**ФЕДЕРАЛЬНАЯ СЛУЖБА ПО НАДЗОРУ В СФЕРЕ ОБРАЗОВАНИЯ И НАУКИ**

**НОУ «Балтийский Гуманитарный Институт»**

**Экономический факультет**

**Кафедра гуманитарных и естественнонаучных дисциплин**

### Методические указания по изучению дисциплины для студентов

**заочного отделения**

**«Английский язык»**

**Специальности:**

**080507 «Менеджмент организации»**

**081005 «Финансы и кредит»**

**080100 «Бухгалтерский учет, анализ и аудит»**

**080504 «Государственное и муниципальное управление»**

**Составитель:**

**ст.преподаватель**

**Н. М. Грабко**

**2008г**

**КОНТРОЛЬНАЯ РАБОТА 2**

Для правильного выполнения контрольной работы необходимо усвоить следующие разделы курса «Деловой английский язык»:

* Деловая командировка. Быт и сервис
* Город. Экскурсии. Выставки. Достопримечательности. Встречи
* Визит на фирму. Организационная культура
  1. **Дополните диалог, переводя соответствующие реплики на английский язык:**

**Simon:** When are you taking us on the river?

**Peter:** (*После обеда. До обеда я отведу вас к Букингемскому дворцу.*)

**S.:** Are we going to the Post Office Tower, too?

**P.:** (*Да, мы пойдем туда после обеда*.)

**S**.: Are we walking?

**P.:** (*Нет, мы поедем на автобусе… Но поспешим! Нам надо успеть на тот автобус!*)

**S.:** Is this Piccadilly Circus?

**P.:** (*Нет, это Трафальгарская площадь*.)

**S.:** What a high building! Is that the Post Office Tower?

**P.:** *(Нет, отсюда нам ее не видно. Она между Тоттенхем Корт Роуд и Риджинт Стрит.*)

**S.:** What is that?

**P.:** (*Это мое любимое здание, Национальная галерея. Я часто бываю там во время обеденного перерыва.*)

**S.:** Is your office somewhere near here?

**P.:** (*Да, он в Стрэнде.*)

**S.:** Where’s that?

**P.:** (*Это между Чэринг Кросс и Элдвич.)*

**S.:** Oh, you are lucky!

**P.:** (*Да. Посмотрите! Отсюда мы уже видим Почтовую башню.)*

**S.:** I can see the top. How high is it?

**P.:** (*Я не знаю. На самом верху есть экскурсовод. Можете спросить у него.*)

**S.:** Can we go to the top?

**P.:** (*Да, можем.*)

**S.:** Great! Are you coming? Hurry!

**P.:** (*Я тоже люблю высокие здания. Нам повезло, сегодня нет облаков. Прекрасный вид, не правда ли?)*

**S.:** Is that Hyde Park?

**P.:** (*Нет, это парк Святого Джеймса, Гайд парк с той стороны.*)

**S.:** Oh! And there is Buckingham Palace. It’s right between the two parks! Look! There is the Tower, just near the river! Are we going there?

**P.:** (*Да, думаю, что пойдем сегодня вечером.*)

**S.:** Oh, good. What a wonderful view!

* 1. **Прочитайте перечень блюд. Что бы вы заказали на ужин? Оформите свой заказ.**

|  |  |  |
| --- | --- | --- |
| **Snacks** | **Hot dishes** | **Wine and beverages** |
| Stuffed pike  Jelled pike-perch  Jelled tongue  Hard-smoked sausage  Hot-smoked sturgeon  Cold-smoked sturgeon  Crab salad  Lampreys in mustard  Sauce  Salmon  Perch in marinade  Sprats in oil  Salads | Roast chicken  Hot pot  Veal, pork, mutton chops  Fish balls  Meat balls  Hot dogs  Boiled sturgeon  Fried cod  Roast turkey  Boiled tongue  Sturgeon on a spit  Stewed beef | Vodka  Sherry  Claret  Cognacs  Ratafia  Liquors  Rum  Gin  Lemon squash  Orange juice  Cranberry beverage  Fruit kissel |

