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АНГЛИЙСКИЙ ЯЗЫК

Методические указания и контрольные задания

**для студентов заочной формы обучения
высших учебных заведений (факультетов)
неязыковых специальностей**

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Английский язык : методические указания и контрольные задания для студентов заочной формы обучения высших учебных заведений (факультетов) неязыковых специальностей / сост. : Е. Д. Коротенко, Е. В. Гончарова : – Краматорск : ДГМА, 2012. – 52 с.

Пособие содержит задания, предназначенные для самостоятельной работы студентов заочной формы обучения неязыковых специальностей высших учебных заведений. Основная задача пособия – контроль знаний и умений студентов по максимальному извлечению информации, словарному запасу и изученной грамматике.

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ВЫПОЛНЕНИЕ КОНТРОЛЬНЫХ ЗАДАНИЙ И ОФОРМЛЕНИЕ КОНТРОЛЬНЫХ РАБОТ

1. Количество контрольных заданий, выполняемых вами на каждом курсе, устанавливается учебным планом вуза.

2. Каждое контрольное задание в данном пособии предлагается в 10 вариантах. Вы должны выполнить один из вариантов, указанных преподавателем. Все остальные варианты можно использовать в качестве материала для дополнительного чтения и для подготовки к экзамену.

3. Выполнять письменные контрольные работы следует в отдельной тетради. На обложке тетради напишите свою фамилию, номер контрольной работы, укажите группу, а также свой домашний адрес.

4. Контрольные работы должны выполняться чернилами, аккуратно четким почерком. При выполнении контрольной работы оставляйте в тетради широкие поля для замечаний, объяснений и методических указаний рецензента.

Материал контрольной работы следует располагать в тетради по следующему образцу:

Левая сторона		Правая сторона	
Поля	Английский текст	Русский текст	Поля

5. Контрольные работы должны быть выполнены в той последовательности, в которой они даны в настоящем пособии.

6. В каждом из вариантов контрольного задания выделяются один или два абзаца для проверки умения читать без словаря, понимать основную мысль, изложенную в абзаце. После текста даётся контрольный вопрос, с помощью которого проверяется насколько правильно и точно вы поняли мысль, изложенную в абзаце (абзацах). Ниже предлагается несколько вариантов ответов. Вам необходимо выбрать тот, который наиболее правильно и четко отвечает на поставленный вопрос.

7. Выполненные контрольные работы направляйте для проверки и рецензирования в деканат академии в установленные сроки.

8. Если контрольная работа выполнена без соблюдения указаний или не полностью, она возвращается без проверки.

ИСПРАВЛЕНИЕ РАБОТЫ НА ОСНОВЕ РЕЦЕНЗИЙ

1. Руководствуясь указаниями рецензента, проработайте ещё раз учебный материал. Все предложения, в которых были обнаружены орфографические или грамматические ошибки, или неточности перевода, перепишите начисто в исправленном виде в конце данной контрольной работы.

2. Отрецензированные контрольные работы являются учебными документами, которые необходимо сохранять; помните, что во время зачета или экзамена производится проверка усвоения материала, вошедшего в контрольные работы.

ПОДГОТОВКА К ЗАЧЕТАМ И ЭКЗАМЕНАМ

В процессе подготовки к зачетам и экзаменам рекомендуется:

- а) просмотреть материал отрецензированных контрольных работ;
- б) выборочно просмотреть наиболее трудные тексты из учебника (пособия), а также проделать упражнения для самопроверки;
- в) повторить грамматический материал.

Контрольное задание № 1

Для того чтобы правильно выполнить задание №1, необходимо усвоить следующие разделы курса английского языка по рекомендуемому учебнику (пособию).

1. Имя существительное. Множественное число. Артикли и предлоги как показатели имени существительного. Выражения падежных отношений в английском языке с помощью предлогов и окончания -s. Существительное в функции определения.

2. Имя прилагательное. Степени сравнения имён прилагательных. Конструкции типа «The more... the less»

3. Числительные

4. Местоимения: личные, притяжательные, указательные, неопределенные, отрицательные.

5. Форма настоящего (Present), прошедшего (Past) и будущего (Future) времен группы Indefinite действительного залога изъявительного наклонения. Спряжение глаголов «to be», «to have» в Present, Past, Future Indefinite. Повелительное наклонение и его отрицательная форма.

6. Простое распространенное предложение: прямой порядок слов повествовательного предложения в утвердительной и отрицательной формах; обратный порядок слов вопросительного предложения. оборот «there is (are)».

7. Основные случаи словообразования. Используйте следующие образцы выполнения заданий. (См. образец выполнения 1 (к упр.1)).

Образец выполнения 1

Грамматическая функция окончания -s.

- | | | |
|--|--|--|
| 1. The students attend lectures on the History of Ukraine. | | 1. Студенты посещают лекции по истории Украины |
|--|--|--|

Lectures – множественное число от имени существительного, **a lecture** – лекция.

- | | | |
|--------------------------------------|--|---|
| 2. He lectures on Political economy. | | 2. Он читает лекции по политической экономии. |
|--------------------------------------|--|---|

Lectures – третье лицо единственного числа от глагола **to lecture** в **Present Indefinite**.

- | | | |
|-----------------------------------|--|-------------------------------|
| 3. My brothers' son is a student. | | 3. Сын моего брата – студент. |
|-----------------------------------|--|-------------------------------|

Brother's – окончание притяжательного падежа имени существительного в единственном числе.

- | | | |
|-----------------------------------|--|-------------------------------------|
| 4. My brothers' sons are student. | | 4. Сыновья моих братьев – студенты. |
|-----------------------------------|--|-------------------------------------|

Brothers' – форма притяжательного падежа имени существительного **a brother** – во множественном числе.

Образец выполнения 2

- | | | |
|---|--|---|
| 1. He is <u>the best</u> student of our group. | | 1. Он <u>лучший</u> студент нашей группы. |
| 2. Your translation is <u>better</u> than mine. | | 2. Твой перевод <u>лучше</u> моего. |

Образец выполнения 3

- | | | |
|--|--|--|
| 1. In a few days she will leave for London | | 1. Она уедет в Лондон через, несколько дней. |
|--|--|--|

Will leave – Future Indefinite Active от нестандартного глагола «to leave»

- | | | |
|-----------------------------------|--|---------------------------------------|
| 2. He first came to Rome in 1985. | | 2. В 1985 г. он впервые приехал в Рим |
|-----------------------------------|--|---------------------------------------|

Came – Past Indefinite Active от нестандартного глагола «to come».

Вариант 1

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т. е. служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. I read letters and telexes in my office every day.

2. My friend comes to the office at 9.

3. Mr. Green's company wants to buy the machines from Druzhkovka machine - building plant.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. The more you know about a foreign country, the more it helps to learn its language.

2. He is the best student of our group.

3. Selling goods is easier than purchasing them.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. During our stay in London we shall contact some British firms to discuss business with them.

2. Can you tell me anything about the places of interest of London?

3. He didn't ask anybody to help him to choose a book.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. We signed the contract for computers with Blake only two days go.

2. Good advertising is a key to successful trade.

3. Mr. Blake will be busy at 10 tomorrow.

V. Ответьте на вопросы:

1. Where do you work?

2. Is your company large?

3. How many engineers work for your company?

4. When do you finish your work?

5. How often do you meet customers in your office?

VI. Перепишите и письменно переведите текст.

Cardiff.

Cardiff is the capital and the largest city of Wales, and it is also the country's main economic, industrial and cultural centre. It is situated on the southeast coast of Wales, and three rivers, the Taff, the Ely and the Rhymney flow through it into the Bristol Channel.

Mountains and beaches are only a short drive from this community with all the facilities you could want - good shopping, excellent restaurants, art galleries, theatres, night-clubs, great sporting occasions. It combines the bright lights of the big city with the warmth and personality of a small town, making it an ideal place to live and work in.

Factories in Cardiff produce parts for cars, chemicals, electronic equipment, engineering products, processed food and tobacco. Modern rail and road communications link Cardiff with the rest of Great Britain, and an airport that lies outside the edge of the city.

By the early 1800's it was still a small town. Then, when Wales became a major centre of coal mining and iron and steel production, Cardiff served as the shipping centre for these products and grew rapidly. By 1890 it had become known as the Coal Metropolis of the World, but the industry declined after the First World War. Since the mid - 1940's Cardiff has grown steadily as the administrative and commercial centre of Wales. Its current population is approximately 300.000.

VII. Озаглавьте по-английски каждый абзац текста.

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. We shall receive orders from the sales manager.
2. They had changed the organizational structure of their company by last January.
3. The organizational chart is being examined now.
4. How are industrial products usually priced?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. We must go to the plant with Mr. Brown this Monday, but he hasn't arrived yet. We'll have to go there next week .
2. Your company could apply for a patent.
3. This businessman was allowed to speak with the manager.
4. You may speak to a lawyer to clarify this matter.

