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«13» января 2022 г.



ФОНД ОЦЕНОЧНЫХ СРЕДСТВ

к рабочей программе по дисциплине

ОГСЭ.03 Иностранный язык в профессиональной деятельности

подготовки специалистов среднего звена по специальности

«38.02.06 «Финансы»»

Основная образовательная программа среднего профессионального образования

Финансы

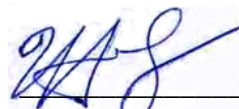
Квалификация

«Финансист»

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Лычаная С.А.

Фонд оценочных средств к рабочей программе разработан на основе ФГОС СПО по специальности 38.02.06 «Финансы» (от 05.02.2018 №65) и утвержден на заседании кафедры «Зарубежная филология и прикладная лингвистика» Института филологии и журналистики 22.12.2021 г. протокол №5.

Зав. кафедрой
«Зарубежная филология и прикладная лингвистика»



Бабина Л.В.

1. ТРЕБОВАНИЯ К РЕЗУЛЬТАТАМ ОСВОЕНИЯ ДИСЦИПЛИНЫ

Процесс изучения дисциплины «Иностранный язык в профессиональной деятельности» направлен на формирование следующих компетенций:

Код компетенции	Содержание компетенции
ОК 02.	Осуществлять поиск, анализ и интерпретацию информации, необходимой для выполнения задач профессиональной деятельности
ОК 10.	Пользоваться профессиональной документацией на государственном и иностранных языках.

2. ТРЕБОВАНИЯ К УРОВНЮ ОСВОЕНИЯ СОДЕРЖАНИЯ ДИСЦИПЛИНЫ И ПОКАЗАТЕЛЯМ ОЦЕНКИ УРОВНЯ ОСВОЕНИЯ И ОСВОЕННЫХ КОМПЕТЕНЦИЙ

№ п/п	Наименование темы	Компетенция	Результаты (освоенные умения, усвоенные знания)	Наименование ОС	
				Текущий контроль	Промежуточная аттестация
1	Введение. Знакомство. Речевой этикет	ОК 02	Знать: – номенклатуру информационных источников, применяемых в профессиональной деятельности; приемы структурирования информации; формат оформления результатов поиска информации; – правила построения простых и сложных предложений на профессиональные темы; – основные общеупотребительные глаголы (бытовая и профессиональная лексика); – лексический минимум, относящийся к описанию предметов, средств и процессов профессиональной деятельности; – особенности произношения;	Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	Экзамен
2	Мой рабочий день			Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
2	Речевой этикет в деловой корреспонденции. Запрос, предложение. Контракт.	ОК 10		Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
3	Типы собственности	ОК 02, ОК 10		Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
4	Партнерства	ОК 02, ОК 10		Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
5	Корпорации	ОК 02		Контрольный опрос, тестовые задания, рефераты и презентации, практические	

№ п/п	Наименование темы	Компетенция	Результаты (освоенные умения, усвоенные знания)	Наименование ОС	
				Текущий контроль	Промежуточная аттестация
			правила чтения текстов профессиональной направленности уметь: – понимать общий смысл четко произнесенных высказываний на известные темы (профессиональные и бытовые); – понимать тексты на базовые профессиональные темы;	задания (задачи)	
6	Функции руководителя	ОК 02, ОК 10	– участвовать в диалогах на знакомые общие и профессиональные темы;	Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
7	Бухгалтерский учет	ОК 10	– строить простые высказывания о себе и о своей профессиональной деятельности;	Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
8	Корпоративные финансы	ОК 02, ОК 10	– кратко обосновывать и объяснить свои действия (текущие и планируемые);	Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
9	Банки и бизнес	ОК 02, ОК 10	– писать простые связные сообщения на знакомые или интересующие профессиональные темы	Контрольный опрос, тестовые задания, рефераты и презентации, практические задания (задачи)	
10	Развитие производства и планирование	ОК 10			

3. ШКАЛА ОЦЕНИВАНИЯ

Оценка / Уровень сформированности компетенции	Зачтено / 1-3 уровни сформированности компетенций	Неудовлетворительно / Компетенция не сформирована
Качество ответов при контрольном опросе	полно излагает изученный материал, даёт правильное определенное понятий; обнаруживает понимание материала, излагает материал последовательно и правильно с точки зрения норм литературного языка	обнаруживает незнание большей части соответствующего раздела изучаемого материала, допускает ошибки в формулировке определений и теорий, искажающие их смысл
Качество выполнения тестовых заданий	более 50%	Менее 50%
Качество решений практических заданий	Правильный ответ, отсутствие изложения логики решения или ее наличие со значительными недостатками, в процессе аргументации студент использует бытовой или примитивный язык	Неправильный ответ, отсутствие изложения логики решения, студент не может аргументировать или пояснить решения задания
Качество подготовки реферата и презентации	Выполнены все требования к написанию и защите реферата: обозначена проблема и обоснована её актуальность, сделан краткий анализ различных точек зрения на рассматриваемую проблему и логично изложена собственная позиция, сформулированы выводы, тема раскрыта полностью, выдержан объём, соблюдены требования к внешнему оформлению, даны правильные ответы на дополнительные вопросы. Презентация подготовлена на высоком уровне	Тема реферата не раскрыта, обнаруживается существенное непонимание проблемы. Презентация не подготовлена.
Качество ответов на вопросы Экзамена	Систематизированные, глубокие и полные знания по всем разделам дисциплины; точное использование научной терминологии систематически грамотное и логически правильное изложение ответа на вопросы; безупречное владение инструментарием учебной дисциплины, умение его эффективно использовать в постановке научных и практических задач; выраженная способность самостоятельно и творчески решать сложные проблемы и нестандартные ситуации; полное и глубокое усвоение	Обнаруживает незнание большей части соответствующего раздела изучаемого материала, допускает ошибки в формулировке определений и теорий, искажающие их смысл

	<p>основной и дополнительной литературы, рекомендованной учебной программой по дисциплине; умение ориентироваться в теориях, концепциях и направлениях дисциплины и давать им критическую оценку, используя научные достижения других дисциплин</p>	
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2. СОДЕРЖАНИЕ ЗАДАНИЙ ТЕКУЩЕГО КОНТРОЛЯ

