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ФИО: Худин Александр Николаевич

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Колледж коммерции, технологий и сервиса

***Методические рекомендации по выполнению
практических работ***
по учебной дисциплине «Иностранный язык (английский)»
специальности
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Составитель: Агаева Т. А., преподаватель
колледжа коммерции, технологий и сервиса
ФГБОУ ВО «Курский государственный университет»

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Пояснительная записка

Настоящие методические рекомендации по выполнению практических работ по дисциплине «Иностранный язык» составлены в соответствии с требованиями рабочей программы. Все часы, отведенные на изучение дисциплины «Иностранный язык», являются практическими.

В результате освоения учебной дисциплины обучающийся должен уметь:

- общаться (устно и письменно) на иностранном языке на профессиональные и повседневные темы;
- переводить (со словарем) иностранные тексты профессиональной направленности;
- самостоятельно совершенствовать устную и письменную речь, пополнять словарный запас.

В результате освоения учебной дисциплины обучающийся должен знать:

- лексический (1200-1400 лексических единиц) и грамматический минимум, необходимый для чтения и перевода (со словарем) иностранных текстов профессиональной направленности.

Целью практических работ по дисциплине «Иностранный язык» овладение фундаментальными знаниями, опытом творческой, исследовательской деятельности, закрепление и систематизация знаний, формирование умений и навыков.

Практические занятия содержат тематические текстовые материалы, упражнения на расширение словарного запаса, тренировочные задания для активизации знаний грамматических форм.

Задачи практических занятий:

- обобщить, систематизировать, углубить, закрепить полученные знания по изучаемым темам;
- формировать умения применять полученные знания на практике.

Цель практических занятий:

- формировать у студентов навыки устной речи развивать потребность и умение пользоваться справочной литературой;
- развивать умение высказываться целостно, как в смысловом, так и в структурном отношении;
- развивать навыки чтения с полным пониманием основного содержания текста;
- активизировать знание грамматических форм.

Данные методические рекомендации предназначены как руководство для выполнения основных видов практических работ на занятиях. К ним относятся перевод текстов и различные формы аналитической работы с ним, подготовка устной речи в диалогической и монологической форме, выполнение лексико-грамматических упражнений.

Практическое занятие № 1

Тема: Профессиональные качества, необходимые для успешного карьерного роста.

1. Прочитайте и переведите текст

To study isn't an easy thing, of course, but nowadays it's quite necessary to be highly skilled and educated specialist.

The citizens of Russia have a right to receive the education which is guaranteed in the Constitution of the Russian Federation. Education is ensured by compulsory secondary schools, vocational schools, and higher education establishments. It is also ensured by the development of extramural and evening courses, as well as the system of state scholarships and grants.

Education in Russia is compulsory up to the 9th form inclusive. The stages of compulsory schooling are a primary education for ages 6–9, followed by a senior school for ages 10–15. If pupils of a secondary school wish to go on in higher education, they must stay at school for two more years. Primary and secondary education consists of 11 years of studying. Every school has a core curriculum of academic subjects, such as Russian, Literature, Mathematics, History, foreign languages and others. After completing this stage, pupils are awarded the Certificate of Secondary Complete General Education.

After finishing the 9th form, pupils continue studying at a vocational school which offers programs of academic subjects and a study program of training in a technical field, or a profession.

After finishing the 11th form of a secondary school, a lyceum or a gymnasium pupils can go on in higher education. All applicants must take an Entrance examination. Higher education institutions, institutes or universities, offer a 5-year program of academic subjects for undergraduates in a variety of fields, as well as a graduate course. If a student finishes a graduate course and writes a thesis, he/she receives a candidate's degree or a doctoral degree.

The system of secondary and higher education in Russia is going through a transitional period. The main objectives of the reform are to decentralize the higher education system, to develop a new financial mechanism and to give more academic freedoms to faculties and students.

2. Изучите активную лексику и составьте предложения:

- right- право
- duty- обязанность
- secondary- среднее
- deep- глубокий
- vocational school- профтехучилище
- general- общий
- to receive- получать
- training- обучение
- higher- высшее
- extra-mural- заочный
- opportunity- возможность

3. Найдите в тексте предложения с активной лексикой, прочитайте и переведите их на русский язык.

4. Ответьте на вопросы:

1. Is education in our country free
2. Is education in Russia right or duty
3. What kind of schools are there in Russia
4. What are the possible ways to continue education after the finishing of the secondary school
5. What are the main types of educational institutions in our country
6. What are the types of higher education institutions in Russia?

5. Составьте небольшое сообщение о своем колледже .

6. Прочитайте и переведите текст

The UK is a highly developed country, in general, that's why the educational system in the UK is well developed and highly ranked. It's important to note that the country consists of four parts Wales, Scotland, England, and Northern Ireland. That fact causes some peculiarities of education in each part.

As in many other countries education in Great Britain involves nursery, primary, and secondary schools for school education; higher education institutions such as colleges and universities for higher education and also some establishments for further or adult education.

School education in the UK is compulsory and free from the age of five. Primary school is common for all students. But at the age of 11 children take exams and have the opportunity to choose the type of secondary school: grammar school with a more academic type of education; a secondary modern school which gives more general knowledge; or secondary technical school with a more practical type of education. Children are able to finish school at the age of 16 with the General Certificate of Education. There are also some alternatives to state schools such as public schools which usually have a high fee for education or becoming more and more popular home education.

On the other hand, higher education in the UK is not compulsory or free. Moreover, the cost of education in many universities is quite high. Nevertheless, it's high standard with very strong college system and even stronger university system. Some of the UK universities are world-famous and international establishments. The most well-known are Oxford and Cambridge universities which are also the oldest ones. The duration of education for getting a Bachelor's degree is three years and then students can continue studying to get Master's or Doctor's degree. As far as I can see, the education in the UK is fundamental and high standard. There are many options for children so they are able to choose whatever they want.

7. Изучите активную лексику и составьте предложения:

- nursery school- подготовительная школа
- kindergarden- детский сад
- junior school- младшая школа
- to attend- посещать
- comprehensive school- грамматическая школа
- abilities- способности
- secondary education- среднее образование
- grammar school- грамматическая школа
- secondary school- средняя школа
- public school- привилегированное честное учебное заведение
- eleven-plus examination- экзамен, принимаемый у детей в возрасте 11 лет
- minority- меньшинство
- secondary modern school- средняя современная школа
- personality- личность
- fee- плата за обучение
- to afford- позволить себе

8. Ответьте на вопросы:

1. When does the pre-school education begin in England?
2. When does the education begin in England?
3. What are public schools?
4. What are the most famous public schools in England?
5. What are Grammar and Comprehensive schools?

9. Составьте предложения со следующими словами и словосочетаниями. Прочитайте и переведите их на русский язык:

- faculty- факультет
- department- кафедра

- arts- гуманитарные науки
- science- естественные науки
- to admit- принимать
- to provide- предоставлять
- hostel- студенческое общежитие
- college- колледж
- practice- практика
- scholar- ученый

10. Прочитайте и переведите текст:

It is rather important for everyone to make the right choice of profession, because what we choose defines the largest part of our life. If someone chooses to be a teacher, he or she will spend most of the time dealing children. Those, who choose to become doctors, spend most of their adult life helping people to cope with various diseases. I chose to discuss different matters and argue about them.

Basically, I want to become a lawyer. On daily basis I like investigating, finding out the truth, arguing and winning. So, people who know me well, agree that I would make an excellent lawyer. In my opinion, justice is valuable in modern world. That's why this profession is rather demanded and respected in every country.

To become a qualified professional I should enter a decent Law school. My parents have found vocational law courses for me, where I will be studying for the next two years. After that I can either start working at the Investigation Department or continue studying at the university to become a legist or attorney. I would prefer the second option, because I really want to work at court and to deal with criminal charges.

As I've mentioned before I like investigating the cases and detecting the truth, so the profession of a lawyer seems to be suitable for me. Apart from that, I think that such legal professions are highly respected in the society. In my opinion, each lawyer should look smart and neat. That's one of the main reasons why people look up to these professionals and trust them.

Today a good lawyer is of great demand, so I hope to become one someday.

11. Задайте 4 вопроса к тексту.

12. Составьте предложения, употребив активную лексику.

- **Case** [keɪs] – судебное дело
- **Court** [kɔ:rt] – суд, судебное заседание
- **Crime/ to commit a crime** [kraɪm] – преступление / совершить преступление
- **Criminal** ['krɪmɪnəl] – преступник, преступный, уголовный, криминальный
- **Delinquency** [dɪ'lɪŋkwənsi] – преступление, правонарушение
- **Felony** ['feləni] – уголовное преступление
- **Sue at law** [su: ət lɔ:] – преследовать в судебном порядке, искать в суде, предъявлять иск в суде
- **Misdemeanor** [mɪsdə'mi:nər] – проступок, преступление
- **Witness** ['wɪtnəs] – свидетель, очевидец, быть свидетелем
- **Victim** ['vɪktɪm] – жертва
- **Prosecutor** ['prɒ:sɪkjʊ:tər] – обвинитель, прокурор, истец
- **Defendant** [dɪ'fendənt] – подсудимый, обвиняемый
- **Charge** [tʃɑ:rdʒ] – обвинение, предъявлять обвинение
- **Piece of evidence** [pi:s əv 'eɪdəns] – доказательство, свидетельство, улика
- **Attorney(for defence)** [ə'tɜ:ni] – адвокат, юрист (адвокат-защитник)

13. Прочитайте и переведите текст.