Х. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II .Установите их функцию. Предложения переведите письменно на русский язык .

1. An exhibition showing the latest achievements in hotel equipment was organized in London.

2. He spent the evening preparing for his report.

3. We were pleased to receive from you the inquiries mentioned above.

4. I was impressed by the technical knowledge shown by British specialists.

Вариант 2

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т.е. служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык,

1. Our manager stays in the office all day.

2. My friend knows two languages.

3. The weather often upsets people's plans for their weekends.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. The more he works the better are results.

2. It is the easiest way to control the problem.

3. Price is one of the most important points of the contract.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. I'd like to discuss with you some points of the contract.

2. They haven't got any offers from British companies.

3. There is no place like home.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. Soyuzimport made a large contract with Blake & Sons, a British company.

2. The exhibition shows the latest achievements in agriculture.

3. The office director will invite foreign businessmen to a restaurant.

V. Ответьте на вопросы:

1. When do you come to your office?
2. What do you do in the office?
3. Do you discuss many problems at the talks?
4. When do you have lunch?
5. What do you do in your office after lunch?

VI. Перепишите и письменно переведите текст.

London.

What is London? We can say that it is one of the largest cities in the world, that it is one of the world's most important ports and that it is the capital of Great Britain. But all these answers do not give any idea of London. London is more than two thousand and five hundred years old. About seven million people live there. There are more than 10 thousand streets in London. Most of the streets are not very wide and most of the buildings are not tall, but multistory buildings have also appeared in London and almost all of them are hotels and offices.

London Underground (or Tube) is the oldest and longest in Europe. There are eleven different lines with more than 500 stations. Although London is a crowded and noisy city you can find many pleasant parks and green squares there. Regent's Park is the largest, it is one of the most popular places of rest of Londoners on hot summer days. There are three main parts in London: the City, the West End and the East End. The oldest part of London is the City, the business centre. But the political centre is Westminster, which is in the West End. The West End is famous for its rich shops, hotels, restaurants, cinemas, museums and other places of interest. Only rich people live there.

The East End is another part of London. Many houses there are poor and many streets are narrow and dirty. The East End is famous for its docks but they have closed. Now people are building houses there. Already there are offices, shops and restaurants, a cinema and a large hotel for a modern traveler. By 2000 there will be a sports centre, an airport and many other new buildings. There is so much to see in London that even Londoners can always find new sights. They like to say: "when a man is tired of London, he is tired of life."

VI. Прочитайте текст и письменно ответьте на вопрос:

Why do Londoners like to say: "When a man is tired of London, he is tired of life?"

VIII. Перепишите предложения и определите видо-временную форму и залог глагола сказуемого. Переведите письменно предложения на русский язык.

1. Vice – president gave orders to his employees.
2. The organizational structure of this company will have been changed by the end of this year.
3. The new sales manager is examining the organizational chart.
4. How is the process of distribution simplified by a wholesaler?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. These things are not duty-free. You have to pay for them.
2. This firm may apply for credit.
3. Our manager was not able to buy a new car this year.
4. They should not expand the production line.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II . Установите их функцию. Предложения переведите письменно на русский язык .

1. The inspector examining the goods is a competent engineer.
2. We wrote to you giving full details of our products.
3. Pay special attention to change the terms of payment proposed by us earlier.

Вариант 3

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т.е. служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. I have very interesting English books at home.
2. Our secretary reads cables and telexes in the morning.
3. Charlie works in his father's business.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. This worker is better skilled than the young workers.
2. On Monday Mr. Smith is the busiest man in the firm.
3. Public opinion is very important for commercial theatres.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. You'll find some quiet places in Scotland.
2. He didn't write any letters yesterday morning.
3. Does he know any foreign language?

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. A group of Ukrainian businessmen visited some French plants.
2. Our company receives much mail every day.
3. We shall speak about the terms of payment.

V. Ответьте на вопросы:

1. What are you?
2. Is your company large or small?
3. When do you usually come to the office?
4. Do you always stay in the office all day?
5. What do you do at home in the evening?

VI. Перепишите и письменно переведите текст.

Philadelphia - Historical City of Independence.

Philadelphia, which was founded in 1682 by William Penn, a prominent statesman, was a large city in Colonial America. Even now some parts of the old city remind one of the past. Visitors can walk the old streets, see the old houses and public buildings.

Here in 1774 the first Congress of delegates from all the colonies was held. Among the delegates were men of great fame, such as George Washington and John Adams, the first and second Presidents of the USA. The main decision of the first Continental Congress was to unite the efforts of all the colonies against Great Britain.

The second Continental Congress, held in Philadelphia a year later, decided to organize an army to defend the colonies. George Washington was chosen commander-in-chief and the War for Independence began. The Congress named a committee of five to draw up the Declaration of Independence. The work was actually done by Thomas Jefferson, then 33 years old. On July 4, 1776 the Congress adopted the Declaration of Independence. Celebration of the fourth of July as Independence Day began the next year.

One of the most popular legends in American history is that a committee of the Congress went to the home of a simple Philadelphia seamstress, Betsy Ross, and asked her to make the first US flag with 13 stripes and 13 stars corresponding to the number of colonies first in a new independent state.

VII. Прочитайте текст и ответьте на вопрос:

What is Philadelphia famous for?

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. The foreman's immediate subordinate will have been fired by the end of the month.
2. This company received orders from our sales manager on Monday.
3. The organizational structure of their company is being changed at the moment.
4. Have you got acquainted with your immediate superior yet?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. When are the Sellers to deliver the goods?
2. Journalists will not be allowed to speak with the participants of the conference.
3. Your credit terms can't be changed.
4. They had to choose another location for their office.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. The goods arriving at the port were always transported to the clients without delay.
2. They discussed this point when signing the contract.
3. We expect to receive all the materials ordered during the first half of the year.
4. The tournament sponsored by the Sport Committee was held in London.

Вариант 4

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием - s и какую функцию это окончание выполняет, т.е. служит ли оно:

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б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. Our engineers meet customers every morning.
2. The economist of our office finishes his work at 5.
3. The businessmen's sightseeing programme included visits to a number of museums outside Moscow.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. False friends are worse than open enemies.
2. All workers of the chemical industry have a shorter working day.
3. An English proverb says "Honesty is the best policy".

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. Some London streets are crowded and noisy.
2. There was nothing interesting on TV yesterday.
3. Will anybody go to the airport to meet Mr. Green?

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. Television plays a great part in the education of people.
2. During their talks they discussed some technical matters.
3. You will find our price quite competitive.

V. Ответьте на вопросы:

1. Who is the manager of your office?
2. Does he know foreign languages?
3. When do your office hours begin?
4. What do you usually do in your office in the morning?
5. When do you finish your work?

VI. Перепишите и письменно переведите текст.

Atlanta.

Atlanta, the capital of Georgia and seat of Fulton County, is the transportation commercial and financial center of the southeastern United States. It has a population of 394,017. Atlanta is located in north central Georgia. The city's relatively high elevation creates moderate summer weather and four climatically distinct seasons.

Atlanta's excellent transportation facilities attracted numerous industries. The most important of them are manufacture of automobiles, airplanes, soft drinks and textiles. Nevertheless, distribution (wholesaling, warehousing, trucking) remains the major economic activity. Atlanta has many corporate regional headquarters and became the center of federal government activity in the Southeast. Hartsfield Atlanta International Airport is one of the country's major airports.

In 1990, Atlanta was selected as the site of the 1996 Summer Olympic Games. For Atlanta, the unofficial capital of America's South, the world's biggest sporting event was a golden opportunity to establish itself as one of the leading cities in the world.

Over the past 30 years, Atlanta has seen a period of phenomenal economic growth. Today its people have a higher standard of living, than in the rest of the States. Atlanta is also the home of such high profile companies as Coca-Cola and the cable television news station CNN.

VII. Прочитайте текст и ответьте на вопрос:

Why are American people proud of Atlanta?

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. We have considered advantages and disadvantages of partnership.
2. The position of general manager in this company is held by a good economist.
3. We were changing the organizational structure of our company for two weeks.
4. Why did the failure of a new product take place?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. You will have to reserve accommodations for your manager before his arrival.
2. Were the journalists allowed to speak with the manager after the conference?
3. If she buys too much, she won't be able to carry it herself.
4. They can change the credit terms at any moment.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. The poster attracting my attention advertised road – building machinery.
2. When signing the contract we stressed the importance of using this particular material.
3. They will provide the parts at the prices quoted in their latest offer.
4. Some of the holidays celebrated throughout the USA originated in Europe.

