my book, it is _____.

2. Your bag looks heavy! I'll carry _____ for you.

3. I don't have _____ free time today. Sorry.

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. It was the _____ sweater in the shop.

- 1) most cheapest 2) cheaper 3) cheap 4) cheapest

2. Arthur is much _____ than his brother.

- 1) taller 2) more tallest 3) more tall 4) tallest

3. Life is not _____ as it used to be.

- 1) the easiest 2) so easy 3) easy 4) easier than

Задание 8: Выберите соответствующие фразовые глаголы.

1. Chris is trying to _____ smoking.

- 1) give up 2) give from 3) give down 4) give out

2. I'm writing to _____ the job you advertised in last Tuesday's "Daily News".

- 1) apply from 2) apply to 3) apply for 4) apply at

3. Mike _____ all his ideas of becoming a lawyer.

- 1) put away 2) put on 3) put up 4) put across

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Secretary: "How was a trip?"

Employee: " _____ "

- 1) I was late as usual.
2) Everything was fine but a bit tiring.
3) I'm thinking of going on a business trip.
4) I'm just back from my trip.

2. Employee: “As far as I understand, it’s almost impossible to operate the production line so quickly.”

Manager: “_____”

- 1) I think you should give up this idea.
- 2) You have no right to get on with this job.
- 3) Yes, I get the ideal decision.
- 4) Well, you are quite right, but we are to do our best.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The oldest university in Britain is _____.
 1) London 2) Edinburgh 3) Oxford 4) Cambridge
2. The official residence of the Prime Minister of the United Kingdom of Great Britain and Northern Ireland is _____.
 1) Scotland Yard 2) Buckingham Palace
 3) №10 Downing Street 4) the West End
3. _____ is a commercial part of London.
 1) Westminster 2) The City 3) The East End 4) The West End
4. The Queen’s eldest son’s name is _____.
 1) Edward 2) Charles 3) Andrew 4) Philip
5. What’s the name of the author of the Harry Potter books?
 1) Alfred 2) Constable 3) Tolkien 4) Rowling
6. The reign of the Queen _____ is known as the “Golden Age” in English history.
 1) Mary 2) Anne 3) Elizabeth I 4) Elizabeth II

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Design Plus
 55 (2) Stevenson Road
 (3) San Francisco, CA 94015

(4) Mr. P.T. Vitale
 (5) Mutual Insurance Company
 33 South Street
 New York, (6) NY 3476

- 1) the sender’s name
- 2) the street name in the return address
- 3) the addressee’s company name
- 4) the town the letter comes from
- 5) the addressee
- 6) the ZIP code in the mailing address

Задание 12: Поисковое чтение с целью определения наличия тексте запрашиваемой информации. Прочитайте текст и выполните задание.

NANOTECH EXPERTS LAUNCH BIG PUSH

1. Scientists in the UK will make another attempt to push research in nanotechnology – the science of the ultra-small – higher up the political priority list. In the past five years there has been approximately J13m of government funding into nanotechnology, and that is not enough to keep pace with such a rapidly evolving and important area. A UK Nanotechnology Task Force is being launched, with the aim of forcing a change in government strategy over research funding.

2. “Nanotechnology will be the next industrial revolution, but if the UK wants to be a major part of it, the government needs to demonstrate commitment to the science,” said Ian Gibson, the Labour MP who will chair the taskforce. Steffi Friedrichs of independent research body the Nanotechnology Industry Association claims that a key issue is that the UK spends too much trying to address concerns and misconceptions about nanotechnology, and not enough on core research.

3. Reports say the UK is falling behind many developed nations in public and commercial funding, but the government had not responded positively, said Ravi Silva, director of the University of Surrey’s Advanced Technology Institute. “The innovative work of UK scientists and technologists has demonstrated the case for the widespread potential benefits which nanotechnology can offer to society and industry,” said Prof Silva. “What is needed now is a co-ordinated effort, supported by strategic funding from the government, to turn this potential into real benefits.”

4. Nanotechnology exploits the special qualities of materials in which the dimensions of individual particles are measured in billionths of a metre. It is a highly multidisciplinary field, drawing from fields such as colloidal science, device physics, and supramolecular chemistry. Applications range from nanoparticles in sun cream and nanospheres in drug delivery systems to nanocomposites in sports goods and nanomaterials for the electronics industry.

Определите, является ли утверждение:

The real applications of nanotechnology that have moved out of the lab and into the marketplace are suntan lotion, cosmetics, chemistry, drug delivery systems, sport goods, etc.

1) истинным 2) ложным 3) в тексте нет информации

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

SAFETY

1. Safety is concerned with those activities that seek either to minimise or to eliminate hazardous conditions that can cause bodily injury. Safety precautions fall under two principal headings, occupational safety and public safety. Occupational safety is concerned with risks encountered in areas where people work: offices, manufacturing plants, farms, construction sites, and commercial and retail facilities. Public safety involves hazards met in the home, in travel and recreation, and other situations not falling within the scope of occupational safety.

2. Safety was not considered to be a matter of public concern in ancient times, when accidents were regarded as inevitable or as the will of the gods. Today the concern for safety is world-wide and is the province of numerous governmental and private agencies at the local, national, and international levels.

3. Several international organisations provide means by which national safety organisations can exchange information and pass on new ideas. Among them are the International Social Security Association (ISSA) and the International Labour Organisation (ILO). A number of organisations, including the ILO, ISSA, the World Health Organisation, and the European Economic Community, maintain a joint information bureau in Geneva. The International Organisation for Standardisation, which is also based in Geneva, helps establish safety codes and standards for numerous areas of activity among the many nations that sponsor it.

4. Among the chief activities of individuals and organisations concerned with safety are the collection of statistics on accidents and injuries and the publication of analyses of those statistics; the study of hazardous situations and environments and the development of safer designs, procedures, and materials; the development of educational programs for employers, workers, drivers, and other groups at risk; and the design of machines, workplaces, and safety equipment that minimise the risk of injury.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Today governmental and private agencies at the local, national, and international levels pay much attention to safety.

- 1) 1 2) 3 3) 2 4) 4

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Congratulations! I hear you _____ your examination yesterday.
1) failed 2) revised 3) passed 4) do badly in
2. Student: “ _____ ”
Teacher: “Not really. Why can’t you come?”
1) I don’t want to attend the English lesson tomorrow.
2) Is it OK if I miss the English lesson tomorrow?
3) I won’t attend the English lesson tomorrow.
4) I am going to miss the English lesson tomorrow.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Being able to use a computer is an important _____ nowadays.
1) license 2) skill 3) qualification 4) degree
2. A time-management consultant helps people to organize their work in a(n) _____ way.
1) useful 2) inefficient 3) effective 4) pleasant
3. The business lunch is an excellent way to improve a relationship with _____.
1) public 2) staff 3) a customer 4) a client

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Efficient functioning depends on a good design of the device and its proper _____.
1) transformation 2) rotation 3) friction 4) lubrication
2. Nowadays motorcycles with exclusive air-cooled _____ are designed and produced.
1) safety 2) turbines 3) engines 4) complexity
3. An advanced technological solution is required to achieve a (an) _____ operation of a given device.
1) exclusive 2) expensive 3) useless 4) reliable

Задание 4: Выберите соответствующие термины.

1. _____ is a device which converts electrical energy to mechanical energy.
1) a wheel 2) a turbine 3) a piston 4) an electric motor

2. A _____ is a device that introduces fuel into the air stream as it flows into an engine.
 1) bearing 2) lubrication system
 3) cylinder 4) gasoline carburetor

3. A _____ is a fixed-magnet alternating-current generator designed to generate sufficient voltage to fire the spark plugs.
 1) connecting rod 2) carburetor 3) magneto 4) combustion chamber

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

- _____ Everest is the highest mountain in the world.
- Bats and owls generally hunt at _____ night.
- There are three chairs and _____ armchair in the room.

Задание 6: Вставьте соответствующие предлоги (for, at, in).

- We enjoyed the film but it was very cold _____ the cinema.
- Modern English began _____ the fifteenth century.
- We've known the Robinsons _____ twenty years now.

Задание 7: Вставьте соответствующие союзы (although, where, or).

- That is the house _____ Shakespeare was born.
- You should eat more, _____ you'll make yourself ill.
- She went to work _____ she had a cold.

Задание 8: Выберите соответствующие фразовые глаголы.

- Sam _____ so fast. I think he's going to be a tall guy.
 1) is growing from 2) is growing out 3) is growing over 4) is growing up
- Sarah _____ jogging in order to lose weight.
 1) took up 2) took over 3) took off 4) took down
- David was _____ to respect his family.
 1) brought out 2) brought away 3) brought off 4) brought up

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

- Employee: "Are there any vacancies in our department?"
 Manager: "_____"
 1) This seat is vacant, you can take it.
 2) There was a vacancy, so he applied for this position.
 3) I'm afraid, I don't know. Please, ask somebody from the Personnel.
 4) What do you want?
- Nurse: "Health Helpline, how can I help you?"
 Patient: "_____"
 1) Look here! I need some help.
 2) I don't know it for sure.
 3) Help!
 4) I'm not feeling very well. I wonder if you might be able to help me.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The US flag is called _____.
 1) Uncle Jack 2) Stars and Stripes 3) Union Jack 4) Maple Leaf
2. The main lakes in the USA are the _____ in the north.
 1) Gigantic Lakes 2) Grand Lakes 3) Large Lakes 4) Great Lakes
3. Fast food was originated in _____.
 1) Great Britain 2) Australia 3) the USA 4) Canada
4. The telephone was invented by _____.
 1) Alexander Bell 2) Michael Faraday 3) Isaac Newton 4) James Watt
5. Elisabeth II lives in _____.
 1) Buckingham Palace 2) The Tower of London
 3) №10 Downing Street 4) Westminster Palace
6. _____ is regarded by many people as America's greatest president as he freed the slaves and united the country.
 1) Richard Nixon 2) Ronald Reagan 3) Abraham Lincoln 4) John Kennedy

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.
- 2) George Finchley & Sons, 68 Bond Street, London, 4 October 2003
- 3) Yours faithfully, Sally Blintona, Sales Manager
- 4) Dear Sirs,
- 5) Messrs Dickson & King, 9 Newgate Street, London

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

THE PROBLEMS OF PUBLIC TRANSPORT

1. Britain has almost the same population as France but less than half the space. With 238 people per km², it is a densely populated country. 40 years ago, private car ownership was growing rapidly, and public transport was losing its dominant role. The process seemed quite natural and, on the whole, a good thing. In the 1960s, British Railways cut hundreds of lines and stations.

2. Roads became over-crowded and the solution to that problem was simple – build more roads. A massive new motorway around Outer London was opened in 1986. However, this provided a dramatic example of a phenomenon: building new roads appears to generate new traffic. This motorway was overloaded immediately, and now it is the site of some of the country's worst traffic jams almost every day.

3. However crowded the roads are, British car owners usually find a reason not to switch to public transport. The buses are too slow, or the trains are too expensive, or no public services actually take them where they want to go. In many cases, these are just the excuses of people who really want to sit in their own cars with the radio on, and who blame others for creating the traffic jams. There has been a serious lack of government investment in transport, with predictable consequences.

4. It has long been noted that car driving has some strange psychological effects on human beings. People who are normally quiet and pleasant are often transformed when they get behind the wheel of a car. Road accident figures, on the other hand, have not increased with the number of vehicles on the road; in fact they have decreased. Various reasons are suggested for this: modern cars have better lights and brakes, and the culture of driving has become more mature. Britain has a better record than most European neighbours; the number of deaths per 10,000 vehicles is less than half that of France, for example. Another significant factor is that seat belt laws for vehicle drivers and passengers are respected by almost everyone.

Определите, является ли утверждение:

Car owners are obliged to exploit public transport.

- 1) истинным 2) в тексте нет информации 3) ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

THE TASKS OF THE ENGINEER

1. One who practices engineering is called an engineer, and those licensed to do so have formal designations such as Professional Engineer, Chartered Engineer or Incorporated Engineer.

2. The crucial and unique task of the engineer is to identify, understand, and interpret the constraints on a design in order to produce a successful result. Constraints may include available resources, physical, imaginative or technical limitations, flexibility for future modifications and additions, and other factors, such as requirements for cost, marketability, producibility, and serviceability. By understanding the constraints, engineers derive specifications for the limits within which a viable object or system may be produced and operated.

3. Engineers use their knowledge of science, mathematics, and appropriate experience to find suitable solutions to a problem. Creating an appropriate mathematical model of a problem allows them to analyze it, and to test potential solutions. Usually multiple reasonable solutions exist, so engineers must choose the solution that best meets their requirements. Genrich Altshuller suggested that compromises are at the heart of "low-level" engineering designs, while at a higher level the best design is one which eliminates the core contradiction causing the problem.

4. Engineers typically attempt to predict how well their designs will perform to their specifications prior to full-scale production. They use prototypes, scale models, simulations, destructive tests, nondestructive tests, and stress tests. Testing ensures that products will perform as expected. Engineers as professionals take seriously their responsibility to produce designs that will perform as expected and will not cause unintended harm to the public at large. Engineers typically include a factor of safety in their designs to reduce the risk of unexpected failure. However, the greater the safety factor, the less efficient the design may be.

Выберите правильный ответ на вопрос:

What is the purpose of including a factor of safety in engineering designs?

- 1) Engineers usually include the safety factor in their designs to meet the requirements for cost, marketability, producibility, and serviceability.

- 2) The purpose of including a factor of safety in engineering designs is to decrease the risk of unexpected accidents.
- 3) Including the safety factor in engineering designs is necessary to increase the efficiency of the design.
- 4) Engineers typically include a factor of safety in their designs to build a technically successful product.

2. КОНТРОЛЬНЫЕ РАБОТЫ ДЛЯ НАПРАВЛЕНИЯ «МЕНЕДЖМЕНТ»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Any _____ is usually composed of the following basic sections: summary, introduction, discussion, conclusion and recommendations.

- 1) report 2) technology 3) textbook 4) method

2. Student: "I'd like to fix an appointment with the principal for tomorrow."

Secretary: "_____"

- 1) How about Tuesday then? 2) You can come earlier if he is free.
3) Would nine tomorrow be all right? 4) I'm afraid not. He's got rather a full day today.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. He was unemployed doing only odd _____.

- 1) positions 2) jobs 3) profession 4) occupation

2. I'm supposed to wear a suit to work but sometimes I come in _____ clothes.

- 1) official 2) sporty 3) casual 4) formal

3. The bank has just telephoned me to tell me that they are unable to pay your _____.

- 1) cash 2) cheque 3) invoice 4) request

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Representatives of the socialist economic theory believed that the main object of capitalist manufacturers was to increase their _____.

- 1) investments 2) interests 3) costs 4) profits

2. Once the marketing managers are in possession of suitable information, they embark on a process of _____.

- 1) decision making 2) recruiting 3) advertising 4) interviewing

3. My job is to answer questions from our _____ and solve any problems they have.

- 1) activities 2) shareholders 3) challenges 4) responsibilities

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is a fee charged by a government on a product, income, or activity.

- 1) Levy 2) Duty 3) Rent 4) Tax

2. _____ is the rise in the general level of prices caused by an excess of demand over supply.

- 1) Deflation 2) Gold standard 3) Inflation 4) Cost

3. _____ is various transactions (sales and purchases) having the objective of supplying commodities (goods and services).

- 1) Commerce 2) Promotion 3) Bargain 4) Competition

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. I want to be a famous _____ when I grow up.
 1) scientific 2) scientifically 3) science 4) scientist
2. The man had to _____ the paint because the first coat wasn't sufficient.
 1) applicant 2) unapplied 3) reapply 4) application
3. Superman is a comic strip character who has _____ strength.
 1) inhumance 2) superhuman 3) humanity 4) humankind

Задание 6: Вставьте соответствующие местоимения (how long, mine, any).

1. That isn't my key. _____ is here.
 2. _____ have you got your car?
 3. Are you taking _____ magazines with you?

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. My house is _____ in the street.
 1) smaller 2) more smaller 3) the smallest 4) small
2. The sofa is _____ than that old chair.
 1) much comfortable 2) more comfortable 3) comfortable 4) the most comfortable
3. Life is not _____ as it used to be.
 1) the easiest 2) so easy 3) easy 4) easier than

Задание 8: Выберите соответствующие фразовые глаголы.