It's always interesting to begin something new. And if the beginning is good, the end may also be good. If we think of such a problem as "choosing a profession", we must know everything about this or that profession.

For example, I want to become a doctor. It means that at the age of ten or eleven I have to read books about doctors. This may be done by going to the library and by reading widely; also by talking to adults who know much about this profession. I also need to think about how well I can do what I would like to do.

Perhaps the best way to prepare for any job is to get a good education — to do well at school, and to learn all I can outside of school.

Jobs change and new ones are constantly appearing. In some years, there will be many more new jobs nobody knows anything about today. By reading and talking to people we'll learn what great opportunities there will be for us. If a school leaver wants to get a higher education, the best way to it is through practical work. You will have time to think over your decision and you will have a good knowledge of life.

14. Задайте 3 вопроса к тексту.

15. Составьте мини-диалог, употребив активную лексику.

Vocabulary:

adult – взрослый человек

to get money – для того, чтобы заработать деньги

well-paid – хорошо оплачиваемый

important – важный

fair – справедливый

save – спасать

salary – зарплата

injustice – несправедливость

underpaid - малооплачиваемый

a teacher - учитель

an engineer – инженер

a hairdresser – парикмахер

a doctor – доктор

a nurse – медсестра

a mechanic – механик

a plumber – сантехник

a shop assistant – продавец

a police officer – полицейский

a cleaner – уборщик

workplace – рабочее место

As far as I'm concerned – Что касается меня

balance – баланс

according to – в соответствии с

interests - интересы

skills – навыки, умения

talents - таланты

Домашнее задание: Подготовьте пересказ текста (задание 1).

Практическое занятие № 2

Тема: Классификация источников права

Задание 1. Прочитайте и переведите текст

Russia is a federal semi-presidential state. It has a republican form of government and a centralized political system. The power is divided among the legislative, executive and judicial branches.

The executive power is concentrated in the President and the Prime Minister, although the President is dominant as the head of the state. The President of Russia is elected by the people for a term of 6 years for a maximum of two consecutive terms. The President is the chairman of his consultative bodies: the State Council and the Security Council and is the commander-in-chief of the armed forces. The President determines basic domestic and foreign policies of the Russian Federation and he can veto draft bills. He is also vested with power to dismiss the government.

The Prime Minister is appointed as the head of the government by the President, with the State Duma's approval. Government duties are distributed between several ministries. The government ensures realization of domestic and foreign policies, works out the federal budget, provides the principles of law, human rights and freedoms.

The legislature in Russia is represented by the bicameral Federal Assembly. It consists of the State Duma (the lower house) and the Federation Council (the upper house). The Federal Assembly makes federal law, approves treaties and declares war. All bills must be first considered by the State Duma. Once a bill has been passed by a majority of the Duma, it is sent back to the Federation Council. The Federation Council has such special powers as declaration of presidential elections, the President's impeachment and decisions on the use of the armed forces outside Russia's territory.

The judicial power in Russia is exercised by the courts and administered by the Ministry of Justice. The Supreme Court of Russia is at the highest level. The judges of the Constitutional Court, the Supreme Court and the High Arbitration Court are appointed by the Federation Council.

The Russian political system is multiparty. The party with its majority in the parliament can form the Russian government.

Задание 2. Прочитайте и переведите текст

The United Kingdom of Great Britain and Northern Ireland is a constitutional monarchy. Britain does not have a written constitution. Parliament is the most important authority in Britain.

The monarch serves formally as head of state. The present sovereign is Queen Elizabeth II (the second).

The House of Commons consists of Members of Parliament. General elections are held every five years. All citizens aged 18 have the right to vote.

There are few political parties in Britain. The main ones are: the Conservative Party, the Labour Party.

Each political party puts up one candidate for each constituency. The one who wins the most votes is MP for that area.

The party which wins the most seats in Parliament forms the Government; its leader becomes the Prime Minister.

The functions of the House of Commons are legislation and scrutiny of government activities. The House of Commons is presided over by the Speaker.

The House of Lords is presided by the Lord Chancellor. The House of Lords has no real power. It's in the House of Commons that new bills are introduced and debated.

Parliament is responsible for British national policy. Local governments are responsible for organizing of education, police and many others.

Задание 3. Выпишите предложения, которые указывают на различия политических систем двух государств.

Задание 4. Задайте по 3 вопроса к каждому тексту.

Задание 5. Переведите предложения.

1. Nobody could translate this text.
2. He has to do this task at once.
3. Must I attend this meeting?
4. May I leave for a while?
5. You needn't come so early.
6. I asked him, but he wouldn't listen to me.
7. She should be more attentive to her parents.

Задание 6. Замените модальные глаголы соответствующими эквивалентами:

1. He couldn't explain anything.
2. You must not stay here.
3. Can you read?
4. You may take these books.
5. She might work in our room.

Задание 7. Вставьте необходимые модальные глаголы:

1. I ... not go to the theatre with them last night, I ... revise the grammar rules and the words for the test.
2. When my friend has his English, he ... stay at the office after work. He (not) ... stay at the office on Tuesday, Thursday and Saturday and ... get home early.
3. ... you ... work hard to do well in your English?

4. ... we discuss this question now?

- No, we ... We ... do it tomorrow afternoon.

Задание 8. Заполните пропуски соответствующими модальными глаголами:

1. They ... not do this work themselves.

2. You ... take my dictionary.

3. You don't look well, you ... consult the doctor.

4. Why ... I give you my money?

5. She ... not speak any foreign language.

6. He ... to help them, they need his help.

7. ... you tell me the time?

8. ... I go with you? No, you ...

9. In winter we ... often skate.

10. You ... not miss your classes

Задание 10. Прочитайте и переведите текст

The Political System of Russia

The Russian Federation is a federal republic. The head of the state is the President, elected for a period of four years. The President is also the commander-in-chief of the armed forces. He signs all the important documents, appoints the Prime Minister and the members of the Cabinet. He also appoints the judges of the Supreme and Constitutional Courts.

The government of Russia consists of three parts — legislative, executive and judicial. They work in the regime of checks and balances.

Federal Assembly has all the legislative power in the country. It consists of the Federation Council and the Duma. The Federation Council is formed of the heads of the regions. The Duma is elected by the population.

The Duma examines and discusses different bills. The bill must be approved by the Duma and the Federation Council and signed by the President. Then it becomes a law. The executive power belongs to the Government. The judicial power is vested on the judges of the Supreme and the Constitutional Courts.

We have a three-colored flag. The colors are red, white and blue. The Hymn of the country is created by Alexandrov and Mikhalkov. The national coat of arms has been changed. It is the two-headed eagle. It was adopted in the ancient times as the symbol of Russia's position between the East and West.

The official language is Russian. Different religions are spread on the territory of the country, but the main is the Russian Orthodox Christian Church.

11. Задайте 3 вопроса к тексту

12. Озаглавьте каждый абзац текста

Домашнее задание: Напишите эссе по теме.

Практическое занятие № 3

Тема: Правовые системы в современном мире

Задание 1. Прочитайте и переведите текст

Work is an integral part of our life. Without work people get bored and insecure. Money is not the only reason why people work. Many professions need to be developed and justified over a period of time. For example, when teachers, doctors, artists, composers don't work for a long time they start losing their skills. When they do work, they develop their creative abilities and establish themselves in society.

To be honest for many people work means only a source of income. People work to fend for themselves and to support their families. They work long hours and endure tight schedules. It is certainly bad. When someone doesn't like what he is doing, sooner or later he gets stressed or depressed.

I don't think that someone can be successful at work without taking pride in what he does.

People who really enjoy their occupation seem to be always happy. They can work all day long spending hours to explore new ideas. To be out of work for a long time makes such people sad and lonesome. They lose not only mass attention and respect but also their self-esteem.

Basically, unemployment for these people is devastating.

Nowadays, it isn't easy to find a good job. Many companies look for highly-experienced and professional staff. Thus, young specialists, who have just graduated from universities, stay without work. They lack knowledge and experience, that's why their chances to find a proper job are low. However, they should not get upset. Instead they should try to volunteer or to participate in internship programs. This way they can gain necessary skills and experience.

Задание 2. Задайте 5 вопросов к тексту

Задание 3. Изучите активную лексику и составьте предложения

ad или advert (сокращённо от advertisement) реклама, объявление

application form заявление

appointment встреча

CV (сокращённо от curriculum vitae) резюме

job description описание работы

interview интервью

job offer или offer of employment предложение работы

qualifications квалификации

to apply for a job подать заявление на работу

to accept an offer принять предложение

to reject an offer или to turn down an offer отказаться от предложения

to hire нанимать

job работа

career карьера

part-time неполная занятость

full-time полная занятость

shift work работа по графику

temporary временный

contract контракт

permanent постоянный

starting date дата начала работы

notice period срок для уведомления об увольнении (срок, за который сотрудник должен уведомить работодателя об уходе с занимаемой должности)

4. Прочитайте и переведите текст:

Solicitors

There are about 50000 solicitors, a number which is rapidly increasing, and they make up by far the largest branch of the legal profession in England and Wales. They are found in every town, where they deal with all the day-to-day work of preparing legal documents for buying and selling houses, making wills, etc. Solicitors also work on court cases for their clients, prepare cases for barristers to present in the higher courts, and may represent their client in a Magistrates court.