Вариант 5

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием - s и какую функцию это окончание выполняет, т.е. служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. The plant produces equipment of high quality.
2. Our engineers discuss many problems at the talks.
3. The company's prices don't suit us.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. There are more than 100 people in our company.
2. Talent is more important than good looks for a film star.
3. We require computers of the latest design.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. Mr. Bond invited some engineers to make a tour round the Houses of Parliament.
2. Have you got any catalogues to look through today?
3. Nobody can doubt the importance of cultural exchange between countries.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. The talks were very difficult and lasted for four hours.
2. I live near the place of my work.
3. They will be pleased with the quality of our product.

V. Ответьте на вопросы:

1. Do you learn a foreign language?
2. Is it difficult for you to learn English?
3. What do you do at the lessons?
4. How often do you have English lessons?
5. Does your work help you to learn English?

VI. Перепишите и письменно переведите текст.

Donetsk

In the south-eastern part of Ukraine there is the region known the world over for its rich coal deposits - the Donbas or Donetsk Basin. The centre of this mining region, its heart and brain, is the city of Donetsk, administrative centre of the region, a city of miners, metallurgists and chemists.

Donetsk was founded in 1869 when several small mining towns united to form a city. It was called Yuzovka after John Hughes, who took over a concession and established a rail-rolling factory. Yuzovka never lost its real identity or leadership in the industrial south and the present importance of Donetsk owes a great deal to John Hughes, a famous Welshman. A small mining town called Yuzovka with a population of 50000 most of whom were miners and metal workers living in barracks and huts has changed into a flourishing city with a population more than one million. The area of the city covers over 3000 sq. kms. Donetsk is divided into 9 administrative districts.

Donetsk has a very active industrial life, the major industries are coal, metallurgy, chemicals and engineering. The city's economic pattern is a varied one. It includes enterprises of heavy, light and food production industries. Donetsk is one of the leading scientific centres of Ukraine with a lot of research and designing institutes, most of which have to do with mining, machine - building and metal working. Donetsk University, institutes, vocational and specialized technical schools train skilled specialists and experts in the field economy, industry and education. The city's main thoroughfare is Artem street, it is nine km. long. The street is lined with office buildings, sports grounds, shops, restaurants and cafes. All those who visit Donetsk will remember the beauty of the city and its lovely scenery.

VII. Прочитайте текст и письменно добавьте к нему еще 2-3 факта из жизни столицы шахтерского края.

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. The shares of IBM company hadn't been bought by last January.
2. They have fired their manager. He was not suitable for the position.
3. Who controls the power of the Prime Minister's Cabinet? – It is controlled by Parliament.
4. The number of countries Ukraine is doing business with is growing from year to year.

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. We couldn't go to the plant yesterday because we hadn't completed the tasks by that time.
2. Will he be allowed to buy a computer this year?
3. Specialists will have to research supply and demand before starting to produce the new item.
4. You mustn't pursue unsound price policies.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. We got in touch with the firm producing computers.
2. They organized the exhibition inviting many businessmen from all over the world.
3. The 1997 European Championship held in Seville was sponsored by SPEEDO.
4. The item indicated in your letter is not for export.

Вариант 6

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, т.е. служит ли оно:

- а) показателем 3-го лица единственного числа глагола в Present Indefinite;
- б) признаком множественного числа имени существительного;
- в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. Mr. Bell translates letters from English into Russian.
2. The president of our company speaks English to customers.
3. We discussed our friend's new article yesterday.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. The more you study English the better are the results.
2. The buyers received the latest catalogues of technical equipment.
3. TV is more interesting when you watch it in colour.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. I have some interesting English books at home.
2. Nobody knew anything about the results of the talks.
3. Public opinion plays an important part in the political life of any country.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. Mr. Blake went through passport control at the airport.
2. I often speak English at the talks.
3. They will sign a contract with Brown & Co.

V. Ответьте на вопросы:

1. Is it a pleasure to learn English?
2. Are your lessons interesting?
3. Do you have English lessons in the morning or in the evening?
4. Are you sometimes tired after the lessons?
5. Where do you go after the lessons?

VI. Перепишите и письменно переведите текст.

Kiev.

Kiev is the capital of Ukraine and the seat of the Supreme Council and the Cabinet of Ministers.

Kiev is one of the most ancient cities. In 1982 it was 1500 years old. It was called "the Mother of all Russian Cities". It has the population of about 3 million people. Its total area is 790 sq. kms.

Kiev lies on the both banks of the Dnieper, one of the longest river in Ukraine. Spreading over the picturesque hills of the Dnieper Kiev is immersed in green parks and gardens. It is one of the greenest cities in the world, it has 18 sq. m. of greenery for a person. Kiev is an industrial, scientific and cultural centre of Ukraine. Its main industries are machine - building, metal - working and instrument - making. The capital of Ukraine is known for its output of excavators, motor - cycles, cameras, gas equipment, river boats, etc. It is an important railway, waterway, airway and highway centre. A ramified railway network links the city with many towns and ports of the Black Sea. Kiev has regular air services with all the regional centres of Ukraine and other countries.

Kiev is a big centre of education, science and culture. The Academy of sciences of Ukraine, many scientific research institutes, colleges, universities are in Kiev. Kiev University opened in 1834 has played a prominent role in the development of science and culture in Ukraine. Pirogov, Mendeleev, Mechnikov, Turgenev, Goncharov, Ostrovsky and Tolstoy were among its honorary members.

VII. Прочитайте текст и письменно ответьте на вопрос:

Why Kiev is the pride and glory of Ukrainian people?

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. We shall receive orders from the sales manager.
2. They had changed the organizational structure of their company by last January.
3. The organizational chart is being examined now.
4. How are industrial products usually priced?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. We must go to the plant with Mr. Brown this Monday, but he hasn't arrived yet. We'll have to go there next week .
2. Your company could apply for a patent.
3. This businessman was allowed to speak with the manager.
4. You may speak to a lawyer to clarify this matter.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык .

1. An exhibition showing the latest achievements in hotel equipment was organized in London.
2. He spent the evening preparing for his report.
3. We were pleased to receive from you the inquiries mentioned above.
4. I was impressed by the technical knowledge shown by British specialists.

Вариант 7

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием –s, какую функцию это окончание выполняет, т, е, служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. Mr. Johnes works at the Ministry of Foreign Trade.
2. We have English lessons in the morning.
3. The sellers drew the buyer's attention to the new items.

II. Перепишите, следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. Two heads are better than one.
2. The company will send us new catalogues of the latest model of computers in the shortest possible time.
3. Sport has become more popular in our country.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. I'd like to discuss some business matters with you.
2. There was nothing to buy from this company.
3. The seller is responsible for any damage of the goods.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. The engineers discussed the price problem with the British businessmen.
2. His office hours begin at 9.
3. Mr. Otten will send us new catalogues of the latest model of vacuum-cleaner.

V. Ответьте на вопросы:

1. What company are you from?
2. Do you sell or buy goods?
3. What goods do you sell to (buy from) foreign companies?
4. Are these goods of high quality?
5. Do your goods always meet the requirements of your customers?

VI. Перепишите текст и письменно переведите.

Moscow

Moscow, the capital of Russia, is its largest political, scientific, cultural and industrial centre. It is one of the oldest Russian cities. Moscow was founded in 1147 by Yuri Dolgoruki. The oldest part of Moscow is the Kremlin. It is situated on the bank of the Moskva River. The Kremlin is the old historical and architectural centre of the city. It's also the seat of the Russian Government and its Parliament. The sessions are held in the Grand Kremlin Palace. The Kremlin and Red Square are the heart of Moscow. To Moscovites and many other people Red Square is one of the most beautiful places in the world.

The Palace of Congresses is another impressive building. Congresses, international conferences and festivals, public meetings of Moscovites are held here. And besides it is used by the Bolshoi Theatre and other companies for their performances. The population of the city is about 9 million people. The city is

reconstructed according to General Plan of the Reconstruction of Moscow. The Moscow Metro is comfortable and rapid. The first line of the Moscow underground was constructed in 1935. Since that time Moscovites have built many new lines and terminals. It carries more than six million passengers every day.

Moscow is the centre of science and culture. It is the seat of the academy of sciences, of specialized academies and of many research institutions. There are many institutes of higher education and secondary specialized schools in Moscow. The Moscow State University on the Lenin Hills is the heart of Russian educational system.

The city is famous for its theatres and museums. There are about 60 museums in Moscow. The city is like an open-air museum and the most attractive sight is the Kremlin.

VII. Прочитайте текст и добавьте недостающие факты (2-3) из жизни российской столицы.

VIII. Перепишите предложения и определите видо-временную форму и залог глагола сказуемого. Переведите письменно предложения на русский язык.