* 1. **Переведите на английский язык:**

- Где вы собираетесь праздновать слияние наших фирм? – мы собираемся отметить это событие в нашем новом кафе. Я собираюсь пригласить всех ведущих сотрудников наших компаний. Я закажу столики и сделаю заказ заранее. – Что вы закажете к ужину? – Я закажу черную и красную икру, фаршированного судака, семгу, севрюгу горячего копчения, холодную жареную курицу, заливной язык и фирменное мясное блюдо. – Какие вина и напитки мы будем пить? – Я закажу марочные вина и фирменные напитки. Я думаю, наши сотрудники хорошо проведут время и вечер пройдет успешно.

* 1. **Дайте ответы на реплики официанта:**

Waiter: Good afternoon, sir. How many are you?

You:

W.: Take your seats at the table on your right. It’s vacant. Here is the menu. Make your choice.

You:

W.: All right. Would you like any soup?

You:

W.: Sorry, roast goose is off. I can recommend you roast chicken or roast beef.

You:

W.: Will you have anything for a drink?

You:

W.: We’ve got a big choice of wine today. I‘d recommend you light red wine. It goes nicely with roast chicken and roast beef.

You:

W.: Anything for a sweet?

You:

W.: Very well. Here are your snacks. Good appetite!

* 1. **Прочтите текст о французской компании “Bic”, заполните бланк истории компании.**

**Bic’s success in a throwaway world**

Bic is a household name, synonymous with a disposable age

Few companies can say that they are responsible for changing the everyday habits of billions of people throughout the world, but the French company Bic, founded in 1950, is one that can.

The ballpoint pen came first. The original biros – named after Lazlo Biro, their Hungarian inventor – were expensive and difficult to use. Baron Marcel Bich, the owner of a small office supplies company, brought together French and British scientists to refine and modify the design. He negotiated the rights to produce and sell the pen with Biro. Production of the Bic “Crystal” began in 1953. The “Crystal” had a clear blue plastic tube and a visible ink supply which was sufficient to draw a line three kilometers long.

Sales rose from around 50,000 a week in the last year to a quarter of million a day by 1956. Today sales of Bic writing instruments total more than 20 million a day in 160 countries.

Bich was not content with a one-product business and wanted to find other throwaway ideas. In 1972 came the disposable lighter. It is another success story which made Bic world leader in the sector, with daily sales of disposable lighters now numbering almost 4 million.

Bic’s winning formula was a combination of simplicity of production and reliability; the company claims that its lighters will work 3,000 times compared with competing brands’ 1,000.

The company used healthy profits to invest in its third major product range – the throwaway razor – 1n 1975. It now contests market leadership with Gillette. Bic subsequently diversified further – into windsurfing boards and fashion – but the three original throwaway ideas remain its success stories.

|  |
| --- |
| **COMPANY HISTORY**   * 1. The company was founded   **1950 – 53** Lazlo Biro invented the first pen.  Marcel Bich \_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_ the design.  Bich negotiated with Biro to \_\_\_\_\_\_\_\_\_\_   1. Production of the \_\_\_\_\_\_\_\_ began.   Sales of the biro rose to \_\_\_\_\_\_\_\_   1. Bic invented \_\_\_\_\_\_\_\_ 2. Bic invented \_\_\_\_\_\_\_\_   **Now** Bic sells \_\_\_\_\_\_\_\_ ballpoints every day  Bic sells \_\_\_\_\_\_\_\_ disposable lighters per day  Bic and \_\_\_\_\_\_\_\_ are leaders in the market for disposable razors. |

* 1. **Прочтите диалог, в котором служащая компании рассказывает о различных аспектах работы. Заполните соответствующе записи, выбрав подходящую информацию.**

**Int = Interviewer ML - Morna Lawson**

**Int.:** Can you tell me what gives you satisfaction in your job?

**ML.:** Well, there’s different things really, obviously salary is important, status is important – I want to be respected for what I do – but most importantly I can’t bear being bored, with routines, so I want the freedom to develop my role really.

