

Документ подписан простой электронной подписью

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Дата подписания: 26.03.2023 22:38:36

Уникальный программный ключ:

381fbe5f0c4ccc6e500e8bc981c25bb218288e83

**МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ
РОССИЙСКОЙ ФЕДЕРАЦИИ**

**Индустриальный институт (филиал)
федерального государственного бюджетного образовательного учреждения
высшего образования «Югорский государственный университет»
(ИндИ (филиал) ФГБОУ ВО «ЮГУ»)**

**ИНОСТРАННЫЙ ЯЗЫК
СБОРНИК ПРАКТИЧЕСКИХ ЗАДАНИЙ (ЧАСТЬ 1)**

для обучающихся 2 курсов

по специальности

**15.02.01 Монтаж и техническая эксплуатация промышленного оборудования
(по отраслям)**

Нефтеюганск


2021

Согласовано
Предметной (цикловой)
комиссией ОГиСЭД

Утверждена
Заседанием методсовета

Протокол № 1 от 09.09 2021г.

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Протокол № 1 от 16.09 2021г.

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СОДЕРЖАНИЕ

Пояснительная записка	4
Раздел 1. Великобритания	5
Тема 1.1. Образование в Великобритании	5
Тема 1.2 Британские университеты	12
Тема 1.3. Английские писатели	17
Тема 1.4. Известные английские ученые	21
Раздел 2. Письма, анкеты	25
Тема 2.1. Личное письмо	25
Тема 2.2. Деловое письмо	28
Тема 2.3. Составление анкет, резюме	32
Список рекомендованной литературы	35

ПОЯСНИТЕЛЬНАЯ ЗАПИСКА

Настоящий сборник практических заданий предназначен для организации практических занятий для обучающихся 2 курсов по специальности 15.02.01 «Монтаж и техническая эксплуатация промышленного оборудования (по отраслям)» на занятиях учебной дисциплины «Иностранный язык».

В данном сборнике представлены задания по темам, изучаемым в III семестре. Задания разработаны в соответствии с рабочей программой по учебной дисциплине Иностранный язык и направлены на развитие и совершенствование практических коммуникативных компетенций, обеспечивающих общение в наиболее типичных повседневных ситуациях. Практические задания в сборнике разбиты по темам и расположены по принципу "от простого к сложному". Разнообразные виды упражнений помогут расширить и активизировать лексический материал, развить коммуникативные умения в четырех видах речевой деятельности (чтение, аудирование, говорение и письмо), развить навыки перевода текстов, а также способствовать развитию интереса обучающихся к изучению иностранного языка.

Раздел 1. Великобритания
Тема 1.1. Образование в Великобритании

Лексические единицы по теме

education – образование, воспитание
compulsory – обязательный
secondary – средний
higher- высший
private – частный
state – государственный
free – бесплатный
to educate – давать образование
be educated at – обучаться
to attend – посещать
a boarding school – закрытая школа, интернат
discipline- дисциплина
voluntary – добровольный
a nursery school – детский сад
an assessment test –
comprehensive – общеобразовательный
GCSE (General Certificate of Secondary Education) – аттестат об общем среднем образовании
Sixth form College- 6 ой класс колледжа
Advanced Level – продвинутый уровень
primary- начальная

Exercise 1. Прочитать текст и перевести его на русский язык:

Education in Great Britain

In Great Britain children start going to school when they are 5 and continue studying until they are 16 or older. Compulsory education begins at the age of 5 when children go to primary school. Primary education lasts for 6 years. First they attend infant school from five to seven.

In infant school children don't have real classes. They get acquainted with the classroom, desks, play and learn through playing. They learn numbers and how to add them.

When the children are seven they go to junior school which they attend until eleven. Boys and girls study at junior school for four years. There they have classes, read and write, do mathematics. Then they go to secondary school.

At secondary school pupils study English, Mathematics, Science, Geography, History, Art, Music, Foreign languages and Physical training (PT).

There are some types of secondary school in Great Britain. They are grammar schools, modern schools and comprehensive. One can attend modern school but students of a modern school don't learn foreign languages.

If they go to grammar school they will have a good secondary education. This type of school is the most popular in England. At secondary school pupils study English, Mathematics, Science, Geography, History, Art, Music, Foreign languages and Physical training (PT). English, Math, Science are called "core" subjects. Pupils take examinations in the core subjects at the age of 7, 11 and 14.

There are some private schools in England. Boys and girls do not study together at these schools. The sons and daughters of aristocracy go to these schools. Their parents pay much money for the education in private schools. The teachers of these schools pay personal attention to each pupil.

It may be strange for you to know that English pupils have school uniform. It is an old tradition in the country. A boy's uniform consists of a special suit, a special cap, a tie and a blazer. A girl's uniform consists of a hat, a coat, a skirt and a blouse. As usual their uniform is dark.

As you have just read British education has many different faces but one purpose. Its purpose to develop pupils' abilities and prepare them for life in the modern world.