1. Vice-president gave orders to his employees.
2. The organizational structure of this company will have been changed by the end of this year.
3. The new sales manager is examining the organizational chart.
4. How is the process of distribution simplified by a wholesaler?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. These things are not duty-free. You have to pay for them.
2. This firm may apply for credit.
3. Our manager was not able to buy a new car this year.
4. They should not expand the production line.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. The inspector examining the goods is a competent engineer.
2. We wrote to you giving full details of our products.
3. Pay special attention to change the terms of payment proposed by us earlier.

Вариант 8

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием -s и какую функцию это окончание выполняет, служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. We discuss different problems with our customers.

2. Mr. Bell works for a foreign trade company.

3. The people's characters contribute to their success in work.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. Oxford street is one of the biggest and most popular shopping centres in London.

2. Selfridge's is a very expensive department store.

3. Most Londoners prefer to go to cheaper shops.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. We have some offers from this company.

2. I'll be happy to answer any of your queries about the new model.

3. British people are as friendly and helpful as people anywhere else.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. Many people prefer department store for shopping.

2. Tomorrow I shall be able to give you my final reply.

3. The delegation arrived in Kiev on the invitation of the Government.

V. Ответьте на вопросы:

1. To what place does your friend go on Sundays?

2. Is it a nice place?

3. Does he go there with his family?

4. When does he come home in the evening?

5. What does he do in the evening at home?

VI. Перепишите и письменно переведите текст.

Sydney.

Sydney is Australia's oldest city. Captain Cook stopped near here at Botany Bay in 1770. The first Europeans who came to Australia put up their tents at Sydney Cove. Soon the first houses were built, and in only 200 years the city grew from nothing into a home for 3,5 million people.

Despite the history, Sydney is the most modern place in Australia. Its buildings are the highest, its fashions are the newest and its colours are the brightest. A lot of Australia's exciting cultural life is found in Sydney. Artists, writers, opera singers and film makers all live here. So some people call the city "the Paris of the Pacific".

Paddington is an area of beautiful houses one hundred years old near the centre of Sydney. For a long time, Paddington was unfashionable, and the houses looked old and dirty. Now it is fashionable again. It is a good place to live in. There's only one problem. The houses are very expensive.

The Australians in films like to think of themselves as strong, hard people who can cross deserts, hunt crocodiles and kill snakes with their hands. But most Australians never go near the "outback", as they call the land far away from town. Most of them live in cities. They go to work every day to their offices and factories, and return every night to their homes in the suburbs, just like the people of New York, London, Tokyo or Rome. Australian cities have the same problems as other cities of the world. There are poor people, homeless people, people with drinking problems, and people with no hope. It is very difficult for some young people to find a job. The problems are big ones, but at least the cities are small. Sydney, the largest city, has only 3,5 million people.

VII. Озаглавьте по-английски каждый абзац текста.

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. The foreman's immediate subordinate will have been fired by the end of the month.
2. This company received orders from our sales manager on Monday.
3. The organizational structure of their company is being changed at the moment.
4. Have you got acquainted with your immediate superior yet?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. When are the Sellers to deliver the goods?
2. Journalists will not be allowed to speak with the participants of the conference.
3. Your credit terms can't be changed.
4. They had to choose another location for their office.

Х. Перепишите следующие предложения. Подчеркните в них Participle I , Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. The goods arriving at the port were always transported to the clients without delay.
2. They discussed this point when signing the contract.
3. We expect to receive all the materials ordered during the first half of the year.
4. The tournament sponsored by the Sport Committee was held in London.

Вариант 9

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием —s и какую функцию это окончание выполняет) т.е. служит ли оно:

а) показателем 3-го лица единственного числа глагола в Present Indefinite;

б) признаком множественного числа имени существительного;

в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. The engineers of our office learn foreign languages.
2. Mr.Dunn, a British businessman, often comes to the Ukrainian Trade Delegation.
3. We discussed our customer's interest.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. The more trade expands, the better.
2. London underground is the oldest and one of the largest undergrounds in Europe.
3. The customers will get the first lot of goods not later than in June.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. The secretary of our office wrote letters to some foreign companies.
2. We didn't have any business relations with them before.
3. Nobody knew the results of their talks.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. The engineers of the ministry often go to different countries to do business with foreign companies.
2. The final price will depend on the number of computers.
3. I accepted the invitation to visit the British Parliament.

V. Ответьте на вопросы:

1. Do you have an English lesson every day?
2. What do you translate every day?
3. How many languages do the engineers of your office know?
4. Are they tired after their work?
5. Does their work help them to speak English well?

VI. Перепишите и письменно переведите текст.

Washington, D.C.

Washington, D.C. the city on the East Coast was founded in 1791. It was named after the first American President George Washington (1792-99) and the district which encompassed it was named Columbia, after Christopher Columbus. The city is situated on the left bank of the Potomac River, between the states of Maryland and Virginia - a compromise area, between the states of the North and the South. In 1800 Washington, D.C. became the capital of the USA. Today the population of Washington, D.C. is over 3,4 million. In the inner area of D.C., the majority of population is black or Afro-Americans as they are now called, and they are used in the services. Washington, D.C. is the seat of the US Government. All organs of power are situated in the capital city. Washington's government buildings include the White House and the Capitol. The White House, the official home of the US President, was constructed in 1792-1829. The Capitol is the building where the US Congress meets.

Washington, D.C. is a political, administrative, cultural and educational centre of the country. There are several universities in the capital. The Congress library is located here. Washington, D.C. is the centre of political life. The Pentagon is the building where the headquarters of the Department of Defence, the Army, the Navy and the Air Force are located. The Pentagon was built between 1941-1943. It is the largest office building in the world. The Pentagon has more than 17 miles of corridors and a lot of people work there. The cultural life of the city is rich. There are museums and galleries in Washington, D.C. The National Gallery of Art a large museum of painting, sculpture and other art is situated in the capital. It is supported by the US government.

VII. Прочитайте текст и ответьте на вопросы:

1. When was the US capital founded?
2. Who was it named after?
3. What government buildings are located in Washington, D.C?

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. We have considered advantages and disadvantages of partnership.
2. The position of general manager in this company is held by a good economist.
3. We were changing the organizational structure of our company for two weeks.
4. Why did the failure of a new product take place?

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. You will have to reserve accommodations for your manager before his arrival.
2. Were the journalists allowed to speak with the manager after the conference?
3. If she buys too much, she won't be able to carry it herself.
4. They can change the credit terms at any moment.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. The poster attracting my attention advertised road – building machinery.
2. When signing the contract we stressed the importance of using this particular material.
3. They will provide the parts at the prices quoted in their latest offer.
4. Some of the holidays celebrated throughout the USA originated in Europe.

Вариант 10

I. Перепишите следующие предложения. Определите по грамматическим признакам, какой частью речи являются слова, оформленные окончанием –s и какую функцию это окончание выполняет, т. е. служит ли оно:

- а) показателем 3-го лица единственного числа глагола в **Present Indefinite**;
- б) признаком множественного числа имени существительного;
- в) показателем притяжательного падежа имени существительного.

Переведите предложения на русский язык.

1. We sell many goods to different companies.
2. After lunch Mr. Blake usually looks through catalogues or meets customers.
3. This is Mr. Taylor's first visit to Borisov's office.

II. Перепишите следующие предложения, содержащие разные формы сравнения, и переведите их на русский язык.

1. Our company is one of the oldest and largest motor-manufacturing companies in Great Britain.
2. The less people think, the more they talk.
3. Actions speak louder than words.

III. Перепишите и письменно переведите предложения на русский язык, обращая внимание на перевод неопределенных и отрицательных местоимений и их производных.

1. Some years ago he lived in London.
2. No department store in London is as large and expensive as Selfridge's.
3. I don't know anything about English pubs.

IV. Перепишите следующие предложения, определите в них видо-временные формы глаголов и укажите их инфинитив; переведите предложения на русский язык.

1. We watch television for pleasure, but we listen to the radio for information.
2. Business relations between our companies will be of mutual benefit.
3. The company informed us of their new model.

V. Ответьте на вопросы:

1. Do you often read English books or newspapers?
2. What countries do you do business with?
3. What kind of goods do you sell?
4. When do you usually have a holiday?
5. With whom do you usually spend your holiday?

VI. Перепишите и письменно переведите текст.

New York.

The centre of New York is Manhattan Island. In 1626 it was bought from the Indians for a handful of trinkets that cost twenty-four dollars. Today Manhattan is the centre of business and commercial life of the country. Many skyscrapers house banks and offices of American businessmen. Broadway begins here, the Stock Exchange is located here. Very few people live in Manhattan, although the majority work here. Numerous bridges link Manhattan Island with the opposite shores. American travel agencies call New York "the wonder city of the world". It is inhabited by people of almost all nationalities. New York is often called "Modern Babylon". At the turn of the 20-th century a lot of people came to the USA from different countries of the world. They entered the USA through New York "the Gateway of America".