**Int.:** So, it’s important your manager gives you autonomy.

**ML.:** Yes.

**Int.:** What management style do you respond well to?

**ML.:** Well, I like them, really I like my manager to be fairly hands-off, yet available, so I’m allowed to do what, I’m allowed to get on with it and the manager is there to support me.

**Int.:** OK. I know you worked in Spain and Britain. Atre there any differences between the workplace culture in the two countries?

**ML.:** Mmm, it was a while, a few years ago that I was in Spain, and I think that Britain and Spain have probably become more similar, but the thing I noticed most was that the Spanish work in order to enjoy their lives far more so than they do in Britain.

**Int.:** Right, could you describe your best manager?

**ML.:** … A woman I worked with in Spain, who enjoyed her job, enjoyed life; we had good time at work, and most of all she allowed me to get on with it, make my mistakes – it wasn’t the end of the world, and I learnt a lot from it.

* 1. Job satisfaction. Three things that are important to Morna in a job: \_\_\_\_\_\_\_\_.
  2. Management styles. She likes a manager to be \_\_\_\_\_\_\_\_, but \_\_\_\_\_\_\_\_.
  3. Workplace culture. Spain and Britain have one major difference: \_\_\_\_\_\_\_\_.
  4. Managers. Morna’s most favourite manager was \_\_\_\_\_\_\_\_, because \_\_\_\_\_\_\_\_.
  5. **Распределите следующие качества и высказывания на две группы. В зависимости от того, для какого стиля руководства (мужского или женского) они характерны:**

Confrontation, competitiveness, personal achievements come first, share credit for success, force, self-protection, challenge, constant direction, in-control, collaboration, welcoming contributions, talking about personal matters, hysteria;

“It’s very simple. The point is…”, “But we need to take account of …”, “ You look worried. What do you think about the new plan”, “That’s rubbish”, “I built the department from nothing”, “Thank you for your kind words, but this really was a team effort”, “It was so funny. He looked ridiculous”.

ТЕСТЫ ДЛЯ СТУДЕНТОВ 1 КУРСА ЭКОНОМИЧЕСКОГО ФАКУЛЬТЕТА

**Обратите внимание, что в задании может быть несколько правильных**

**ответов.**

**Правильный артикль**

1. … equipment of Blake & C is very good.

a) -

**П:** b) the

c) an

d) a

2. Our company has … better financial status than yours.

**П:** a) a

b) an

c) the

c) –

**Правильное число существительного**

3. According to Economic Development and Trade ministry statistics the average national income was … in 2004.

a) 3600 thousands dollars.

**П:** b) 3600 thousand dollars

c) 3600 thousand dollar

d) 3600 thousands dollar

**Правильное местоимение**

4. Let … show the equipment to our customer.

**П:** a) them

**П:** b) Mr. Brown

c) his

d) they

**Правильная форма прилагательного**

5. New York City is … city of the States.

**П:** a) the biggest

b) biggest

c) bigger

d) the most biggest

6. My secretary is as …. as yours.

a) better

**П:** b) good

c) the best

d) best

**Правильный союз**

7. Solving the problem of choice, a consumer wants to satisfy his demands …much…possible.

a) so…as

**П:** b) as…as

c) as…so

d) such …as

8. **При переводе каких предложений следует употребить «чем…тем».**

**П:** a) The larger the wealth to be invested, the larger the demand for time deposits.

b) The more rapid inflation of the previous years means the quicker devaluation of bank deposits.

c) The lower value of national currency gives rise to the larger exports.

d) The higher revenue is due to the higher labour efficiency.