Exercise 2. Ответить на вопросы:

1. When do children start to go to school in Great Britain?
2. When compulsory education does begin?
3. How long does primary education last?
4. What do children do in infant school?
5. When do children go to junior school?
6. How long do they study at junior school?
7. What do pupils study at secondary school?
8. What are the types of secondary school in Great Britain?
9. What are the types of secondary school will you choose if you live in England? And why?
10. What are the "core" subjects?
11. Who goes to private schools?

Exercise 3. Просмотреть видеофильм «Schools in Britain» и выполнить задания.

- 1) Заполнить таблицу, используя данные цифры и слова: training/ 70/primary/university/ secondary/ certificate/ 17/advanced/ 20/ 5/ 16

Age	Education
	100% of students go to ---- school.
	100% of students go to ----- school.
	At the age of 16, in England, they take GCSE examinations (General ----- of Secondary Education)
	----% of students continue at school. At 18 they take A – levels (----- level examinations)
	20% of 18 – year – olds go to ----- .
	Another ---- % of 18- year- olds go on to other kinds of education and ----- .

- 2) *Выбрать правильный ответ:*

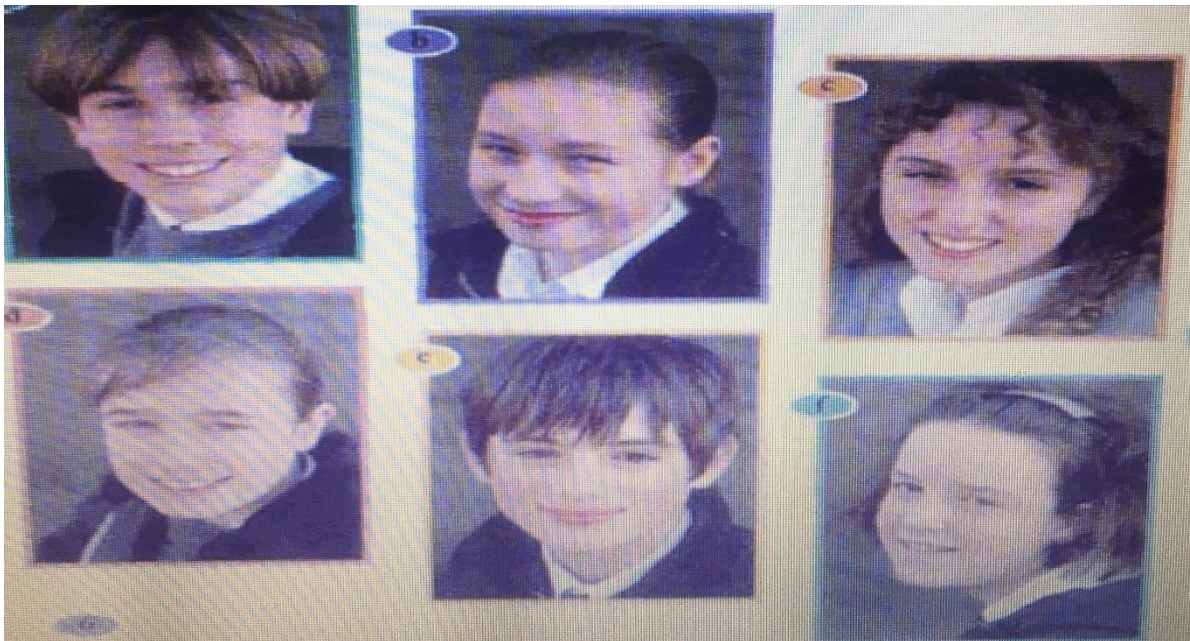
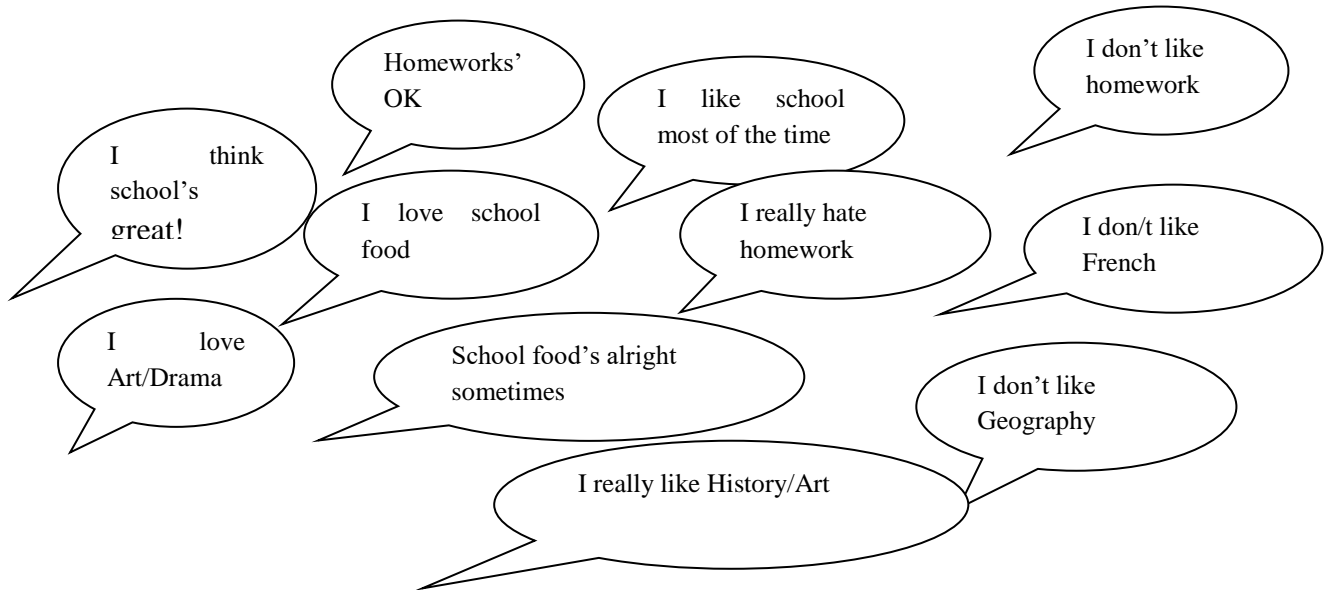
1. Students have a break of ... (an hour/ half an hour) for lunch.
2. (Most /Some) ... students bring sandwiches for lunch.
3. School finishes at ... (4/5) o'clock.
4. Students also play ... (rugby / chess).