New York is one of the leading manufacturing cities in the world. The most important branches of industry are those, producing paper products, vehicles, glass, chemicals, machinery. The city traffic is very busy. The sea encircles many of the city areas and ships go over or under New York traffic. New York is carefully planned and it is easy for a stranger to find his way there. All the streets, except Broadway run either north and south, or east and west. The Fifth Avenue divides the city into the eastern and western part. Only Broadway, runs diagonally across the city.

VII. Прочитайте текст и письменно ответьте на, вопросы:

1. When was New York founded?
2. What is Manhattan today?
3. Why is New York called "Modern Babylon"?

VIII. Перепишите предложения и определите видо-временную форму и залог глагола-сказуемого. Переведите письменно предложения на русский язык.

1. The shares of IBM company hadn't been bought by last January.
2. They have fired their manager. He was not suitable for the position.
3. Who controls the power of the Prime Minister's Cabinet? – It is controlled by Parliament.
4. The number of countries Ukraine is doing business with is growing from year to year.

IX. Перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Предложения переведите письменно на русский язык.

1. We couldn't go to the plant yesterday because we hadn't completed the tasks by that time.
2. Will he be allowed to buy a computer this year?
3. Specialists will have to research supply and demand before starting to produce the new item.
4. You mustn't pursue unsound price policies.

X. Перепишите следующие предложения. Подчеркните в них Participle I, Participle II. Установите их функцию. Предложения переведите письменно на русский язык.

1. We got in touch with the firm producing computers.
2. They organized the exhibition inviting many businessmen from all over the world.
3. The 1997 European Championship held in Seville was sponsored by SPEEDO.
4. The item indicated in your letter is not for export.

Контрольное задание № 2

Чтобы правильно выполнить задание № 2, необходимо усвоить следующие разделы грамматики английского языка:

1. Грамматические функции слов *that, it, one*.
2. Пассивный залог (The Passive Voice) видовременных форм Indefinite, Continuous, Perfect.
3. Функции глаголов *to be, to have, to do*.
4. Инфинитив, его формы и функции: а) подлежащего, б) составной части сказуемого, в) определения, г) обстоятельства.
5. Бессоюзное подчинение в определительных и дополнительных придаточных предложениях.
6. Сложные формы инфинитива (Passive Infinitive, Perfect Infinitive). Объектный, субъектный инфинитивные обороты.
7. Причастия (Participle I, II). Независимый (самостоятельный) причастный оборот. Герундий.
8. Условные предложения.

Образец выполнения упражнений:

(исходный текст)

It is necessary to use the latest data in research.

(перевод)

Необходимо использовать новейшие данные в исследовательской работе.

Вариант 1

I. Перепишите следующие предложения, определите в каждом из них видо-временную форму и залог глагола-сказуемого. Переведите предложения на русский язык.

1. No agreement has been reached among financial experts.
2. When you are introduced listen carefully to each name.
3. All banknotes will be issued by the Bank of England.
4. This lecturer is being listened to with great interest now.

II. Перепишите предложения, переведите их на русский язык, обращая внимание на разные значения глаголов *to be, to have, to do*.

1. All the corporations are to receive their documents from the authorities.
2. Most corporations are closed corporations.
3. Women do not usually shake hands.
4. You have to come to the language laboratory of the Institute.

III. Перепишите следующие предложения и переведите их на русский язык, обращая внимание на функции инфинитива.

1. To increase the productivity of labor one must use the methods we have described.

2. Market research helps the producer to predict what the people will want.

3. I am sorry to have bothered you.

4. We had a number of problems to solve.

IV. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов *it, that, one*.

1. There are two types of secretaries: company secretaries and private ones.

2. It is necessary to send invitations and replies to invitations.

3. It is correspondence that is an essential part of business.

V. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. The methods we have just described are very effective.

2. The hostel our students live in is not far from here.

VI. Перепишите и письменно переведите текст.

Vocabulary

distribution - сбыт, распределение

storing - storage (synonyms) - складирование, хранение

product planning - разработка новых продуктов

pricing — калькуляция цен

promotion - содействие в продаже

merchandise – товары

traffic – торговля

MARKETING

Marketing includes all the business activities connected with the movement of goods and services from producers to consumers. Sometimes it is called distribution. On the one hand, marketing is made up of such activities as transporting, storing and selling goods and, on the other hand, a series of decisions you make during the process of moving goods from producer to user. Marketing operations include product planning, storage, pricing, promotion, selling, credit, traffic and marketing research.

The ability to recognize early trends is very important. Producers must know why, where, for what purpose the consumers buy. Market research helps the producer to predict what the people will want. And through advertising he attempts to influence the customer to buy. Marketing operations are

very expensive. They take up more than half of the customer's dollar. The trend in the USA has been to high mass consumption. The construction of good shopping centres has made goods available to consumers. It provided a wide range of merchandize and plenty of parking facilities.

VII. Прочитайте и переведите вопрос. Из приведенных вариантов ответа укажите номер предложения, содержащего правильный ответ на поставленный вопрос.

What can you say about the cost of marketing operations?

- a) ... they are not very expensive;
- b) ... they are rather cheap;
- c) ... they are not very cheap;
- d) ... they are very expensive.

VIII. Перепишите и письменно переведите на русский язык следующие предложения.

- 1. I wish him to come as soon as possible.
- 2. This is a fact to be noted.
- 3. The importance of chemistry for all sciences is known to be growing rapidly.

IX. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

- 1. Having done a number of calculations , the scientist proved his theory .
- 2. The new equipment having been installed, the plant could increase its output.
- 3. The experiment made at our laboratory shows the action of catalysts.

X. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

- 1. If you are engaged in this work you will solve this problem .
- 2. If a man were given time he could do much.
- 3. If the computer's electronic memory had recorded all the operator's commands, the picture would have been clear.

XI. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

- 1. Is there any possibility of their finding a suitable building material so soon?
- 2. Nothing could prevent Maria Curie from changing her course

Вариант 2

I. Перепишите следующие предложения, определите в каждом из них видо-временную форму и залог глагола сказуемого. Переведите предложения на русский язык.

1. When men are introduced they generally shake hands.
2. The goods have been made available to consumers.
3. Plenty of parking facilities are being organized now.
4. A series of decisions will be made during the process of moving goods.

II. Перепишите предложения, переведите их на русский язык, обращая внимание на разные значения глаголов to be, to have, to do.

1. Sometimes people are to introduce others to audience.
2. If you forget a person's name do not hesitate to say that.
3. The most important rule for a businessman is to keep his word.
4. Most telegraphed communications have to be confirmed in writing.

III. Перепишите следующие предложения и переведите их на русский язык, обращая внимание на функцию инфинитива.

1. To translate a sentence is to discover its meaning.
2. I am ashamed to have given you so much trouble.
3. There was nothing in the news to startle him.
4. The firm couldn't afford to pay so much.

IV. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов it, that one.

1. Companies make a certain agreement to the satisfaction of both ones.
2. It is the company secretary who is the chief administrative officer.
3. It is known that secretaries use various office equipment.

V. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. The price you have mentioned is not acceptable to us.
2. The only tiling we can do is to give you a discount of 2%.

VI. Перепишите и письменно переведите текст.

VOCABULARY

retailer - розничный торговец

wholesaling — оптовая торговля

to provide channels— обеспечивать системой (сбыта)

indirect channels- непрямая, опосредованная система (сбыта)

complicated channels- сложная система (сбыта)

retailer - розничный торговец

chain movement - движение к объединению

WHOLESALING

Wholesaling is a part of marketing system. It provides channels of distribution which help to bring goods to the market. Generally, indirect channels are used to market manufactured consumer goods. It could be from the manufacturer to the wholesaler, from the retailer to the consumer or through more complicated channels. A direct channel moves goods from the manufacturer or producer to the consumer.

Wholesaling is often a field of small business, but there is a growing chain movement in the western countries. About a quarter of wholesaling units account for the one-third of total sales.

Wholesalers simplify the process of distribution. For example, the average supermarket stocks 5.000 items in groceries alone, a retail druggist can have more than 6.000 items. As a wholesaler handles a large assortment of items from numerous manufacturers he reduces the problem of both manufacturer and retailer. The store keeper does not have to deal directly with thousands of different people. He usually has a well-stocked store and deals with only a few wholesalers.

VII. Прочитайте и переведите вопрос. Из приведенных вариантов ответа укажите номер предложения, содержащего правильный ответ на поставленный вопрос:

How does a wholesaler simplify the process of distribution?