**Правильное местоимение**

9. …. office manager often meets foreign businessmen and discusses prices for different goods with ….

a) our, their

b) us, their

c) ours, their

**П:** d) our, them

**Правильное слово**

10. I'd like to discuss …. Business questions with you.

**П:** a) some

b) any

**П:** c) many

d) much

11. No matter how … money you have you can open a bank account.

**П:** a) little

b) a little

c) few

d) a few

**Правильный вариант**

12. ... several relationships that may grow up between business in Great Britain and the United States of America.

a) it is

b) it was

c) there were

**П:** d) there are

**Правильная форма глагола**

13. As a rule, a private company …only one director.

a) have

**П:** b) has

c) had

d) has to

14. Large commercial banks … automatic teller machines nowadays.

a) install

b) installs

c) is installing

**П:** d) are installing

15. -Has Mr. Blake looked through the latest catalogues?

- Yes, he … yesterday?

**П:** a) looked them through

b) has looked them through

c) have looked them through

d) has look them through

16. Statistics shows that consumption per capita has …in developed countries.

a) rose

b) rise

**П:** c) increased

d) to raise

17. … the terms of payment and delivery yet?

**П:** a) Have you discussed

b) Did you decided

c) Has you discussed

d) Have you discuss

18. The firm … shares by next December.

a) will issue

b) will be issued

**П:** c) will have issued

d) will issued

19. The firm ... its machinery when the bank ... to repay the loan.

a) has already sold, demanded

**П:** b) had already sold, demanded

c) sold, demanded

d) sold, had demanded

20. Limited liability companies …. into public and private ones.

**П:** a) are divided

b) is divided

c) divided

d) divide

21. A limited liability company ….. by the board of directors.

a) heads

**П:** b)is headed

c) was headed

d) headed

22. No agreement …. among financial experts yet.

**П:** a) has been reached

b) has reached

c) reached

d) was reached

23. He … the date for the next appointment.

a) don't fix

b) doesn’t fix

**П:** c) hasn't fixed

d) won’t fix

**Правильный предлог**

24. We are interested … the long-term growth.

**П:** a) in

b) into

c) to

d) on

25. My secretary is translating this contract …. English.

a) in

b) to

**П:** c) into

d) on

26. The goods are sold …a high price.

**П:** a) at

b) by

c) on

d) to

27. TS shares dropped … 10% this afternoon.

a) to

**П:** b) by

c) on

d) with

**Правильный модальный глагол**

28. The businessmen ….observe various rules.

**П:** a) should

b) is to

c) has to

d) must

29. Nobody answers the phone. They … be out.

a) should

b) would

c) can

**П:** d) must

30. The telephone lines can be so busy that people ….to wait for an hour to get through.

a) ought

b) are

**П:** c) have

d) are able

**Правильная форма глагола**

31. If the competition get tough they … business elsewhere.

a) would start

b) started

**П:** c) will start

d) start

32. When they … the new method productivity will rise.

a) introduce

**П:** b) introduce

c) introduced

d) to introduce

33. If governments reduced restrictions and tariffs, it … the expansion of world trade.

a) promote

b) promotes

c) will promote

**П:** d) would promote

34. Such a big corporation would run business successfully if experienced managers … hired.

**П:** a) were

b) was

c) are

d) to be

**Правильный ответ**

35. «Is it possible to adapt your equipment to our needs? » - asked Mr. Cartwright.

a) Mr. Cartwright asked if is it possible to adapt our equipment to their needs.

b) Mr. Cartwright asked is it possible to adapt our equipment to their needs.

**П:** c) Mr. Cartwright asked if it was possible to adapt our equipment to their needs.

d) Mr. Cartwright asked if it is possible to adapt our equipment to their needs.

36. «I'll show you our factory tomorrow», - said Mr. Simpson.

a) Mr. Simpson said that he would show us their factory tomorrow.

b) Mr. Simpson said that he will show us their factory tomorrow.

**П:** c) Mr. Simpson said that he would show us their factory the next day.

d) Mr. Simpson said that he will show us their factory the next day.