Вопросы для опроса

Тема 1.1. Introduction to Speech etiquette

1. Imagine that you meet a representative of an English company. At the airport, you saw a man whose appearance matches the description of the person you are supposed to meet. Follow these steps:

2. Contact the person in English and find out if this is the person you need;
3. Introduce yourself enter your first and last name, as well as the company you represent;
4. Apologize for being late;
5. Ask him how he got there;
6. Invite him to go to your car;
7. Ask if you can help him carry his suitcase;
8. Imagine that this person was not the right person for you;
9. Ask this person for forgiveness for bothering you

Тема 1.2. My Working Day

1. Do you get up early? Is it easy for you to get up early?
2. Which do you prefer: a hot or a cold shower in the morning?
3. When do you usually leave the house?
4. Where do you usually have lunch?
5. What time do you come home?
6. How do you spend your evenings?
6. What time do you usually go to bed?

Тема 2.1 Speech Etiquette in Business Correspondence

1. What items are included in the request letter?
2. How does the supplier usually respond to the request letter?
3. What is the structure of the offer letter?
4. What is the purpose of sending offer letters?
5. What the firm offer provides?
6. What form is the request letter printed on?

Тема 3.1. Types of Proprietorship

1. What are three different ways that a business can be privately owned?
2. What forms do most European countries have?
3. What forms do the business in Russia have?
4. Name some business that are likely to be sole proprietorships. Why do you think so?
5. Name some business that are not likely to be sole proprietorship? Why do you think so?

Тема 3.2 Partnerships

1. What is the difference between a general partnership and a limited partnership?
2. Is there any difference between a silent partner and a secret partner? What is this difference?
3. In what professional fields are the partnerships found?
4. In what businesses is the partnership a common form?
5. What are the advantages of a partnership?
6. Discuss the disadvantages of a partnership. Would you prefer partnership or sole proprietorship for business? Give your reasons.

Тема 3.3 Corporations

1. Who can own a corporation?
2. Is a corporation necessarily larger than a sole proprietorship?
3. What are the advantages of the corporate form of ownership?
4. What can you say about the disadvantages of the corporate form of ownership?
5. Do the corporations issue stock to stockholder?
6. What kind of corporations usually do not issue the stock?
7. What world-known corporations do you know?
8. What types of business usually take the corporate form of ownership?

Tema 3.4 The Functions of an Executive

1. Which options should an employer first consider when he wants to hire a new employee?
2. What service does a personnel department provide?
3. In what way can the new employees be found outside one's company?
4. What qualifications does the employer consider in choosing an employee?
5. What is meant by «professional qualification» for a job?
6. What personal characteristics does the administrator consider when choosing an employee?

Tema 3.5 Accounting

1. What is the purpose of accounting?
2. Who uses the data provided by accounting firms?
3. What are the two types of record which most businesses prepare?
4. What can you know analyzing the income statement and balance sheet of a company?
5. What is the purpose of the ratio analysis?
6. What categories of ratios in finance do you know?

Tema 3.6 Corporate Finance

1. Why do all corporations need financing?
2. What does equity funding mean?
3. What does debt funding mean?
4. How is the value of a share determined?
5. What activities produce an inflow and outflow of capital?
6. What can happen if an enterprise has a greater outflow of capital than an inflow?
7. Why is the risk involved an important factor in determining fund raising?

Tema 3.7 Banks and Business

1. What do all commercial banks do?
2. What kinds of commercial banks in the USA do you know? What are they called?
3. Who supervises the operations of national bank?
4. What kind of currency does an importer generally use when he buys goods from another country?
5. What do you know about the «international exchange»?
6. What is the currency of this country called?
7. What is the exchange rate between your currency and the currency of the USA and Germany? How can you find it out if you don't know it?

Tema 3.8 Product Development and Planning

1. How can you explain the term adaptation?

2. What is an innovation?
3. Give your own examples of innovations and adaptations.
4. Why are many innovations and adaptations manufactured and marketed by small businesses?
5. Why is it so important to obtain a patent?
6. Why does the failure of a new product take place?

Контрольно-тестовые задания

Тема 1.1

1. Напишите в орфографии следующие слова
mi:t, tel, ben, mi:, ten, bed, bi:, pi:t
neim, pleit, lamp, dei, fain, bad
2. Напишите транскрипцию к следующим словам
Book, black, cage, date, event, foot, gate, hour, ice, knight, mother, paper, ring, straight, tool, uniform, write, Xerox, yandex.
3. Образуйте множественное число от следующих существительных
a baby, a lady, a bag, a tie, a test, a bed, a city, a day, a man, a page, a match, an army, a cage, a party, a knife, a child, a boy, a box, a watch.
4. Замените существительные личными местоимениями
Mary, friends, bird, parents, cable, businesses, Pete, sportsmen, news, police, politics, computers, houses, student, box, groups, college.
5. Найдите формы глагола to be
may, am, have, is, has, can, are, must.
6. Заполните пропуски
They ... a TVset.
Mary's boyfriend ... a doctor.
My parents ... nice people.
Our friend ... a new car.
The best seats ... ten dollars.

Тема 1.2

Ex. 1. Fill in the correct pronouns.

Last year Francis and ... sister Caroline went on holiday to Paris. Unfortunately, ... was a disaster. First of all, ... nearly missed ... flight because ... car broke down. Then Francis couldn't find ... ticket, until Caroline realized that she had both ... ticket and ... in ... handbag. When ... got to Paris, ... couldn't find ... hotel. Caroline fell over and twisted ... ankle when ... climbed out of the taxi. Francis tried to help ... and strained ... back, so ... both had to spend the rest of the week in bed. This year ... are hoping to see some of the sights of Paris on ... holiday.

Ex. 2. Fill in: *some, any, no* or their derivatives.

When the three bears came home, the mother bear said, "... of the soup has gone!" The little bear looked in his bowl and said "There is ... soup in my bowl! There isn't ... left at all! ... has eaten it". Then the bears heard ... in the bedroom. The father bear called "Is there ... there?" but ... answered. The little girl in the bedroom woke up and looked for ... to hide, but she couldn't find The father bear called again "Is there ... there?" and the frightened girl said "No, there is ... here at all!"