- 3) *Заполнить таблицу данными утверждениям:*

Eaton is one of them
 The parents pay for these.
 8% of British schools.
 The government pay for these.
 92% British schools
 Some of these are boarding schools.

State Schools	Independent Schools

4) Соотнести фразы с фотографиями обучающихся:



Exercise 4. Выбрать, подходящее по смыслу, слово. Перевести предложения на РЯ:

1. Students in England and Wales are expected to pay money towards their tuition **fees** / **fares** / **prices** (in Scotland they are free).

2. A BA is one of the types of degree that students work towards at university. BA stands for
3. A student at university for the first time is called a / an **graduate / undergraduate / pre-graduate**.
4. After leaving school, and before going to university, many young people take a / an **gap / space / open** year (= a year out of education) in order to get work experience, earn money or travel.
5. Students who need help paying for their university course can apply for a government **lend / loan / lease**.
6. Because so many students find exams stressful, many universities combine exam results with a process of **continuing / continual / continuous** assessment in order to grade their students at the end of a course of study their course.
7. Students apply for a place at university in January or February, and **encroachment / entrapment / enrolment** usually takes place in September.
8. A talk given to a class of students at university is known as a **lesson / lecture / lectern**.
9. A meeting of a small group of university students to discuss a subject with a teacher is called a **semester / semolina / seminar**.
10. Some students in exceptional circumstances might receive a **grant / grunt / gaunt** to help pay for
11. A / an **ante-graduate / postgraduate / graduate-plus** is someone who is studying after receiving a first university degree.
12. A teaching session between a teacher and one or more students at university is called a **tutorial / tutelage / tutor**.

Exercise 5. Заполнить пропуски в предложениях данными словами. Перевести их на РЯ:

1. nursery 2. state 3. co-educational 4. primary 5. secondary 6. uniform 7. voluntary 8. public
9. home-school 10. religious 11. careers 12. further 13. higher 14. GCSE (= *General Certificate of Secondary Education*) 15. Languages 16. A-Levels (*A = Advanced*) 17. prosecuted 18. compulsory 19. National Curriculum

1. 3At the age of 16, most children in England and Wales take their ...examinations before
2. The answer to number 12 above should not be confused with ...education, which is
3. When they are 16 or 17, many young people go to their local college to continue with their education or learn a skill. This is known as ... education, and is free for people up to the age of 19.
4. All children receive ...advice from their schools from the age of 14.
5. All schools have to run ...education classes, but parents can withdraw their children from these classes if they want.
6. All schools ask parents to sign a 'contract' known as a ...-... agreement, in which both
7. Independent schools are privately run, but are often confusingly called ...schools.
8. Schools often ask parents to make ...contributions for school activities, but children will not be excluded from these activities if the parents cannot or will not make these payments
9. Although education is free, parents are expected to pay for their child's school ... and sportswear.
10. Between the ages of 11 and 16, 17 or 18, children go to ... school.
11. Between the ages of 5 and 11, children go to ... school.
12. Most schools in the UK are ...-..., which means that girls and boys are educated together
13. Most schools in the UK are ... schools: they are supported with money from the government and provide free education for children. Education at a university or at a college of a similar level.
14. Many children begin their educational development at a ... school (also called a

kindergarten) from the age of either leaving school or continuing with their education.

15. People who want to develop and improve their English can join an ESOL course at a local college. ESOL is an abbreviation for *English for Speakers of Other ...*

16. Students who continue with their secondary education until they are 18 take exams called ...-...: they will normally need these to get into university.

17. If parents fail to ensure their children go to school, they could be In extreme cases, this might involve a prison sentence.

18. Education is free and ... for all children between the ages of 5 and 16.

19. State schools have to follow the, which covers such subjects as English, mathematics, science, history, geography, foreign languages, etc.