Barristers

There are about 5000 barristers who defend or prosecute in the higher courts. Although solicitor and barristers work together on cases, barristers specialize in representing clients in court and the training and career structures for the two types of lawyer are quite separate. In court, barristers wear wigs and gowns in keeping with the extreme formality of the proceedings. The highest level of barristers have the title QC (Queens Counsel).

Judges

There are a few hundred judges, trained as barristers, who preside in more serious cases. There is no separate training for judges.

Jury

A jury consist of twelve people (Jurors), who are ordinary people chosen at random from the Electoral Register (the list of people who can vote in elections). The jury listen to the evidence given in court in certain criminal cases and decide whether the defendant is guilty or innocent. If the person is found guilty, the punishment is passed by the presiding judge. Juries are rarely used in civil cases.

Magistrates

There are about 30000 magistrates (Justices of the Peace or JPs), who judge cases in the lower courts. There are usually unpaid and have no formal legal qualifications, but they are respectable people who are given some training.

Coroners

Coroners have medical or legal training (or both), and inquire into violent or unnatural deaths.

Clerks of the court

Clerks look after administrative and legal matters in the courtroom.

5. Задайте 5 вопросов к тексту

6. Раскройте скобки, укажите время глагола:

1. He (know) several foreign languages.
2. I (learn) English at school.
3. Usually the lessons (begin) at 90'clock.
4. He often (visit) them last year.
5. She (work) abroad next year.
6. She (not like) loud music.
7. What you (do) yesterday?
8. Hit sister (go) to the seaside next July.

7. Поставьте предложения в вопросительную и отрицательную формы:

1. He studies at the college.
2. We usually watched TV in the evening.
3. We shall go to St. Petersburg in summer.
4. Nick worked at school last year.

5. He will visit us some day.
6. They study English.

5. Переведите на английский язык:

1. Он писал письмо, когда я пришел к нему.
2. Когда учитель писал на доске, девочка вошла в класс.
3. Начался дождь, когда мы наблюдали за игрой.
4. Я увидел своих друзей, когда я шел по улице.
5. Когда зазвонил телефон, она работала в саду.

Домашнее задание. Вставьте подходящие по смыслу слова:

1. ... I go to the college by bus.
2. I do my morning exercises...
3. We shall have invited you...
4. Who has been him...?
5. He was working here...
6. We have ... done our work
7. What are you doing...?
8. He was going home...
9. Will you have read the book...?
10. We translated this text...
11. Did you ... see them?

1. before the college.

2. by Tuesday.

3. often.

4. during October.

5. every day.

6. just.

7. last week.

8. now.

9. recently.

10. usually.

11. when we met.

12. when he comes home.

13. already.

Практическое занятие № 4

Тема: Особенности законодательства стран изучаемого языка

9. Прочитайте и переведите текст

Political System of Great Britain

The United Kingdom of Great Britain and Northern Ireland is a constitutional monarchy. Britain does not have a written constitution. Parliament is the most important authority in Britain. The monarch serves formally as head of state. The present sovereign is Queen Elizabeth II (the second). The House of Commons consists of Members of Parliament. General elections are held every five years. All citizens aged 18 have the right to vote. There are few political parties in Britain. The main ones are: the Conservative Party, the Labour Party. Each political party puts up one candidate for each constituency. The one who wins the most votes is MP for that area. The party which wins the most seats in Parliament forms the Government; its leader becomes the Prime Minister. The functions of the House of Commons are legislation and scrutiny of government activities. The House of Commons is presided over by the Speaker. The House of Lords is presided by the Lord Chancellor. The House of Lords has no real power. It's in the House of Commons that new bills are introduced and debated. Parliament is responsible for British national policy. Local governments are responsible for organizing of education, police and many others

10. Составьте 2 вопроса к тексту

11. Выберите один из правильных вариантов ответов на следующие вопросы

1. What is the official name of the country?
a) England b) Great Britain c) the United Kingdom of Great Britain and Northern Ireland
2. Is the UK ...?
a) a constitutional monarchy b) a republic c) a federation
3. Who is the head of state in the UK?
a) the Prime Minister b) the President c) the Queen
4. Who is the head of the government in the UK?
a) the Prime Minister b) the President c) the Queen
5. What is the building where the British Parliament sits called?
a) Buckingham Palace b) Westminster Abbey c) the Palace of Westminster
6. How many Houses does it consist of?
a) one b) two c) three
7. How many parts does it consist of?
a) one b) two c) three
8. What are the members of the House of Commons called?
a) deputies b) MPs c) peers and life peers
9. How many MPs are there?
a) 560 b) 650 c) 65
10. What are their duties?
a) They talk about bills before they become laws.
b) They work on bills, which later become new laws.
c) They approve the decision of the House of Commons.
11. What are the members of the House of Lords called?
a) deputies b) MPs c) peers and life peers
12. What are their duties?
a) They talk about bills before they become laws.
b) They work on bills, which later become new laws.

c) They choose the Prime Minister.

13. How often do British people vote for MPs?

a) every five years b) every four years c) every three years

14. Who opens the Parliament?

a) the Queen b) the Speaker c) the Lord Chancellor

15. Who presides over the House of Commons?

a) the Queen b) the Speaker c) the Lord Chancellor

16. Who presides over the House of Lords?

a) the Queen b) the Speaker c) the Lord Chancellor

17. What do these Queen's words "La Reine ie veut" mean?

a) "The Queen suggests it" b) "The Queen wishes it" c) "The Queen does it"

18. What are the main colours of the Houses of Parliament?

a) gold, red and blue b) gold, green and red c) red and green

19. Who writes the Queen's speech?

a) the Queen b) the Government c) the Lord Chancellor

20. Which are Britain's two main political parties?

a) the Democratic, the Republican and the Conservative

b) the Conservative, the Democratic

c) the Labour and the Conservative

4. Найдите в тексте предложения с активной лексикой, выпишите их и выполните перевод

the commander-in-chief главнокомандующий вооруженными силами страны

regime of checks and balances режим сдержек и противовесов

heads of the regions главы регионов

is vested возложена

was adopted был принят

are spread распространены

The Russian Orthodox Русская православная

Christian Church церковь

Домашнее задание: Подготовить сообщение по теме

Практическое занятие № 5

Тема: Отработка практики устной речи лексического материала в форме диалога»

Задание 1. Прочитайте и переведите тексты:

Science

The word "science" comes from the Latin word "scientia", which means "knowledge". Science covers the broad field of knowledge that deals with facts and the relationship among these facts.

Scientists study a wide variety of subjects. Some scientists search for clues to the origin of the universe and examine the structure of the cells of living plants and animals. Other researchers investigate why we act the way we do, or try to solve complicated mathematical problems.

Scientists use systematic methods of study to make observations and collect facts. They develop theories that help them order and unify facts. Scientific theories consist of general principles or laws that attempt to explain how and why something happens or has happened. A theory is considered to become a part of scientific knowledge if it has been tested experimentally and proved to be true.

Scientific study can be divided into three major groups: the natural, social, and technical sciences. As scientific knowledge has grown and become more complicated, many new fields of science have appeared. At the same time, the boundaries between scientific fields have become less and less clear. Numerous areas of science overlap each other and it is often hard to tell where one science ends and another begins. All sciences are closely interconnected.

Science has great influence on our lives. It provides the basis of modern technology – the tools and machines that make our life and work easier. The discoveries and the inventions of scientists also help shape our view about ourselves and our place in the universe.

Technology

Technology means the use of people's inventions and discoveries to satisfy their needs. Since people have appeared on the earth, they have had to get food, clothes, and shelter. Through the ages, people have invented tools, machines, and materials to make work easier.

Nowadays, when people speak of technology, they generally mean industrial technology. Industrial technology began about 200 years ago with the development of the steam engine, the growth of factories, and the mass production of goods. It influenced different aspects of people's lives. The development of the car influenced where people lived and worked. Radio and television changed their leisure time. The telephone revolutionized communication.

Science has contributed much to modern technology. Science attempts to explain how and why things happen. Technology makes things happen. But not all technology is based on science. For example, people had made different objects from iron for centuries before they learnt the structure of the metal. But some modern technologies, such as nuclear power production and space travel, depend heavily on science.

Задание 2. Найдите в тексте предложения, в которых присутствуют следующие слова и выражения:

- deals with
- a wide variety of
- search for
- principles and laws
- overlap each other
- are closely interconnected
- though the ages

Задание 3. Найдите в текстах английские эквиваленты к следующим словам и выражениям:

- широкое разнообразие
- собирать факты
- происхождение Вселенной
- упорядочить и обобщить
- пытаются объяснить

Задание 4. Найдите в тексте слова, которые имеют близкое значение следующих слов и выражений (или тоже).

- wide
- to research
- to attempt
- to believe
- to examine
- main
- complex
- difficult

Задание 5. Найдите в тексте слова, которые противоположны по значению следующим:

- narrow
- easy
- practice
- to try
- artificial
- общественные науки
- открытия
- изображения
- сделать большой вклад

Задание 6. Прочитайте и переведите текст

Technology means the use of people's inventions and discoveries to satisfy their needs. Since people appeared on the Earth, they had to get food, clothes and shelter. Through the ages people invented tools, machines and materials to make work easier.