Ex. 3. Fill in the correct pronouns.

a) My mother was cooking when she cut ... with a knife. "Come quickly", she said to "I've cut ...". I ran to the kitchen to help When I saw her I laughed and said "Mum, you haven't cut You have just split tomato sauce on ... hand"

b) My aunt and uncle live in Paris. ... house is very big. They do most of the work My aunt works in the garden and ... friends say it is the best garden in the world! My uncle does most of the painting ... , but ... friend, Mr. Brown often helps

Ex. 4. Fill in: *any, anything, no, nothing, some, somebody, someone, somewhere, nowhere.*

- I heard a noise, but my farther couldn't hear ...
- Would you like ... chocolate?
- ... left a book in the classroom. It is on the floor.
- I am afraid there is ... coffee left. Can you go and buy some?
- She doesn't know ... about history.
- ... has stolen my bag.
- Are there ... cakes left? I am hungry.
- I want to go ... interesting on holiday.
- I can't find my glasses. They are ...
- I am thirsty. I have had ... to drink all day.

Ex 5. Fill in: *why, where, who, whose, which, when.*

a) Dear Sally and Bob,

We are having a wonderful time here in Spain. ... we arrived it was very hot but now it's cooler. The hotel ... we are staying is lovely, and the staff ... work here are very helpful. The beach, ... is right in front of our hotel, is beautiful and the water is so warm! We sunbath every day so if we have a good tan, you'll know the reason ... ! We have meet a nice man ... father owns a yacht and tomorrow he's taking us sailing!

That's all our news. See you soon.

Love,
John and Mary.

b) Dear Terry and June,

Sorry we haven't written for so long but we've been very busy decorating our new house. The reason ... it needs so much work is that it is over two hundred years old. The village ... we live now is very old and pretty and the house ... is next door is over 300 years old! The couple ... live next door are very sweet, but the n\man ... house is behind ours isn't. In the evenings, ... I sit in the garden, he lights a fire in his garden and all the smoke blows into my face. Anyway, we are happy in our new home and looking forward to you visiting us.

Love,
Bob and Mary

Tema 2.1

Ex. 1. Form the degrees of comparison of the following adjectives:

Tall, green new, short, great, warm fresh, young, light, cold, long, high, poor, small, clear, quick, free, heavy, early easy, happy, dirty, pretty, funny, angry, busy, lazy, clever, slender, noble, narrow, yellow, polite, complete, sincere, severe, famous, active, serious, stupid, splendid, immense, beautiful, careful interesting, outstanding, pleasant, favourite, attentive, wonderful, comfortable, excellent, good, bad, little, many.

Ex. 2. Fill in the blanks with the comparative or superlative degree of the adjective in brackets.

1. She is ... (lovely) woman in the world. 2. I think you are ... (strong) than anyone else. 3. His roses are ... (red) than anyone else's. 4. He is ... (bad) student I can think of. 5. You are ... (kind) man in the world. 6. The last of them is ... (tall) than any of the others. 7. I spend my ... (happy) hours with you. 8. He says it is one of the ... (good) times he knows of. 9. The park seems even ... (beautiful) than before. 10. Love is ... (wise) than Philosophy and ... than Power.

Ex. 3. Answer the following questions.

1. Is Tambov as big as Moscow? Is it bigger than Moscow? It is not so big as Moscow, is it? It is as big as Moscow, isn't it? Which is bigger, Tambov or Moscow? Moscow is the biggest of the two, isn't it? Which is the biggest of the two?

2. Is Newton as famous as Einstein? Is Newton more famous than Einstein? Newton is not so famous as Einstein, is he? Newton is as famous as Einstein, isn't he? Who is more famous, Newton or Einstein? Who is the most famous of the two?

3. Is the moon as far as the sun? Is the sun farther than the moon? The sun is not so far as the moon, is it? The sun is as far as the moon, isn't it? Which is farther, the sun or the moon? Which of the two is the farthest?

Ex. 4. Insert the following adjectives into the sentences given below.

Simple, comfortable, young, happy, fine, beautiful, clever, outstanding, little, favourite, brave, sweet, pretty, interesting, lovely, early, dirty.

1. He is a ... boy. 2. My father is a ... man. 3. They have a ... flat. 4. She is a ... girl. 5. He is a ... man. 6. It is a ... evening. 7. They are a ... pair. 8. This is my ... book. 9. She has a ... voice. 10. It is an ... morning. 11. She has a ... face. 12. This is a ... road. 13. I have ... money. 14. This is a ... room.

Ex. 5. Complete the following sentences with the suitable phrases.

As red as a rose, as clever as a man, as brave as his father, as high as a mountain, as pretty as her sister, as busy as a bee, as bad as his phonetics, as clear as the bell, as diligent as he, as funny as anecdotes, as blue as the sky, as bright as a butterfly.

1. This girl is ... 2. This flower is ... 3. My dog is ... 4. The boy is ... 5. These houses are ... 6. He is ... 7. Her eyes are ... 8. Their stories are ... 9. Her lips are ... 10. His brother is ... 11. His voice is ... 12. His reading is ...

Ex. 6. Pick up suitable phrases to complete the following sentences.

So white as snow, so busy as his brother, so quick as the cat, so young as my cousin, so tall as the tree, so funny as the kitten, so blue as the sky, so far as the sun, so full as the cup, so tall as my aunt, so little as his sister, so bright as the sun, so cold as the morning, so warm as the sand.

1. The puppy is not ... 2. The sea is not...3. The moon is not...4. She is not...5. The clouds are not...6. I am not...7. The day is not...8. My mother is not...9. He is not...10. The glass is not...11. The dog is not...12. The bushes are not... 13. The water is not... 14. The moon is not...

Ex. 7. Insert *as...as* or *so...as*

1. He is ...kind to me...you. 2. She is not...clever...her friend. 3. In all the country-side there is no garden...lovely...his. 4. The Sphinx is ...old...the world. 5. I am going to be...good...my grandfather. 6. Relatives are never ...good...friends. 6. No one is ...pretty...she. 7. The woman is...clever...her husband. 8. The sea is not...blue...the sky.