1. I asked the receptionist to _____ me _____ to the manager.
 1) put away 2) put through 3) put with 4) put from
2. Where is Jane? I am _____ waiting?
 1) tired to 2) tired about 3) tired of 4) tired with
3. All our plans _____.
 1) broke in 2) broke down 3) broke through 4) broke to

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Journalist: "_____"
 Head of a firm: "As a manager of the environmental business unit he is responsible for a team of eight."
 1) Is he in environmental business?
 2) How many are there in his team?
 3) Is he a manager of the environmental business unit?
 4) Which is his team?
2. Waiter: "Would you like something to drink?"
 Customer: "_____"
 1) I wonder if I could have a cup of coffee, please.
 2) Give me coffee.
 3) Can I have a cup of coffee, please?
 4) You must bring me a cup of coffee.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The financial centre of London is _____.
1) Westminster 2) the City 3) The West End 4) The East End
2. The official residence of the British Prime Minister is at _____.
1) Tower of London 2) Buckingham Palace
3) №10 Downing Street 4) Regent Palace
3. Madame Tussaud's is _____ in London.
1) a museum 2) an art gallery 3) a circus 4) a theatre
4. Stratford-on Avon is the birthplace of the great English poet and writer _____.
1) R. Burns 2) W. Shakespeare 3) Ch. Dickens 4) B. Show
5. The Queen who ruled for the longest period in British history was _____.
1) Margaret 2) Mary 3) Anna 4) Victoria
6. Margaret Thatcher was _____.
1) the leader of the Labour party 2) the Queen of Britain
3) the British Prime Minister 4) a film star

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Design Plus
55 (2) Stevenson Road
(3) San Francisco, CA 94015

(4) Mr. P.T. Vitale
(5) Mutual Insurance Company
33 South Street
New York, (6) NY 3476

- 1) the sender's name
- 2) the street name in the return address
- 3) the addressee's company name
- 4) the town the letter comes from
- 5) the addressee
- 6) the ZIP code in the mailing address

Задание 12: Поисковое чтение с целью определения наличия текста запрашиваемой информации. Прочитайте текст и выполните задание.

NHOC IN WEST COAST REFINERY SHOCK

1. The National Hermosa Oil Corporation (NHOC) officially announced yesterday that it intends to construct a \$1 billion oil refinery on the west coast of the island. The project is expected to take five years to complete, with 2,000 workers involved in its construction. The refinery when finished will employ 500 staff, easing the employment situation on the west coast, where tourism is at present the only industry.

2. Mr Ken Woo, president of NHOC, said at a press conference officially announcing the project, "The construction of the refinery is a vital step forward in the development of the economy of the island. It will bring much-needed jobs to the west coast and act as a motor for economic activity there."

3. The refinery is to be built 120 km north of Newport, near the small resort of Puerto Escondido, in the West Coast National Park. Ms Lucia Buenavista, a spokeswoman for the Ministry of the Environment, said that it "did not foresee difficulty" in giving planning

permission for the project. She said that the ministry had been assured by NHOC that environmental controls would be extremely strict and that danger of oil pollution from the refinery was “minimal”.

4. Local residents are less optimistic. The head of the environmental group Green Action, Mr Charles Chang, says that the prospect of large oil tankers unloading their cargo at the port is “alarming”. “We don’t believe what NHOC and the Ministry of the Environment are telling us. We’ve already seen the damage that oil pollution can do in other parts of the world. And the idea of building the refinery in a national park is ridiculous. What is the point of national parks if they can build oil refineries in them?”

Note to the text:

1) refinery – завод по очистке сырой нефти

Определите, является ли утверждение:

There is a shortage of jobs on the west coast.

1) в тексте нет информации 2) ложным 3) истинным

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

A MIXED ECONOMY

1. The United States is said to have a mixed economy because privately owned businesses and government both play important roles. Some of the most enduring debates of American economic history focus on the relative roles of the public and private sectors.

2. The American free enterprise system emphasizes private ownership. Private businesses produce most goods and services, and almost two-thirds of the nation’s total economic output goes to individuals for personal use (the remaining one-third is bought by government and business). The consumer role is so great that the nation is sometimes characterized as having a “consumer economy.”

3. This emphasis on private ownership arises, in part, from American beliefs about personal freedom. From the time the nation was created, Americans have feared excessive government power, and they have sought to limit government’s authority over individuals including its role in the economic realm. Americans generally believe that an economy characterized by private ownership is likely to operate more efficiently than one with substantial government ownership.

4. When economic forces are not regulated, Americans believe supply and demand determine the prices of goods and services. Prices tell businesses what to produce; if people want more of a particular good the price of the good rises. That catches the attention of new or other companies that, sensing an opportunity to earn profits, start producing more of that good. If people want less of the good, prices fall and less competitive producers either go out of business or start producing different goods. Such a system is called a market economy. A socialist economy is characterized by more government ownership and central planning. Most Americans are convinced that socialist economies are less efficient because government, which relies on tax revenues, is far less likely than private businesses to take note of price signals or to feel the discipline imposed by market forces.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

A socialist economy is not so effective as a market economy.

- 1) 3 2) 1 3) 4 4) 2

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Harvard University is the oldest institution of higher _____ in the USA.

- 1) learning 2) promotion 3) teaching 4) education

2. Students: “_____”

Tutor: “Certainly, you have four credits this term.”

- 1) Have we got any credits this term? 2) How many credits have we got this term?
3) Have we got four or five credits this term? 4) Have we got any terms for our credits?

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Let’s _____ the exact time and place of our meeting.

- 1) make 2) do 3) fix 4) start

2. A time-management consultant helps people to organize their work in a(n) _____ way.

- 1) useful 2) inefficient 3) effective 4) pleasant

3. I asked the waiter to bring fish for the main _____.

- 1) eating 2) course 3) plate 4) meals

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. The oil industry raised _____ last year.

- 1) departments 2) divisions 3) prices 4) stuff

2. The European Central Bank has raised interest _____.

- 1) rates 2) costs 3) prices 4) sales

3. A mayor’s success depends to a great extent on the people working in his _____.

- 1) city hall 2) team 3) office 4) party

Задание 4: Выберите соответствующие термины.

1. To _____ means to allow somebody to use something for a fixed period of time.

- 1) lend 2) buy 3) sell 4) recruit

2. A _____ is the second important person in an organization.

- 1) deputy 2) buyer 3) seller 4) recruit

3. _____ department is responsible for hiring, training and placing employees.

- 1) Personnel 2) Personal 3) Private 4) Public Relations

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. _____ Thames flows through London.

2. Freda’s _____ astronaut. There are six of them on this mission.

3. _____ Coca-cola is enjoyed all over the world.

Задание 6: Вставьте соответствующие предлоги (for, to, on).

1. I lived in London for five years from 1980 _____ 1985.

2. Halloween is a public holiday celebrated _____ October, 31.

3. I have known Annie _____ ten years.

Задание 7: Вставьте соответствующие союзы (as soon as, because, although).

1. _____ he overslept, Clive wasn't late for work.

2. _____ they arrive, they'll want to have dinner.

3. I did it _____ he told me so.

Задание 8: Выберите соответствующие фразовые глаголы.

1. He was forced to _____ his country.

1) give up 2) give on 3) give over 4) give in

2. I will not _____ any more of your time.

1) take about 2) take from 3) take up 4) take back

3. Chris is trying to _____ smoking.

1) give up 2) give from 3) give out 4) give down

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Consultant: "Why did you leave your last job?"

John: " _____ "

1) I wanted to earn more money. 2) Yes, I did.
3) I joined the company two years ago. 4) Don't worry about it.

2. Manager: " _____ "

Employee: "I think, it's a harmful habit."

1) Can I smoke here? 2) What's your idea about smoking?
3) Have you got any bad habits? 4) Can you give me a cigarette?

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The main lakes in the USA are the _____ in the north.

1) Gigantic Lakes 2) Grand lakes 3) Large Lakes 4) Great Lakes

2. The capital of the USA was built on _____.

1) the Ohio River 2) the Potomac River 3) the Colorado River 4) the Mississippi River

3. The US Capitol is situated in _____.

1) Chicago 2) Washington 3) New York 4) Los Angeles

4. What was Martin Luther King famous for?

1) He was an outstanding military man.
2) He aroused American people to protest against racial discrimination.
3) He was a bright student and a talented schoolchildren.
4) He was born in Atlanta in a large family.

5. _____ was the British Prime Minister during the Second World War.

1) Margaret Thatcher 2) Benjamin Disraeli
3) Winston Churchill 4) John Major

6. The Queen's eldest son's name is _____.

1) Edward 2) Charles 3) Andrew 4) Philip

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) Dear Mr Sawyer,
- 2) I look forward to hearing from you.
Yours sincerely, Simon Tramp, Sales Manager
- 3) Thank you for your letter. I am afraid that we have a problem with your order. Unfortunately, the manufacturers of the part you wish to order have advised us that they cannot supply it until November. Would you prefer us to supply a substitute, or would you rather wait until the original parts are again available?
- 4) James Sawyer, Sales Manager, Electro Ltd, Perry Road Estate, Oxbridge UN54 42KF.
- 5) 6 Pine Estate, Bedford Road, Bristol, UB28 12BP, Telephone 9036 174369, Fax 9036 36924, 6 August 2005

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

CITY GOVERNMENT

1. City government is a system of governmental institutions that serve an urban area or urban municipality. Modern cities are almost always contained within the boundaries of national states, and their governments form parts of a larger constitutional regime that usually includes state or provincial governments and a national government.

2. A city government's most important functions are to provide law enforcement and fire prevention; elementary and secondary education; water supply, sewage, and refuse collection and disposal; construction, maintenance, and lighting of the streets; regulation of building safety and housing standards; the provision of public housing; various welfare services for the needy; health protection, medical care environmental services. Cities also provide museums, parks, playgrounds, and other recreational facilities. Public-utility services that supply water, electricity, gas, and public transport may be provided by a city government or by commercial companies regulated by the government.

3. City planning is another important function. City governments typically achieve their land-planning goals by enacting zoning laws that govern the use of land and buildings, the density of population, and the height, bulk, and spacing of structures. Planning also involves the use of subdivision controls, which subject the initial laying-out of vacant land to public regulation.

4. The mayor-and-council form is the oldest and most prevalent type of city government in the U.S. Both the mayor and council are elected directly by the voters. The mayor typically has strong administrative and executive powers, and he presides over the council and can veto its legislative acts. A newer type, the city-manager system, typically consists of a small elected council that passes ordinances, decides the budget, sets rates of taxation, and appoints a manager, who is in his turn responsible for the day-to-day administration of the government.

Определите, является ли утверждение:

- Public-utility services are normally provided by either municipal or private companies.
- 1) истинным 2) в тексте нет информации 3) ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

GOVERNMENT ACTIVITIES AND THE U.S. ECONOMY

1. While consumers and producers make most decisions that mold the economy, government activities have a powerful effect on the U.S. economy in at least four areas. Perhaps most importantly, the Federal Government guides the overall pace of economic activity, attempting to maintain steady growth, high levels of employment, and price stability.

2. By adjusting spending and tax rates or managing the money supply and controlling the use of credit, it can slow down or speed up the economy's rate of growth, affecting the level of prices and employment.

3. After the Great Depression of the 1930s, recessions were viewed as the greatest of economic threats. When the danger of recession appeared most serious, government sought to strengthen the economy by spending heavily itself or cutting taxes so that consumers would spend more, and by fostering rapid growth in the money supply. In the 1970s, major price increases, particularly for energy, created a fear of inflation. As a result, government leaders came to concentrate more on controlling inflation than on combating recession by limiting spending, resisting tax cuts, and reining in growth in the money supply.

4. Ideas about the best tools for stabilizing the economy changed substantially between the 1960s and the 1990s. In the 1960s, government had great faith in fiscal policy – manipulation of government revenues. Since spending and taxes are controlled by the president and the Congress, these elected officials played a leading role in directing the economy. A period of high inflation, high unemployment, and huge government deficits weakened confidence in fiscal policy as a tool for regulating economic activity. Instead, monetary policy – controlling the nation's money supply through such devices as interest rates – assumed growing prominence. Monetary policy is directed by the nation's central bank (the Federal Reserve Board) independent of the president and the Congress.

Выберите правильный ответ:

What was the Great Depression characterized by?

- 1) Controlling the nation's money supply through such devices as interest rates.
- 2) Slow economic growth and high unemployment.
- 3) Steady growth, high levels of employment, and price stability.
- 4) Manipulation of government revenues.

3. КОНТРОЛЬНЫЕ РАБОТЫ ДЛЯ НАПРАВЛЕНИЯ «ПРОГРАММНАЯ ИНЖЕНЕРИЯ»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. After graduating from the university she decided to take _____ courses.
1) undergraduate 2) students 3) doctoral 4) postgraduate
2. Teacher: "There are some new words in the story."
Student: "_____"
- 1) When does this lesson finish? 2) Help!
- 3) Could you explain what they mean? 4) What?

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. The international trade company is the largest _____ in the city.
 1) work 2) employee 3) employer 4) staff
2. As we are going to work in a _____ country it is important to learn the language.
 1) official 2) formal 3) foreign 4) domestic
3. The _____ of work involve hours, rest periods, and vacations; regulation of the employment of young persons; and special provisions concerning the employment of women.
 1) salaries 2) wages 3) conditions 4) rules

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. _____ modems transmit modulated data using electromagnetic waves.
 1) Wireless 2) Fiber optic 3) Array 4) Cable
2. Security software programs are used to restrict _____ to a computer or server.
 1) contact 2) power 3) access 4) control
3. The hard drive _____ all information and holds it when the computer is turned off.
 1) processes 2) damages 3) installs 4) stores

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is a standardised method of transporting information across the Internet in packets of data.
 1) PC 2) HTTP 3) WWW 4) IP
2. _____ is a computer program that retrieves information from a database or from the Internet.
 1) Search engine 2) Program manager 3) File browser 4) Internet protocol
3. _____ is a program used to view and interact with the Internet resources on the World Wide Web.
 1) Editor 2) Antivirus 3) Browser 4) Engine

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. The neighbouring tribes found it difficult to _____ peacefully.
 1) existent 2) inexistence 3) existence 4) coexist
2. The last year has shown a slight _____ in the economy.
 1) improve 2) improved 3) improvable 4) improvement
3. If you don't speak the language you feel more like a _____.
 1) foreigner 2) foreignhood 3) foreigndom 4) foreignship

Задание 6: Вставьте соответствующие местоимения (myself, me, anywhere).

1. Someone sent _____ these beautiful flowers for my birthday
2. – Shall we sit in the corner or by the window? – _____ you want.
3. – Did you get the cake from the baker's? – No, I made it _____.

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. Karen is the _____ girl in the class.
 1) prettier 2) prettiest 3) more pretty 4) much pretty

2. I think that marmalade is much _____ than chocolate.
 1) delicious 2) deliciouser 3) more delicious 4) most delicious
3. He had to take off as _____ as possible.
 1) soon 2) soonest 3) sooner 4) more soon

Задание 8: Выберите соответствующие фразовые глаголы.

1. Sam spent half an hour _____ his keys.
 1) looking for 2) looking into 3) looking after 4) looking through
2. We began work at 3 p.m. and _____ till 9 p.m.
 1) go on 2) go from 3) go after 4) go by
3. Nowadays a lot of children _____ in one-parent families.
 1) are brought out 2) are brought in 3) are brought up 4) are brought on

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Woman: "Mr Granger, I'd like you to meet Nick Thomas, from our Boston office."
 Mr Granger: " _____ "
 1) Hi, Nick! 2) Hello, everybody! 3) Yes? 4) How do you do, Nick!
2. Colleague: "Can you lend me some money?"
 Peter: " _____ "
 1) Nobody likes to lend money.
 2) Sorry, but I'm short of money at the moment.
 3) You see, money is not everything.
 4) Yes, do, please.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

- 1 Big Ben is _____.
 1) a museum 2) a palace 3) a fortress 4) a bell
2. London is situated on _____.
 1) the Hudson River 2) the Severn 3) the Thames 4) the Mississippi
3. The highest mountain in Great Britain is _____.
 1) Ben Nevis 2) Anglesey 3) Cornwell 4) Snowdon
4. Sir Laurence Olivier is world famous for his outstanding achievements in the sphere of _____.
 1) sport 2) the computer design
 3) technology 4) theatre and cinema
5. The famous person who didn't live in the USA is _____.
 1) Mark Twain 2) Walt Disney 3) Bill Gates 4) William Shakespeare
6. The first woman Prime Minister in Britain was _____.
 1) Charlotte Bronte 2) Elizabeth II 3) Margaret Drabbe 4) Margaret Thatcher

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

- | | |
|--|--|
| (1) Hanston Electrics
48 (2) Golden Road, Manchester
(3) M11 4NS England | (4) The Music Shop 45
(5) Winston Road, London
New York, (6) WC2 10H |
|--|--|

- | | |
|---|---------------------------------------|
| 1) the ZIP Code in the mailing address | 2) the sender's name |
| 3) the street name in the return address | 4) the ZIP Code in the return address |
| 5) the street name in the mailing address | 6) the addressee's company name |

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

THE DIFFERENCE BETWEEN THE INTERNET AND THE WEB

1. Many people use the terms Internet and World Wide Web (the Web) interchangeably, but in fact the two terms are not synonymous. The Internet and the Web are two separate but related things.