Nowadays, when people speak of technology, they generally mean industrial technology. Industrial technology began about 200 years ago with the development of the steam engine, the growth of factories, and the mass production of goods. It influenced different aspects of people's lives. The development of the car influenced where people lived and worked. Radio and television changed their leisure time. The telephone revolutionized communication.

Science contributed much to modern technology. Science attempts to explain how and why things happen. Technology makes things happen. But not all technology is based on science. For example, people made different objects from iron for centuries before they learnt the structure of the metal. But some modern technologies, such as nuclear power production and space travel, depend heavily on science.

On the Internet, you can read dozens of articles about 10 / 15 / 20 of the most significant discoveries made in various fields of science and technology in the 21st century. We live in an era when scientific and technological progress has reached an incredible speed. If earlier it took decades for the emergence and development of technologies, now everything happens in a matter of years.



Think back to the first mobile phones or Walkmans – now they seem as outdated as Bell's first phone and gramophones. But only 30 years have passed since their appearance! We can no longer imagine ourselves without a smartphone in our hands, a device that replaces our phone, computer, camera, player, calculator, clock and much more. But such a device was difficult to imagine 10 years ago! When Skype first appeared, it felt like an unprecedented innovation. Videophones have been the subject of the futuristic dreams of science fiction writers. Nowadays, every messenger and social network has the ability to communicate via video communication.

It can be an endless list. Therefore, let's dwell on the main directions of science and technology progress, which are now developing especially actively.

1. Additive Technologies or Additive Manufacturing (AM) (from the word to add) is a layer-by-layer build-up and synthesis of an object using 3D computer technologies. The invention belongs to Charles Hull, who in 1986 designed the first stereolithographic three-dimensional printer. What does the additive process of layer-by-layer model creation mean and how does it work? In modern industry, these are several different processes, as a result of which a 3d object is modeled:

- UV irradiation;
- extrusion;
- spraying;
- fusion;
- lamination.

Materials used in AM:

- wax;
- gypsum powder;
- liquid photopolymers;
- metal powders;
- various kinds of polyamides;
- polystyrene.

Application of AM.

Technological progress contributes to the production of many useful things for everyday life, health and safety of a person, for example, AM in aircraft construction help to create more highly economical and lighter in weight aircraft, while its aerodynamic properties are fully preserved. This became possible as a result of the application of the principles of the structure of the bones of the bird's wing in the design of aircraft wings. Other areas of application of AM:

- construction;
- agricultural industry;
- mechanical engineering;
- shipbuilding;
- astronautics;
- medicine and pharmacology.

Dynamically developing at a fast pace, additive 3D printing technologies are used in progressive industries. There are several innovative types of additive technologies:

- FDM (Fused deposition modeling) - a product is formed layer by layer from a molten plastic filament.
- CJP (ColorJet printing) is the only 3D full color printing in the world with the principle of gluing gypsum powder.
- SLS (Selective Laser Sintering) is a laser baking technology that produces particularly durable objects of any size.
- MJM (MultiJet Modeling) multi-jet 3D modeling using photopolymers and wax.
- SLA (Laser Stereolithography) - with the help of a laser, layer-by-layer solidification of a liquid polymer occurs.

In a pandemic of COVID-19, the use of 3-D technologies has shown its high efficiency compared to traditional subtractive technologies. When medical equipment factories could no longer cope with the increased production of facemasks, ventilator tubes, etc., ordinary owners of household 3D printers came to the rescue. With the help of social networks, they united into a kind of “factories” that worked on the orders of hospitals, saving the lives of thousands of people. And this is just one example of how such complex technologies can make our life easier.



2. Neural networks are self-learning models that mimic the activity of the human brain. They are able not only to perform a once programmed sequence of actions on predetermined data, but also to analyze the newly received information themselves. The main advantage of neural networks is the ability to construct nonlinear dependencies that more accurately describe datasets in comparison with linear statistical methods. This handler allows you to set the structure of the neural network, determine its parameters and train using one of the algorithms available in the system. The result will be a neural network emulator that can be used to solve problems of forecasting, classification, searching for hidden patterns, data compression, and many other applications.

A neural network consists of the simplest computational elements - artificial neurons, interconnected. Each neuron has several input and one output connections. During the operation of the neural network, the values of the input variables are transmitted through interneuronal connections and multiplied by weight coefficients, the obtained values are weightedly summed up in the neuron. In neural networks, neurons are combined into layers, while the outputs of the neurons of the previous layer are the inputs of the neurons of the next layer. In each layer, neurons perform parallel data processing.

Application examples

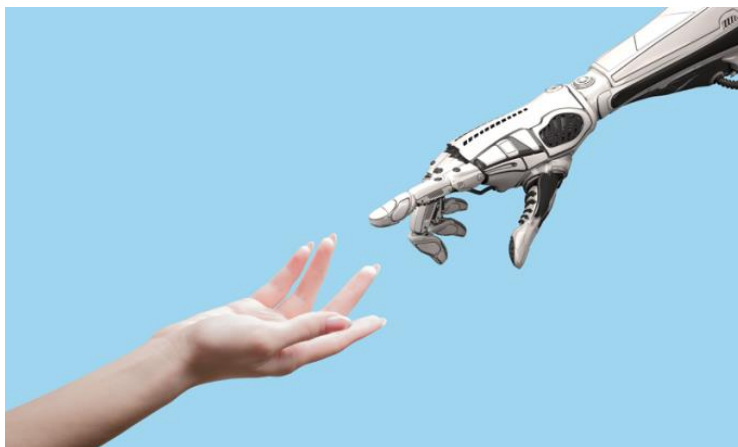
Assessment of the client's creditworthiness when issuing loans. Scoring cards, application and behavioral scoring models are built on the basis of the algorithm. This allows you to pursue the selected credit policy and reduce the level of overdue debt.

Medical diagnostics. The algorithm, processing the accumulated data of clinical trials, simulates complex relationships between symptoms and diseases. This allows you to make the correct diagnosis, monitor the patient's condition, evaluate the effectiveness of treatment ...

Forecast of account balances. Using information about daily balances on clients' accounts, the processor will transform it into time series and forecast the balance for the future. This makes it possible to manage the bank's liquidity.

Analysis of customer migration - moving customers between suppliers of goods and services. The algorithm allows you to assess the likelihood of a client leaving. Based on the results of such research, you can develop methods of working with customers to increase their loyalty to the company.

But perhaps the most useful and frequently used neural network-based service is online translators. For example, Google started using neural machine translation instead of traditional statistical translation back in 2012. Yandex and Prompt have been using mixed translation technology since 2015. The use of a self-learning neural network in translating texts has significantly improved the quality of translation. Also, online translation of photos (which you probably use now when reading this text, my dear students) and even automatic creation of a translation of a sounding speech in the form of subtitles with a split second delay has become available!



3. What do you associate with the concept of **robotics**? Agree, the imagination draws something, humanoid, with mechanical arms and legs, or, arachnid. In short, the idea of robots for many is rather narrow and one-sided. In fact, in the modern world, robots are quite in demand. They are used in completely different areas of life, which many may not even know about.

The medicine

In the most amazing way, robots save human lives. You might not guess, but modern limb prostheses are directly related to robotics. Immovable artificial hands are in the distant past, modern prostheses are able to move fingers. Their control is directly related to the electrical impulses transmitted by the body. However, artificial limbs are not the only merit of robots in medicine. The most progressive specimens are able to carry out high-tech operations!

Space

Probably, no one will have any doubts that space is like intended for robots. Indeed, if you look at the history of space exploration, you can see that most of the space exploration fell on the shoulders of robots. The Moon Rover, Mars Rover and Robot Avatar are the most famous of the space robots. In fact, there are a lot of their varieties, all of them are designed to work in space and perform actions that would be unbearable or extremely dangerous for a person.

Security systems

Robotic systems perform well in the field of security. These robots are the first to detect fire situations and successfully prevent them. Modern military exercises are as close as possible to the conditions of reality, thanks to robots that imitate the enemy. Robots for military exercises are not stylishly designed, but they mimic human impulses and habits quite well. Also, robots are capable of long-term tracking of objects that are suspicious of law enforcement agencies.

Robots are perfectly applicable in **everyday life**. The most famous of them are the robot vacuum cleaner and the lawn mower. Also, you can find robots specially designed to perform more complex everyday tasks.

Entertainment

And of course, no one canceled robots designed to bring joy to people, entertaining them with their skills. For the most part, such robots represent the world of children's toys: all kinds of singing and dancing animals, interactive toys, radio-controlled cars and helicopters. However, robots for entertaining adults differ from children's robots, perhaps in size.

Of course, these three areas do not exhaust the list of technical innovations that have appeared in the 21st century. One could talk about the use of stem cells in medicine, about the sequencing of the human genome, about the development of genetic engineering, about Wi-Fi, fiber-optic Internet, quantum transmission of information over long distances, augmented reality and much more.

Tell me, which of these advances in science and technology are making our lives better now?

Which ones, in your opinion, will improve it in the near future?

And what technologies can lead to sad, in your opinion, consequences?

Задание 6. Напишите эссе по тексту

Задание 7. Прочитайте и переведите текст, выполните задания к тексту.