Ex. 8. Fill in the blanks as in example:

a) I went on holiday last year but it was a disaster! My hotel room was ***smaller than*** (small) the one in the photograph in the brochure. I think it was ... (small) room in the hotel. The weather was terrible too. It was...(cold) in England. The beach near the hotel was very dirty – it was ... (dirty) all the beaches on the island. The food was ... (expensive) ...I expected and I didn't have enough money. One day I went shopping in a big department store and I broke a vase. It was ... (expensive) in the whole shop. But ...(bad) thing... all was that I lost my passport and I couldn't go back home. It was ...(horrible) holiday in my life.

b) – I am happy I am not a woman!

- Why?

- Men are ...(good) women.

- But you are ...(stupid) person I know!

- Don't be horrible! Men are ...(intelligent)...women. They are ...(logical) and ...(good) cooks...women are!

- Your ideas are ...(old-fashioned)...mine. I think women are ...(clever). They are ...(sensible) and ...(practical)...men are – and men are ...(bad) drivers than women because women are ...(patient).

- But men are ...(athletic).

- Oh, please. Let's talk about something else. This is ...(ridiculous) conversation I have ever had!

Тема 3.1

1. К слову из левого столбика подберите перевод из правого:

- | | | |
|------------------------|---|------------------------------------------|
| a) Service industry | - | 1) денежные поступления |
| b) Personal assets | - | 2) ответственность |
| c) To own | - | 3) решать вопросы, связанные с зарплатой |
| d) To decide on salary | - | 4) сфера обслуживания |
| e) Responsibility | - | 5) отчитываться за |
| f) To account for | - | 6) личная собственность |
| g) Volume | - | 7) вести бухучёт |
| h) Receipt | - | 8) налоговые льготы |
| i) Accountant | - | 9) владеть |
| j) Tax benefits | - | 10) объём |
| k) To do books | - | 11) бухгалтер |

2. Переведите словосочетания

- a) To control the profits
- b) To hire a book-keeper
- c) To lose personal assets
- d) To consult a lawyer
- e) To declare personal bankruptcy
- f) To decide on vacation
- g) To get tax benefits
- h) To fail the business
- i) To have unlimited liability
- j) To consult a board of directors
- k) To make decisions

3. Подберите пары синонимов

- | | | |
|-------------------|---|----------------|
| a) To own | - | a) to invest |
| b) To put into | - | b) to guess |
| c) Proprietorship | - | c) repair shop |
| d) Accountant | - | d) to receive |
| e) To get | - | e) to have |
| f) Workshop | - | f) commerce |
| g) To think | - | g) ownership |
| h) Business | - | h) book-keeper |

4. Подберите пары антонимов

- | | | |
|--------------|---|-----------------|
| a) Privately | - | a) to lose |
| b) More | - | b) common |
| c) To hire | - | c) to do well |
| d) To fail | - | d) eastern |
| e) Special | - | e) less |
| f) To start | - | f) disadvantage |
| g) Unlimited | - | g) to stop |

- | | | |
|--------------|---|-------------|
| h) Advantage | - | h) to fire |
| i) Western | - | i) limited |
| j) To own | - | j) publicly |

5. Составьте предложения

1. Business, alone, if, go, you, into, is, sole, it, called, proprietorship.
2. Liability, means, that, unlimited, that, are, you, for, responsible, all, your, debts, business.
3. Forms, a, be, may, business, owned, three, in, different, privately.
4. In, 16, America, per cent, proprietorships, account, only, for, sole, all, of, receipts, business.

Тема 3.2

1. Укажите букву, которой обозначено утверждение, соответствующее содержанию текста.

- a) Partners may agree with each other
 - b) Partners may disagree with each other
 - c) Partners may work with each other
 - d)
2. Расположите пункты плана в последовательности, соответствующей тексту.
- a) disadvantages of a partnership
 - b) definitions of a partnership. Types of partners
 - c) advantages of a partnership
 - d) professional fields
3. Какой буквой обозначено окончание предложения, соответствующее тексту. It means that each partner is responsible for all debts and
- a) To carry on a business for profit
 - b) Takes part in management
 - c) Is legally responsible for the whole business
 - d) Often get tax benefits from the government
4. Укажите буквы, которыми обозначен глагол to be.
- a) Is; b) may; c) means; d) are; e) have
5. Укажите, какой буквой обозначен правильный перевод предложений.

They are called general partners.

- a) Они являются общими партнёрами
- b) Они называются общими партнёрами
- c) Они – общие партнёры

Any business may have the form of partnership.

- a) Любой бизнес может иметь форму партнёрства
- b) Любой бизнес должен иметь форму партнёрства
- c) Любой бизнес будет иметь форму партнёрства

The secret partner is not known to the public.

- a) Секретный партнёр известен общественности
- b) Секретного партнёра не знает общественность
- c) Секретный партнёр не известен общественности

6. Какой буквой обозначено пропущенное слово.

If partners have ... liability they are limited partners

- a) unlimited
- b) limited
- c) legal

Limited partnerships are a common form of ... in real estate

- a) responsibility
- b) ownership
- c) proprietorship

It means that ... partner is responsible for all debts

- a) silent
- b) general
- c) each

7. Укажите точный перевод подчёркнутых слов.

This person takes part in management

- a) работать
- b) принимать участие
- c) вести дело

Like sole proprietorship they are easy to form

- a) подобно
- b) нравиться
- c) похожий

Another disadvantage is unlimited liability

- a) один
- b) другой
- c) определённый

Тема 3.3

Choose the correct variant.