2. The Internet is a massive networking infrastructure. It connects millions of computers together globally, forming a network in which any computer can communicate with any other computer as long as they are both connected to the Internet. Unlike online services, which are centrally controlled, the Internet is decentralized by design. Each Internet computer, called a host, is independent. Its operators can choose which Internet services to use and which local services to make available to the global Internet community. Amazingly, this anarchy by design works very well. The Internet is changing to accommodate another generation of network technologies with different characteristics and requirements, from broadband residential access to satellites.

3. Information that travels over the Internet does so via a variety of languages known as protocols. The Web is a way of accessing information over the medium of the Internet. It is an information-sharing model that is built on top of the Internet. The Web uses the HTTP¹ protocol, only one of the languages spoken over the Internet, to transmit data. Web services, which use HTTP to allow applications to communicate in order to exchange business logic, use the Web to share information. The Web also utilizes browsers, such as Internet Explorer or Firefox, to access Web documents called Web pages that are linked to each other via hyperlinks. Web documents also contain graphics, sounds, text and video.

4. The Web is just one of the ways that information can be spread over the Internet. The Internet, not the Web, is also used for e-mail, which relies on Simple Mail Transfer Protocol, Usenet news groups, instant messaging and File Transfer Protocol. Thus the Web is just a portion of the Internet, so the two terms are not synonymous.

Note to the text:

1) HTTP (HyperText Transfer Protocol) – протокол передачи гипертекста

Определите, является ли утверждение:

Designers are concerned with the evolution of the Internet architecture.

- 1) ложным 2) в тексте нет информации 3) истинным

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

USB

1. In the late 1990s, a few computer manufacturers started embedding Universal Serial Bus, or USB, support in their new systems, but today USB has become a standard connection port for many USB-enabled devices such as keyboards, mice, joysticks, digital cameras, etc. USB is able to support and is supported by a large range of products.

2. USB is supported at the operating system level, and compared to alternative ports such as parallel or serial ports, USB is very user-friendly. When USB first started appearing in the marketplace, it was (and still is) referred to as a plug-and-play port because of its ease of use. Consumers without a lot of technical or hardware knowledge were able to easily connect USB devices to their computer. USB devices can also be used across multiple platforms. USB works on Windows and Mac, plus can be used with other operating systems, such as Linux, for example, with a reliable degree of success.

3. Before USB, connecting devices to a computer was often a difficulty. Modems and digital cameras were connected via the serial port which was quite slow, as only one bit is transmitted at a time through a serial port. While printers generally required a parallel printer port, which is able to receive more than one bit at a time – that is, it receives several bits in parallel. Most computers provided two serial ports and a parallel printer port. If you had several devices, unhooking one device and setting up the software and drivers to use another device could often be problematic for the user.

4. The introduction of USB ended many of these headaches. USB offered consumers the option to connect up to 127 devices, either directly or through the use of a USB hub. It was much faster since USB supports data transfer rates of 12 Mbps for disk drives and other high-speed throughput and 1.5 Mbps for devices that need less bandwidth. Additionally, consumers can literally plug almost any USB device into their computer, and Windows will detect it and automatically set-up the hardware settings for the device.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

There is no need to reboot or install drivers when plugging devices into USB.

- 1) 4 2) 3 3) 2 4) 1

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. My favourite _____ at school were history and geography.
 1) periods 2) lessons 3) subjects 4) tasks
2. Student 1: "Let's go to the library right now and look up this word in the dictionary!"
 Student 2: " _____"
 1) I don't know what this word means. 2) Why should I? I'd rather send a fax.
 3) Good idea! Let's do it now. 4) Why should we? I don't remember this word.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. _____ building in the workplace creates a sense of collective responsibility.
 1) Computer 2) Conflict 3) Power 4) Team
2. I would like to _____ for the position of IT assistant in your college.
 1) confirm 2) response 3) attend 4) apply
3. Applicants should have at least two years' post high school education or work _____.
 1) performance 2) experience 3) position 4) abilities

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Random access memory is automatically _____ when the power is turned off.
 1) added 2) attached 3) inserted 4) deleted

2. The computer memory is used for _____ information.
 1) making 2) writing 3) storing 4) printing
3. The hard drive _____ all information and holds it when the computer is turned off.
 1) processes 2) damages 3) installs 4) stores

Задание 4: Выберите соответствующие термины.

1. _____ is a program that enables to enter, alter, format and store program and text files.
 1) Antivirus 2) Browser 3) Modem 4) Editor
2. _____ is the physical equipment and components of any computer system.
 1) Hardware 2) Shareware 3) Software 4) Firmware
3. _____ is a standardised method of transporting information across the Internet in packets of data.
 1) PC 2) HTTP 3) WWW 4) IP

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. In _____ centre of the town you can find a lot of shops selling nice clothes.
 2. She is going to see her daughter who has come from _____ Canada.
 3. I have _____ appointment at the dentist's this afternoon.

Задание 6: Вставьте соответствующие предлоги (for, at, in).

1. _____ the centre of the town you can find a lot of boutiques selling nice clothes.
 2. Mr. Jones has a meeting _____ tree o'clock this afternoon.
 3. I haven't seen my friend _____ a very long time.

Задание 7: Вставьте соответствующие союзы (since, because, but).

1. She was late _____ her car had broken down.
 2. I haven't written to them _____ I came to Moscow.
 3. I love tennis _____ I like swimming too.

Задание 8: Выберите соответствующие фразовые глаголы.

1. Are you _____ working for us?
 1) interested in 2) interested on 3) interested at 4) interested with
2. Our daughter is _____ learning foreign languages.
 1) fond with 2) fond of 3) fond for 4) fond in
3. It depended _____ us what flight to choose.
 1) – 2) on 3) from 4) at

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Clerk: "How do you want your cash?"
 Customer: " _____"
 1) Very quickly, please 2) The more the better, please
 3) I want it all now, please 4) In tens and twenties, please
2. Cafeteria assistant: "Can I help you?"
 Guest: " _____"
 1) A glass of grapefruit juice.
 2) Give me a glass of grapefruit juice with ice!

- 3) Can I have a glass of grapefruit juice, please?
 4) Would you be so kind as to give me a glass of grapefruit juice, please?

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The Library of Congress is situated in _____.
 1) Boston 2) London 3) Oxford 4) Washington
2. The US president lives in _____.
 1) Yellowstone 2) the White House 3) the West End 4) West Point
3. American people choose a new President every _____.
 1) 2 years 2) 5 years 3) 4 years 4) 3 years
4. The first President of the USA was _____.
 1) Jefferson 2) Kennedy 3) Washington 4) Lincoln
5. Scotland is a motherland of the greatest English poet _____.
 1) Robert Burns 2) William Blake 3) Agatha Christie 4) William Shakespeare
6. The Beatles started their career in _____.
 1) London 2) Birmingham 3) Liverpool 4) Oxford

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) Mr. J.A. Burns, ABC Advertising, 17 New Street, New Town BN45 67HO
- 2) We are writing to confirm our meeting on 20 February concerning the advertisement of our new device in your catalogue. We would appreciate it if you have time to visit our plant at an earlier date and inform us of it.
- 3) Dear Mr Burns,
- 4) John Bloggs plc, 25 Corner Street, Darlington, Tel. 249 26 49, 14 February 2006
- 5) We look forward to hearing from you. Yours sincerely, Irene Green, Sales Manager

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

TELECOMMUNICATIONS MEDIA

1. Every telecommunications system involves the transmission of an information-bearing electromagnetic signal through a physical medium that separates the transmitter from the receiver. The major transmission media are metal wire, terrestrial and satellite radio, and optical fibre.

2. All transmitted signals are to some extent degraded by the environment through which they propagate. Signal degradation can take many forms, but generally it falls into three types: noise, distortion, and attenuation. Noise is the presence of random, unpredictable, and undesirable electromagnetic emissions that can mask the intended information signal. Distortion is any undesired change in the amplitude or phase of any component of an information signal that causes a change in the overall waveform of the signal. Both noise and distortion are commonly introduced by all transmission media, and they both result in errors in reception. The relative impact of these factors on reliable communication depends on the rate of information transmission, on the desired fidelity upon reception, and on whether communication must occur in "real time" as in two-way voice telephony and video teleconferencing.

3. Various modulating and encoding schemes have been devised to provide protection against the errors caused by channel distortion and channel noise. In addition to these signal-processing techniques, protection against reception errors can be provided by boosting the power of the transmitter, thus increasing the signal-to-noise ratio. However, even powerful signals suffer some degree of attenuation, or reduction in power, as they pass through the transmission medium. The principal cause of power loss is dissipation, the conversion of part of the electromagnetic energy to another form of energy such as heat.

4. In communications media, channel attenuation is typically expressed in decibels (dB) per unit distance. Attenuation of zero decibels means that the signal is passed without loss; three decibels means that the power of the signal decreases by one-half. Channel attenuation is an important factor in the use of each transmission medium.

Определите, является ли утверждение:

Signal degradation falls into two categories: noise and distortion.

1) истинным 2) ложным 3) в тексте нет информации ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

NETWORK SECURITY

1. Internet security professionals are, by occupational temperament, a pretty anxious people. But lately they've had more reason than ever to be nervous. Not long ago, a new kind of worm, known as Storm, began to sweep through the Internet. It hasn't received much attention in the mainstream press, but it has given security professionals more than a few sleepless nights. Storm is far more sophisticated than previous worms, because it uses peer-to-peer technologies and other new techniques to avoid detection.

2. Storm methodically infiltrates computers with inactive code that could be used to damage the whole network of a company, creating opportunities for getting money illegally. And Storm's creators, whoever they are, continue to modify their dangerous product even as it already stands as a dark cloud poised over the Internet.

3. Network security software products on the market today offer only limited defence. They use firewalls, which simply block access to unauthorized users, and software patches, which can be created only after a worm or virus's unique bit pattern is decoded. By the time this difficult process of hand coding is complete, the worm has had hours and hours to spread, mutate, or be modified by its creators.

4. A new kind of answer is needed. Network security researchers are developing software that can rapidly detect a wide variety of intrusions from worms, viruses, and other attacks without the high rate of false alarms that outbreaks many conventional Internet security products. These new programs can detect any anomalous network behavior in seconds and block threats. This new generation of algorithms is based on concepts related to the thermodynamic concept of entropy. Often defined briefly as a measure of the disorder of a system, entropy as a cornerstone of thermodynamic theory goes back more than a century and a half. But as a construct of information theory it is only 60 years old, and its application to data communications began only in the last decade or so.

Выберите правильный ответ:

What is the new generation of network security software based on?

- 1) It is based on concepts related the strict order of a system.
- 2) It is based on thermodynamic energy conversion process.
- 3) It is based on the thermodynamic concept of entropy.
- 4) It is based on the modern information theory concepts.

4. КОНТРОЛЬНЫЕ РАБОТЫ**ДЛЯ НАПРАВЛЕНИЯ «РЕКЛАМА И СВЯЗИ С ОБЩЕСТВЕННОСТЬЮ»****Контрольная работа 1**

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. I got some good _____ in my continuous assessment this term.
1) grands 2) marks 3) exams 4) notes
2. Student: "_____"
Tutor: "Yes, it was quite good".
1) Have you had time to mark my essay? 2) What about my essay?
3) Didn't you mark my essay? 4) What did you do with my essay?

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. I asked the waiter to bring fish for the main _____.
1) eating 2) course 3) plate 4) meals
2. I was _____ some part-time work, but I'm not sure I want to apply for it.
1) offered 2) applied 3). promoted 4) taken
3. The _____ of her visit was to inspect the equipment.
1) purpose 2) essence 3) idea 4) reason

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Sociology studies _____ and human groups.
1) award 2) punishment 3) attitude 4) behaviour
2. People experience socialization first as babies and infants living in _____.
1) communities 2) institutions 3) groups 4) families
3. A person's _____ may convey his/her feelings better than the word he/she speaks.
1) social institution 2) body language 3) achieved status 4) social role

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is an established standard of behaviour maintained by a society.
1) Language 2) Socialization 3) Norm 4) Interaction
2. _____ is a set of expectations for people who occupy a given social position.
1) Language 2) Interaction 3) Social group 4) Social role
3. _____ is the largest form of human social organization that consists of people who live in the same territory and share common culture.
1) Family 2) Social institution 3) Society 4) Professional group

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. Kate is very _____.
- 1) friendly 2) friendship 3) friend 4) friendless
2. If you don't speak the language you feel more like a _____.
- 1) foreigner 2) foreignhood 3) foreigndom 4) foreignship
3. The last year has shown a slight _____ in the economy.
- 1) improve 2) improved 3) improvably 4) improvement

Задание 6: Вставьте соответствующие местоимения (me, anywhere, his).

1. The grandfather promised a nice gift to the eldest grandson of _____.
2. Someone sent _____ these beautiful flowers for my birthday.
3. – Shall we sit in the corner or by the window? – _____ you want.

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. Life is not _____ as it used to be.
- 1) the easiest 2) so easy 3) easy 4) easier than
2. She sings _____ than anyone I know.
- 1) most beautiful 2) more beautiful 3) beautiful 4) much beautiful
3. It was the _____ sweater in the shop.
- 1) most cheapest 2) cheaper 3) cheap 4) cheapest

Задание 8: Выберите соответствующие фразовые глаголы.

1. Chris is trying to _____ smoking.
- 1) give up 2) give from 3) give out 4) give down
2. I'm writing to _____ the job you advertised in last Tuesday's "Daily News".
- 1) apply from 2) apply to 3) apply for 4) apply at
3. Mike _____ all his ideas of becoming a lawyer.
- 1) put away 2) put on 3) put up 4) put across

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Secretary: "How was a trip?"
Employee: "_____"
- 1) I was late as usual. 2) Everything was fine but a bit tiring.
3) I'm just back from my trip. 4) I'm thinking of going on a business trip.
2. Employee: "As far as I understand, it's almost impossible to operate the production line so quickly."
Manager: "_____"
- 1) I think you should give up this idea.
2) Yes, I get the ideal decision.
3) You have no right to get on with this job.
4) Well, you are quite right, but we are to do our best.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The official residence of the Prime Minister of the United Kingdom of Great Britain and Northern Ireland is _____.

1) №10 Downing Street 2) Scotland Yard

3) Buckingham Palace 4) the West End

2. The oldest university in Britain is _____.

1) London 2) Edinburgh 3) Oxford 4) Cambridge

3. The Royal family lives in _____.

1) Tower of London 2) №10 Downing Street

3) Westminster Palace 4) Buckingham Palace

4. The Queen's eldest son's name is _____.

1) Edward 2) Charles 3) Andrew 4) Philip

5. What's the name of the author of the Harry Potter books?

1) Alfred 2) Constable 3) Tolkien 4) Rowling

6. The reign of the Queen _____ is known as the "Golden Age" in English history.

1) Mary 2) Anne 3) Elizabeth I 4) Elizabeth II

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Hanston Electrics,
48 (2) Golden Road,
Manchester (3) M11 4NS
England

(4) The Music Shop,
45 (5) Winston Road,
London (6) WC2 10H

1) the ZIP Code in the mailing address

2) the sender's name

3) the street name in the return address

4) the ZIP Code in the return address

5) the street name in the mailing address

6) the addressee's company name

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

READING

1. The ability to see and understand written or printed language is called reading. People who cannot read are said to be illiterate. The ability to read is one of the foundation skills in all industrialized societies. In such societies written language is the chief means of transmitting culture and the benefits of civilization from one generation to another. Researchers estimate that about 30 percent of the adult women and about 15 percent of the adult men in the world cannot read, and many more have only minimal reading abilities. Many organizations are dedicated to teaching adults to read, but illiteracy has persisted.

2. Like many human abilities, reading is a learned skill. It must be taught. Young children learn to read a very few years after learning to speak. In doing so, they are made to see a connection between the words they have learned to say and the ones they see on a

printed page. The words that appear on a page are printed symbols. The mind interprets those symbols as words it already knows in a rapid recognition process based on the individual's past experiences.

3. Words and their meanings are recognized together. Beyond the decoding of words is comprehension. This is more than just understanding the words, sentences, and paragraphs. It is a matter of seeing relationships and of connecting what is stated on a page with what one already knows about a subject. A good deal of reading stimulates the imagination as the reader pictures what is being read.

4. Several factors determine a reader's level of comprehension and assimilation: intellectual ability, the range of personal experiences, and the speed at which one reads. Intellectual ability and the breadth of experience are personal matters, and they often have something to do with the age of the individual. The more one has learned and experienced, the more one tends to gain from reading. The speed of reading is more subject to control. Slow readers can be trained to read faster.

Определите, является ли утверждение:

All people in the world are literate.

1) в тексте нет информации 2) ложным 3) истинным

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

COMMUNICATION

1. Communicating – or getting our across – is the concern of us all in our daily lives whatever language we happen to use. Learning to be better communicators is important to all of us in both our private and public lives. Better communication means better understanding of ourselves and others; less isolation from those around us and more productive, happy lives.