Futurology can deal with such issues mentioned above. Futurology is a collective term for a variety of studies and concepts about the future of humanity; in a narrow sense – the field of scientifically oriented knowledge, covering the prospects of social processes and phenomena (in this sense, futurology is synonymous with forecasting). The term “futurology” was introduced into scientific circulation in 1943 by the German sociologist O. Flechtheim to designate the social discipline “philosophy of the future”, the main subject of which was to be the future of mankind and human society. In this sense, the term, however, has not become widespread.

Since the early 1960s, futurology has been understood as the “science of the future” and “history of the future”, focused on the knowledge of the prospects of all phenomena of reality, and above all, social. This understanding of futurology was associated with the appearance of special institutions that developed scientific, technical and socio-economic forecasts, and contained a claim to monopolize the predictive functions of the existing scientific disciplines. However, the fact that the futurology understood in this way has its own subject and the limited understanding of the future by analogy with the past revealed the inconsistency of this approach, which by the beginning of the 1970s led to the practical withdrawal of this meaning of the term “futurology” from use. It was replaced by the interpretation of futurology as a complex of widely understood social forecasting (a closely interconnected set of predictive functions of social sciences and forecasting as a science about the laws of forecasting). In the 1970s, due to the ambiguity and ambiguity, the term “futurology” is mainly used as a figurative synonym for “future research”, and is partially supplanted by it.

a. Forecasts about the future of humankind have always had two directions: optimistic and pessimistic. The latter became especially acute when the consequences of the use of nuclear weapons and human activities, which inevitably lead to a climate catastrophe, became clear.

Watch an American (<https://www.youtube.com/watch?v=oXXSUzbKxZ4>) **and Soviet** (https://www.youtube.com/watch?v=YnhkOaw2Yj8&feature=emb_logo) **videos** about how people who lived in the 20s and 60s of the 20th century imagined the 21st century. Watch a Soviet cartoon based on a story by Ray Bradbury (<https://www.youtube.com/watch?v=wCdyljKZoIs>). **What sense of the future is close to you? Why?**

b. Read five short texts about imagining the home of the future in 2012. Which of the following technologies have already become part of our present?

A. Powerful but cordless

Cords and wires are likely to disappear from our homes after 2015. Extremely **efficient** batteries will provide cable-free operation of many household devices, including vacuum cleaners, computers and irons. For this reason plug sockets will be replaced by battery re-charging stations. Most of the electricity required in such wireless power networks will be generated by **conventional** technology, although **advanced** solar panels, wind and wave power generators will become quite common. Some **high-tech** homes will use other alternative energy sources.

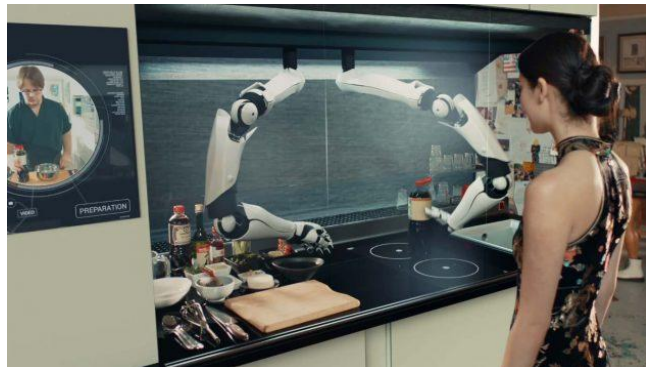


D. My home is my castle

Sophisticated networks of small TV cameras linked to sensors will make our homes safe and secure. Police will be automatically alerted if an unauthorised visitor tries to enter. You will never lose your key, as biometric locks will replace traditional ones. To get in, a sensor will scan your hand or eye.

E. Kitchens will be smart too

Kitchens filled with vegetable peelings, dirty dishes and unpleasant smells will become things of the past. Advances in both microchip and biotechnology will change them completely. A smart fridge will keep an eye on the quantity and quality of the food stored in it and automatically notify the nearest shop if you are short of fruit or milk. Cookers will scan cooking data on the food and **apply** the right amount of heat for the right amount of time. Electric dish-washers will probably become outdated too as dirty dishes made of biodegradable materials will be used to fertilise the soil in the garden.



D. My home is my castle

Sophisticated networks of small TV cameras linked to sensors will make our homes safe and secure. Police will be automatically alerted if an unauthorised visitor tries to enter. You will never lose your key, as biometric locks will replace traditional ones. To get in, a sensor will scan your hand or eye.

B. User-friendly space

Movable walls made of lightweight sound-proof materials will allow us to section off another bedroom for a visitor or create a large single space to host a party in just half an hour. Other walls will function as huge screen displays. Still more flexibility will be achieved with multi-purpose furniture. At our request it will change structure and shape, or even the colour and texture of the covering.



c. Write about a normal day for someone in 2030 / 2050 / 2100.

- Imagine yourself living a normal day in the year 2030 / 2050 / 2100.
- Think how the technology of the future may change people's lives.
- Remember that for the people of the future this fascinating technology is as common as the telephone or TV for us.
- Your text could be a diary, an adventure story, or just a description of a person's day.

Домашнее задание: Подготовьте диалогические сообщения по теме.

Практическое занятие № 6

Тема № Систематизация изученного лексического материала.

Задание 1. Прочитайте и переведите текст

We all know that the word "etiquette" means public norms of polite behavior and good-order rules among people, at work, at the table, at a party, at business meetings. In each country, the rules of conduct are different, but for some reason it is the British that are a model of polite tone and manners of behavior.

The whole world has long been laughing and joking at the English pedantry and the ability to remain unperturbable in any situation. But upbringing, alertness and correctness, only emphasize their impeccable culture. They never interrupt during a conversation and do not ask tactless questions. Do not enter into conflicts and try to bypass sharp corners. You will never hear rude words and high pitch, the English are too ambitious to behave this way. Their coldness and stiffness disarm.

At acquaintance and meetings it is inadmissible to hug and kiss on the cheek, but only shake hands. In England, it is not accepted to ask about the amount of income, age (especially women), marital status.

If it concerns business meetings, a visit to a doctor, solemn events, the delay on your part will be disrespectful. Excessive emotionality is not welcomed among the English, but they are generous with compliments on any occasion. This people is modest, and they are very proud, with a sense of dignity. The English never ask for help, do not complain and do not expect sympathy.

In England, the love of the family and of the Motherland is sacred. Here, family relations, problems in the family are not put on display, they do not discuss personal life and relatives. And despite the secrecy and closeness within the family, the English are very hospitable people.

Задание 2. Задайте 5 вопросов к тексту

Задание 3. Изучите активную лексику по теме

Прощание. Farewell (этикет)	
Happy to make your acquaintance.	Счастлив(а) нашему знакомству.
Greetings to... /My best regards to...	Передайте привет...
My best wishes.	Наилучшие пожелания.
Good bye. Bye. Bye-bye.	До свидания
Ta-ta.	Бывай.
Farewell.	Прощай!
So long.	Пока.
See you soon.	До скорой встречи!
Keep in touch.	Не пропадай.
Good luck!	Счастливого пути!
Keep well!	Будь здоров!
I'll miss you.	Буду скучать.
My best regards to everybody.	Всем привет!
Благодарность. Gratitude	Благодарю.
Thanks. Thank you.	Спасибо.
Thank you very much.	Огромное спасибо.
It's so kind of you.	Так мило с вашей стороны.
Ответы. Replies (этикет)	
You are welcome.	Пожалуйста.
Don't mention it.	
Not at all.	Не стоит.
Извинение. Apology (этикет)	
Excuse me.	Извините.
Sorry. Pardon. Forgive me. —	Простите.
No offense.	Не хотелось обидеть.
Never mind.	Ничего.
No harm done.	Ничего страшного.
It doesn't matter.	Неважно.
It's inexcusable.	Это ничем нельзя извинить.
Прием гостей. Receiving guests (этикет)	
Who is knocking?	Кто стучится?
Who is there?	Кто там?
Come in, please.	Заходите, пожалуйста.
Welcome to our home.	Добро пожаловать к нам.
This way, please.	Проходите, пожалуйста.
You first.	Прошу.
After you.	После вас.
Make yourself at home.	Чувствуйте себя, как дома.
Take a seat.	Присаживайтесь.
Help yourself to...	Угощайтесь.
Shall I fix you a drink? /What about a drink?	Может выпьем?
Allow me to see you out.	Позвольте проводить вас.
Ответы. Replies (этикет)	
Thank you.	Спасибо.
No, thank you.	Нет, спасибо.
Enough. / That'll do.	Достаточно.
Поздравления. Congratulations (этикет)	
(My) congratulations.	Поздравляю.
Happy birthday to you! Many happy returns!	Поздравляю с днем рождения!
Happy New Year!	С Новым годом!
Merry Christmas!	Счастливого Рождества!