Exercise 6. Прочитать текст и выполнить тест:

State Education in the UK

In the UK schooling is voluntary under the age of 5. It means that parents may decide whether to take their children to nursery schools (*kindergartens*) or not. From 5 to 16 school education becomes compulsory and free for state school pupils. During this time schoolchildren complete their primary (5–11) and secondary (11–16) education. Sixteen-year-olds may start work, remain at school or go to Further Education Colleges where they are taught some skills together with school subjects.

All school-leavers take exams for the General Certificate of Secondary Education (GCSE). Those who are aiming at entering universities usually stay at school for another two years doing 3–4 subjects, after which they sit another set of exams called A Level (Advanced Level examinations). By this time, they already know what universities they want to apply to and what their preferences are. In their turn universities get information about the applicants (including their examination results) and choose their will-be students.

Most of British university courses last three years and students typically do one or two major subjects. It is common practice for students to attend universities situated a long distance from their family homes and live on campus. To pay their tuition and living costs students usually borrow money from banks but there is also a system of scholarships, that is money given to the brightest school leavers to be spent on their university education. A lot of students do some jobs to earn extra money.

At the end of their university course students get the so-called bachelor's degree. If they want to continue their education, they can study further and take their master's degree. Then there is research-based postgraduate study leading them to the degree of Doctor of Philosophy.

- 1) In the UK children may go to school before they turn 5 years old.
 - a) must
 - b) must not
 - c) may
 - d) may not
- 2) Everyone in the UK is supposed to spend 16 years at school.
 - a) 5
 - b) 11
 - c) 16
 - d) 18
- 3) Among the GCSE exams there are two compulsory subjects.
 - a) optional subjects
 - b) exams of student's choice
 - c) compulsory subjects
 - d) voluntarily taken exams
- 4) Every school-leaver in the UK can enter any university which is prepared to have them except Cambridge and Oxford.
 - a) can enter any university they like
 - b) can enter a certain number of universities
 - c) can enter among all the universities of the country

- d) can enter any university which is prepared to have them except Cambridge and Oxford
- 5) Good pupils in the UK have a chance to get a university education without borrowing money
 - a) have a chance to get a university education without borrowing money
 - b) find it easy to get a university education
 - c) don't pay their tuition
 - d) don't pay their living costs in British universities
- 6) In the UK there is a tendency for students not to go to universities situated close to where they live.
 - a) to choose universities close to their home places
 - b) to go to universities located in their home towns
 - c) not to go to universities situated close to where they live
 - d) not to go to universities which are far from their homes
- 7) In the UK to become Doctor of Philosophy one has to get a bachelor's degree and a master's degree successively.
 - a) to study philosophy
 - b) to have a bachelor's degree
 - c) to have a master's degree
 - d) to get a bachelor's degree and a master's degree successively

Exercise 7. Прочитать тексты (1-5) и сопоставить их с их названиями (a-f). Существует одно название, которое не нужно использовать. Перевести на РЯ:

- a) Schools for rich people.
 - b) School for boys.
 - c) The history of public schools.
 - d) Living and studying.
 - e) The famous school.
 - f) Schools in Great Britain.
- 1) The school system in the UK may seem rather confusing for people from other countries. There are two types of schools in the UK. Most of them are state schools where education is free. But there are also private schools where you have to pay. Such schools are often very expensive. It may seem strange, but private schools in Britain are called public.
 - 2) A long time ago when education was a privilege of the rich, the only schools where poor people could go got the money from charity (благотворительные) organizations. As it was public money, the schools for the poor were called public schools. Some of these public schools were very successful and later they became expensive private schools for rich people. But the conservative British continued to call them public schools.
 - 3) Harrow School was founded in 1572 as a public school for the children of poor families but very soon became one of the most prestigious private schools in the country. It is known that Winston Churchill and six other Prime Ministers of Great Britain and the poet Lord Byron attended this school.
 - 4) Harrow is an all-boys school with 800 pupils. It has nineteen boarding houses. A boarding house is a building where pupils sleep and rest. Each boy has a separate bedroom or shares a room with another boy. The teachers also have their own rooms to stay in the school all the time and make sure that the students get a lot of evening and weekend activities.
 - 5) The first thing you need to have is money as studying at some public schools costs up to 20,000 pounds a year. There are also grants for bright pupils from poor families but the places are few and the competition is very strong. It's not surprising that only six percent of the people in the UK can study at public schools

Exercise 8. Прослушать тексты о типах школ в Великобритании (comprehensive, technical, modern, grammar and public) и определить, о каком типе школ говорится в каждом тексте.

1. These schools are schools, which take children of all abilities. So there are no entrance examinations. Almost all secondary school pupils (90 per cent) go there.
2. These schools give secondary education of a very high standard. Entrance is based on the test of ability, usually at 11.
3. These schools don't prepare pupils for universities. Education in such schools gives good prospects for practical jobs.
4. These schools are free from state control. They are independent. Most of them are boarding schools. The education is of a high quality, the discipline is very strict. Parents pay much money for the education of their children.

Exercise 9. Сравнить системы образования в Великобритании и России по следующим критериям :

- school age
- stages of school education
- subjects pupils do at school
- examinations taken at school
- preparing for university education
- entering university
- paying tuition and living costs at university
- stages of higher education

Exercise 10. Составить диалог между учеником из России и учеником из Великобритании, говорящих о двух системах образования.