2. We begin at birth by interacting with those around us to keep warm, dry and fed. We learn very soon that the success of a particular communication strategy depends on the willingness of others to understand and on the interpretation they give to our meaning. Whereas a baby's cry will be enough to bring a mother bringing with a clean nappy and warm milk in one instance, it may produce no response at all in another. We learn then that meaning is never one-sided. Rather, it is negotiated, between the persons involved.

3. As we grow up our needs grow increasingly complex, and along with them, our communication efforts. Different words, we discover, are appropriate in different settings. The expressions we hear in the playground or through the bedroom door may or may not be suitable at the supper table. We may decide to use them anyway to attract attention. Most of our communication strategies develop unconsciously, through imitation of persons we admire and would like to resemble to some extent – and the success we experience in our interactions.

4. Formal training in the classroom affords us an opportunity to gain systematic practice in an even greater range of communicative activities. Group discussions, moderated by the teacher, give young learners important practice in taking turns, getting the attention of the

group, stating one's views and perhaps disagreeing with others in a setting other than the informal family or playground situations with which they are familiar. Classrooms also provide practice in written communications of many kinds. Birthday cards are an early writing task for many children. Reports, essays, poems, business letters, and job application forms are routinely included in many school curricula and provide older learners with practical writing experience.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Being good at communication implies more successful life.

- 1) 2 2) 3 3) 4 4) 1

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. I must not go to the birthday party tonight, because I am _____ an exam tomorrow.
 1) attending 2) entering 3) taking 4) failing
 2. Student 1: "Let's go to the library and take the necessary books."
 Student 2: " _____"
 1) I am not ready for my English class. 2) My idea doesn't coincide with yours.
 3) Are you all right? 4) I think, we'd better do it after the break.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Being able to use a computer is an important _____ nowadays.
 1) license 2) skill 3) qualification 4) degree
 2. A time-management consultant helps people to organize their work in a(n) _____ way.
 1) useful 2) inefficient 3) effective 4) pleasant
 3. The business lunch is an excellent way to improve a relationship with _____.
 1) public 2) staff 3) a customer 4) a client

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. The _____ extends both verbal and non-verbal communication.
 1) body language 2) eye contact 3) language barrier 4) facial expressions
 2. Arriving 20 minutes late for a dinner party is considered unacceptable _____.
 1) interaction 2) posture 3) relation 4) behaviour
 3. The expected _____ of unemployment this year is higher than the previous one.
 1) rate 2) experience 3) skills 4) relations

Задание 4: Выберите соответствующие термины.

1. _____ is an established standard of behaviour maintained by a society.
 1) Language 2) Socialization 3) Norm 4) Interaction
 2. _____ is a set of expectations for people who occupy a given social position.
 1) Language 2) Interaction 3) Social group 4) Social role
 3. _____ is the largest form of human social organization that consists of people who live in the same territory and share common culture.
 1) Family 2) Social institution 3) Society 4) Professional group

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. Last year we went to _____ Greece.
2. _____ book you gave me is very interesting.
3. Here's _____ book you asked to borrow.

Задание 6: Вставьте соответствующий предлог (at), где необходимо.

1. We enjoyed the film but it was very cold _____ the cinema.
2. She is going to study music _____ next year.
3. My brother can run 100 metres _____ 11.5 sec.

Задание 7: Вставьте соответствующие союзы (so as, where, so).

1. That is the house _____ Shakespeare was born.
2. She used an alarm clock _____ to wake up on time.
3. It's Sunday tomorrow, _____ I don't have to get up early.

Задание 8: Выберите соответствующие фразовые глаголы.

1. Sam _____ so fast. I think he's going to be a tall guy.
1) is growing from 2) is growing out 3) is growing over 4) is growing up
2. Sarah _____ jogging in order to lose weight.
1) took up 2) took over 3) took off 4) took down
3. David _____ to respect his family.
1) was brought out 2) was brought away
3) was brought off 4) was brought up

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Employee: "Are there any vacancies in our department?"
Manager: "_____"
1) This seat is vacant, you can take it.
2) There was a vacancy, so he applied for this position.
3) I'm afraid, I don't know. Please, ask somebody from the Personnel.
4) What do you want?
2. Colleague: "_____"
John: "Anyhow, I am going to live in London. I've got a new job."
1) You are not going to London, are you?
2) London is a perfect place for your career.
3) But London is too expensive for young people.
4) What's wrong with your job?

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The US flag is called _____.
1) Uncle Jack 2) Maple Leaf 3) Union Jack 4) Stars and Stripes
2. The main lakes in the USA are the _____ in the north.
1) Gigantic Lakes 2) Grand lakes 3) Large Lakes 4) Great Lakes

3. The Library of Congress is situated in _____.
 1) Boston 2) London 3) Oxford 4) Washington
4. Elisabeth II lives in _____.
 1) Buckingham Palace 2) The Tower of London
 3) №10, Downing Street 4) Westminster Palace
5. _____ is regarded by many people as America's greatest president as he freed the slaves and united the country.
 1) Richard Nixon 2) Ronald Reagan 3) John Kennedy 4) Abraham Lincoln
6. Sir Laurence Olivier is world famous for his outstanding achievements in the sphere of _____.
 1) sport 2) theatre and cinema
 3) technology 4) the computer design

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.
 2) George Finchley & Sons, 68 Bond Street, London, 4 October 2003
 3) Yours faithfully, Sally Blinton, Sales Manager
 4) Dear Sirs,
 5) Messrs Dickson & King, 9 Newgate Street, London

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

AUGUSTE COMTE

1. The French philosopher who is known as the Father of Sociology is Auguste Comte. Comte advocated a science of society, which he named sociology. It was Comte's intention that there be one science of society to take its place alongside the various physical sciences, he stated the need for a "science of man," He urged the use of natural science techniques in the study of social life. Comte also originated positivism, a philosophic doctrine that incorporated his views on sociology .

2. Auguste Comte was born in Montpellier, France, on Jan. 19, 1798. His father, Louis, was a tax official. Auguste studied at the Ecole Polytechnique, in Paris, from 1814 to 1816. In 1818 he became secretary to the Comte de St.Simon, a pioneer socialist. Beginning in 1826, Comte delivered private lectures to some of the leading French scholars and scientists of his day. These lectures became the basis of his most famous work, the six-volume "Course of Positive Philosophy" which was published between 1830 and 1842. In 1827, two years after his marriage to Caroline Massin, Comte suffered a mental breakdown. After his recovery he was on the staff of the Ecole Polytechnique from 1832 to 1842. In his four-volume "System of Positive Polity" published between 1851 and 1854 Comte formulated a concept called "religion of humanity".

3. Comte is best known for his "law of the three stages". According to this "law", man's explanations of natural and social processes pass through three stages – the theological, the metaphysical, and the positive. In the first stage, man sees these processes as the work of supernatural powers. In the second, he explains them by means of such abstract ideas as "causes" and "forces".

4. In the third stage, he accumulates factual data and determines relationships among the observed facts. Comte believed that astronomy, physics, chemistry, and biology had evolved through these stages. He sought to organize sociology along “positive” lines. Comte died in Paris on Sept. 5, 1857.

Определите, является ли утверждение:

Auguste Comte applied techniques of other sciences in sociology.

1) истинным 2) в тексте нет информации 3) ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

CLOTHING SIGNALS

1. It is impossible to wear clothes without transmitting social signals. Every costume tells a story about its wearer. Even those people who insist that they don't pay attention to clothing, and dress as casually as possible, are making quite specific comments on their social roles and their attitudes towards the culture in which they live.

2. For the majority of people, Clothing Signals are the result of a single daily event – the act of dressing, performed each morning. The once-a-day routine is usually only broken for the wearing of specialised clothing. The man who gets dirty wears working clothes, the sportsman wears high-activity clothes. People attending special ceremonies – weddings, funerals, dances, formal dinners – change into the appropriate costumes. But although these pursuits mean the doubling of the once-a-day act of dressing, the change is nearly always from ‘everyday’ clothes into ‘special’ clothing. The old pattern, in which social rules demanded the changing from ‘morning dress’ to ‘afternoon dress’ to ‘evening dress’, has now disappeared.

3. The modern trend in dressing behaviour is usually referred to as one of increased informality, but this is misleading. In reality, there is no loss of formality, but the exchange of old formalities for new. The wearing of a pair of jeans by a young male today is as much of a formality as was the wearing of a top hat by his equivalent in a previous epoch. He may feel that he is free to wear anything he pleases, but what he wears is as much a uniform today as the costumes were in earlier times. The written rules of yesterday have rapidly been replaced by the unwritten rules of today.

4. There are many trends in the complex world of Clothing Signals. Not all are easy to explain. One of the most mysterious is the relationship between female skirt-length and economic conditions. During the 20th century, ever since the First World War, there has been a rather precise correlation between the length of female skirts and the periods of boom and depression. The general atmosphere of financial activity makes women feel more physically active – a condition favoured by shorter, less hampering skirt-lengths.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

The way people dress nowadays is still governed by rules.

1) 1 2) 2 3) 4 4) 3

5. КОНТРОЛЬНЫЕ РАБОТЫ ДЛЯ НАПРАВЛЕНИЯ «СОЦИАЛЬНАЯ РАБОТА»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. The students of our university get a good _____.
- 1) establishment 2) cultivation 3) formation 4) education
2. Students: “ _____ ”
Tutor: “You are to choose two optional courses out of five.”
- 1) Can we choose the optional courses ourselves?
2) What are the optional courses?
3) Do you have optional courses this term?
4) How many optional courses are we to choose?

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. I asked the waiter to bring fish for the main _____.
- 1) eating 2) course 3) plate 4) meals
2. I was _____ some part-time work, but I'm not sure I want to apply for it.
- 1) offered 2) applied 3) promoted 4) taken
3. The _____ of her visit was to inspect the equipment.
- 1) purpose 2) essence 3) idea 4) reason

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Sociology studies _____ and human groups.
- 1) award 2) punishment 3) attitude 4) behaviour
2. People experience socialization first as babies and infants living in _____.
- 1) communities 2) institutions 3) groups 4) families
3. A person's _____ may convey his/her feelings better than the word he/she speaks.
- 1) social institution 2) body language 3) achieved status 4) social role

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is an established standard of behaviour maintained by a society.
- 1) Language 2) Socialization 3) Norm 4) Interaction
2. _____ is a set of expectations for people who occupy a given social position.
- 1) Language 2) Interaction 3) Social group 4) Social role
3. _____ is the largest form of human social organization that consists of people who live in the same territory and share common culture.
- 1) Family 2) Social institution 3) Society 4) Professional group

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. A very important part of the American _____ system is the community college.
- 1) educative 2) educate 3) educator 4) educational
2. John left his job because he was _____ to deal with such a large amount of work.
- 1) ability 2) uponable 3) unable 4) able

3. Traditional homes have been _____ by big blocks of apartments.
 1) replaced 2) place 3) displaceable 4) placement

Задание 6: Вставьте соответствующие местоимения (myself, us, anywhere).

1. – Shall we sit in the corner or by the window? – _____ you want.
 2. – Did you get the cake from the baker's? – No, I made it _____.
 3. We are going for a walk. You can go with _____.

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. He could write plays _____ than any other playwright of his time.
 1) faster 2) fast 3) fastest 4) most fast
 2. Sinking of *The Titanic* was the _____ disaster of that time.
 1) large 2) larger 3) more large 4) largest
 3. She took a _____ breathe and dived for the necklace that she had dropped.
 1) the most deepest 2) much deep 3) more deep 4) deep

Задание 8: Выберите соответствующие фразовые глаголы.

1. Mary always _____ my children when I'm away.
 1) looks at 2) looks after 3) looks up 4) looks for
 2. His story _____ our happy childhood.
 1) brought down 2) brought off 3) brought back 4) brought about
 3. I am looking forward _____ seeing you at Christmas.
 1) – 2) with 3) in 4) to

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Consultant: "Who do you work for?"
 A person: "_____"
 1) I am with ABC Software Company. 2) My work is for me.
 3) My Boss is a high class expert. 4) I don't want to work anywhere.

2. Employee: "As far as I understand, it's almost impossible to operate the production line so quickly."

- Manager: "_____"
 1) I think you should give up this idea.
 2) Yes, I get the ideal decision.
 3) You have no right to get on with this job.
 4) Well, you are quite right, but we are to do our best.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. London is situated on _____.
 1) the Hudson River 2) the Severn 3) the Thames 4) the Mississippi

2. The oldest part of London is _____.
- 1) the East End 2) the West End 3) Hyde Park 4) the City
3. British Parliament consists of _____.
- 1) the Senate and the House of Commons
 2) the Senate and the House of Representatives
 3) the House of Representatives and the House of Lords
 4) the House of Commons and the House of Lords
4. _____ is regarded by many people as America's greatest president as he freed the slaves and united the country.
- 1) Richard Nixon 2) Ronald Reagan 3) Abraham Lincoln 4) John Kennedy
5. The famous person who didn't live in the USA is _____.
- 1) Mark Twain 2) Walt Disney 3) Bill Gates 4) William Shakespeare
6. The first President of the USA was _____.
- 1) Jefferson 2) Kennedy 3) Washington 4) Lincoln

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Hafta Co.

12 Bank Road

(2) Liverpool (3) L 23 4MR

England

(4) Mr David Bintley

4 (5) King Street

Foxhill

Cambridge (6) CA25 3VC

- 1) the ZIP Code in the mailing address 2) the addressee
 3) the street name in the mailing address 4) the ZIP Code in the return address
 5) the town the letter comes from 6) the sender's company name

Задание 12: Поисковое чтение с целью определения наличия тексте запрашиваемой информации. Прочитайте текст и выполните задание.

THE WORKSHOP OF THE WORLD

1. During the 19th century Britain was transformed from a mainly agricultural society into an industrial one. This change has been called the Industrial Revolution because of the dramatic effect it had on the British way of life. People moved to the rapidly expanding towns and cities, railways were developed to transport goods around the country and by 1900 Britain has become a major world power.

2. The coal and iron found in the North-east, the Midlands, Scotland and South Wales provided the power for factories in those areas. The waterways of Newcastle and Glasgow provided easy access to the sea and ship-building industries flourished. Cotton arrived at the great port of Liverpool from the USA and India to be made into cloth in the textile industries nearby. The sheep in the Yorkshire dales provided wool and the coalfields powered the mills. The humid climate of Lancashire was particularly good for the cotton-spinning process. By 1900 Britain was producing over a third of the world's manufactured goods and had earned the title 'The Workshop of the World'.

3. The Industrial Revolution was built on the use of machines in factories. Since the 1950s Britain's manufacturing industries have replaced the machine operators with computers and this 'automation' has led to a decline in the number of employees in manufacturing industries. More manufactured goods are bought and used than ever before but a lot of these goods are imported. By the beginning of the twentieth century other industrial countries, like the USA, were competing with Britain's exports and countries in the Far East have been able to provide cheaper products since the 1970s.

4. During the last 40 years there has been a rise in smaller industries, known as 'light industries'. These industries use electricity and are not dependent on raw materials such as coal so they are 'footloose', i.e. they can be located anywhere. Many light industries are located on the edge of towns or on industrial estates.

Определите, является ли утверждение

Britain is one of the first industrialised nations.

- 1) в тексте нет информации 2) ложным 3) истинным

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

SMALL GROUP COMMUNICATION

1. Small group communication involves give-and-take exchanges between a relatively small number of people. A small group involves at least three but has no precise upper limit. The important thing is not how many people are involved but whether the people are aware of each other as individuals and feel that they can participate in the discussion.

2. The first small group in which most people communicate is the family. Family communication often occurs around the dinner table, in the living room, and in the car. As children mature they become members of other small groups: peer play groups, church or synagogue classes, and day-care center or preschool groups. When children enter school they become members of classes. As they progress through school they communicate in an ever-increasing number of groups: scouting, dance classes, musical groups, athletic teams, and school clubs.

3. As adults people begin families of their own, become members of groups of people who work together, form friendship groups, join recreational and athletic teams, and become active in community groups. Throughout life people continue to participate in small-group contexts.

4. Scholars often classify groups by function. Among the functional groups that have been identified are learning, social, therapy, problem-solving, political action, and worship groups. Given the variety of functions, effective participation in groups requires a variety of skills. As members, people must learn to help the group to accomplish its purpose or function. Their behaviors toward this end are called task roles. But people must also help each other to feel good about group membership and participation. Their behaviors toward these ends are called group maintenance or social roles. In addition, group members must become aware of individual actions that interfere with effective group functioning. Good group members are team players—they sacrifice self-interests for the welfare of the group.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

The minimal size of small group is three people.

- 1) 2 2) 3 3) 4 4) 1

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. The graduates from our university take a _____ course to get the Candidate of Science degree.

- 1) last 2) finishing 3) entering 4) postgraduate

2. Your teacher: "You don't seem to be making any progress."

You: "_____"

- 1) Glad to hear it from you. 2) Really?
3) It's your fault! 4) Oh! I will work harder.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Being able to use a computer is an important _____ nowadays.