1. He is ... person I have ever met.
a) the friendlier b) the friendliest c) friendly
2. She ... a letter at the moment.
a) is writing b) writes c) has written
3. They haven't seen each other ... they left school.
a) after b) since c) for
4. I think Holland ... win the World Cup.
a) is going to b) will c) shall
5. My mother ... in a hospital . She is a nurse.
a) works b) is working c) has worked
6. My bag is ... than hers.
a) the heaviest b) heavier c) the heavier
7. Mike is ... lazier than Dave.
a) very b) less c) much
8. Have you seen "The Bodyguard" ... ?
a) yet b) already c) just
9. He ... in Italy for two years.
a) lives b) is leaving c) has lived

10. He ... his leg, so he can't play football today.
a) has broken b) breaks c) is breaking
11. Jim ... a bath at the moment.
a) is having b) has c) has had
12. This is ... time I have spend from home.
a) longer b) long c) the longest
13. He is ... nicer than his brother.
a) more b) less c) much
14. I haven't been to Portsmouth ... three years.
a) since b) for c) after
15. I ... the cooking if you do the washing up.
a) do b) will do c) did
16. I've ... tidied my bedroom.
a) already b) yet c) since
17. Where are the ... coats?
a) childrens' b) children c) children'
18. John ... down all the road when he fell.
a) walked b) has walked c) was walking
19. Jane is the ... person I know.
a) cleverest b) cleverer c) more clever
20. My dog is ... than my friend's dog.
a) bigger b) the biggest c) big
- 21) I have never ... Paris.
a) gone to b) been to c) been in
- 22) There is ... in the cupboards. We have to go to the supermarket.
a) nothing b) everything c) anything
- 23) It was the ... coat she had ever bought.
a) most expensive b) more expensive c) expensive
- 24) The weather is ... than it was yesterday.
a) better b) good c) best
- 25) ... I answer the phone?
a) shall b) will c) do
- 26) ... breakfast every morning?
a) are you having b) do you have c) had you had
- 27) John ... football, when he broke his arm.
a) play b) played c) was playing
- 28) ... I cook dinner tonight?
a) will b) shall c) do
- 29) I finished my project but my friends didn't finish ...
a) them b) theirs c) their
- 30) I want to go ... hot on holiday. I think I'll go to Spain.
a) nowhere b) anywhere c) somewhere
- 31) She is at the bus-stop. She ... catch a bus.
a) is going b) will c) shall
- 32) I hate driving my ... car.
a) fathers b) father's c) fathers'
- 33) When my sister passed her exams, she was pleased with ...
a) her b) herself c) her's
- 34) If you want a cup of tea, make it ...
a) yourself b) yours c) you
- 35) She is the ... swimmer in the team.
a) slower b) slowest c) slowly

- 36) This is Jim's car. It's ...
 a) his b) hers c) himself
- 37) If you finish early, I ... to the theater.
 a) take b) will take c) would take
- 38) This my ... bike.
 a) mothers b) mothers' c) mother's
- 39) They have been driving ... four hours.
 a) since b) for c) ago
- 40) My parents have been married ... 25 years.
 a) for b) ago c) since
- 41) I cut ... with a knife this morning.
 a) mine b) my c) myself
- 42) She has been in Rome ... 1989.
 a) since b) while c) for
- 43) I can't see my bicycle ...
 a) nowhere b) anywhere c) somewhere
- 44) He comes from Egypt, ... ?
 a) does he b) isn't he c) doesn't he
- 45) I didn't tell ... about it.
 a) somebody b) nobody c) anybody
- 46) ... is wearing my hat?
 a) who b) what c) why
- 47) He is ill. He hasn't been to school ... Tuesday.
 a) ago b) since c) for
- 48) ... has stolen my purse!
 a) someone b) no c) anyone
- 49) ... did you get home so late?
 a) when b) why c) who
- 50) If we arrive on time, we ... the film.
 a) will see b) see c) have seen
- 51) I'm hungry but there is ... in the fridge for me to eat.
 a) nothing b) something c) anything
- 52) She has known me ... a long time.
 a) for b) since c) ago
- 53) I'll give it to him if he ...
 a) will come b) comes c) had come
- 54) You drive a Mercedes, ... ?
 a) don't you b) didn't you c) do you
- 55) Look at the cat! It's cleaning ...
 a) it b) its c) itself

Tema 3.4

Ex. 1. Add tag questions to the following sentences.

1. You will write this letter for me. 2. He will play with his sisters. 3. My brother will ski in the afternoon. 4. They will have plenty of time on Saturday. 5. Your sister will laugh at you. 6. Mother will cook a nice dinner. 7. You will introduce me to her. 8. She will give us a cup of hot tea. 9. He won't be afraid of the snake. 10. The dog won't bark at me. 11. The weather won't change soon.

Ex. 2. Answer the questions.

1. Who will go to the cinema? 2. What will you do in the Zoo? 3. What will you see in the country? 4. What will you write her sister about? 5. What will you give your son on his birthday? 6. What books will you take from the library? 7. What cake will she cook? 8. What dress will you put on? 9. What text will they read? 10. How many pages will you read for

tomorrow? 11. How many trees will they plant in spring? 12. How much milk will she drink? 13. Where will you go on holiday? 14. When will she go to the country? 15. How long will you work with him?

Ex. 3. Put questions to all parts of the sentences.

1. He will not deceive you. 2. I shall leave them soon. 3. I shall waste no time. 4. I shall come back to you in a few days. 5. The dog will return to his master. 6. He will thank you for it some day. 7. She will not leave the son.

Ex. 4. Think of the questions for which the following might be answers.

1. I shall stay here for about a week. 2. For your birthday I shall give you a nice ring. 3. My dress will be ready in time. 4. I shall leave them at my office. 5. Tomorrow they will already be in London. 6. She will not be back till late at night. 7. He will give me a red rose. 8. The rest of them will read the text. 9. I'll never do it again. 10. He'll go to the theater.

Ex. 5. Make one sentence from the given as in example: I shall do everything. I shall be free.

I shall do everything when I am free.

1. He will come. He will return from the country.
2. She will buy this coat. She will have money.
3. They will yell you everything. They will come to see you.
4. She will tell you about her job. She will ring you up.
5. He will begin studying English. He will know French well.
6. I shall give him some milk. He will wake up.
7. I shall take the children for a walk. It will stop raining.
8. You will like her. You will see her.
9. I shall cook a cake. You will wash up.
10. I shall write you a letter. I shall settle there.

Ex. 6. Put the verbs in brackets into Present Simple or Future Simple.