Диалог образец

A: As far as I understand, our systems of education have much in common.

B: It's true. Take the number of years we spend at school.

A: Yes, these numbers are the same. In addition, we all pass the state final exams.

B: Ofcourse. However, our education systems have many differences at the same time.

A: Oh, I don't know about them. Tell me more about them.

B: For example, there are many various types of schools in the UK: boarding schools, schools for boys, schools for girls, mixed, full-school and so on. There is no such variety in Russia.

A: You're right. Russian education consists of primary, lower secondary and upper secondary education.

B: Yeah, exactly. It was really nice talking to you, but I have to go

Тема 1.2. Британские университеты

Лексические единицы по теме

High-school diploma – школьный аттестат
Graduation ceremony – выпускной экзамен
Bachelor of Science – бакалавр естественных наук
Bachelor of Art – бакалавр гуманитарных наук
Master of Art – магистр искусств
Master of Science – магистр естественных наук
Doctor of Philosophy - доктор философии
Undergraduate student – студент 1-4 курсов
Graduate student – студент 5-6 курсов

Exercise 1. Заполнить пропуски в предложениях. Перевести их на РЯ:

- a) primary school d) Polytechnic
b) public school e) comprehensive school
c) secondary school f) university

1. This is an institution of higher education which specializes in preparing students for particular jobs in science, industry, etc. _____
2. This is a school which is not supported by government money and where parents have to pay for their children's education. _____
3. This is the school a child attends from the age of 5 to the age of 11. _____
4. This is a school which is run by the government and where education is free. It is the most common type of state secondary school where pupils of all abilities and backgrounds are taught together. _____
5. This is an institution where students study for degrees. Academic research is done there, too.
6. This is the school a child attends after the age of 11 and until he or she is 16 or 18.

Exercise 3. Прочитать текст, перевести на РЯ:

University education in Great Britain

There are 46 universities in Britain. But not all universities are equal. They differ from one another in history, tradition, academic organisation. Not all British universities are backed by a well-known reputation.

Oxford and Cambridge, the oldest universities are world-known for their academic excellence. The University of London has the size and breadth to rank among the UK's top universities.

A university usually consists of colleges. The departments of the colleges are organized into faculties.

University teaching in the UK differs greatly at both undergraduate and postgraduate levels from that in many other countries.

An undergraduate program consists of a series of lectures, seminars, tutorials and laboratory classes which in total account for about 15 hours per week. Following a particular program students take series of lecture courses which may last one academic term or the whole year. Associated with each lecture course are seminars, tutorials, laboratory classes which illustrate the topics presented in the lectures.

Lectures are given to large groups of students (from 20 to 200). Seminars and tutorials are much smaller than lecture classes and in some departments can be on a one-to-one basis (one member of staff and one student).

Students prepare work in advance for seminars and tutorials. And this can take the form of researching a topic for discussion by writing essays or by solving problems.

Lectures, seminars and tutorials are all one hour in length, laboratory classes last two or three hours. Much emphasis is put on the private study nature of a UK degree. Each student has a tutor whom he can consult on any matter whether academic or personal.

The academic year is split into three terms. Formal teaching takes place in the first two terms which last for twenty four weeks in total. The third term is reserved for classes and examinations and lasts for six weeks.

Universities teach in all major subject areas: arts, science, law, engineering, medicine, social sciences.

University staff is at the foreground of knowledge in their subject. The teaching encourages students to learn in the most effective way.

University degree courses extend from three to four years. After three years of study a university graduate will leave with the Degree of Bachelor of Arts or Science. He can continue to take his Master's Degree and then the Doctor's Degree.

Exercise 3. Ответить на вопросы:

1. How many universities and colleges are there in Britain?
2. What degrees do students get after graduating from the university?
3. How many foreign students are getting education in Britain?
4. What level do universities require from applicants?
5. When were Oxford and Cambridge founded?
6. What's the difference between "Redbricks" and "Whitebricks"?
7. What's the best purpose of the universities in Britain?
8. What does "tutorial system" mean?
9. What activities does the University of Oxford organize?
10. What is the oldest and the most famous library in British Universities?

Exercise 4. Прочитать тексты о Британских университетах и заполнить таблицу:

University	The time of creation	Number of colleges	The name of the first college	Famous graduates
Oxford				
Cambridge				

Oxford

Oxford University was created in the first years of the thirteenth century when students expelled from the Sorbonne in Paris came to Oxford city monasteries to study. Like Cambridge, Oxford University is a group of independent colleges. There are now 34. The church used to dominate Oxford, and until the nineteenth century all dons (university teachers) had to remain unmarried.

Merton College and New College. For centuries the title of Oxford's oldest college has been claimed by Merton. It received its first students in 1270. The college remained by far the largest and grandest in Oxford until New College was founded in 1379. To ensure that the students had a thorough early education New College was linked to a grammar school, now Winchester College, from which it took all its students. To this day New College is internationally known for its choir.