- 1) license 2) skill 3) qualification 4) degree

2. A time-management consultant helps people to organize their work in a(n) _____ way.

- 1) useful 2) inefficient 3) effective 4) pleasant

3. The business lunch is an excellent way to improve a relationship with _____.

- 1) public 2) staff 3) a customer 4) a client

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. The _____ extends both verbal and non-verbal communication.

- 1) body language 2) eye contact 3) language barrier 4) facial expressions

2. Arriving 20 minutes late for a dinner party is considered unacceptable _____.

- 1) interaction 2) posture 3) relation 4) behaviour

3. The expected _____ of unemployment this year is higher than the previous one.

- 1) rate 2) experience 3) skills 4) relations

Задание 4: Выберите соответствующие термины.

1. _____ is a social group of parents and their children.

- 1) Experimental group 2) Control group
3) Social institution 4) Family

2. _____ is the act of sharing or exchanging opinions, news, information.

- 1) Culture 2) Language 3) Behaviour 4) Communication

3. _____ is the act of working together for a shared purpose.

- 1) Communication 2) Co-operation 3) Relation 4) Activity

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. _____ Everest is the highest mountain in the world.

2. He was _____ only person to disagree.

3. I have _____ appointment at the dentist's this afternoon.

Задание 6: Вставьте соответствующий предлог (at), где необходимо.

1. We enjoyed the film but it was very cold _____ the cinema.
2. She is going to study music _____ next year.
3. I entered _____ Moscow State University last year.

Задание 7: Вставьте соответствующие союзы (so as, where, so).

1. That is the house _____ Shakespeare was born.
2. She used an alarm clock _____ to wake up on time.
3. It's Sunday tomorrow, _____ I don't have to get up early.

Задание 8: Выберите соответствующие фразовые глаголы.

1. Sam _____ so fast. I think he's going to be a tall guy.
1) is growing from 2) is growing out 3) is growing over 4) is growing up
2. Sarah _____ jogging in order to lose weight.
1) took up 2) took over 3) took off 4) took down
3. David was _____ to respect his family.
1) brought out 2) brought away 3) brought off 4) brought up

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Employee 1: "Now, what we really need is a nice long holiday – both of us."
Employee 2: " _____"
1) Why, indeed, it's not my fault.
2) How ridiculous! We must try another company.
3) Why should you be so unfortunate?
4) Please stop saying that! You know why we can't leave our jobs at the moment.
2. Nurse: "Health Helpline, how can I help you?"
Patient: " _____"
1) Look here! I need some help.
2) Help!
3) I don't know it for sure.
4) I'm not feeling very well. I wonder if you might be able to help me.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The main lakes in the USA are the _____ in the north.
1) Gigantic Lakes 2) Grand Lakes 3) Large Lakes 4) Great Lakes
2. The Statue of Liberty stands on an island in _____ Harbour.
1) Philadelphia 2) New York 3) Boston 4) Washington
3. One of the famous American art museums is _____.
1) Tate Gallery 2) Prado 3) British Museum 4) Metropolitan Museum
4. Elisabeth II lives in _____.
1) Buckingham Palace 2) The Tower of London
3) №10 Downing Street 4) Westminster Palace
5. _____ is the author of the Harry Potter books.
1) Alfred 2) Rowling 3) Tolkien 4) Stevenson
6. The first President of the USA was _____.
1) Jefferson 2) Kennedy 3) Washington 4) Lincoln

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) Mr. J.A. Burns, ABC Advertising, 17 New Street, New Town BN45 67HO
- 2) We are writing to confirm our meeting on 20 February concerning the advertisement of our new device in your catalogue.
We would appreciate it if you have time to visit our plant at an earlier date and inform us of it.
- 3) Dear Mr Burns,
- 4) John Bloggs plc, 25 Corner Street, Darlington, Tel. 249 26 49, 14 February 2006
- 5) We look forward to hearing from you.
Yours sincerely, Irene Green, Sales Manager

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

THE SOCIAL SCIENCES

1. There is no single science of society or science of humanity. Instead, there are several branches of learning that deal with the origins and activities of human groups. The size of such groups ranges from the family, tribe, and nation up to the relationships between nations. These subjects are called social sciences, and they include anthropology, economics, political science, sociology, social psychology, social geography, international relations, and comparative law. History is sometimes included as a social science.

2. Since 1950 the term behavioral sciences has come into prominence in the colleges and universities. It refers to such subjects as psychology, sociology, social psychology, and social or cultural anthropology. The benefit of bringing these subjects together under the umbrella term behavioral sciences has been to draw them closer to the natural sciences. Sometimes behavioral science and social science are used as equivalents, but many scholars insist on distinguishing between them.

3. The subject matter of the social sciences was carefully studied long before the sciences themselves were named. The naming did not happen until the 19th century. Before then, the courses that are today studied as political science, law, ethics, psychology, or economics all fell within the province of philosophy. The classical Greek philosophers – especially Socrates, Plato, and Aristotle – believed that anything humans could experience or think about was worth investigating.

4. Since the early years of the 20th century, in the schools of the United States some of these subjects have been blended into a single course called social studies. The purpose of social studies is to provide a comprehensive survey of the whole range of human life in all periods of history and all parts of the world. In today's schools the interdisciplinary social studies courses persist, but they are not the single source of schooling in the social sciences.

Определите, является ли утверждение:

Economics was the first social science to set itself off from the rest.

- 1) истинным 2) в тексте нет информации 3) ложным

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. I asked the waiter to bring fish for the main _____.
- 1) eating 2) course 3) plate 4) meals
2. I was _____ some part-time work, but I'm not sure I want to apply for it.
- 1) offered 2) applied 3) promoted 4) taken
3. The _____ of her visit was to inspect the equipment.
- 1) purpose 2) essence 3) idea 4) reason

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. The expected _____ of unemployment this year is higher than the previous one.
- 1) rate 2) experience 3) skills 4) relations
2. _____ usually shows that you are interested in what the person is saying.
- 1) Making noise 2) Eye contact 3) Relationship 4) Privacy
3. Let's stop at this restaurant for a quick _____.
- 1) menu 2) meal 3) walk 4) smile

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is the act of sharing or exchanging opinions, news, information.
- 1) Communication 2) Behaviour 3) Culture 4) Language
2. _____ is a rule supported by the power or government and that governs the behaviour of members of a society.
- 1) Tradition 2) Custom 3) Etiquette 4) Law
3. _____ is the act of working together for a shared purpose.
- 1) Communication 2) Co-operation 3) Relation 4) Activity

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. John left his job because he was _____ to deal with such a large amount of work.
- 1) ability 2) uponable 3) unable 4) able
2. The last year has shown a slight _____ in the economy.
- 1) improve 2) improved 3) improvable 4) improvement
3. If you don't speak the language you feel more like a _____.
- 1) foreigner 2) foreignhood 3) foreigndom 4) foreignship

Задание 6: Вставьте соответствующие местоимения (herself, it, his).

1. Your bag looks heavy! I'll carry _____ for you.
2. Is this book yours or _____?
3. – How did you get my sister's book? – She gave it to me _____!

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. Life is not _____ as it used to be.
- 1) the easiest 2) so easy 3) easy 4) easier than
2. She sings _____ than anyone I know.
- 1) most beautiful 2) more beautiful 3) beautiful 4) much beautiful
3. It was the _____ sweater in the shop.
- 1) most cheapest 2) cheaper 3) cheap 4) cheapest

Задание 8: Выберите соответствующие фразовые глаголы.

1. Chris is trying to _____ smoking.
 1) give up 2) give from 3) give out 4) give down
2. I'm writing to _____ the job you advertised in last Tuesday's "Daily News".
 1) apply from 2) apply to 3) apply for 4) apply at
3. Mike _____ all his ideas of becoming a lawyer.
 1) put away 2) put on 3) put up 4) put across

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Secretary: "How was a trip?"
 Employee: "_____"
 1) I was late as usual. 2) Everything was fine but a bit tiring.
 3) I'm just back from my trip. 4) I'm thinking of going on a business trip.
2. Employee: "As far as I understand, it's almost impossible to operate the production line so quickly."
 Manager: "_____"
 1) I think you should give up this idea.
 2) Yes, I get the ideal decision.
 3) You have no right to get on with this job.
 4) Well, you are quite right, but we are to do our best.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The official residence of the Prime Minister of the United Kingdom of Great Britain and Northern Ireland is _____.
 1) №10 Downing Street 2) Scotland Yard
 3) Buckingham Palace 4) the West End
2. The oldest university in Britain is _____.
 1) London 2) Edinburgh 3) Oxford 4) Cambridge
3. The Royal family lives in _____.
 1) Tower of London 2) №10 Downing Street
 3) Westminster Palace 4) Buckingham Palace
4. The Queen's eldest son's name is _____.
 1) Edward 2) Charles 3) Andrew 4) Philip
5. What's the name of the author of the Harry Potter books?
 1) Alfred 2) Constable 3) Tolkien 4) Rowling
6. The reign of the Queen _____ is known as the "Golden Age" in English history.
 1) Mary 2) Anne 3) Elizabeth I 4) Elizabeth II

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Hanston Electrics,
 48 (2) Golden Road,
 Manchester (3) M11 4NS
 England

(4) The Music Shop,
 45 (5) Winston Road,
 London (6) WC2 10H

- | | |
|---|---------------------------------------|
| 1) the ZIP Code in the mailing address | 2) the sender's name |
| 3) the street name in the return address | 4) the ZIP Code in the return address |
| 5) the street name in the mailing address | 6) the addressee's company name |

Задание 12: Изучающее чтение с элементами сопоставления *Прочитайте текст и выполните задание.*

AIR POLLUTION

1. Air pollution is a chemical, physical, or biological agent that modifies the natural characteristics of the atmosphere. The atmosphere is a complex, dynamic natural gaseous system that is essential to support life on planet Earth. Stratospheric ozone depletion due to air pollution has long been recognized as a threat to human health as well as to the Earth's ecosystems. Worldwide air pollution is responsible for large numbers of deaths and cases of respiratory disease. While major stationary sources are often identified with air pollution, the greatest source of emissions is actually made up by mobile sources, mainly the automobiles.

2. The World Health Organization thinks that 4.6 million people die each year from causes directly attributable to air pollution. The health effects can result in increased medication use, increased doctor or emergency room visits, more hospital admissions and premature death. The human health effects of poor air quality are far reaching, but principally affect the body's respiratory system and the cardiovascular system. Individual reactions to air pollutants depend on the type of pollutant a person is exposed to, the degree of exposure, the individual's health status and genetics. People who exercise outdoors, for example, on hot, smoggy days increase their exposure to pollutants in the air.

3. There are many air pollution control technologies and urban planning strategies available to reduce air pollution; however, worldwide costs of addressing the issue are high. Of course, these costs are a small fraction of the economic damage that air pollution will inflict on every nation of earth.

4. Many countries are debating how to reduce dependence on fossil fuels for energy production and shift toward renewable energy technologies or nuclear power plants. Efforts to reduce pollution from mobile sources includes primary regulation, expanding regulation to new sources, increased fuel efficiency, conversion to cleaner fuels, or conversion to electric vehicles with renewable energy sources.

Выберите правильный ответ на вопрос:

What sources are considered to be major air pollutants?

- | | |
|--------------------------------------|-----------------------------------|
| 1) They are electro mobiles. | 2) They are cars and busses. |
| 3) They are hydro-electric stations. | 4) They are nuclear power plants. |

Задание 13: Изучающее чтение с элементами аннотирования. *Прочитайте текст и выполните задание.*

MAN AND HIS PHYSICAL ENVIRONMENT

1. The Earth is known to be several billion years old. Throughout this span of time the environment has been constantly changing – sometimes very slow, but at other times quite rapidly. It proves that the environment is a dynamic system that must be understood and

accommodated to adapt man's activities to a constantly changing situation than to an unchanging or static system. On the other hand, the very fact of constant change opens many avenues for modification and accommodation that would not be available in a forever constant and unchanging system.

2. Although it is important that we have in mind the long term facts concerning Earth history, modern man has become such an effective agent of physical and chemical change that he has been able to produce major modifications. These are made by man with the intention of producing improvements and advantages for people. Problems result from the fact that by-products and side-effects do occur, that are neither desirable nor pleasing, and at some times and places may be hazardous or even calamitous.

3. The ways, in which man treats his physical surroundings, produces and uses the available nonliving resources, and plans for his future needs are, of course, social determinations. When we consider the role of earth science in solving problems, we see that the earth sciences can and should develop answers to all of the questions we have asked. There are some contributions of the earth scientists to environmental problem solving in five general categories.

4. The first of these is the most efficient adjustment of man's use of the Earth's surface to all of the physical features and characteristics at and below the surface. Second is determination of the factors that influence the safety and permanence of disposal of waste materials and trash of all kinds – both in the rocks near the surface and at great depth in mines and wells. Third is providing information for the planning and development of safe, adequate, and continuing water supplies in locations that will serve as populated areas. Fourth is the identification of rock and mineral resources to provide for future availability of needed raw materials, or of appropriate substitute materials. And, fifth is the recognition of man as a major geologic agent by monitoring the changes he has caused in his environment and by providing remedies where these changes are, or may become, harmful.

Укажите, какой из абзацев текста (1, 2, 3, 4) содержит следующую информацию:

The role of Earth science in solving environmental problems

- 1) 4 2) 3 3) 1 4) 2

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. A(n) _____ is usually more expensive than a dictionary because it is in several volumes.

- 1) report 2) encyclopedia 3) publication 4) journal

2. Student: “_____”

Teacher: “Not really. Why can't you come?”

- 1) I don't want to attend the English lesson tomorrow.
 2) Is it OK if I miss the English lesson tomorrow?
 3) I won't attend the English lesson tomorrow.
 4) I am going to miss the English lesson tomorrow.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Being able to use a computer is an important _____ nowadays.
 1) license 2) skill 3) qualification 4) degree
2. A time-management consultant helps people to organize their work in a(n) _____ way.
 2) useful 2) inefficient 3) effective 4) pleasant
3. The business lunch is an excellent way to improve a relationship with _____.
 1) public 2) staff 3) a customer 4) a client

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. _____ regularly perform audits of the facilities, systematically checking various mechanical components and work processes to ensure they are compliant with safety standards
 1) Ecologists 2) Safety engineers 3) Mechanics 4) Biologists
2. Human _____ on the atmosphere include the air pollution in cities, the pollutants including toxic chemicals like nitrogen oxides, volatile organic compounds and particulate matter that produce photochemical smog and acid rain, and the chlorofluorocarbons that degrade the ozone layer
 1) effects 2) actions 3) impacts 4) feelings
3. Major human _____ impacts occur in the more habitable regions of the ocean fringes.
 1) natural 2) physical 3) important 4) environmental

Задание 4: Выберите соответствующие термины.

1. _____ is a motor vehicle for a small number of passengers.
 1) Reactor 2) Car 3) Tool 4) Turbine
2. _____ is a particular system of art, thoughts, customs of a society.
 1) Culture 2) Communication 3) Tradition 4) Law
3. The _____ is all living matter on the planet or the portion of the planet occupied by life.
 1) hydrosphere 2) lithosphere 3) biosphere 4) atmosphere

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. _____ Everest is the highest mountain in the world.
 2. He was _____ only person to disagree.
 3. I have _____ appointment at the dentist's this afternoon.

Задание 6: Вставьте соответствующий предлог (at), где необходимо.

1. We enjoyed the film but it was very cold _____ the cinema.
 2. She is going to study music _____ next year.
 3. I entered _____ Moscow State University last year.

Задание 7: Вставьте соответствующие союзы (so as, so, where).

1. That is the house _____ Shakespeare was born.
 2. She used an alarm clock _____ to wake up on time.
 3. It's Sunday tomorrow, _____ I don't have to get up early.

Задание 8: Выберите соответствующие фразовые глаголы.