1. We ... (leave) as soon as he ... (arrive). 2. He says he ... (telephone) us before he ... (leave) the airport. 3. She ... (stay) at home until she ... (feel) better. 4. When ... (you/visit) them? – Probably next week. 5. When he ... (finish) school he ... (go) to university. 6. I ... (send) you a postcard as soon as I ... (get) there. 7. When ... (she/be) back? 8. The plane ... (leave) at 7.00

Ex. 7. Fill in: *shall, will* or *be going to*.

1. What do you want for lunch? – I think I ... have chicken and some salad.
2. John had come back from England. – I know. I ... see him tonight.
3. I haven't got any money. – I ... lend you some if you want me to.
4. Ben and I ... get married in April. – Really? Congratulations!
5. ... we meet on Sunday? – Sorry, but I ... visit my aunt. She is expecting me.
6. Is Dave coming to the party? – Yes, but he ... probably be late.
7. Laura is in hospital. – Really? I ... send her some flowers.
8. Have you decided where to go on holiday? – Yes, I ... travel round Europe.
9. The plants need watering. – I know. I ... water them later.

Tema 3.5

Ex. 1. Give answers to the following questions.

1. What were you doing when I rang you up? 2. What was she writing when mother entered the room? 3. Whom was she speaking to when I saw her? 4. What were you looking for when I opened the door? 5. What were they laughing at when I came in? 6. What were they doing when it began raining? 7. What was she doing when the fire began? 8. What were you doing while I was washing up? 9. What were you reading when I was writing a test? 10. What

was mother doing while children were eating their breakfast? 11. What were you doing while it was snowing?

Ex. 2. Think of questions for which the following might be answers.

1. At 7 he was just getting up. 2. At that time I was seeing my guests off. 3. At 10 she was walking her dog. 4. When I saw him he was opening the door of your house. 5. It was raining heavily since morning till night yesterday. 6. When the telephone rang they were dancing in the room. 7. They were having a walk in the park.

Ex. 3. Write a paragraph using the phrases: *Mary and George – dance – while music – play loud. Bob and Ben – drink Coke – while Kristi – eat sandwiches. Ted and Steve – sing. Alison – clean – while dog bark. James – sleep on the sofa – while Sheila – try – wake him up. Edward and Lucy – laugh. Susan – bring coffee. Chris – leave the party – while Paola – cry – because not want – him to leave.* You have the beginning:

They were having a party when the doorbell rang. Peter opened the door and an angry policeman entered. Mary and George were dancing while...

Ex. 4. Put the verbs in brackets into Past Continuous or Past Simple.

a) Last night I ... (have) a wonderful dream. This is what I ... (dream). We ... (take) a trip to Hawaii. I ... (be) with my family and two of my friends. We ... (be) on a ship and we ... (travel) to Honolulu. On the ship there ... (be) a disco. We ... (sit) on nice comfortable seats and we ... (drink) exotic juices. Lots of people ... (dance) and the music ... (play) loudly. We ... (have) a lot of fun! When the ship ... (arrive) in Honolulu a man ... (wait) to take us to a hotel. The hotel where we ... (stay) was by a beach lined with palm trees. Drums ... (beat) and people on the beach ... (sing) and ... (dance) to the music. The music ... (get) louder and louder until I ... (can) hear a ringing in my ears. It ... (be) my alarm clock! It ... (be) 7 o'clock and time to get up for school.

b) Dear Peter,

I'm writing to tell you about what happened to me last week while I ... (visit) my aunt who lives by the sea. One afternoon I ... (take) her dog for a walk by the cliffs when I ... (notice) a girl who ... (climb) a tree by the edge of the cliff. As she ... (hang) there, the branch suddenly ... (break) and the girl ... (fall) over the edge. I ... (not/be able to) see her. I ... (think) about what to do when a man ... (come) along the cliff path. I ... (explain) what had happened and while he ... (go) for help I ... (talk) to the girl. Well, everything ... (end) happily. The girl was rescued and her parents ... (thank) me by giving me a large bunch of flowers. The story ... (be) in the newspaper too! That's all my news – write and tell me yours soon.

Ex. 5. Choose a verb from the list and complete the text using Past Simple or Past Continuous.

Be, drive, shine, stop, look, seem, hear, fly can, feel, wonder, go, think, get into, talk.

(UFO = HJIO)

It ... 10 o'clock on a dark winter night. Mr. Trindle ... home alone on a small country road. The stars ... and it ... very quiet. Suddenly his car ... Mr. Trindle ... under the bonnet but everything ... to be normal. Then, as he ... at the engine, he ... a strange noise. A UFO ... above him! He ... (not) believe his eyes. A bright light ... on him and it ... very strange. He ... what to do when suddenly everything ... quiet. Mr. Trindle ... he had imagined the UFO, but as he ... the car, the newsreader on the radio ... about a UFO that people had seen the previous night. "The previous night?" Mr. Trindle ... at his watch. It ... 7 o'clock in the morning!

Ex. 6. Put the verbs in brackets into Past Simple or Past Continuous.

a) I ... (watch) TV last night when I ... (hear) a strange noise outside my window. I ... (be) frightened, but I decided to investigate. As I ... (walk) towards the window the curtains ...

(start) to move. I ... (scream) loudly and my mother ... (run) in. Then I ... (realize) that the noise was my cat trying to climb in through the window.

b) My friend ... (walk) home from school last week when she ... (hear) a loud bang. Some men ... (rob) a bank. She quickly ... (run) to a telephone and ... (call) the police. The police ... (arrive) and ... (arrest) the men. The next day the bank manager ... (give) my friend some flowers and her picture was in the local newspaper.

Tema 3.6

1. Give the synonyms

- | | |
|-----------------------|---------------------------|
| 1. Merchandise | 1. Owners of certificates |
| 2. Stockcertificates | 2. goods |
| 3. Holdersoftheshares | 3. bond |
| 4. Note | 4. expenses |
| 5. Costs | 5. share |

2. Give the antonyms

- | | |
|-------------------|-----------------|
| 1. To borrow | 1. Outflow |
| 2. Inflow | 2. Sale |
| 3. Long-term | 3. To lend |
| 4. Equity funding | 4. Debt funding |
| 5. Purchase | 5. Short-term |

3. Fill in the preposition

1. Let's start ... having some coffee.
2. I should explain you a little ... corporate finance.
3. There are two basic types ... financing.
4. Thank you ... very interesting information.