Christ Church is Oxford's grandest college. Its chapel is Oxford Cathedral. The choir is world famous. King Henry VIII created Christ Church, uniting the college with the cathedral in a single foundation (1546). The gateway in the form of a domed tower was built by Sir Christopher Wren. Lewis Carroll (Charles Dodgson) taught mathematics at Christ Church. The story which he told Dean Liddel's daughter Alice and her two sisters became Alice in Wonderland. 18 Prime Ministers were graduates from Christ Church.

Cambridge

Cambridge University consists of a group of 32 independent colleges. The first students came to the city in 1209 and studied in the schools of the cathedral and monasteries. The first college, Peterhouse, opened in 1281. At that time colleges were places for the students to live and they went to study at a single school in the city. Over the years, the colleges became independent and provided their own places to study. Today Cambridge is famous for the quality of its scientific research.

King's College was founded by Henry VII in 1441. Scholars from the school he founded at Eton a year before had their university education in his college at Cambridge. Currently, members of the college come from every kind of school and widely varying backgrounds.

King's College Chapel is simply the grandest and most beautiful building in Cambridge. Stone, wood and glass combine with music to provide an unforgettable experience under Rubens' Adoration of the Magi.

Emmanuel. The many men who emigrated to the New World included 35 educated at Emmanuel — more than from any other Cambridge college. Among them was John Harvard. He emigrated in 1637 and at his death (1638) left half his estate and his library to a college to be established at New Town (later named Cambridge in memory of the University that had educated so many of the early immigrants) — the

future Harvard University. A memorial plaque to John Harvard, presented by members of Harvard University, can be seen in Emmanuel chapel.

Trinity College, a combination of intellectual distinction, architectural splendour and immense wealth, gives Trinity preeminence amongst the colleges of Cambridge. In 1546 Henry VIII united two colleges to create a new college that would rival Christ Church in Oxford. Trinity College is the largest in the Oxbridge. Many of the leading intellectuals including some twenty-eight Nobel prizewinners were educated here.

The books in the Wren Library are the College collection as it was in 1820 with a small number of later additions. One of the newest is the original manuscript of A.A.Milne's Winnie-the-Pooh.

Exercise 5. Составить 10 вопросов к текстам с Exercise 4.

Exercise 6. Прочитать текст. Определите, какие утверждения являются верными (True), а какие – неверными (False):

Oxford and Cambridge are the most prestigious universities in the English-speaking world. You never say Cambridge and Oxford; Oxford always comes first. They are often called Oxbridge.

Oxford is one of the oldest universities in Europe. It is situated at a distance of 100 km from London. Most colleges are made of grey stone. They have stood there for many centuries. The first of its colleges was founded in 1249. Now there are 27 colleges for men, five for women and another five which have both ones. Perhaps the most famous colleges are Christ Church,

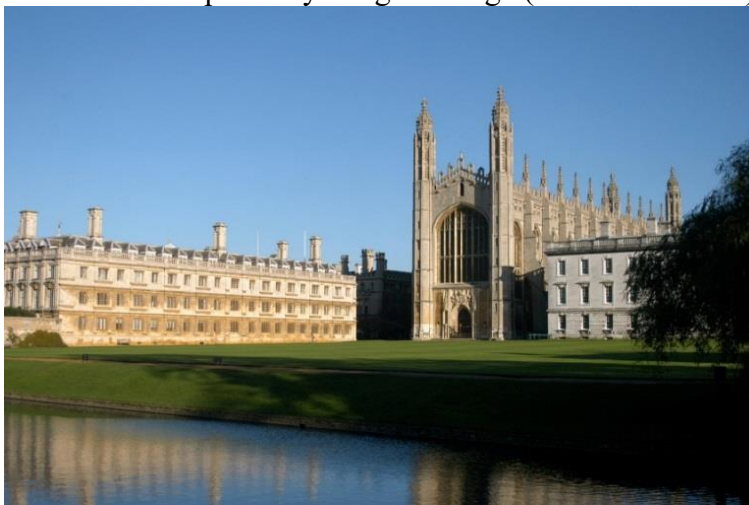
University College and All Souls. A characteristic feature of Oxford is that many traditions of



of Oxford is that many traditions of the Middle Ages are still current there. One of them is that the students have to wear gowns.

Cambridge is situated at a distance of seventy miles from London. It is one of the most beautiful towns in England and looks more like a country town. The Cambridge University started during the 13th century (1284) has more than 30 colleges. The oldest college in Cambridge is Peterhouse, which was founded in 1284. The most famous is probably King's college (founded in 1441) because of its magnificent chapel and English fifteen-century architecture.

most famous is probably King's college (founded in 1441) because of its magnificent chapel and English fifteen-century architecture.



Since the year of 1970 most colleges of Cambridge are mixed. A lot of famous people studied at Cambridge. They are Sir Isaac Newton, Oliver Cromwell, John Milton and Sir Charles Darwin. In Trinity College, which is a very famous, there is a statue of Sir Isaac Newton, the greatest scientist in the world.

Oxford and Cambridge are the most prestigious universities in Europe.