1. Sam _____ so fast. I think he's going to be a tall guy.
 1) is growing from 2) is growing out 3) is growing over 4) is growing up
2. Sarah _____ jogging in order to lose weight.
 1) took up 2) took over 3) took off 4) took down
3. David was _____ to respect his family.
 1) brought out 2) brought away 3) brought off 4) brought up

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Boss: "All the workers of our plant are on strike!"
 Secretary: " _____ "
 1) What don't they need strikes for? 2) That's really awful of you to say that!
 3) I don't believe you. 4) I can't believe it!
2. Nurse: "Health Helpline, how can I help you?"
 Patient: " _____ "
 1) Look here! I need some help.
 2) Help!
 3) I don't know it for sure.
 4) I'm not feeling very well. I wonder if you might be able to help me.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The US flag is called _____.
 1) Uncle Jack 2) Stars and Stripes 3) Union Jack 4) Maple Leaf
2. The main lakes in the USA are the _____ in the north.
 1) Gigantic Lakes 2) Grand Lakes 3) Large Lakes 4) Great Lakes
3. Fast food was originated in _____.
 1) Great Britain 2) Australia 3) the USA 4) Canada
4. The telephone was invented by _____.
 1) Alexander Bell 2) James Watt 3) Isaac Newton 4) Michael Faraday
5. Elisabeth II lives in _____.
 1) Buckingham Palace 2) The Tower of London
 3) №10 Downing Street 4) Westminster Palace
6. _____ is regarded by many people as America's greatest president as he freed the slaves and united the country.
 1) Richard Nixon 2) Ronald Reagan 3) John Kennedy 4) Abraham Lincoln

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.
- 2) George Finchley & Sons, 68 Bond Street, London, 4 October 2003
- 3) Yours faithfully, Sally Blinton, Sales Manager
- 4) Dear Sirs,
- 5) Messrs Dickson & King, 9 Newgate Street, London

Задание 12: Изучающее чтение с элементами анализа информации. Прочитайте текст и выполните задание

WORKING RELATIONSHIPS

1. Getting on well with colleagues, as anyone who works in an office knows, is a vital element in our working lives. Many office jobs involve a great deal of time spent talking. One British study of 160 managers, for example, found that they spent between one third and 90 per cent of their time with other people.

'Working relationships', write social psychologists Michael Argyle and Monika Henderson, 'are first brought about by the formal system of work, but are elaborated in several ways by informal contacts of different kinds.' And good relationships at work, research shows, are one of the main sources of job satisfaction and well-being.

2. Are there any 'rules of relationships' that might be useful as general markers of what to do and what not to do in your dealings with others?

Michael Argyle and his colleagues have found that there are such rules. Through interviews with people they operated a number of possible rules. Then they asked others to rate how important those rules were in twenty-two different kinds of relationships. These included relationships with spouses, close friends, siblings and work colleagues as well as relationships between work subordinates and their superiors.

3. The researchers discovered five 'universal' rules that applied to over half of all these relationships:

1. Respect the other's privacy.
2. Look the other person in the eye during conversation.
3. Do not discuss what has been said in confidence with the other person.
4. Do not criticise the other person publicly.
5. Repay debts, favours or compliments no matter how small.

4. This doesn't mean that nobody breaks these rules, as we all know – it just means that they are seen as important. The 'looking in the eye' rule, for example, is a crucial aspect of good social skills. It is very uncomfortable to have to talk to someone who never, or hardly ever, looks at you during the conversation. One needs to look at the person one is talking to see if they're still attending and to monitor their reactions. To signal interest, the listener has to look quite frequently at the person who is speaking. Trying to get to know the other person a bit more, if you can manage it, is really quite a good approach.

Укажите, какой из абзацев текста (1, 2, 3, 4) содержит следующую информацию:

It is necessary to make a good eye contact with a person while talking.

- 1) 2 2) 3 3) 4 4) 1

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

EFFICIENCY IN ENGINEERING OPERATIONS

1. To solve an engineering problem means to find a proper solution having taken into account the user's needs and conflicting requirements of the production process.

Efficiency costs money, safety adds complexity, performance increases weight. An engineering solution is to be the optimum based on many factors: it should be the cheapest for a given performance, the most reliable for a given weight, the simplest for a given safety or the most efficient for a given cost. In other words engineering means performance optimisation.

2. The rate of efficiency is calculated according to “output divided by input” formula: one should secure a maximum output for a given input or to secure a given output for a minimum input. Efficiency is achieved by using efficient methods, devices, and personnel organisations. The efficiency ratio may be expressed in terms of energy, materials, money, time or men.

The processing of new antibiotics in the test-tube stage belongs to the field of biochemistry science. One of the main engineering problems is to start the efficient process of their manufacturing but the need for efficiency brings about the introduction of complicated engineering operations.

The efficiency factor also helps to differentiate ceramic engineering from the work of the potter, textile engineering from weaving, and agricultural engineering from farming.

3. Since output is input minus losses, the engineer must keep losses and wastes to a minimum having developed methods for waste products to be properly utilised. Losses due to friction can occur in any machine or system. Efficient functioning depends on a good design, lubrication facilities and careful attention to operating difficulties.

4. The raw materials engineers have to work with are not often found in useful forms. Engineering is required to conceive, design and convert energy of a mountain stream into the powerful torque of an electric motor. Similarly, many engineering operations are required to change the seashore sands into precise lenses to observe the microscopic amoeba in a drop of water. In a certain sense, the successful engineer is a person who is able to improve things.

Укажите, какой из абзацев текста (1, 2, 3, 4) содержит следующую информацию:

A successful engineer must be able to avoid unnecessary losses of energy and materials.
1) 1 2) 4 3) 2 4) 3

7. КОНТРОЛЬНЫЕ РАБОТЫ ДЛЯ ПРОФИЛЕЙ «ФИНАНСЫ И КРЕДИТ» И «БУХГАЛТЕРСКИЙ УЧЕТ»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Any _____ is usually composed of the following basic sections: summary, introduction, discussion, conclusion and recommendations.

1) report 2) technology 3) textbook 4) method

2. Student: “I’d like to fix an appointment with the principal for tomorrow.”

Secretary: “_____”

1) How about Tuesday then? 2) You can come earlier if he is free.
3) Would nine tomorrow be all right? 4) I’m afraid not. He’s got rather a full day today.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. He was unemployed doing only odd _____.

1) positions 2) jobs 3) profession 4) occupation

2. I’m supposed to wear a suit to work but sometimes I come in _____ clothes.

1) official 2) sporty 3) casual 4) formal

3. The bank has just telephoned me to tell me that they are unable to pay your _____.

1) cash 2) cheque 3) invoice 4) request

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Representatives of the socialist economic theory believed that the main object of capitalist manufacturers was to increase their _____.

- 1) investments 2) interests 3) costs 4) profits

2. Once the marketing managers are in possession of suitable information, they embark on a process of _____.

- 1) decision making 2) recruiting 3) advertising 4) interviewing

3. My job is to answer questions from our _____ and solve any problems they have.

- 1) activities 2) shareholders 3) challenges 4) responsibilities

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is a fee charged by a government on a product, income, or activity.

- 1) Levy 2) Duty 3) Rent 4) Tax

2. _____ is the rise in the general level of prices caused by an excess of demand over supply.

- 1) Deflation 2) Gold standard 3) Inflation 4) Cost

3. _____ is various transactions (sales and purchases) having the objective of supplying commodities (goods and services).

- 1) Commerce 2) Promotion 3) Bargain 4) Competition

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. I want to be a famous _____ when I grow up.

- 1) scientific 2) scientifically 3) science 4) scientist

2. The man had to _____ the paint because the first coat wasn't sufficient.

- 1) applicant 2) unapplied 3) reapply 4) application

3. Superman is a comic strip character who has _____ strength.

- 1) inhumance 2) superhuman 3) humanity 4) humankind

Задание 6: Вставьте соответствующие местоимения (how long, mine, any).

1. That isn't my key. _____ is here.

2. _____ have you got your car?

3. Are you taking _____ magazines with you?

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. My house is _____ in the street.

- 1) smaller 2) more smaller 3) the smallest 4) small

2. The sofa is _____ than that old chair.

- 1) much comfortable 2) more comfortable 3) comfortable 4) the most comfortable

3. Life is not _____ as it used to be.

- 1) the easiest 2) so easy 3) easy 4) easier than

Задание 8: Выберите соответствующие фразовые глаголы.

1. I asked the receptionist to _____ me _____ to the manager.

- 1) put away 2) put through 3) put with 4) put from

2. Where is Jane? I am _____ waiting?

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

NHOC IN WEST COAST REFINERY SHOCK

1. The National Hermosa Oil Corporation (NHOC) officially announced yesterday that it intends to construct a \$1 billion oil refinery on the west coast of the island. The project is expected to take five years to complete, with 2,000 workers involved in its construction. The refinery when finished will employ 500 staff, easing the employment situation on the west coast, where tourism is at present the only industry.

2. Mr Ken Woo, president of NHOC, said at a press conference officially announcing the project, "The construction of the refinery is a vital step forward in the development of the economy of the island. It will bring much-needed jobs to the west coast and act as a motor for economic activity there."

3. The refinery is to be built 120 km north of Newport, near the small resort of Puerto Escondido, in the West Coast National Park. Ms Lucia Buenavista, a spokeswoman for the Ministry of the Environment, said that it "did not foresee difficulty" in giving planning permission for the project. She said that the ministry had been assured by NHOC that environmental controls would be extremely strict and that danger of oil pollution from the refinery was "minimal".

4. Local residents are less optimistic. The head of the environmental group Green Action, Mr Charles Chang, says that the prospect of large oil tankers unloading their cargo at the port is "alarming". "We don't believe what NHOC and the Ministry of the Environment are telling us. We've already seen the damage that oil pollution can do in other parts of the world. And the idea of building the refinery in a national park is ridiculous. What is the point of national parks if they can build oil refineries in them?"

Note to the text:

1) refinery – завод по очистке сырой нефти

Определите, является ли утверждение:

There is a shortage of jobs on the west coast.

1) в тексте нет информации 2) ложным 3) истинным

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

A MIXED ECONOMY

1. The United States is said to have a mixed economy because privately owned businesses and government both play important roles. Some of the most enduring debates of American economic history focus on the relative roles of the public and private sectors.

2. The American free enterprise system emphasizes private ownership. Private businesses produce most goods and services, and almost two-thirds of the nation's total economic output goes to individuals for personal use (the remaining one-third is bought by government and business). The consumer role is so great that the nation is sometimes characterized as having a "consumer economy."

3. This emphasis on private ownership arises, in part, from American beliefs about personal freedom. From the time the nation was created, Americans have feared excessive government power, and they have sought to limit government's authority over individuals including its role in the economic realm. Americans generally believe that an economy characterized by private ownership is likely to operate more efficiently than one with substantial government ownership.

4. When economic forces are not regulated, Americans believe supply and demand determine the prices of goods and services. Prices tell businesses what to produce; if people want more of a particular good the price of the good rises. That catches the attention of new or other companies that, sensing an opportunity to earn profits, start producing more of that good. If people want less of the good, prices fall and less competitive producers either go out of business or start producing different goods. Such a system is called a market economy. A socialist economy is characterized by more government ownership and central planning. Most Americans are convinced that socialist economies are less efficient because government, which relies on tax revenues, is far less likely than private businesses to take note of price signals or to feel the discipline imposed by market forces.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

A socialist economy is not so effective as a market economy.

- 1) 3 2) 1 3) 4 4) 2

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Harvard University is the oldest institution of higher _____ in the USA.
 1) learning 2) promotion 3) teaching 4) education
2. Students: " _____ "
 Tutor: "Certainly, you have four credits this term."
 1) Have we got any credits this term? 2) How many credits have we got this term?
 3) Have we got four or five credits this term? 4) Have we got any terms for our credits?

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Let's _____ the exact time and place of our meeting.
 1) make 2) do 3) fix 4) start
2. A time-management consultant helps people to organize their work in a(n) _____ way.
 1) useful 2) inefficient 3) effective 4) pleasant
3. I asked the waiter to bring fish for the main _____.
 1) eating 2) course 3) plate 4) meals

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. The oil industry raised _____ last year.
 1) departments 2) divisions 3) prices 4) stuff
2. The European Central Bank has raised interest _____.
 1) rates 2) costs 3) prices 4) sales

3. A mayor's success depends to a great extent on the people working in his _____.
 1) city hall 2) team 3) office 4) party

Задание 4: Выберите соответствующие термины.

1. To _____ means to allow somebody to use something for a fixed period of time.
 1) lend 2) buy 3) sell 4) recruit
2. A _____ is the second important person in an organization.
 1) deputy 2) buyer 3) seller 4) recruit
3. _____ department is responsible for hiring, training and placing employees.
 1) Personnel 2) Personal 3) Private 4) Public Relations

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. _____ Thames flows through London.
 2. Freda's _____ astronaut. There are six of them on this mission.
 3. _____ Coca-cola is enjoyed all over the world.

Задание 6: Вставьте соответствующие предлоги (for, to, on).

1. I lived in London for five years from 1980 _____ 1985.
 2. Halloween is a public holiday celebrated _____ October, 31.
 3. I have known Annie _____ ten years.

Задание 7: Вставьте соответствующие союзы (as soon as, because, although).

1. _____ he overslept, Clive wasn't late for work.
 2. _____ they arrive, they'll want to have dinner.
 3. I did it _____ he told me so.

Задание 8: Выберите соответствующие фразовые глаголы.

1. He was forced to _____ his country.
 1) give up 2) give on 3) give over 4) give in
2. I will not _____ any more of your time.
 1) take about 2) take from 3) take up 4) take back
3. Chris is trying to _____ smoking.
 1) give up 2) give from 3) give out 4) give down

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Consultant: "Why did you leave your last job?"
 John: "_____"
 1) I wanted to earn more money. 2) Yes, I did.
 3) I joined the company two years ago. 4) Don't worry about it.
2. Manager: "_____"
 Employee: "I think, it's a harmful habit."
 1) Can I smoke here? 2) What's your idea about smoking?
 3) Have you got any bad habits? 4) Can you give me a cigarette?

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The main lakes in the USA are the _____ in the north.
1) Gigantic Lakes 2) Grand lakes 3) Large Lakes 4) Great Lakes
2. The capital of the USA was built on _____.
1) the Ohio River 2) the Potomac River 3) the Colorado River 4) the Mississippi River
3. The US Capitol is situated in _____.
1) Chicago 2) Washington 3) New York 4) Los Angeles
4. What was Martin Luther King famous for?
1) He was an outstanding military man.
2) He aroused American people to protest against racial discrimination.
3) He was a bright student and a talented schoolchildren.
4) He was born in Atlanta in a large family.
5. _____ was the British Prime Minister during the Second World War.
1) Margaret Thatcher 2) Benjamin Disraeli
3) Winston Churchill 4) John Major
6. The Queen's eldest son's name is _____.
1) Edward 2) Charles 3) Andrew 4) Philip

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

- 1) Dear Mr Sawyer,
- 2) I look forward to hearing from you.
Yours sincerely, Simon Tramp, Sales Manager
- 3) Thank you for your letter. I am afraid that we have a problem with your order. Unfortunately, the manufacturers of the part you wish to order have advised us that they cannot supply it until November. Would you prefer us to supply a substitute, or would you rather wait until the original parts are again available?
- 4) James Sawyer, Sales Manager, Electro Ltd, Perry Road Estate, Oxbridge UN54 42KF.
- 5) 6 Pine Estate, Bedford Road, Bristol, UB28 12BP, Telephone 9036 174369, Fax 9036 36924, 6 August 2005

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

CITY GOVERNMENT

1. City government is a system of governmental institutions that serve an urban area or urban municipality. Modern cities are almost always contained within the boundaries of national states, and their governments form parts of a larger constitutional regime that usually includes state or provincial governments and a national government.

2. A city government's most important functions are to provide law enforcement and fire prevention; elementary and secondary education; water supply, sewage, and refuse collection and disposal; construction, maintenance, and lighting of the streets; regulation of building safety and housing standards; the provision of public housing; various welfare services for the needy; health protection, medical care environmental services. Cities also provide museums, parks, playgrounds, and other recreational facilities. Public-utility services that supply water, electricity, gas, and public transport may be provided by a city government or by commercial companies regulated by the government.

3. City planning is another important function. City governments typically achieve their land-planning goals by enacting zoning laws that govern the use of land and buildings, the density of population, and the height, bulk, and spacing of structures. Planning also involves the use of subdivision controls, which subject the initial laying-out of vacant land to public regulation.

4. The mayor-and-council form is the oldest and most prevalent type of city government in the U.S. Both the mayor and council are elected directly by the voters. The mayor typically has strong administrative and executive powers, and he presides over the council and can veto its legislative acts. A newer type, the city-manager system, typically consists of a small elected council that passes ordinances, decides the budget, sets rates of taxation, and appoints a manager, who is in his turn responsible for the day-to-day administration of the government.

Определите, является ли утверждение:

Public-utility services are normally provided by either municipal or private companies.

1) истинным 2) в тексте нет информации 3) ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

GOVERNMENT ACTIVITIES AND THE U.S. ECONOMY

1. While consumers and producers make most decisions that mold the economy, government activities have a powerful effect on the U.S. economy in at least four areas. Perhaps most importantly, the Federal Government guides the overall pace of economic activity, attempting to maintain steady growth, high levels of employment, and price stability.

2. By adjusting spending and tax rates or managing the money supply and controlling the use of credit, it can slow down or speed up the economy's rate of growth, affecting the level of prices and employment.

3. After the Great Depression of the 1930s, recessions were viewed as the greatest of economic threats. When the danger of recession appeared most serious, government sought to strengthen the economy by spending heavily itself or cutting taxes so that consumers would spend more, and by fostering rapid growth in the money supply. In the 1970s, major price increases, particularly for energy, created a fear of inflation. As a result, government leaders came to concentrate more on controlling inflation than on combating recession by limiting spending, resisting tax cuts, and reining in growth in the money supply.