5. Find and correct the mistakes.

1. The value of a share are determined by the net assets.(1)
2. It usually depend on the success of the company.(1)
3. But the interest have to be paid out whether business are profitable or not.(2)
4. The outflow is forms by the purchase of inventory and supplies, payment of salarys.(2)

5. Choose the necessary word and put it into the sentence.

1. If it ... my money I am always interested.
 2. Financing by shares is called ... funding.
 3. If a corporation ... money, they give notes or
 4. The ... is formed by the sale of goods goods and
- | |
|-------------|
| 1. Inflow |
| 2. Concerns |
| 3. Borrows |
| 4. Equity |
| 5. Bonds |
| 6. Services |

Tema 3.7

1. Choose the right word or word combination.
 1. National banks are chartered and supervised by the ...
 - 1) President
 - 2) Federal government
 - 3) State
 2. Financing by shares is called ... funding.
 - 1) Debt
 - 2) Equity
 - 3) Cash
 3. State banks are chartered and supervised by the
 - 1) President
 - 2) Federal government
 - 3) State
 4. You can sell and buy shares. They are ...
 - 1) Available
 - 2) Negotiable
 - 3) Eligible
 5. It is possible to convert American dollars to Swiss francs in ... department.
 - 1) Accounting
 - 2) Foreign exchange
 - 3) Credit
 6. Each share is represented by ...
 - 1) stock certificate
 - 2) net assets
 - 3) equity funding
 7. The ... form the ownership of the company.
 - 1) Corporations
 - 2) Stockholders
 - 3) Notes
2. Give the notion.
 1. The lowest interest rate available at the particular time.
 - 1) Prime-rate
 - 2) Letter of credit
 - 3) Short-term loan
 2. ... funding is a financing formed by borrowing.
 - 1) Payment
 - 2) Equity
 - 3) Debt
 3. This kind of document says that its holder can borrow up a certain sum of money.
 - 1) Profit and loss statement
 - 2) Credit reference letter
 - 3) Letter of credit
 4. If the money is supplied by the owners of a business it is called
 - 1) Debt funding
 - 2) Equity funding
 - 3) Ratio analysis
 5. The ... is formed by the purchase of inventory and supplies.
 - 1) Outflow
 - 2) Inflow
 - 3) Borrowing

6. The ... is formed by the sale of goods and services.
 - 1) Outflow
 - 2) Inflow
 - 3) Borrowing
7. This kind of document recommends a company to its suppliers.
 - 1) Credit reference letter
 - 2) Letter of credit
 - 3) Checking accounts

Тема 3.8

Ex. 1. Make one sentence from two with Past Simple and Past Perfect using *after, before, when, till, until*.

Eg: I visited them. They got a new flat. *I visited them after they had got a new flat.*

1. The children returned from school. Mother cooked dinner.
2. They went for a walk. It stopped raining.
3. The frosts began. She made winter things for her children.
4. I waited. She wrote the test.
5. He took his bath. His wife laid the table for breakfast.
6. Nick left for school. Kate was ready.
7. The children fell asleep. The parents came back from the theater.
8. They came to the skating ring. The snow began.
9. It grew dark. The children went home.
10. The storm stopped. They left the village.

Ex. 2. Fill in Past Simple or Past Perfect of the verbs in brackets.

a) 1. When I ... (arrive) at the station, the train ... (leave). 2. We ... (light) the candles because the lights ... (go off). 3. When I got home I ... (discover) that somebody ... (break) into my flat. 4. The patient ... (die) before the ambulance ... (reach) the hospital. 5. John ... (eat) all the cakes by the time the other children ... (arrive) at the party.

b) After Jim and Terry ... (finish) their breakfast they ... (take) their bags and ... (go) to the river to fish. They ... (go) there before and ... (catch) some big fish. By 5 o'clock they ... (not/get) any fish, so they decided to go home. They ... (promise) their mother to bring fish for dinner, so they ... (look) for a shop where they could buy some but the shops ... (already/close). When they ... (arrive) home, they ... (tell) their mother that they ... (catch) the biggest fish they ... (ever/see) but it ... (escape).

Ex. 3. Translate into English.

1. До того, как началась война, они жили в Москве. 2. К этому времени она уже убрала комнаты. 3. После того, как дети ушли в школу, она принялась за уборку. 4. К двум часам она уже приготовила обед. 5. Дети вернулись из школы до того, как начался дождь. 6. Они подошли к станции, когда поезд уже ушел. 7. Снег начался после того, как все пошли на прогулку. 8. К пяти часам работа была закончена. 9. Он сказал, что познакомился с ними в 1987 году. 10. Она уехала к родителям до того, как пришла телеграмма. 11. Он очень жалел, что сказал ей об этом. 12. Он уехал в Москву после того, как сдал все экзамены

Практические задания

Тема 1.1

Контрольный перевод по теме « Introduction to Speech Etiquette »

1. Я Владимир Петров из компании ТСТ Система. Здравствуйте.
2. Я заставил Вас ждать?

3. Это наш генеральный директор. Он собирается обсудить с Вами некоторые детали нашего будущего соглашения.
4. Мы заказали для Вас одноместный номер с ванной в гостинице недалеко от центра.
5. Разрешите мне представить Вам моих сотрудников.
6. Приятно познакомиться с Вами.
7. Чем занимается м-р. Иванов? - Он работает у нас менеджером по экспорту и импорту.
8. Сейчас мы ищем человека на должность коммерческого директора данного проекта, поэтому в будущем Вы будете иметь дело с ним.

Тема 1.2

Контрольный перевод по теме «MyWorkingDay»

1. Я каждый день встаю рано, делаю зарядку и совершаю небольшую пробежку.
2. Кто тебя обычно будит по утрам?
3. Что твой брат ест на завтрак?
4. Ка проходит твой день?
5. Я обедаю обычно в кафе за углом, недалеко от моего офиса.
6. Как долго длится твой рабочий день?
7. На чем ты добираешься до работы?
8. Как ты проводишь свое свободное время?