37. «What do you know about our company?» - asked Mr. Smith.

a) Mr.Smith asked what do I know about their company.

b) Mr.Smith asked what I know about their company.

**П:** c) Mr.Smith asked what I knew about their company.

d) Mr.Smith asked what did I know about their company.

38. « Please remind me who Mr. Pospelov is», - said Mr. Allen to his secretary.

**П:** a) Mr. Allen told his secretary to remind him who Mr. Pospelov was.

b) Mr. Allen told his secretary remind him who Mr. Pospelov was.

c) Mr. Allen said to his secretary to remind him who Mr. Pospelov was.

d) Mr. Allen told to his secretary to remind him who Mr. Pospelov was.

**Правильное по смыслу слово**

39. People have to choose the …way of living provided the … situation in the country in unfavorable.

a) economic, economical

**П:** b) economical, economic

c) economic, economic

d) economical, economical

40. One of the important tasks of a firm is to obtain the maximum amount of a commodity using any given quantity of … .

**П:** a) input

b) commodities

c) costs

d) revenues

41. Some branches of economy such as agriculture greatly … climate.

**П:** a) depends on

b) include

c) impose on

d) rely on

42. In some industrial countries producers don’t … the government regulation and make all decisions themselves.

a) impose

**П:** b) rely on

c) supply

d) affect on

43. Calculating expenditures on running a business it is necessary to … expenses on maintaining building in good repair.

a) impose

b) influence

**П:**c) include

d) improve

44. The theory of supply shows that an increase in production cost … output level.

a) leads

**П:** b) reduces

**П:** c) decreases

d) depends

45. … of countries regulating their economics is constantly increasing.

a) The amount

b) The quantity

**П:** c) The number

d) The numbers

46. The demanded … of a good depends on a particular market, the number of consumers, their tastes and even the season of the year.

**П:** a) quantity

b) amount

c) number

d) quality

47. The aim of producers using this new technological improvement is to … higher profits.

a) raise

**П:** b) receive

c) affect

d) offer

48. The producers have to … total output as the demand has grown.

**П:** a) increase

b) rise

**П:** c) raise

d) supply

49. Different sweets and chocolates are known as … goods for sugar.

a) normal

**П:** b) substitute

c) complementary

**П:** d) alternative

50. The decrease in production costs leads to the … in the total profit obtained.

a) reduce

**П:** b) increase

c) decrease

**П:** d) rise

51. The situation at the market when the consumer demand is higher than the quantity supplied is known as …

a) excess

**П:** b) shortage

c) reduction

d) decrease

52. High level of profits can be … by producers through improvements in technology.

a) owned

**П:** b) received

c) maximized

d) offered

e) owned

53. Every day money is … from one bank to another in thousands of cities.

a) contributed

b) considered

**П:** c) transferred

d) replaced

54. … in the relationship between factor inputs and outputs of goods and services.

a) Production cost

b) Investment

c) Efficiency of labour

**П:** d) Efficiency

55. Chemical industry provides … for farming.

a) ore

**П:** b) fertilizers

c) natural resources

d) raw materials.

56. …can be measured in physical terms or … terms.

a) Efficiency of labour, investment

b) Investment, property

c) Purchasing power, following

**П:** d) Efficiency, cost

57. The total … of goods and services produced in an economy in one year is called … .

**П:** a) value, gross domestic product

b) value, gross national product

c) measure, wealth

d) distribution, average standard of living

58. The … made to the gross domestic product by the various sectors of the economy can be … in a variety of ways.

a) share, measured

b) assets, determined

**П:** c) contributions, considered

d) investment, used up

59. … economic mechanisms may be … to allocate resources.

**П:** a) Various, employed

b) Essential, added

c) Following, provided

d) Most, applied

e) Required, varied

60. High taxes are … on expensive goods for the purpose of … money for the poor.

a) imposed, existing

**П:** b) levied, raising

c) determined, getting

d) fixed, collecting