1. Oxford and Cambridge are often called Oxbridge.
2. They are situated not far from London.
3. The first of colleges in Cambridge was founded in 1249.
4. The most famous college in Oxford is King's college.
5. Oxford and Cambridge have many old traditions.
6. Many famous people were educated there.
7. Sir Isaac Newton was educated at Oxford.
8. Cambridge has 39 colleges.
9. Colleges are made of grey stone.

Exercise 7. Прочитайте тексты (1-6) о старейших университетах Великобритании и сопоставьте их с утверждениями (a—g). Одно утверждение лишнее:

- a) The text says that this university educates students in subjects referring both to the past and the present.
- b) The text says that this university educates scientists and authors better than any other in the country.
- c) The text says that this university appeared in the middle of the 15th century.
- d) The text says that the library of this university has no rivals in a certain part of the UK.
- e) The text says that at this university only 2 students out of three are British citizens.

- f) The text says that this university's graduate made his alma mater a generous gift.
- g) The text says that this university was reorganized

The University of Cambridge

1. The University of Cambridge is proud of its museum. The museum was founded by Richard, seventh Viscount Fitzwilliam of Merrion in 1816 and is called after him. The founder presented his famous art collection and library to the University (where he had taken his degree nearly fifty years earlier). He also gave the University ? 100, 000 to provide a building for his collection. Many of the best paintings we can see in the Fitzwilliam Museum used to belong to this outstanding man.

The University of Oxford

2. Oxford is the oldest university in the English-speaking world. There is no clear date of its foundation, but we know for a fact that teaching existed at Oxford in some form in 1096 and developed fast from 1167 when Henry II banned English students from attending the University of Paris. In 1878 Oxford opened its doors for women. Nowadays the university's student population is over 20, 000. It consists of students from more than a hundred and forty countries and territories. Over a third comes from outside the UK.

The University of Aberdeen

3. The University of Aberdeen is one of the ancient universities. It was founded in Old Aberdeen, Scotland. It is the fifth oldest university in what is now the United Kingdom. It started as King's College in February 1495, but in April 1593 the second university, Marischal College, was founded in the city. It was highly unusual at the time to have two universities in one place. In 1860 the two colleges were finally united into the University of Aberdeen.

The University of St Andrews

4. St Andrews is Scotland's first university and third oldest in the English-speaking world. It was founded in 1413. Over six centuries it has established reputation as one of centres for teaching and research. The academic schools and departments of the university include: Art, History, Biology, Chemistry, Classical Studies, Ancient History, Greek, Latin, Economic & Finance, Computer Studies, English, Geography and Geostudies, Modern Languages and many others.

The University of Edinburgh

5. The University of Edinburgh was founded in 1583. It has the largest library in Scotland that includes more than a million books, about 600, 000 electronic books and 20, 000 e-journals. It has 20 laboratories. Many of its graduates are well known all over the world. Some of them are Charles Darwin, a scientist, Sir Arthur Conan Doyle, a writer, Joseph Black, a chemist.

The University of Glasgow

6. The University of Glasgow is located in the west end of the city. This university was founded in 1451 and is the fourth oldest university in the United Kingdom. It is also one of the country's most prestigious. Its library is one of the oldest in Europe and has about 2 million volumes. The University has about 16 thousand students, 2, 000 of which are from abroad.

Тема 1.3. Английские писатели

Exercise 1. Прочитать текст и перевести на РЯ:

William Shakespeare
(1564-1616)

Shakespeare is the greatest of all playwrights and poets of all times. The last half of the 16th and the beginning of the 17th centuries are known as the golden age of English literature. Sometimes it is called «the age of Shakespeare».

William Shakespeare was born on the 23rd of April 1564, in Stratford-on-Avon and he died also this date, April 23, 1616. At the age of 6 he was sent to school, but had to leave it at the age of 13 and never went to school again. His father who couldn't even write was a glove-maker. William helped him in his trade. His mother was the farmer's daughter.

At the age of 18, he married Anne Hathaway. Ann was 8 years older than her husband and their marriage wasn't happy. They had 3 children.

At that time actors and actresses visited Stratford-on-Avon. William liked to watch them. He was fond of their profession and he decided to become an actor.

When he was 21 he went to London. When W.Shakespeare came to London his first job was holding rich man's horses at the theatre door

Then he became an actor. He began to write plays too. He wrote 37 plays but only 18 were published in his lifetime. He worked in the modern theatre «Globe». 14 years later he became a part owner of the Globe theatre in London.

Exercise 2. Определите, какие утверждения являются верными (True), а какие – неверными (False).. исправит неверные утверждения на английском языке

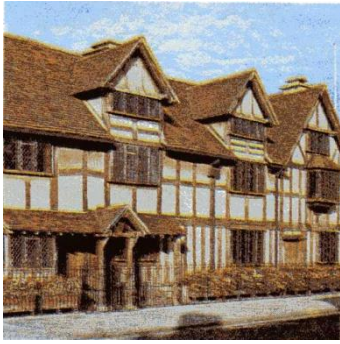
1. Shakespeare was born on April 23, 1564 and he died also this date, April 23, 1616.
2. His father, John Shakespeare, couldn't write.
3. His mother was a daughter of the farmer.
4. W.Shakespeare married when he was 18 years old.
5. W.Shakespeare had 3 children: a daughter and twin sons.
6. In the 16th century there were many theatres in Britain.
7. Globe Theatre was situated on the bank of the river Thames.
8. Nowadays Shakespeare's Globe Theatre is opened all year round.
9. When W.Shakespeare came to London his first job was holding rich man's horses at the theatre door.
10. He wrote 37 plays but only 18 were published in his lifetime.