Good luck!	Желаю удачи!
Happy weekend!	Желаю хорошо провести выходные!
Bon voyage! (фр).	Счастливого пути!
A speedy recovery!	Скорейшего выздоровления!
Ответы. Replies (этикет)	
Thank you. The same to you.	Спасибо. И вам того же желаю.
Беспокойство. Anxiety (этикет)	
I'm worried.	Я обеспокоен.
I'm upset.	Я расстроен.
I'm in a fix.	Я в затруднительном положении.
I'm run down.	Я совершенно измотан.
I feel uneasy.	Мне не по себе.
I'm in for it.	Мне не выпутаться.
It's quite a job.	Эта работа не из легких.
Комплименты. Compliments (этикет)	
You look your best.	Вы прекрасно выглядите.
It does your credit.	Это делает вам честь.
It's commendable	Это заслуживает похвалы.
Nothing like it!	Ничего не может быть лучше.
Good idea!	Хорошая мысль!
Fine!	Хорошо!
Good girl!	Молодец!
Good for you!	Браво!
That's the way!	Это как раз то, что нужно!
That's the spirit!	Вот молодец!
That'll do.	Хорошо.
Keep it up.	Продолжайте в том же духе.
Score.	Один-ноль в вашу пользу!
Well put!	Хорошо сказано!
Ответы. Replies.	
You're flattering me.	Вы мне льстите.
It's very nice of you to say so.	С вашей стороны очень мило, что вы так говорите.
Подбадривание. Encouragement (этикет)	
Cheer up!	Не унывайте!
Don't worry!	Не беспокойтесь.
Come, come. There, there. Well, well.	Ну, ну, успокойтесь
Мнение. Opinion (этикет)	
Pull yourself together.	Возьмите себя в руки.
Take it easy.	Не принимайте это близко к сердцу.
Let's hope for the best.	Будем надеяться на лучшее.
Things happen.	Всякое бывает.
Next time lucky.	В следующий раз вам повезет больше.
Hear to reason!	Будь благоразумным!
Don't lose heart.	Не падай духом!
Never fear!	Не бойтесь!
For Heaven's sake, don't!	Ради Бога, не надо!
Things will come right.	Все обойдется.
It's a pity!	Как жаль!
I do condole with you.	Я выражаю вам свое соболезнование.
I really sympathize with you.	Я действительно вам сочувствую.
Take it easy.	Не принимайте близко к сердцу.
Pull yourself together.	Возьмите себя в руки.
Let's hope for the best.	Будем надеяться на лучшее.

Things happen.	Всякое бывает.
I feel for you.	Я вам сочувствую.
Accept my condolences.	Примите мои соболезнования.
Forget it.	Не думайте об этом.
Утешение. Consolation(этикет)	
Hush!	Перестань!
Cheer up!	Не унывай!
Hold on!	Крепись!

Задание 4. Составьте 10 предложений с активной лексикой (задание 3)

Задание 5. Прочитайте и переведите диалог

I.: We sent you our enquiry for Model FK – 15 last month. We are interested in it because we are going to use it in our computer class.

Br.: Have you got all necessary materials?

I.: I've gone through your catalogues and price – lists. I suppose (believe) we can buy from you 6 Models FK-15 (& 6 Models FK-20). But there is one

point, your prices are too high, I'm afraid.

Br.: I see. But our goods are in great demand and we usually sell them at these prices. Besides, we have sold FK-Models at these prices lately. I'm afraid we can't reduce them. But we can offer you the goods c.i.f. Moscow.

I.: Well, I'll have to contact our director and let him know your answer. I hope he'll find that your terms are acceptable to us.

Br.: When do you require the equipment?

I.: We'd like to have them in June.

Br.: That's all right. Can I see you on Tuesday?

I.: Of course. Is 11.00 convenient to you?

Br.: Any time you say.

I.: Good-bye.

Br.: Good-bye.

Домашнее задание. Составьте мини-диалог, употребляя слова и выражения из заданий 3 и 5

Практическое занятие № 7

Тема: Деловой этикет. Диалог этикетного характера

Задание 1. Прочитайте и переведите текст

This word keeps cropping up. In all aspects of managing, and in all functions of the organization, the degree of success is directly related to the quality of communication. Communication is the «nervous system» of managing.

It is both formal and informal. Management Information Systems, meetings, instructions, notice-boards, memos and so on are examples of formal communication. They are usually planned and specific.

Informal communication can be planned to some degree. If it is important that certain people speak to each other regularly, it may be arranged that their offices are close to one another. In this way, the people concerned will meet in the corridor or in the offices chat.

The «grapevine» (the channel for gossip) is the sort of informal communication that managers should try to keep to a minimum as it is almost certainly inaccurate and can even be mischievous. It often arises through lack of proper communication. We are information-seeking animals. We need information to help us make decisions about our environment. If we have only partial information, we still constantly make decisions about what is going on around us, only we «make up» the information we are lacking.

Communication can be verbal, written, drawn or non-verbal. It can take many forms: letters, reports, memos, news-sheets, charts, graphs, blue prints, forms (invoices, orders); meetings, discussions, interviews, chat presentations; smiles, frowns, relaxed or tense posture, stressed or anxious behaviour.

When thinking about communication, we should remember that it is impossible to divorce meanings from feelings. Whatever is written or said has a meaning that the communication intended to transmit. But the choice of words, the tone and the timing, together with facial expressions and body posture, will generate feelings in the person receiving the message.

Задание 2. Найдите ответы в тексте на следующие вопросы:

1. What is the degree of success in business directly related to?
2. What are examples of formal communication?

3. What is the «grapevine»?
4. What types of communication can you name?
5. What forms can communication take?

Задание 3. Вместо пропусков вставьте подходящее слово (transmit, nervous, information, animals).

1. Communication is the « ... system» of managing.
2. ... communications can be planned to some degree.
3. We are information seeking.
4. Whatever is written or said has a meaning that the communication intended to ...

Задание 4. Озглавьте каждый абзац текста

Задание 5. Задайте 5 вопросов к тексту

Задание 6. Изучите активную лексику:

To receive- получать

Order- заказ

Consignment- партия товара

Delivery- доставка

Do not hesitate to contact us- обращайтесь к нам, не раздумывая

To look forward- ожидать с нетерпением

Задание 7. Напишите ответ на письмо:

Dear friend,

Thank you very much for your letter. You ask me about my family and how. I spend my free time. I live with my parents and my younger brother Peter. My mother likes cooking. She cooks very nice food-steaks, fried chicken, vegetables salads and cakes. On Sundays my grandparents often come to dinner to our place. My father likes sport and he plays football very well. Peter doesn't like sport. He never plays football with me. And how do you spend your free time?

Best wishes.

Your friend, John.

Задание 8. Прочитайте информацию и изучите активную лексику: How to fill out a form.

Form- бланк, форма, анкета

Application form- анкета поступающего на работу, бланк для заявления

First name=forename- имя

Last name=family name=surname- фамилия

Date of birth- дата рождения

Sex (male/female)- пол (муж/жен).

Present address- текущий адрес

Employment- занятие, работа

To list- составлять список, перечислять

Blank space- пробел, пропуск

To fill out- заполнять (анкету)

Personal reference- личная рекомендация

Weekly salary (wages)- недельная заработная плата

Age- возраст

Occupation- род занятий, профессия

Experience- опыт работы, стаж работы

Place of birth- место рождения

Nationality- гражданство (страна)
Native language- родной язык
Permanent address- постоянное место жительства
Emergency contact- с кем связаться в неопределенном случае

Домашнее задание: Составьте и заполните анкету о приеме на работу

Практическое занятие № 8

Тема: Прием на работу. Ролевая игра

1. Прочитайте и переведите текст:

This word keeps cropping up. In all aspects of managing, and in all functions of the organization, the degree of success is directly related to the quality of communication. Communication is the «nervous system» of managing.

It is both formal and informal. Management Information Systems, meetings, instructions, notice-boards, memos and so on are examples of formal communication. They are usually planned and specific.

Informal communication can be planned to some degree. If it is important that certain people speak to each other regularly, it may be arranged that their officers are close to one another. In this way, the people concerned will meet in the corridor or in the offices chat.

The «grapevine» (the channel for gossip) is the sort of informal communication that managers should try to keep to a minimum as it is almost certainly inaccurate and can even be mischievous. It often arises through lack of proper communication. We are information-seeking animals. We need information to help us make decisions about our environment. If we have only partial information, we still constantly make decisions about what is going on around us, only we «make up» the information we are lacking.

Communication can be verbal, written, drawn or non-verbal. It can take many forms: letters, reports, memos, news-sheets, charts, graphs, blue prints, forms (invoices, orders); meetings, discussions, interviews, chat presentations; smiles, frowns, relaxed or tense posture, stressed or anxious behaviour.

When thinking about communication, we should remember that it is impossible to divorce meanings from feelings. Whatever is written or said has a meaning that the communication intended to transmit. But the choice of words, the tone and the timing, together with facial expressions and body posture, will generate feelings in the person receiving the message.

2. Найдите ответы в тексте на следующие вопросы:

1. What is the degree of success in business directly related to?
2. What are examples of formal communication?
3. What is the «grapevine»?
4. What types of communication can you name?
5. What forms can communication take?

3. Вместо пропусков вставьте подходящее слово (transmit, nervous, information, animals).

1. Communication is the « ... system» of managing.
2. ... communications can be planned to some degree.

3. We are information seeking.
4. Whatever is written or said has a meaning that the communication intended to ...

4. Прочитайте и переведите текст

Work is an integral part of our life. Without work people get bored and insecure. Money is not the only reason why people work. Many professions need to be developed and justified over a period of time. For example, when teachers, doctors, artists, composers don't work for a long time they start losing their skills. When they do work, they develop their creative abilities and establish themselves in society.

To be honest for many people work means only a source of income. People work to fend for themselves and to support their families. They work long hours and endure tight schedules. It is certainly bad. When someone doesn't like what he is doing, sooner or later he gets stressed or depressed.