Тема 2.1

Контрольный перевод по теме «Speech Etiquette in Business Correspondence»

1. Мы прочитали Вашу рекламу в газете.
2. Мы узнали о вашей компании из рекламного объявления.
3. Сообщите нам, пожалуйста, расценки на данную продукцию.
4. Не могли бы Вы установить нам цены и условия поставки.
5. Пожалуйста, вышлите на свои каталоги.
6. Пожалуйста, сообщите нам, какое количество компьютеров Вы сможете поставить до апреля.
7. Мы бы хотели установить контакт с производителями.
8. Ваши изделия найдут у нас своего покупателя

Тема 3.1

Контрольный перевод по теме «Types of Proprietorship»

1. Мне нужен совет.
 2. Я сам контролирую прибыль своего предприятия.
 3. Если Вы хотите заняться частным предпринимательством, обратитесь к юристу.
 4. Директор решает вопросы, связанные с наймом и увольнением.
 5. Я боюсь иметь полную юридическую ответственность.
 6. Я не отвечаю за производственные долги.
 7. Малые предприятия имеют льготы по налогообложению.
 8. Хороший бухгалтер сможет вести дела лучше, чем вы.
 9. Мне нужно нанять бухгалтера.
- Мне нужно проконсультироваться с юристом

Тема 3.2

Контрольный перевод по теме «Partnerships»

1. Члены правления имеют полную юридическую ответственность.

2. Партнер с ограниченной юридической ответственностью не имеет реальной власти.
3. Секретный партнер принимает участие в управлении, но он не известен общественности.
4. Я хочу вложить деньги в недвижимость.
5. Партнерство имеет много преимуществ.
- 7 Партнерство часто получает налоговые льготы от правительства.
7. Мы хорошо ладим с партнером.
8. Наше кафе привлекает все больше и больше клиентов.
9. Я сделал правильный выбор. Это дело приносит много прибыли.
10. Мой рабочий опыт связан с менеджментом.
11. Она хорошо разбирается в бухгалтерском деле.
12. Мы вкладываем в дело одинаковый капитал.

Тема 3.3

Контрольный перевод по теме «Corporations»

1. Корпорация может выпускать и продавать акции.
2. Корпорация может предлагать более высокую зарплату.
3. Каждый год акционеры проводят собрание.
4. Образовательные, религиозные, благотворительные учреждения могут быть корпорациями.
5. Эта корпорация прибыльна, она будет расширяться.
6. Корпорация имеет право возбуждать уголовное дело.

Тема 3.4

Контрольный перевод по теме «The Functions of an Executive»

1. What working position is the best for you?
2. What should you do to be an executive of a big company?
3. What qualities do you need to be an administrator?
4. In what way can be the new employees be found outside one's company?

Тема 3.5

Контрольный перевод по теме «Accounting»

1. Бухгалтерский учёт представляет данные для кредиторов и вкладчиков.
2. Они готовят отчёт о доходах и балансовый отчёт в конце финансового года.
3. Недвижимость является собственностью корпораций.
4. Мы проверим актив и пассив.
5. Сколько ты получаешь без вычетов?

Тема 3.6

Контрольный перевод по теме «Corporate Finance»

1. Наше предприятие нуждается в денежных фондах для покупки оборудования.
 2. Я предпочитаю акционерный способ образования денежного фонда предприятия.
- Он привлекает большее количество капитала.
3. Акции и облигации могут быть переуступлены, куплены, проданы.
 4. Я хочу купить десятипроцентные облигации.
 5. Мы намерены выплатить все долги к началу финансового года.
 6. Ты получишь хорошую прибыль при продаже этих товаров.
 7. Он является совладельцем компании Sony
 8. Покупка акций этой компании- хороший долгосрочный вклад.
 9. Если речь идет о моих деньгах, я изучаю годовой отчет компании

Тема 3.7

Контрольный перевод по теме «Banks and Business»

1. Государство учреждает коммерческие банки.
1. Если ты хочешь купить товары за границей ты должен поменять деньги в отделе обмена валюты.
3. Я бы хотел сделать карьеру в банковском деле.
4. Все банки устанавливают проценты на ссуду. Наш банк намерен предоставить краткосрочную ссуду этому предприятию.
5. Наименьший процент со ссуды предоставляется привилегированным клиентам.
6. Банки могут выпускать аккредитивы и рекомендательные кредитные письма
7. Я намерен занять крупную сумму денег.
8. Банк считает, что это предприятие платежеспособно и ему можно предоставить заем.

Тема 3.8

Контрольный перевод по теме «Product Development and Planning»

1. Этот продукт – модификация старого.
2. Вам необходимо получить патент на производство данного товара.
3. Потребуется пять лет на то, чтобы ваш продукт завоевал признание.
4. Отключающее устройство с таймером – именно то, что привлечёт покупателя.
5. Нам необходимо расширить линию.

Темы рефератов

1. What kind of Person are you?.
2. Peter wants to start his own business.
3. You need a lawyer in this case.
4. Sole proprietorship brings much profit.
5. The partners are responsible for business debts.
6. I do my books myself.
7. Partners want to consult a board of directors.
8. I want to go into business with my friends.
9. Educational corporation issues stock.
10. Accounting shows a financial picture of the firm.
11. A ratio analysis is the relationship of two figures.
12. Corporations issue shares.
13. A corporation gets capital by borrowings.
14. Debt findings is a financing formed by borrowings.
15. Banks are different in different counties.
16. Marketing operations are very expensive.
17. Power Cultures
18. Role Cultures
19. Task Cultures
20. Individual Cultures

Вопросы к экзамену:

1. “Sole proprietorship as the most common form of doing business in European countries”
2. “Advantages and disadvantages of sole proprietorship”
3. “Partnership as a form of doing business in Russia”

4. “Advantages and disadvantages of partnership”
5. “Types of corporations”
6. “Corporation as a form of doing business in Russia”
7. “The importance of accounting nowadays”
8. “The problem of corporate finance”
9. “The importance of corporate finance in Russia”
10. “The difference between equity funding and debt funding, inflow and outflow”