4. Ideas about the best tools for stabilizing the economy changed substantially between the 1960s and the 1990s. In the 1960s, government had great faith in fiscal policy – manipulation of government revenues. Since spending and taxes are controlled by the president and the Congress, these elected officials played a leading role in directing the economy. A period of high inflation, high unemployment, and huge government deficits weakened confidence in fiscal policy as a tool for regulating economic activity. Instead, monetary policy – controlling the nation's money supply through such devices as interest rates – assumed growing prominence. Monetary policy is directed by the nation's central bank (the Federal Reserve Board) independent of the president and the Congress.

Выберите правильный ответ:

What was the Great Depression characterized by?

- 1) Controlling the nation's money supply through such devices as interest rates.
- 2) Slow economic growth and high unemployment.
- 3) Steady growth, high levels of employment, and price stability.
- 4) Manipulation of government revenues.

8. КОНТРОЛЬНЫЕ РАБОТЫ ДЛЯ ПРОФИЛЯ «ПРОМЫШЛЕННАЯ ЭЛЕКТРОНИКА»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Most _____ take four to six years to finish their degrees.
1) lecturers 2) undergraduates 3) professors 4) lab-assistants
2. Teacher: "Let me help you with the translation."
Student: "_____"
1) Here you are. 2) I'm afraid I won't be able to help you.
3) You are welcome. Don't mention it. 4) It's all right. I'll manage, thank you.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. I asked the waiter to bring fish for the main _____.
1) eating 2) course 3) plate 4) meals
2. I was _____ some part-time work, but I'm not sure I want to apply for it.
1) offered 2) applied 3) promoted 4) taken
3. The _____ of her visit was to inspect the equipment.
1) purpose 2) essence 3) idea 4) reason

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. There are a number of computer aided _____ specifically for engineering.
1) disks 2) applications 3) structures 4) installations
2. Engineering design is a very powerful _____ to make changes to society.
1) task 2) tool 3) rate 4) structure
3. All means for measurement and signal analysis incorporate three types of devices with different _____.
1) processes 2) functions 3) objects 4) products

Задание 4: Выберите правильный ответ, употребив термины.

1. An ordinary car has a starter motor, a windscreen wiper motor, a windscreen washer motor, a fuel pump motor – but the power plant that propels the car is a(n) _____.
1) mover 2) motor 3) machine 4) engine
2. A _____ is a motor vehicle for a small number of passengers.
1) reactor 2) car 3) tool 4) turbine
3. A _____ is a device which replaces human or animal effort for the accomplishment of physical tasks.
1) piston 2) valve 3) cylinder 4) machine

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. A very important part of the American _____ system is the community college.
 1) educative 2) educate 3) educator 4) educational
2. John left his job because he was _____ to deal with such a large amount of work.
 1) ability 2) uponable 3) unable 4) able
3. Traditional homes have been _____ by big blocks of apartments.
 1) replaced 2) place 3) displaceable 4) placement

Задание 6: Вставьте соответствующие местоимения (it, theirs, any).

1. It is not my book, it is _____.
2. Your bag looks heavy! I'll carry _____ for you.
3. I don't have _____ free time today. Sorry.

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. It was the _____ sweater in the shop.
 1) most cheapest 2) cheaper 3) cheap 4) cheapest
2. Arthur is much _____ than his brother.
 1) taller 2) more tallest 3) more tall 4) tallest
3. Life is not _____ as it used to be.
 1) the easiest 2) so easy 3) easy 4) easier than

Задание 8: Выберите соответствующие фразовые глаголы.

1. Chris is trying to _____ smoking.
 1) give up 2) give from 3) give down 4) give out
2. I'm writing to _____ the job you advertised in last Tuesday's "Daily News".
 1) apply from 2) apply to 3) apply for 4) apply at
3. Mike _____ all his ideas of becoming a lawyer.
 1) put away 2) put on 3) put up 4) put across

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Secretary: "How was a trip?"
 Employee: "_____"
 1) I was late as usual.
 2) Everything was fine but a bit tiring.
 3) I'm thinking of going on a business trip.
 4) I'm just back from my trip.
2. Employee: "As far as I understand, it's almost impossible to operate the production line so quickly."
 Manager: "_____"
 1) I think you should give up this idea.
 2) You have no right to get on with this job.
 3) Yes, I get the ideal decision.
 4) Well, you are quite right, but we are to do our best.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The oldest university in Britain is _____.
 1) London 2) Edinburgh 3) Oxford 4) Cambridge
2. The official residence of the Prime Minister of the United Kingdom of Great Britain and Northern Ireland is _____.
 1) Scotland Yard 2) Buckingham Palace
 3) №10 Downing Street 4) the West End
3. _____ is a commercial part of London.
 1) Westminster 2) The City 3) The East End 4) The West End
4. The Queen's eldest son's name is _____.
 1) Edward 2) Charles 3) Andrew 4) Philip
5. What's the name of the author of the Harry Potter books?
 1) Alfred 2) Constable 3) Tolkien 4) Rowling
6. The reign of the Queen _____ is known as the "Golden Age" in English history.
 1) Mary 2) Anne 3) Elizabeth I 4) Elizabeth II

Задание 11: Оформление конверта. Соотнесите информацию по определенным номером на конверте с тем, что она обозначает.

(1) Design Plus
 55 (2) Stevenson Road
 (3) San Francisco, CA 94015

(4) Mr. P.T. Vitale
 (5) Mutual Insurance Company
 33 South Street
 New York, (6) NY 3476

- 1) the sender's name
- 2) the street name in the return address
- 3) the addressee's company name
- 4) the town the letter comes from
- 5) the addressee
- 6) the ZIP code in the mailing address

Задание 12: Поисковое чтение с целью определения наличия тексте запрашиваемой информации. Прочитайте текст и выполните задание.

NANOTECH EXPERTS LAUNCH BIG PUSH

1. Scientists in the UK will make another attempt to push research in nanotechnology – the science of the ultra-small – higher up the political priority list. In the past five years there has been approximately J13m of government funding into nanotechnology, and that is not enough to keep pace with such a rapidly evolving and important area. A UK Nanotechnology Task Force is being launched, with the aim of forcing a change in government strategy over research funding.

2. "Nanotechnology will be the next industrial revolution, but if the UK wants to be a major part of it, the government needs to demonstrate commitment to the science," said Ian Gibson, the Labour MP who will chair the taskforce. Steffi Friedrichs of independent research body the Nanotechnology Industry Association claims that a key issue is that the UK spends too much trying to address concerns and misconceptions about nanotechnology, and not enough on core research.

3. Reports say the UK is falling behind many developed nations in public and commercial funding, but the government had not responded positively, said Ravi Silva, director of the University of Surrey's Advanced Technology Institute. "The innovative work of UK scientists and technologists has demonstrated the case for the widespread potential benefits which nanotechnology can offer to society and industry," said Prof Silva. "What is needed now is a co-ordinated effort, supported by strategic funding from the government, to turn this potential into real benefits."

4. Nanotechnology exploits the special qualities of materials in which the dimensions of individual particles are measured in billionths of a metre. It is a highly multidisciplinary field, drawing from fields such as colloidal science, device physics, and supramolecular chemistry. Applications range from nanoparticles in sun cream and nanospheres in drug delivery systems to nanocomposites in sports goods and nanomaterials for the electronics industry.

Определите, является ли утверждение:

The real applications of nanotechnology that have moved out of the lab and into the marketplace are suntan lotion, cosmetics, chemistry, drug delivery systems, sport goods, etc.

1) истинным 2) ложным 3) в тексте нет информации

Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

SAFETY

1. Safety is concerned with those activities that seek either to minimise or to eliminate hazardous conditions that can cause bodily injury. Safety precautions fall under two principal headings, occupational safety and public safety. Occupational safety is concerned with risks encountered in areas where people work: offices, manufacturing plants, farms, construction sites, and commercial and retail facilities. Public safety involves hazards met in the home, in travel and recreation, and other situations not falling within the scope of occupational safety.

2. Safety was not considered to be a matter of public concern in ancient times, when accidents were regarded as inevitable or as the will of the gods. Today the concern for safety is world-wide and is the province of numerous governmental and private agencies at the local, national, and international levels.

3. Several international organisations provide means by which national safety organisations can exchange information and pass on new ideas. Among them are the International Social Security Association (ISSA) and the International Labour Organisation (ILO). A number of organisations, including the ILO, ISSA, the World Health Organisation, and the European Economic Community, maintain a joint information bureau in Geneva. The International Organisation for Standardisation, which is also based in Geneva, helps establish safety codes and standards for numerous areas of activity among the many nations that sponsor it.

4. Among the chief activities of individuals and organisations concerned with safety are the collection of statistics on accidents and injuries and the publication of analyses of those statistics; the study of hazardous situations and environments and the development of safer designs, procedures, and materials; the development of educational programs for employers, workers, drivers, and other groups at risk; and the design of machines, workplaces, and safety equipment that minimise the risk of injury.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Today governmental and private agencies at the local, national, and international levels pay much attention to safety.

- 1) 1 2) 3 3) 2 4) 4

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Congratulations! I hear you _____ your examination yesterday.
1) failed 2) revised 3) passed 4) do badly in
2. Student: “ _____ ”
Teacher: “Not really. Why can’t you come?”
1) I don’t want to attend the English lesson tomorrow.
2) Is it OK if I miss the English lesson tomorrow?
3) I won’t attend the English lesson tomorrow.
4) I am going to miss the English lesson tomorrow.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Being able to use a computer is an important _____ nowadays.
1) license 2) skill 3) qualification 4) degree
2. A time-management consultant helps people to organize their work in a(n) _____ way.
1) useful 2) inefficient 3) effective 4) pleasant
3. The business lunch is an excellent way to improve a relationship with _____.
1) public 2) staff 3) a customer 4) a client

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. Efficient functioning depends on a good design of the device and its proper _____.
1) transformation 2) rotation 3) friction 4) lubrication
2. Nowadays motorcycles with exclusive air-cooled _____ are designed and produced.
1) safety 2) turbines 3) engines 4) complexity
3. An advanced technological solution is required to achieve a (an) _____ operation of a given device.
1) exclusive 2) expensive 3) useless 4) reliable

Задание 4: Выберите соответствующие термины.

1. _____ is a device which converts electrical energy to mechanical energy.
1) a wheel 2) a turbine 3) a piston 4) an electric motor
2. A _____ is a device that introduces fuel into the air stream as it flows into an engine.
1) bearing 2) lubrication system
3) cylinder 4) gasoline carburetor
3. A _____ is a fixed-magnet alternating-current generator designed to generate sufficient voltage to fire the spark plugs.
1) connecting rod 2) carburetor 3) magneto 4) combustion chamber

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. _____ Everest is the highest mountain in the world.
2. Bats and owls generally hunt at _____ night.
3. There are three chairs and _____ armchair in the room.

Задание 6: Вставьте соответствующие предлоги (for, at, in).

1. We enjoyed the film but it was very cold _____ the cinema.
2. Modern English began _____ the fifteenth century.
3. We've known the Robinsons _____ twenty years now.

Задание 7: Вставьте соответствующие союзы (although, where, or).

1. That is the house _____ Shakespeare was born.
2. You should eat more, _____ you'll make yourself ill.
3. She went to work _____ she had a cold.

Задание 8: Выберите соответствующие фразовые глаголы.

1. Sam _____ so fast. I think he's going to be a tall guy.
1) is growing from 2) is growing out 3) is growing over 4) is growing up
2. Sarah _____ jogging in order to lose weight.
1) took up 2) took over 3) took off 4) took down
3. David was _____ to respect his family.
1) brought out 2) brought away 3) brought off 4) brought up

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Employee: "Are there any vacancies in our department?"
Manager: " _____"
1) This seat is vacant, you can take it.
2) There was a vacancy, so he applied for this position.
3) I'm afraid, I don't know. Please, ask somebody from the Personnel.
4) What do you want?
2. Nurse: "Health Helpline, how can I help you?"
Patient: " _____"
1) Look here! I need some help. 2) I don't know it for sure.
3) Help! 4) I'm not feeling very well. I wonder if you might be able to help me.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The US flag is called _____.
1) Uncle Jack 2) Stars and Stripes 3) Union Jack 4) Maple Leaf
2. The main lakes in the USA are the _____ in the north.
1) Gigantic Lakes 2) Grand Lakes 3) Large Lakes 4) Great Lakes
3. Fast food was originated in _____.
1) Great Britain 2) Australia 3) the USA 4) Canada
4. The telephone was invented by _____.
1) Alexander Bell 2) Michael Faraday 3) Isaac Newton 4) James Watt

Определите, является ли утверждение:

Car owners are obliged to exploit public transport.

- 1) истинным 2) в тексте нет информации 3) ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

THE TASKS OF THE ENGINEER

1. One who practices engineering is called an engineer, and those licensed to do so have formal designations such as Professional Engineer, Chartered Engineer or Incorporated Engineer.

2. The crucial and unique task of the engineer is to identify, understand, and interpret the constraints on a design in order to produce a successful result. Constraints may include available resources, physical, imaginative or technical limitations, flexibility for future modifications and additions, and other factors, such as requirements for cost, marketability, producibility, and serviceability. By understanding the constraints, engineers derive specifications for the limits within which a viable object or system may be produced and operated.

3. Engineers use their knowledge of science, mathematics, and appropriate experience to find suitable solutions to a problem. Creating an appropriate mathematical model of a problem allows them to analyze it, and to test potential solutions. Usually multiple reasonable solutions exist, so engineers must choose the solution that best meets their requirements. Genrich Altshuller suggested that compromises are at the heart of “low-level” engineering designs, while at a higher level the best design is one which eliminates the core contradiction causing the problem.

4. Engineers typically attempt to predict how well their designs will perform to their specifications prior to full-scale production. They use prototypes, scale models, simulations, destructive tests, nondestructive tests, and stress tests. Testing ensures that products will perform as expected. Engineers as professionals take seriously their responsibility to produce designs that will perform as expected and will not cause unintended harm to the public at large. Engineers typically include a factor of safety in their designs to reduce the risk of unexpected failure. However, the greater the safety factor, the less efficient the design may be.

Выберите правильный ответ на вопрос:

What is the purpose of including a factor of safety in engineering designs?

- 1) Engineers usually include the safety factor in their designs to meet the requirements for cost, marketability, producibility, and serviceability.
- 2) The purpose of including a factor of safety in engineering designs is to decrease the risk of unexpected accidents.
- 3) Including the safety factor in engineering designs is necessary to increase the efficiency of the design.
- 4) Engineers typically include a factor of safety in their designs to build a technically successful product.

9. КОНТРОЛЬНЫЕ РАБОТЫ ДЛЯ ПРОФИЛЕЙ «ЭЛЕКТРОПРИВОД И АВТОМАТИКА» И «ЭЛЕКТРОСНАБЖЕНИЕ»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Most _____ take four to six years to finish their degrees.
1) lecturers 2) undergraduates 3) professors 4) lab-assistants
2. Teacher: "Let me help you with the translation."
Student: " _____"
1) Here you are. 2) I'm afraid I won't be able to help you.
3) You are welcome. Don't mention it. 4) It's all right. I'll manage, thank you.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. I asked the waiter to bring fish for the main _____.
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1. There are a number of computer aided _____ specifically for engineering.
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2. I'm writing to _____ the job you advertised in last Tuesday's "Daily News".
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3. Mike _____ all his ideas of becoming a lawyer.
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Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

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 2) Everything was fine but a bit tiring.
 3) I'm thinking of going on a business trip.
 4) I'm just back from my trip.
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1. The oldest university in Britain is _____.
 1) London 2) Edinburgh 3) Oxford 4) Cambridge

4. Nanotechnology exploits the special qualities of materials in which the dimensions of individual particles are measured in billionths of a metre. It is a highly multidisciplinary field, drawing from fields such as colloidal science, device physics, and supramolecular chemistry. Applications range from nanoparticles in sun cream and nanospheres in drug delivery systems to nanocomposites in sports goods and nanomaterials for the electronics industry.

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Задание 13: Изучающее чтение с элементами аннотирования. Прочитайте текст и выполните задание.

SAFETY

1. Safety is concerned with those activities that seek either to minimise or to eliminate hazardous conditions that can cause bodily injury. Safety precautions fall under two principal headings, occupational safety and public safety. Occupational safety is concerned with risks encountered in areas where people work: offices, manufacturing plants, farms, construction sites, and commercial and retail facilities. Public safety involves hazards met in the home, in travel and recreation, and other situations not falling within the scope of occupational safety.

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4. Among the chief activities of individuals and organisations concerned with safety are the collection of statistics on accidents and injuries and the publication of analyses of those statistics; the study of hazardous situations and environments and the development of safer designs, procedures, and materials; the development of educational programs for employers, workers, drivers, and other groups at risk; and the design of machines, workplaces, and safety equipment that minimise the risk of injury.

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Today governmental and private agencies at the local, national, and international levels pay much attention to safety.