I don't think that someone can be successful at work without taking pride in what he does.

People who really enjoy their occupation seem to be always happy. They can work all day long spending hours to explore new ideas. To be out of work for a long time makes such people sad and lonesome. They lose not only mass attention and respect but also their self-esteem.

Basically, unemployment for these people is devastating.

Nowadays, it isn't easy to find a good job. Many companies look for highly-experienced and professional staff. Thus, young specialists, who have just graduated from universities, stay without work. They lack knowledge and experience, that's why their chances to find a proper job are low. However, they should not get upset. Instead they should try to volunteer or to participate in internship programs. This way they can gain necessary skills and experience.

5. Задайте 5 вопросов к тексту

6. Изучите активную лексику и составьте предложения

ad или advert (сокращённо от advertisement) реклама, объявление

application form заявление

appointment встреча

CV (сокращённо от curriculum vitae) резюме

job description описание работы

interview интервью

job offer или offer of employment предложение работы

qualifications квалификации

to apply for a job подать заявление на работу

to accept an offer принять предложение

to reject an offer или to turn down an offer отказаться от предложения

to hire нанимать

job работа

career карьера

part-time неполная занятость

full-time полная занятость

shift work работа по графику

temporary временный

contract контракт

permanent постоянный

starting date дата начала работы

notice period срок для уведомления об увольнении (срок, за которой сотрудник должен уведомить работодателя об уходе с занимаемой должности)

Домашнее задание: Подготовьте пересказ текста

Практическое занятие № 9

Тема: Составление документа по образцу

1. Изучите активную лексику и составьте предложения:

To receive- получать

Order- заказ

Consignment- партия товара

Delivery- доставка

Do not hesitate to contact us- обращайтесь к нам, не раздумывая

To look forward- ожидать с нетерпением

2. Напишите ответ на письмо:

Dear friend,

Thank you very much for your letter. You ask me about my family and how. I spend my free time. I live with my parents and my younger brother Peter. My mother likes cooking. She cooks very nice food-steaks, fried chicken, vegetables salads and cakes. On Sundays my grandparents often come to dinner to our place. My father likes sport and he plays football very well. Peter doesn't like sport. He never plays football with me. And how do you spend your free time?

Best wishes.

Your friend, John.

3. Прочитайте информацию и изучите активную лексику: How to fill out a form.

Form- бланк, форма, анкета

Application form- анкета поступающего на работу, бланк для заявления

First name=forename- имя

Last name=family name=surname- фамилия

Date of birth- дата рождения

Sex (male/female)- пол (муж/жен).

Present address- текущий адрес

Employment- занятие, работа

To list- составлять список, перечислять

Blank space- пробел, пропуск

To fill out- заполнять (анкету)

Personal reference- личная рекомендация

Weekly salary (wages)- недельная заработная плата

Age- возраст

Occupation- род занятий, профессия

Experience- опыт работы, стаж работы

Place of birth- место рождения

Nationality- гражданство (страна)

Native language- родной язык

Permanent address- постоянное место жительства

Emergency contact- с кем связаться в неопределенном случае

5. Заполните анкету о приеме на работу:

Образец анкеты, заполняемой при приеме на работу
An example of Application for Employment

Name: _____

Date of Birth: _____

Present Address: _____

Tel. Number: _____

Indicate Dates You Attended School:

Elementary, From _____ to _____

High School, From _____ to _____

College, From _____ to _____

Other (Specify Type and Dates): _____

List Below All Present and Past Employment, Beginning with Most Recent

	Company Name	From Mo/Yr	To Mo/Yr	Name of Supervisor	Reason for leaving	Weekly salary	Job description
1)							
2)							
3)							
4)							
5)							
6)							

May we contact the employers listed above? _____

Indicate which ones you wish us to contact: _____

Remarks: _____

Заполните анкету для работы в одной из зарубежных компаний.

Задание 12.5. Заполните анкету для работы в одной из зарубежных компаний.

Preliminary Application Form

Name (as shown in the passport)				
Native country				
Permanent address				
Date of Birth				
Place of Birth				
Religion				
Telephone (with code)				
E-mail				
School number, years of study				
Work experience				
Native Language				
Knowledge of English	skill	fluently	well	<i>poor</i>
	speak			
	read			
	write			
Signature				

Практические занятия № 10
Тема: Отработка и практика в устной речи лексического материала

Задание 1. Переведите диалог.

Employer: Good morning! How are you?

Candidate: Fine, thank you very much.

Employer: We made this appointment to speak about your personality traits and your professional skills. Please, tell us about yourself.

Candidate: I'm a very friendly person. Love to people helps me at solving different problems. I am responsible and diligent. I'm really good at working with personal computers and I'm very interested in programming (software engineering). When I was a university undergraduate I was twice awarded the second prize in the database programming competition.

Employer: Can you explain us, why should our company hire you?

Candidate: I can work very well with other people, because I'm a real team player. My qualification and professional skills help me to get any job done.

Employer: You mean you have never had a confrontation with your colleagues at your last place of work?

Candidate: No I haven't. I always resolved difficult problems without confrontation. I'm a very hard worker.

Employer: Tell us about you main negative and positive traits.

Candidate: I am outgoing optimist. I like people and I enjoy being around them. What about my negative traits... Well, I like to discuss the newest gadgets with my friend Paul very much, because they are a very important part of my life. Often we are fully unmindful of time and depress our relatives.

Employer: Maybe this side of your character exercises significant influence on your private life but it cannot be bad for your professional abilities.

Задание 2. Прочитайте текст и составьте свой рассказ о будущей профессии (10-15 предложений).

I want to become a computer programmer. I am interested in computers. It is a whole new world.

Many people continue careers of their parents or grand parents but it is not the case with me. My mother is a teacher and my father is a doctor. But I don't want to be neither a teacher nor a doctor.

My favourite subjects in school are mathematics, physics, and, of course, computer science. I am not interested in such subjects as geography, biology or chemistry. My hobby is computer games and computer programming.

I have a computer at home and can spend hours working at it. It is much easier to do things on computer, for example to write a composition. You can change the text as many times as you want and you don't need to rewrite everything if you changed something.

I think that the profession of programmer can give many opportunities. Computers are the most rapidly changing sphere of modern technology. We are living in the age of information. And I think that the future is just filled with computers.

Today, in England or in the US people can work, go shopping or even go on dates sitting at their computers. In our country, computers have been used just for a short time.

So after I finish school I want to enter the university and study computer science.

Задание 3. Составьте предложения со следующими словами
Vocabulary

1. programmer — программист
2. computer science — программирование
3. simplify — облегчать
4. solve — решать

Задание 4. Заполните пропуски необходимыми предлогами.

1. There is a book ... the shelf.
2. There are some flowers ... the vase.
3. There is a ball ... the table.
4. There were some chairs ... the blackboard.
5. The armchair is ... the TV set.
6. There is a fridge ... the stove and the sink.
7. The letters are often written ... him ... a pencil.
8. The holidays will begin ... a week.
9. Sometimes lectures are not attended ... him.
10. I am walking ... the street.
11. I go ... the college every day.
12. We are coming ... the room.
13. The people are waking ... the smog.
14. The girl is walking ... the road.
15. ... that moment he saw her.
16. The text was being translated ... the lesson.

17. He was born ... the 5-th of March.
18. There are many flowers ... the windowsill.
19. There is a shop ... the college.

Задание 5. Переведите предложения на русский язык.

1. As long as you are working here, we'll have a rest.
2. I'll have a talk with you after I've done my work.
3. They'll come before the dinner starts.
4. What were you doing when I came in?
5. The porter dropped the box as he was bringing it in.
6. That they have known about the plan seems evident.
7. To be or not to be that is the question.
8. As soon as I find your things, I'll let you know.
9. As soon as I finished work, I went home.
10. They went for a walk after they had finished the work.

Задание 6. Переведите предложения на английский язык.

1. Я чувствую, что я простудился.
2. мои друзья обещают, что помогут мне.
3. Он сказал, что собирается уехать из нашего города.
4. Преподаватель сказал, что все студенты сдали экзамен.
5. Вы должны быть внимательны, чтобы не сделать ошибок.
6. Джон объяснил, почему он опоздал.
7. Он предупредил, что опоздает к обеду.

Задание 7. Поставьте существительные в предложениях во множественное число.

1. This man works at our office.
2. I'll give you my book.
3. This story is very interesting.
4. He keeps his toy in a box.
5. Is this a good student?

6. The student puts his book on the desk.

Задание 8. Прочитайте и переведите диалог.

Who do you work for?

- I'm a copywriter in an advertising agency.
- Do you advertise?
- I write texts for websites, come up with slogans, write scripts for commercials, texts for outdoor advertising, come up with ideas for advertising campaigns.
- And I could see the result of your work?
- Did you see the billboard on Oktyabrskaya street with the advertisement of the fitness center?
- Of course. Good publicity. If you are good at writing, you might not want to spend talent on a momentary advertisement, but write, for example, a book with which you will become known to a wide audience.
- Advertising – this is serious creativity. This is a stage of development. My school, where I learn to communicate with the audience. Perhaps in the future, there will be something more serious.

Задание 9. Составьте предложения с активной лексикой.