- a) a wholesaler negotiates sales and purchases.
- b) a brings goods to the market.
- c) receives commissions.
- d) handles a large assortment of items from numerous manufacturers.

VIII. Перепишите и письменно переведите на русский язык следующие предложения.

1. This question will be discussed at the conference to be held in Kiev.
2. We expect this young scientist's work to lead to a new discovery.
3. All metals are known to consist of molecules.

IX. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. Having graduated from the Institute they work as engineers.
2. The scientist has made a number of experiments, some of them being very important for our work.
3. The report concerning the latest achievements in economics was made by a professor of our institute.

X. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If the oil supply does not stop, the motor will work efficiently.
2. If you had translated the article, you could have used valuable data in your work.
3. Were I a newspaper man, I should write an article describing these events.

XI. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. What was the reason for his having left our town so suddenly?
2. Do you find any difficulty in solving this problem?

Вариант 3

I. Перепишите следующие предложения, определите в каждом из них видо-временную форму и залог глагола сказуемого. Переведите предложения.

1. Many business letters were connected with establishing business relations.
2. The US dollar is now the most counterfeited currency.
3. Banknotes will be gradually made with security features.
4. These articles have been looked through.

II. Перепишите предложения, переведите их, обращая внимание на разные значения глаголов to be, to have, to do.

1. A visitor is to make an appointment either by telephone or by letters.
2. I do not know which way to go.
3. The offer stated the terms on which the goods were to be paid.
4. This work had to be done last month.

III. Перепишите следующие предложения и переведите их, обращая внимание на функцию инфинитива.

1. To serve as money a commodity should be durable, divisible, portable.
2. The price may be too high to produce a large volume or too low to cover costs.
3. She was the first to come.
4. Here is an article to be typed today.

IV. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов it, that, one.

1. Many officials demand that the Sunday trading rules should be abolished.
2. Limited liability companies are divided into public and private ones.
3. It is known that these companies act under their foreign names.

V. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. I think he has made a mistake in his calculations.
2. Every letter the secretary writes should be laconic, precise, positive.

VI. Перепишите и письменно переведите текст.

VOCABULARY

retailing -розничная продажа

ultimate consumer - конечный потребитель

link - звено, связь

mail-order house - посылторг

vending machine operator - оператор торговых автоматических машин (продающих мелкие товары: газеты, сигареты и т.д.)

discount house – магазин с относительно низкими ценами на товары

single line retailer - розничный торговец, продающий какой-либо один товар

RETAILING

Retailing is selling goods and services to the ultimate consumer. Thus, the retailer is the most expensive link in the chain of distribution. Being middlemen, they make their profit by charging the customer 25 to 100 per cent more than the price they paid for the item.

The retailers operate through stores, mail-order houses, vending machine operators. There are different types of retail stores: department stores, discount houses, cooperatives, single line retailers. The major part (over 95 per cent) of retail establishments concentrate on a single line of merchandise for example, food, hardware, etc. But nowadays there is a trend for many single line stores to take on a greater variety of supplies.

The retailer performs many necessary functions. First, he may provide a convenient location. Second, he often guarantees and services the merchandise he sells. Third, the retailer helps to promote the product through displays, advertising or sales people. Fourth, the retailer can finance the customer by extending credit. Also the retailer stores the goods in his outlet by having goods available.

VII. Прочитайте и переведите вопрос. Из приведенных вариантов ответа укажите номер предложения, содержащего правильный ответ на поставленный вопрос.

What does the major part of retail establishments concentrate on?

It concentrates on ...

- a) ...different types of retail stores.
- b) ...a single line merchandise.
- c) ...many discount houses.

VIII. Перепишите и письменно переведите на русский язык следующие предложения.

1. The metal to be pored into a mold for casting may contract or expand on solidifying.

2. Semiconduition with improved properties are reported to be obtained on a new installation

3. A number of scientists believe the Tunguska explosion to be caused by a meteorite

IX. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. The teacher having asked many questions, a friend of mine had to spend much time to answer them.

2. The information mentioned above is very interesting.

3. Having finished this work he started to solve another problem.

X. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If liquids expand upon freezing, an increase of pressure lowers the freezing point.

2. If the metal had been heated slowly, the first changes in its appearance would have occurred at a temperature of 1000⁰ K.

3. Were you an experienced driver, you would never have such an accident.

XI. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. You must forgive our coming late.

2. He apologized for having stayed so long.

Вариант 4

I. Перепишите следующие предложения, определите в каждом из них них, видо-временную форму и залог сказуемого. Переведите предложения.

1. Overtime is generally paid.

2. The contract will be signed next week.

3. At the Customs house I was asked to open my bag.

4. The goods have been recently delivered.

II. Перепишите предложения, переведите их, обращая внимание на разные значения глаголов to be, to have, to do.

1 I often have to write letters to foreign companies.

2 Mr. Blake was to come at 10, but lie hasn't come yet.

3 All companies are to be registered with the Registrar of companies.

4. Usually Larry doesn't come to his office at 8.

III. Перепишите предложения и переведите их, обращая внимание на функцию инфинитива.

1. To be registered all companies are to deliver a few documents.
2. The central task of the bank in recent years is to control the total amount of money.
- 3 The offer can be accepted by our company.
4. There were some more questions to be discussed.

IV. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов it, that, one.

1. It is the stock Exchange that provides the market place for buyer and seller.
2. It was difficult for me to come to a decision.
3. One is always pleased to meet old friends.

V. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. I thought this was a suitable moment to discuss the problem.
2. The letter we received yesterday is very important.

VI. Перепишите и письменно переведите текст.

VOCABULARY

credit terms - кредитные условия

to pursue unsound price policies - вести неразумную ценообразовательную политику

PRICING

All products and all services have prices. The price depends on different things such as credit terms, delivery, etc. Many businesses pursue unsound price policies for long periods of time and are not aware about it.

Prices can be determined in different ways. For example, the prices on meat, cotton and other agricultural products can be decided in a large central market where forces of supply and demand exist, 'this is pure price competition, 'the prices on industrial products (iron, steel, etc) are usually decided by large companies. As a rule the amount and price of goods sold to large number of buyers is controlled by a few competing sellers. Prices also can be set by the government, usually for different public services - railroads, electricity, manufactured gas, bus services, etc.

If demand increases, prices rise, profits expand and new investment is attracted. But other factors may be involved as well. Prices are related to each other in different ways. Ultimately, everything is related in price, since the consumer can buy and must pay for everything out of a particular, limited amount of money.

VII. Прочитайте и переведите вопрос. Из приведенных вариантов ответа укажите номер предложения, содержащего правильный ответ на поставленный вопрос.

Why is everything related in price?

- a) because everything has price.
- b) because prices can be set by the Government.
- c) because users have a limited amount of money.

VIII. Перепишите и письменно переведите на русский язык следующие предложения

1. The Sun and Stars are proved to be able to produce great quantities of energy by means of certain nuclear reactions.
2. For the experiment we need several devices to be connected.
3. The process to be analyzed is known as ionization.

IX. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. When prepared the solution seemed to be colorless.
2. The engineer engaged in this work could not do anything else.
3. The student being unable to solve this equation, we must show him how to do it.

X. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. You would never get lost in new city provided you took a map of it.
2. If you had answered six questions in the competition, you would have won the first prize.
3. If you go there by plane, you will come in time for the conference

XI. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. Because of its being expensive silver it not widely used in industry.
2. She is against being sent to this region of the country.

Вариант 5

I. Перепишите следующие предложения, определите в каждом из них видовременную форму и залог сказуемого. Переведите предложения.

1. Each student was asked, to check up the figures.
2. For hundreds of years wool had been known as one of the most important exports of Great Britain.
3. The contract will not be signed next week.
4. The customers must be supplied the first lot of the goods not later than June this year.

II. Перепишите предложения и переведите их, обращая внимание на разные значения глаголов: to be, to have, to do.

1. You are to open a letter of Credit after you receive the documents.
2. You have to get all particulars concerning the model.
3. What discount do you expect to get from the company?
4. We are in close touch with the world market.

III. Перепишите предложения и переведите их, обращая внимание на функцию инфинитива.

1. I'm afraid the offer can't be accepted as the price is too high.
2. This question is too complicated to be answered at once.
3. The results to be expected are of great importance.
4. They were glad to have taken part in the research.

IV. Перепишите следующие предложения и переведите их, обращая внимание на различные значения слов it, that, one.

1. Later on she left that factory for another, more interesting one.
2. One never knows what may happen.
3. It was in May when the offer was received.

V. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. To explain the problem the students were interested in the teacher demonstrated some diagrams.
2. I recognized the place I saw some years before.