1) 1 2) 3 3) 2 4) 4

Контрольная работа 2

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Congratulations! I hear you _____ your examination yesterday.
1) failed 2) revised 3) passed 4) do badly in
2. Student: “_____”
Teacher: “Not really. Why can’t you come?”
1) I don’t want to attend the English lesson tomorrow.
2) Is it OK if I miss the English lesson tomorrow?
3) I won’t attend the English lesson tomorrow.
4) I am going to miss the English lesson tomorrow.

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. Being able to use a computer is an important _____ nowadays.
1) license 2) skill 3) qualification 4) degree
2. A time-management consultant helps people to organize their work in a(n) _____ way.
1) useful 2) inefficient 3) effective 4) pleasant
3. The business lunch is an excellent way to improve a relationship with _____.
1) public 2) staff 3) a customer 4) a client

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2. Nowadays motorcycles with exclusive air-cooled _____ are designed and produced.
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3. An advanced technological solution is required to achieve a (an) _____ operation of a given device.
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Задание 4: Выберите соответствующие термины.

1. _____ is a device which converts electrical energy to mechanical energy.
1) a wheel 2) a turbine 3) a piston 4) an electric motor
2. A _____ is a device that introduces fuel into the air stream as it flows into an engine.
1) bearing 2) lubrication system
3) cylinder 4) gasoline carburetor
3. A _____ is a fixed-magnet alternating-current generator designed to generate sufficient voltage to fire the spark plugs.
1) connecting rod 2) carburetor 3) magneto 4) combustion chamber

Задание 5: Вставьте определенный артикль (the) или неопределенный артикль (a (an)), где необходимо.

1. _____ Everest is the highest mountain in the world.
2. Bats and owls generally hunt at _____ night.
3. There are three chairs and _____ armchair in the room.

Задание 6: Вставьте соответствующие предлоги (for, at, in).

1. We enjoyed the film but it was very cold _____ the cinema.
2. Modern English began _____ the fifteenth century.
3. We've known the Robinsons _____ twenty years now.

Задание 7: Вставьте соответствующие союзы (although, where, or).

1. That is the house _____ Shakespeare was born.
2. You should eat more, _____ you'll make yourself ill.
3. She went to work _____ she had a cold.

Задание 8: Выберите соответствующие фразовые глаголы.

1. Sam _____ so fast. I think he's going to be a tall guy.
1) is growing from 2) is growing out 3) is growing over 4) is growing up
2. Sarah _____ jogging in order to lose weight.
1) took up 2) took over 3) took off 4) took down
3. David was _____ to respect his family.
1) brought out 2) brought away 3) brought off 4) brought up

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового и социально-делового общения.

1. Employee: "Are there any vacancies in our department?"
Manager: "_____"
1) This seat is vacant, you can take it.
2) There was a vacancy, so he applied for this position.
3) I'm afraid, I don't know. Please, ask somebody from the Personnel.
4) What do you want?
2. Nurse: "Health Helpline, how can I help you?"
Patient: "_____"
1) Look here! I need some help. 2) I don't know it for sure.
3) Help! 4) I'm not feeling very well. I wonder if you might be able to help me.

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The US flag is called _____.
1) Uncle Jack 2) Stars and Stripes 3) Union Jack 4) Maple Leaf
2. The main lakes in the USA are the _____ in the north.
1) Gigantic Lakes 2) Grand Lakes 3) Large Lakes 4) Great Lakes
3. Fast food was originated in _____.
1) Great Britain 2) Australia 3) the USA 4) Canada
4. The telephone was invented by _____.
1) Alexander Bell 2) Michael Faraday 3) Isaac Newton 4) James Watt
5. Elisabeth II lives in _____.
1) Buckingham Palace 2) The Tower of London
3) №10 Downing Street 4) Westminster Palace

6. _____ is regarded by many people as America's greatest president as he freed the slaves and united the country.

- 1) Richard Nixon 2) Ronald Reagan 3) Abraham Lincoln 4) John Kennedy

Задание 11: Оформление делового письма. Расположите части делового письма в правильном порядке.

1) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.

2) George Finchley & Sons, 68 Bond Street, London, 4 October 2003

3) Yours faithfully, Sally Blintona, Sales Manager

4) Dear Sirs,

5) Messrs Dickson & King, 9 Newgate Street, London

Задание 12: Поисковое чтение с целью определения наличия в тексте запрашиваемой информации. Прочитайте текст и выполните задание.

THE PROBLEMS OF PUBLIC TRANSPORT

1. Britain has almost the same population as France but less than half the space. With 238 people per km², it is a densely populated country. 40 years ago, private car ownership was growing rapidly, and public transport was losing its dominant role. The process seemed quite natural and, on the whole, a good thing. In the 1960s, British Railways cut hundreds of lines and stations.

2. Roads became over-crowded and the solution to that problem was simple – build more roads. A massive new motorway around Outer London was opened in 1986. However, this provided a dramatic example of a phenomenon: building new roads appears to generate new traffic. This motorway was overloaded immediately, and now it is the site of some of the country's worst traffic jams almost every day.

3. However crowded the roads are, British car owners usually find a reason not to switch to public transport. The buses are too slow, or the trains are too expensive, or no public services actually take them where they want to go. In many cases, these are just the excuses of people who really want to sit in their own cars with the radio on, and who blame others for creating the traffic jams. There has been a serious lack of government investment in transport, with predictable consequences.

4. It has long been noted that car driving has some strange psychological effects on human beings. People who are normally quiet and pleasant are often transformed when they get behind the wheel of a car. Road accident figures, on the other hand, have not increased with the number of vehicles on the road; in fact they have decreased. Various reasons are suggested for this: modern cars have better lights and brakes, and the culture of driving has become more mature. Britain has a better record than most European neighbours; the number of deaths per 10,000 vehicles is less than half that of France, for example. Another significant factor is that seat belt laws for vehicle drivers and passengers are respected by almost everyone.

Определите, является ли утверждение:

Car owners are obliged to exploit public transport.

1) истинным

2) в тексте нет информации

3) ложным

Задание 13: Изучающее чтение с элементами сопоставления. Прочитайте текст и выполните задание.

THE TASKS OF THE ENGINEER

1. One who practices engineering is called an engineer, and those licensed to do so have formal designations such as Professional Engineer, Chartered Engineer or Incorporated Engineer.

2. The crucial and unique task of the engineer is to identify, understand, and interpret the constraints on a design in order to produce a successful result. Constraints may include available resources, physical, imaginative or technical limitations, flexibility for future modifications and additions, and other factors, such as requirements for cost, marketability, producibility, and serviceability. By understanding the constraints, engineers derive specifications for the limits within which a viable object or system may be produced and operated.

3. Engineers use their knowledge of science, mathematics, and appropriate experience to find suitable solutions to a problem. Creating an appropriate mathematical model of a problem allows them to analyze it, and to test potential solutions. Usually multiple reasonable solutions exist, so engineers must choose the solution that best meets their requirements. Genrich Altshuller suggested that compromises are at the heart of “low-level” engineering designs, while at a higher level the best design is one which eliminates the core contradiction causing the problem.

4. Engineers typically attempt to predict how well their designs will perform to their specifications prior to full-scale production. They use prototypes, scale models, simulations, destructive tests, nondestructive tests, and stress tests. Testing ensures that products will perform as expected. Engineers as professionals take seriously their responsibility to produce designs that will perform as expected and will not cause unintended harm to the public at large. Engineers typically include a factor of safety in their designs to reduce the risk of unexpected failure. However, the greater the safety factor, the less efficient the design may be.

Выберите правильный ответ на вопрос:

What is the purpose of including a factor of safety in engineering designs?

- 1) Engineers usually include the safety factor in their designs to meet the requirements for cost, marketability, producibility, and serviceability.
- 2) The purpose of including a factor of safety in engineering designs is to decrease the risk of unexpected accidents.
- 3) Including the safety factor in engineering designs is necessary to increase the efficiency of the design.
- 4) Engineers typically include a factor of safety in their designs to build a technically successful product.

10. КОНТРОЛЬНАЯ РАБОТА ДЛЯ НАПРАВЛЕНИЯ «ЮРИСПРУДЕНЦИЯ»

Контрольная работа 1

Задание 1: Выберите правильный ответ, употребив лексику учебной и учебно-социальной сферы.

1. Any _____ is usually composed of the following basic sections: summary, introduction, discussion, conclusion and recommendations.

- 1) report 2) technology 3) textbook 4) method

2. Student: “ _____ ”

Tutor: “Yes, it was quite good”.

- 1) Have you had time to mark my essay? 2) What about my essay?
3) Didn't you mark my essay? 4) What did you do with my essay?

Задание 2: Выберите правильный ответ, употребив лексику деловой сферы.

1. He was unemployed doing only odd _____.
- 1) positions 2) jobs 3) profession 4) occupation
2. The business lunch is an excellent way to improve a relationship with _____.
- 1) public 2) staff 3) a customer 4) a client
3. The international trade company is the largest _____ in the city.
- 1) work 2) employee 3) employer 4) staff

Задание 3: Выберите правильный ответ, употребив лексику профессиональной сферы.

1. He was justified owing to his _____'s proficiency.
- 1) a judge 2) attorney 3) bailiff 4) a jury
2. According to court _____ he was to compensate moral prejudice and caused damage.
- 1) judgment 2) rule 3) jurisdiction 4) litigation
3. _____ law courts provide a forum for disputes involving torts.
- 1) international 2) martial 3) administrative 4) civil

Задание 4: Выберите правильный ответ, употребив термины.

1. _____ is a lawyer who has the right to speak and argue as an advocate in higher law courts.
- 1) Barrister 2) Bailiff 3) Council 4) Jury
2. _____ is a proposed law to be discussed by a parliament.
- 1) Bulletin 2) Certificate 3) Banknote 4) Bill
3. _____ is a contract by which the owner of land or a building allows another person to use it for a specified time, usually in return for payment.
- 1) Lease 2) Mortgage 3) Freehold 4) Bill

Задание 5: Выберите соответствующие слова, образованные с помощью суффиксов или префиксов.

1. I want to be a famous _____ when I grow up.
- 1) scientific 2) scientifically 3) science 4) scientist
2. The man had to _____ the paint because the first coat wasn't sufficient.
- 1) applicant 2) unapplied 3) reapply 4) application
3. Superman is a comic strip character who has _____ strength.
- 1) inhumance 2) superhuman 3) humanity 4) humankind

Задание 6: Вставьте соответствующие местоимения (anywhere, herself, his):

1. – How did you get my sister's book? – She gave it to me _____ !
2. The grandfather promised a nice gift to the eldest grandson of _____.
3. – Shall we sit in the corner or by the window? – _____ you want.

Задание 7: Выберите соответствующие прилагательные или наречия в сравнительной или превосходной степени, где необходимо, или используйте сравнительные конструкции.

1. He could write plays _____ than any other playwright of his time.
1) faster 2) fast 3) fastest 4) most fast
2. Sinking of *The Titanic* was the _____ disaster of that time.
1) large 2) larger 3) more large 4) largest
3. She took a _____ breathe and dived for the necklace that she had dropped.
1) the most deepest 2) much deep 3) more deep 4) deep

Задание 8: Выберите соответствующие фразовые глаголы.

1. Your mother called. She wants you to call her _____ tonight.
1) off 2) back 3) for 4) over
2. Paul _____ visiting his parents.
1) insisted of 2) insisted to 3) insisted – 4) insisted on
3. All our plans _____.
1) broke in 2) broke down 3) broke through 4) broke to

Задание 9: Выберите реплику, наиболее соответствующую ситуации профессионально-делового или социально-делового общения.

1. Journalist: “ _____ ”
Head of a firm: “As a manager of the environmental business unit, he is responsible for a team of eight.”
1) Is he in environmental business?
2) How many are there in his team?
3) Is he a manager of the environmental business unit?
4) Which is his team?
2. Waiter: “Would you like something to drink?”
Customer: “ _____ ”
1) I wonder if I could have a cup of coffee, please.
2) Give me coffee.
3) You must bring me a cup of coffee.
4) Can I have a cup of coffee, please?

Задание 10: Выберите правильный ответ, используя лексику страноведческой сферы.

1. The financial centre of London is _____.
1) Westminster 2) the City 3) The West End 4) The East End
2. The official residence of the British Prime Minister is at _____.
1) Tower of London 2) Buckingham Palace
3) №10 Downing Street 4) Regent Palace
3. Madame Tussaud’s is _____ in London.
1) a museum 2) an art gallery 3) a circus 4) a theatre
4. Stratford-on Avon is the birthplace of the great English poet and writer _____.
1) R. Burns 2) W. Shakespeare 3) Ch. Dickens 4) B. Show

5. The Queen who ruled for the longest period in British history was _____.
- 1) Margaret 2) Mary 3) Anna 4) Victoria
6. Margaret Thatcher was _____.
- 1) the leader of the Labour party 2) the Queen of Britain
3) the British Prime Minister 4) a film star

Задание 11: Оформление конверта. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

(1) Design Plus
55 (2) Stevenson Road
(3) San Francisco, CA 94015

(4) Mr. P.T. Vitale
(5) Mutual Insurance Company
33 South Street
New York, (6) NY 3476

- 1) the sender's name 2) the street name in the return address
3) the addressee's company name 4) the town the letter comes from
5) the addressee 6) the ZIP code in the mailing address

Задание 12: Поисковое чтение с целью определения наличия текста запрашиваемой информации. Прочитайте текст и выполните задание.

SHOP-LIFTING

1. If you met Derek Forbes at a party, you would probably think he was a shy man. If you started talking, you would find him likeable and amusing. And it's hard to guess what he is. "I just couldn't do it. I don't know what it is. It's not embarrassment. No, that's not it. You see, you are putting your head in a noose: that's what it seems to me." Derek, an armed robber with a long record of bank jobs, was talking about hoisting. "No, I just couldn't do it. I mean just going in there." He paused to try to find a more exact way of fixing his antipathy. I tell you what. It's too blatant for my liking."

2. It seemed a funny way to put it. Pushing a couple of ties in your pocket at a shop was hardly the last word in extroversion. But my ideas of shop-lifting were still bound up with teenage memories of nicking packets of chewing gum from the local newsagents. A lot of guilt and not much loot. After a few conversations with professional hoisters, I realised that "blatant" was just about right.

3. Nobody took a couple of ties: they took the whole rack. The first member of the gang would walk in nice and purposefully. Their job was to set up the goods: perhaps put an elastic band round the ends of a few dozen silk scarves; move the valuable pieces of jewellery nearer the edge of the counter; slide the ties on the rack into a compact bunch. Then, while somebody else diverts the assistant or provides some sort of masking, the third member lifts the lot. If the walk to the door is a little long, then there may be someone else to take over for the last stretch. No one is in possession for more than a few seconds, and there's always a couple of spare bodies to obstruct anyone who seems to be getting too near the carrier.

4. Store detectives who move forward with well-founded suspicions may still find themselves clutching empty air. "There's one other little angle," said one detective. I often pop round the back stairs; that's where you'll occasionally find one of them, trying to relax and get themselves in the right mood before starting the next job."

Определите, является ли утверждение:

Derek respects hoisting gangs.

- 1) истинным 2) ложным 3) в тексте нет информации

Задание 13: Ознакомительное чтение с целью определения истинности утверждения. Прочитайте текст и выполните задание.

SOME PARTICULAR CRIMES

1. Theft is probably the most common crime. The crime of larceny in some U.S. jurisdictions consists of stealing more than a specified sum of money or property worth more than a specified amount. The traditional definition of theft specified the physical removal of an object that was capable of being stolen, without the consent of the owner and with the intention of depriving the owner of it permanently. This intention does not necessarily mean that the thief must intend to keep the property – an intention to destroy it, or to abandon it in circumstances where it will not be found, is sufficient.

2. The distinction that the common law made between theft (taking without consent) and fraud (obtaining with consent, as a result of deception) has been preserved in many modern statutes. It is now accepted that an act may constitute both theft and fraud, as in the theft and subsequent sale of an automobile.

3. Burglary consisted originally of breaking into a dwelling by night with intent to commit a felony, but the definition has been expanded in many legal systems. In English law, any entry by an individual into a building as a trespasser with intent to commit theft or certain other offenses is burglary, and some jurisdictions recognize an offense of burglary of an automobile – breaking into it to steal the contents. Entry without the intent to commit a crime of the kind specified in the burglary statute is not burglary – it is merely a trespass, which is not criminal in many jurisdictions. Although the motivation of most burglars is theft, an intention to commit various other offenses converts a trespass into a burglary – it is possible, for instance, to commit burglary with intent to rape.

4. Robbery is the commission of theft in circumstances of violence. It involves the application or the threat of force in order to commit the theft or to secure escape. Robbery takes many forms, involving numerous participants and careful planning.

Определите, является ли утверждение:

The essence of theft is stealing more than a specified sum of money.

- 1) в тексте нет информации 2) ложным 3) истинным