- power supply unit – блок питания;
- removable media – съемные носители информации;
- a query – запрос;
- a template – шаблон;
- waterfall model – каскадная модель разработки.
- to backup – выполнять резервное копирование;
- to compress – сжимать;
- to debug – отлаживать;
- to create/to delete – создавать/удалять;
- to disconnect – отключать, разъединять;
- to enable – включать, активировать;
- to plug in – подключать;
- to reboot – перезагружать;
- to verify – проверять.

Задание 10. Прочитайте и переведите реплики на английский язык.

- Good day to you, Mary!
- Как твои дела, Ник!
- I am fine. Mary, tell me a little bit about your occupation. What do you do for living?
- Ты знаешь, я мед. сестра в клинике для душевно больных. Я приношу им таблетки и ухаживаю за ними. А кем работаешь ты, Ник?

- I am a professor at university. I teach mathematic and history. My job is extremely difficult because I have to give lectures to 150 students it is actually very hard to keep their attention.
- Я понимаю, Мне кажется, ты отлично справляешься
- Yes I do. Mary, tell me one more thing. What did you want to be when you were a child?
- О Боже, это было так давно. Видишь ли, я хотела стать актрисой в Голливуде, довольно таки известной. А ты?
- I wanted to be a professor university.
- Вау, ну хоть кто-то из нас воплотил в жизнь свою мечту...

Задание 11. Прочитайте и переведите текст.

It's always interesting to begin something new. And if the beginning is good, the end may also be good. If we think of such a problem as "choosing a profession", we must know everything about this or that profession.

For example, I want to become a doctor. It means that at the age of ten or eleven I have to read books about doctors. This may be done by going to the library and by reading widely; also by talking to adults who know much about this profession. I also need to think about how well I can do what I would like to do.

Perhaps the best way to prepare for any job is to get a good education — to do well at school, and to learn all I can outside of school.

Jobs change and new ones are constantly appearing. In some years, there will be many more new jobs nobody knows anything about today. By reading and talking to people we'll learn what great opportunities there will be for us. If a school leaver wants to get a higher education, the best way to it is through practical work. You will have time to think over your decision and you will have a good knowledge of life.

Задание 5. Задайте 3 вопроса к тексту.

Задание 6. Составьте мини-диалог, употребив активную лексику.

adult – взрослый человек

to get money – для того, чтобы заработать деньги

well-paid – хорошо оплачиваемый

important – важный

fair – справедливый

save – спасать

salary – зарплата

injustice – несправедливость

underpaid - малооплачиваемый

a teacher - учитель

an engineer – инженер

a hairdresser – парикмахер

a doctor – доктор

a nurse – медсестра

a mechanic – механик

a plumber – сантехник

a shop assistant – продавец

a police officer – полицейский

a cleaner – уборщик

workplace – рабочее место

As far as I'm concerned – Что касается меня

balance – баланс

according to – в соответствии с

interests - интересы

skills – навыки, умения

talents – таланты

Задание 12. Прочитайте и переведите текст

50 лет назад люди даже не слышали о компьютерах, а сегодня мы не можем представить себе жизнь без них.

Компьютерные технологии - наиболее динамично развивающаяся отрасль в мире.

Первый компьютер был размером в микроавтобус и весил тонну. Сегодня его работу можно сделать чипом размером с булавочную головку. И революция продолжается.

Очень скоро мы будем иметь компьютеры, которые мы будем носить на наших запястьях или даже в наших очках и серьгах.

Следующее поколение компьютеров будет в состоянии говорить и даже думать за себя.

Они будут содержать электронные "нейронные сети". Конечно, они будут по-прежнему намного проще, чем человеческий мозг, но это будет большой шаг вперед. Такие компьютеры помогут диагностировать болезни, искать полезные ископаемые, выявлять преступников и контролировать путешествия в пространстве.

Некоторые люди говорят, что компьютеры являются опасными, но я не согласен с ними.

Они экономят много времени. Они редко ошибаются. Это намного быстрее и проще путешествовать по Интернету, чем идти в библиотеку. Он-лайн торговля позволяет найти именно то, что вы хотите по самой лучшей цене, сэкономить время и деньги. Электронная почта- великое изобретение, тоже. Она быстрее, чем отправка письма и дешевле, чем отправка телеграммы.

В общем, я твердо верю, что компьютеры являются полезным инструментом. Они изменили нашу жизнь к лучшему. Так почему бы нам не заставить их работать нам во благо?

Задание 13. Изучите активную лексику и составьте предложения

to backup – выполнять резервное копирование;
to compress – сжимать;
to debug – отлаживать;
to create/to delete – создавать/удалять;
to disconnect – отключать, разъединять;
to enable – включать, активировать;
to plug in – подключать;
to reboot – перезагружать;
to verify – проверять.

Задание 14. Прочитайте и переведите текст

I think that one of the most difficult things is to plan one's own future. But a person may suppose what he or she would like to do in the near future. I have not decided about my future profession yet. Life is quite difficult now, but I want to have an interesting job. I would like my work to be connected with different countries and people. I'd like to communicate with people at my work. I also hope to enter some higher educational establishment and gain more knowledge and more friends. My another dream is to learn to operate the computer. Perhaps I will attend some computer classes. I will also improve my command of English. I realize that the knowledge of languages is very important nowadays. I hope to spend more time with my family, especially with my grandparents. They are getting older, so they need more care and help now. And I hope I will have enough time for my favourite music and my old friends. I can't imagine my future life without them.

Задание 15. Изучите активную лексику

o graduate from (the university) — заканчивать (высшее учебное заведение)
would like — хотел бы
independent — независимый
a career — карьера
successful — успешный
to communicate — общаться
to be fond of smth — увлекаться чем-либо
customs and traditions — обычаи и традиции
to realize — осуществлять

Задание 16. Прочитайте и переведите диалог

Teacher: Today, students, you will tell us about your future plans. Denis Korotkov will begin.
What's your plan for your future life?
Me: At first I would love to finish school with a gold or silver medal.
Teacher: Good, continue.
Me: After school I want to enter the university.
Teacher: What would you like to study?
Me: I like web-designing.
Teacher: Would you like to know how to create websites?
Me: Yes, I do. Besides, I want to learn website development as well as how to promote websites on different search engines so they can be popular and have a lot of visitors.
Teacher: It's a very interesting profession. What about your plans besides studying?

Me: I like traveling and I would like to visit a lot of countries, at least 100 of them. I don't want to simply visit them I want to see the most beautiful and interesting places in the world.

Teacher: Great plans. I hope it will all come true. Anything else?

Me: Of course. I'd like to have a family, a wife that will be always by my side and a couple of children. I'm not in a hurry to get married, I'll plan it after I'm 25.

Teacher: Awesome, anything else would you like to share? Not as big as your previous plans by something for the next year or two?

Me: Sure. I've got some goals that I want to achieve soon. For example, I'd like to get a dog this summer and next month I'm starting to go to English speaking courses. Besides, my parents promised to buy me a new computer if I do good in school.

Teacher: I'm sure you will be a good student. Anything else?

Me: No, that's it.

Teacher: Great, Denis! Thank you for sharing with us. Your plans are very interesting and ambitious. I hope it will all come true.

Задание 17. Прочитайте и переведите с русского на английский

Я считаю, что строить планы на будущее очень сложно. Но человек может предполагать, что она хотела бы делать в ближайшем будущем. Я еще ничего не решил насчет моей будущей профессии. Сейчас жизнь довольно сложная, но мне хочется заниматься интересной работой. Я также хочу, чтобы моя работа была связана с разными странами и людьми. Мне бы хотелось общаться с людьми по работе. Я также надеюсь поступить в вуз и получить знания, приобрести друзей. Еще одна моя мечта — научиться работать на компьютере. Возможно, я буду посещать компьютерные курсы. Я также буду совершенствовать свои знания английского языка. Я понимаю, что знание языков очень важно в наше время. Я надеюсь проводить больше времени с семьей, особенно с бабушкой и дедушкой. Они стареют и нуждаются в заботе и помощи. Но я надеюсь, у меня хватит времени на мою любимую музыку и старых друзей. Я не могу представить свою будущую жизнь без них.

Задание 18. Восстановите текст

It is so cool to know that you are only 15 and all interesting things in the life are yet to come. I don't like to think what I will do when I am 20 or 40. I prefer to live and enjoy every single day of my 15. But I definitely have some plans for my future and I hope one day all these dreams will come true.

I want to have a big family. I think it's so cool when there are 3-4 children in a family and happy mom and dad. It's not easy to grow up the children, but every day they give you a lot of joy and happiness. My mom always says so.

I think my plans are the same like the other people have. The difference is how we are going to make them true. I have started already to implement them. I try to study well, I make new friends and I help my parents at home. And I am sure in future I will be able to do more and more every day.

I want to have a good job. For now I am not really sure what I want to be. Maybe I will become a doctor or a lawyer. People today have few professions and can change them during the whole life.

I promised myself to help my parents. Now they are so active and take care about me so much. So in future I want to pay back and I want to give them a chance to rest and relax.

In general my plans for future are to be happy and kind. I would like to help people and make my town little bit better. I am sure if everyone does few good things everyday our world will become happier.

I can not say how and when, but in future I would like to travel. I want to see as many cities and countries as possible. It was always interesting to me to meet new people, to learn new culture

and to try new food. So travels will help me for sure.

I never thought which age I would like to be married and which country I would go first. I just try to take every chance even if some ideas look strange.

Домашнее задание. Подготовьте диалогические и монологические сообщения

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