VI. Перепишите и письменно переведите текст.

VOCABULARY

to charter - учреждать, создавать

to supervise - заведовать, контролировать

merchandise – товары

currency - валюта, деньги

foreign exchange department - отдел обмена валюты

to exchange currency - обменивать валюту

loan - ссуда, заём

borrower – заёмщик

BANKS

Banks are different in different countries. Let's speak about the banks in the United States of America. There, commercial banks are classified into two main groups. First, there are national banks. They are chartered and supervised by the Federal Government. Secondly, there are state banks. They are chartered and supervised by the state in which they are operated. All commercial banks can make loans to borrowers.

Major commercial banks in such cities as Tokyo, Paris, Rio cooperate with each, other. In this way they finance imports and exports between countries.

An importer buys merchandise from another country using the currency of that country. For that purpose he buys this currency from the foreign exchange department of his bank. And in the same way if an exporter receives foreign money from sales to other countries, he sells this currency to his bank. By this method the currency of any country can usually be exchanged.

VII. Прочитайте и переведите вопрос. Из приведенных вариантов ответа укажите номер предложения, содержащего правильный ответ на поставленный вопрос.

What can all commercial banks do?

- a) ... Exchange currency.
- b) ... Supervise the Government.
- c) ... buy currency.
- d) ... make loans to borrowers.

VIII. Перепишите и письменно переведите на русский язык следующие предложения

1. Lasers are known to have found application in medicine.
2. We know the wave theory of light to be first proposed in 1665.
3. All the changes of temperature to be discussed are shown there.

IX. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. Working with machines, sharp tools, motors one must always be careful.
2. Knowledge being the most valuable wealth of our times, the information theory became of great importance.
3. The energy used per second is proportional to the frequency.

X. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If it were necessary to increase the speed of this particular engine, it could be achieved by using a special device.
2. If I know the time of his arrival, I shall meet him at the station.
3. If the gathered date had been presented in time, the results of the experiments would have been different.

XI. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. We were surprised at hearing his name among sportsmen.
2. He didn't remember ever having been in this place before.

Вариант 6

I. Перепишите и письменно переведите на русский язык следующие предложения.

1. The metal to be pored into a mold for casting may contract or expand on solidifying.
2. Semiconduition with improved properties are reported to be obtained on a new installation
3. A number of scientists believe the Tunguska explosion to be caused by a meteorite

II. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. The teacher having asked many questions, a friend of mine had to spend much time to answer them.
2. The information mentioned above is very interesting.
3. Having finished this work he started to solve another problem.

III. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If liquids expand upon freezing, an increase of pressure lowers the freezing point.
2. If the metal had been heated slowly, the first changes in its appearance would have occurred at a temperature of 1000^0 K.
3. Were you an experienced driver, you would never have such an accident.

IV. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. You must forgive our coming late.
2. He apologized for having stayed so long.

V. Перепишите и письменно переведите текст.

VOCABULARY

vacuum tube – электронная лампа

operating current – рабочий ток

ELECTRONICS

To separate electronics from the concepts of electricity is extremely difficult. The field of electricity is generally concerned with magnetism, light, heating and the production of electricity by generators and chemical action.

Electronics usually deals with the application of electricity in communications, in radio, television and other devices where vacuum tubes¹ and transistors are employed. We know the vacuum tube and the transistor to be major components of various electronic devices.

The many disadvantages of vacuum tubes include high cost, bulky construction, high amount of operating current², limited life and high operating temperature. However the vacuum tube is ideal in many situations where electrical energy is readily available and where heat is no problem.

A more recent invention – the transistor – is known to have replaced the vacuum tube in many situations. The transistor operates on a minimum amount of electrical energy, emits very little heat and has a long life. The transistor is tiny compared to the size of the vacuum tube of equivalent energy output. This feature has permitted an electronic circuit to be so small that electronic technician uses magnifying lenses to aid him in his circuit construction and repair.

VI. Ответьте письменно на вопрос.

What helps the electronic technician in his circuit construction?

VII. Перепишите следующие предложения, определите в каждом из них вид, видо-временную форму и залог сказуемого. Переведите предложения.

1. Overtime is generally paid.
2. The contract will be signed next week.
3. At the Customs house I was asked to open my bag.
4. The goods have been recently delivered.

VIII. Перепишите предложения, переведите их, обращая внимание на разные значения глаголов to be, to have, to do.

- 1 I often have to write letters to foreign companies.
- 2 Mr. Blake was to come at 10, but he hasn't come yet.
- 3 All companies are to be registered with the Registrar of companies.
4. Usually Larry doesn't come to his office at 8.

IX. Перепишите предложения и переведите их, обращая внимание на функцию инфинитива.

1. To be registered all companies are to deliver a few documents.
2. The central task of the bank in recent years is to control the total amount of money.
- 3 The offer can be accepted by our company.
4. There were some more questions to be discussed.

X. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов *it, that, one*.

1. It is the stock Exchange that provides the market place for buyer and seller.
2. It was difficult for me to come to a decision.
3. One is always pleased to meet old friends.

XI. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. I thought this was a suitable moment to discuss the problem.
2. The letter we received yesterday is very important.

Вариант 7

I. Перепишите и письменно переведите на русский язык следующие предложения

1. The Sun and Stars are proved to be able to produce great quantities of energy by means of certain nuclear reactions.
2. For the experiment we need several devices to be connected.
3. The process to be analysed is known as ionization.

II. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. When prepared the solution seemed to be colorless.
2. The engineer engaged in this work could not do anything else.
3. The student being unable to solve this equation, we must show him how to do it.

III. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. You would never get lost in new city provided you took a map of it.
2. If you had answered six questions in the competition, you would have won the first prize.
3. If you go there by plane, you will come in time for the conference

IV. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. Because of its being expensive silver it not widely used in industry.
2. She is against being sent to this region of the country.

V. Перепишите и письменно переведите текст.

VOCABULARY:

Crookes tube – трубка Крукса

X-ray film – рентгеновская пленка

X-RAYS

The modern atomic age which we live in began because of an accidental discovery. In 1895 a German scientists named Wilhelm Roentgen discovered the existence of X-rays. Many scientists had studied these rays but no one had discovered that when these cathode rays struck the glass wall of Crookers tube X-rays were created.

Roentgen also revealed that these X-rays could pass through solid matter and expose an X-rays film . This discovery led immediately to the use of X-rays in medicine, a use we are all familiar with.

Although Roentgen discovered the properties of X-rays he did not know what the rays were. He therefore called them X-rays, the X standing for their unknown nature. Today Scientists know X-rays to be electromagnetic radiation of extremely high frequency and therefore of extremely short wave length. X-rays are considered to be produced whenever rapidly moving electrons bombard any solid material. The greater the atomic weight of the material, the more plentiful the X-rays, the greater the speed of the electrons, the higher the frequency of the X-rays.

As mentioned above X-rays were in a wide use for diagnostic purposes in medicine since their discovery. Industrial radiology has been discovered later particularly for inspecting welds and castings in the automobile and airplane industries. Flaws and cracks inside the metal are readily revealed due to the use of X-rays techniques.

VI. Ответьте письменно на вопрос.

Why did Roentgen call the discovered rays X-rays?

VII. Перепишите следующие предложения, определите в каждом из них видовременную форму и залог сказуемого. Переведите предложения.

1. Each student was asked, to check up the figures.
2. For hundreds of years wool had been known as one of the most important exports of Great Britain.
3. The contract will not be signed next week.
4. The customers must be supplied the first lot of the goods not later than June this year.

VIII. Перепишите предложения и переведите их, обращая внимание на разные значения глаголов: to be, to have, to do.

1. You are to open a letter of Credit after you receive the documents.
2. You have to get all particulars concerning the model.
3. What discount do you expect to get from the company?
4. We are in close touch with the world market.

IX. Перепишите предложения и переведите их, обращая внимание на функцию инфинитива.

1. I'm afraid the offer can't be accepted as the price is too high.
2. This question is too complicated to be answered at once.
3. The results to be expected are of great importance.
4. They were glad to have taken part in the research.

X. Перепишите следующие предложения и переведите их, обращая внимание на различные значения слов *it, that, one*.

1. Later on she left that factory for another, more interesting one.
2. One never knows what may happen.
3. It was in May when the offer was received.

XI. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. To explain the problem the students were interested in the teacher demonstrated some diagrams.
2. I recognized the place I saw some years before.

Вариант 8

I. Перепишите и письменно переведите на русский язык следующие предложения

1. Lasers are known to have found application in medicine.
2. We know the wave theory of light to be first proposed in 1665.
3. All the changes of temperature to be discussed are shown there.

II. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. Working with machines, sharp tools, motors one must always be careful.
2. Knowledge being the most valuable wealth of our times, the information theory became of great importance.
3. The energy used per second is proportional to the frequency.

III. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If it were necessary to increase the speed of this particular engine, it could be achieved by using a special device.
2. If I know the time of his arrival, I shall meet him at the station.
3. If the gathered date had been presented in time, the results of the experiments would have been different.

IV. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. We were surprised at hearing his name among sportsmen.
2. He didn't remember ever having been in this place before.

V. Перепишите и письменно переведите текст.

ROBOT TECHNOLOGY

Robots are machines of special type. They are considered to replace man wherever he is to do hard, monotonous or hazardous work. Robots are sophisticated machines. Many of them are fitted with artificial intellect systems, special programming devices and electronic controllers. Their development required the work of specialists in several technical fields, together with specialists in biophysics and physiology.

The idea of robot technology was born in the forties, when the foundations of atomic power engineering – the basis of technological progress – were laid. The materials scientists must deal with are radioactive. Besides, the equipment used in obtaining and studying them is dangerous for man. At the same time work with radioactive substances, assembly and disassembly of atomic reactors, the servicing of machines and devices in radioactive zones require human effort. Remote-controlled equipment helps to solve this problem.

Research into radioactive materials is becoming ever more complicated, new problems arising in atomic power engineering and space technology. This calls for newer manipulators and devices to be handled by an operator.

Our research and design organizations create robots for assembly operations, robots being used today for assembling various electronic circuits.

VI. Ответьте письменно на вопрос.

What problems does remote-controlled equipment help to solve?

VII. Перепишите следующие предложения, определите в каждом из них видо-временную форму и залог глагола-сказуемого. Переведите предложения на русский язык.

1. No agreement has been reached among financial experts.
2. When you are introduced listen carefully to each name.
3. All banknotes will be issued by the Bank of England.
4. This lecturer is being listened to with great interest now.

VIII. Перепишите предложения, переведите их на русский язык, обращая внимание на разные значения глаголов to be, to have, to do.

1. All the corporations are to receive their documents from the authorities.
2. Most corporations are closed corporations.
3. Women do not usually shake hands.
4. You have to come to the language laboratory of the Institute.

IX. Перепишите следующие предложения и переведите их на русский язык, обращая внимание на функции инфинитива.

1. To increase the productivity of labor one must use the methods we have described.
2. Market research helps the producer to predict what the people will want.
3. I am sorry to have bothered you.
4. We had a number of problems to solve.

X. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов it, that, one.

1. There are two types of secretaries: company secretaries and private ones.
2. It is necessary to send invitations and replies to invitations.
3. It is correspondence that is an essential part of business.

XI. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. The methods we have just described are very effective.
2. The hostel our students live in is not far from here.

Вариант 9

I. Перепишите и письменно переведите на русский язык следующие предложения.

1. I wish him to come as soon as possible.
2. This is a fact to be noted.
3. The importance of chemistry for all sciences is known to be growing rapidly.

II. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. Having done a number of calculations, the scientist proved his theory.
2. The new equipment having been installed, the plant could increase its output.
3. The experiment made at our laboratory shows the action of catalysts.

III. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If you are engaged in this work you will solve this problem.
2. If a man were given time he could do much.
3. If the computer's electronic memory had recorded all the operator's commands, the picture would have been clear.

IV. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. Is there any possibility of their finding a suitable building material so soon?
2. Nothing could prevent Maria Curie from changing her course.

V. Перепишите и письменно переведите текст.

WHAT IS ECONOMICS?

Economics was defined by Alfred Marshall, one of the great Victorian economists, as the study of mankind in the everyday business of life. There are other definitions too. But Marshall's definition draws attention to that unique feature of human society: that unlike other animals, man provides for his everyday needs by means of a complex pattern of production, distribution and exchange. This everyday business of providing the means of life is called by the general term "economy". Economics is the study of economies.

The science of economics is based upon the facts of our everyday lives. Economists study our everyday lives and the general life of our communities in order to understand the whole economic system of which we are part. They try to describe the facts of the economy in which we live, and to explain how it all works. The economist's methods should of course be strictly objective and scientific.

We need food, clothes and shelter. We probably would not go to work if we could satisfy these basic needs without working. But even when we have satisfied such basic needs, we may still want other things. Our lives might be more enjoyable if we had such things as radios, books and toys for the children. Human beings certainly have a wide and very complex range of wants.

VI. Ответьте письменно на вопрос.

How does a man provide for his everyday needs?

VII. Перепишите следующие предложения, определите в каждом из них видо-временную форму и залог глагола сказуемого. Переведите предложения на русский язык.

1. When men are introduced they generally shake hands.
2. The goods have been made available to consumers.
3. Plenty of parking facilities are being organized now.
4. A series of decisions will be made during the process of moving goods.

VIII. Перепишите предложения, переведите их на русский язык, обращая внимание на разные значения глаголов to be, to have, to do.

1. Sometimes people are to introduce others to audience.
2. If you forget a person's name do not hesitate to say that.
3. The most important rule for a businessman is to keep his word.
4. Most telegraphed communications have to be confirmed in writing.

IX. Перепишите следующие предложения и переведите их на русский язык, обращая внимание на функцию инфинитива.

1. To translate a sentence is to discover its meaning.
2. I am ashamed to have given you so much trouble.
3. There was nothing in the news to startle him.
4. The firm couldn't afford to pay so much.

X. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов *it, that one*.

1. Companies make a certain agreement to the satisfaction of both ones.
2. It is the company secretary who is the chief administrative officer.
3. It is known that secretaries use various office equipment.

XI. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. The price you have mentioned is not acceptable to us.
2. The only thing we can do is to give you a discount of 2%.

Вариант 10

I. Перепишите и письменно переведите на русский язык следующие предложения.

1. This question will be discussed at the conference to be held in Kiev.
2. We expect this young scientist's work to lead to a new discovery.
3. All metals are known to consist of molecules.

II. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод зависимого и независимого причастных оборотов.

1. Having graduated from the Institute they work as engineers.
2. The scientist has made a number of experiments, some of them being very important for our work.
3. The report concerning the latest achievements in economics was made by a professor of our institute.

III. Перепишите и письменно переведите следующие предложения, обращая внимание на перевод условных предложений.

1. If the oil supply does not stop, the motor will work efficiently.
2. If you had translated the article, you could have used valuable data in your work.
3. Were I a newspaper man, I should write an article describing these events.

IV. Перепишите и письменно переведите следующие предложения содержащие герундий или герундиальный оборот.

1. What was the reason for his having left our town so suddenly?
2. Do you find any difficulty in solving this problem?

V. Перепишите и письменно переведите текст.

ECONOMIC PLANNING

All of us plan. Consumers have to decide what to do with their incomes; producers have to make a whole series of decisions on what to produce, and how and where. These decisions add up to a plan. It is no use objecting that most of the decisions are taken at random, that they are not properly co-ordinated, that they are improvisations, not plans. The same objections could be urged against almost any form of economic planning that ever has existed or could exist in this uncertain world of ours. Naturally some of us are better planners than others.

Some of us have more self-control that is required in order to pursue a consistent line of action. But if things go wrong, if we have to change our objective or our expectation, we are just "bad planner". The State also plans; and as the State is just a collection of men sitting in government offices, its plans are subject to much the same limitations as these of the private citizens. It can foresee the future and shape its course accordingly.

VI. Ответьте письменно на вопрос.

Why are state plans subject to many limitations?

VII. Перепишите следующие предложения, определите в каждом из них видо-временную форму и залог глагола сказуемого. Переведите предложения.

1. Many business letters were connected with establishing business relations.
2. The US dollar is now the most counterfeited currency.
3. Banknotes will be gradually made with security features.
4. These articles have been looked through.

VIII. Перепишите предложения, переведите их, обращая внимание на разные значения глаголов to be, to have, to do.

1. A visitor is to make an appointment either by telephone or by letters.
2. I do not know which way to go.
3. The offer stated the terms on which the goods were to be paid.
4. This work had to be done last month.

IX. Перепишите следующие предложения и переведите их, обращая внимание на функцию инфинитива.

1. To serve as money a commodity should be durable, divisible, portable.
2. The price may be too high to produce a large volume or too low to cover costs.
3. She was the first to come.
4. Here is an article to be typed today.

X. Перепишите следующие предложения и переведите их, обращая внимание на разные значения слов *it, that, one*.

1. Many officials demand that the Sunday trading rules should be abolished.
2. Limited liability companies are divided into public and private ones.
3. It is known that these companies act under their foreign names.

XI. Перепишите и переведите предложения, обращая внимание на бессоюзное подчинение.

1. I think he has made a mistake in his calculations.
2. Every letter the secretary writes should be laconic, precise, positive.

Навчальне видання

АНГЛІЙСЬКА МОВА

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вищих навчальних закладів
немовних спеціальностей

(Російською мовою)

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