Exercise 3. Соотнести картинки и тексты:



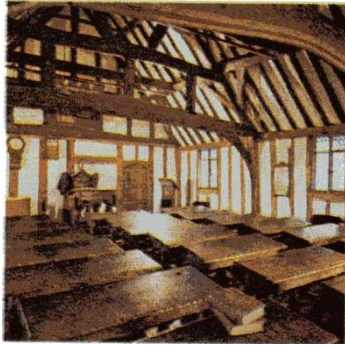
1)

a) This is the Holy Trinity Church where Shakespeare was buried. Besides as a child he was baptized here too. It is interesting that the date of his death and his birthday is the same - 23 April.



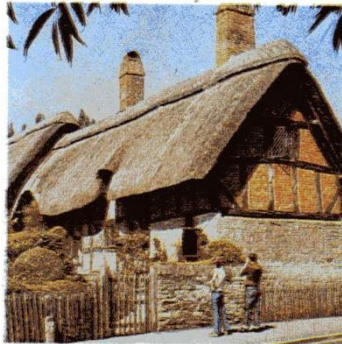
b) John Shakespeare's house in Henley Street, William Shakespeare's birthplace. His eight children were born here. Three of them died young. One of them lived to the old ages.

2)



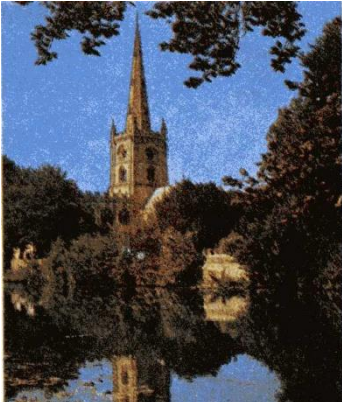
c) Mary Arden's house, three miles north west of Stratford. Here lived Shakespeare's mother. She inherited this house and the farm.

3)



d) This is the room in the Grammar school where Shakespeare was educated.

4)



e) Anna Hathaway's cottage, a mile from Stratford, where she was born in 1556 and lived until she married William Shakespeare in 1582.

5)

Exercise 4. Соотнести крылатые выражения У.Шекспира на английском языке с их русскими эквивалентами:

1. «Something is rotten in the state of Denmark»
2. «To be or not to be»

- a. Не все в порядке в Датском королевстве
- b. Много шума из ничего
- c. Превратности судьбы

- | | |
|---|-------------------------------------|
| 3. «Sweets to the sweet» | d. Прекрасное – прекрасной |
| 4. «Life is not all cakes and ale» | e. Быть или не быть |
| 5. «Love is blind» | f. Трус умирает много раз до смерти |
| 6. «The beginning of the end» | g. Жизнь прожить - не поле перейти |
| 7. «All is well that ends well» | h. Любовь слепа |
| 8. «Brevity is the soul of wit» | i. Краткость - сестра таланта |
| 9. «Much ado about nothing» | j. Все хорошо, что хорошо кончается |
| 10. «The whirling of time» | k. Начало конца |
| 11. «Cowards die many times before their death» | |

Exercise 5. Прочитать и перевести текст на РЯ:

Robert Burns

Robert Burns was born on the 25th of January, 1759, in a cottage built by his father, in Alloway, Scotland. This cottage is now a museum. His parents were poor farmers. There were seven children in the family and Robert Burns was the eldest.

Although Robert's father was a poor farmer, he knew the importance of a good education and tried to give his children the best schooling possible. From a very young age Burns was a fanatical reader. His mother sang to him the songs and ballads of Scotland, and his mother's friend Betty told the boy many fantastic tales about ghosts, fairies and witches. Later, Burns turned many of these into poems.

Just like his father, Robert Burns became a farmer. At thirteen he was out in the fields all day helping his parents, at fifteen he did most of the work on the farm.

Robert Burns first began to write poetry in his sixteenth year. He wrote about love, the countryside, the life of the working people, and his love of Scotland. His first love song *Handsome Nell* was dedicated to the girl who helped him in the fields.

After the death of his father in 1784, Burns inherited the farm but by 1786 he was in terrible financial difficulties. The young man decided to leave Scotland and go to Jamaica. To get some money for the journey he published some of his poems. His book *Poems in the Scottish Dialect* was a great success, so Robert decided not to leave Scotland instead – to publish another book of his poems.

In the 1788 Burns married Jean Armour, the girl he met in 1784. When Jean and Robert met, it was love at first sight, but Jean's father wouldn't hear of giving away his daughter to a poor farmer. Jean and Robert continued to meet secretly and the young poet dedicated many beautiful poems to the girl he loved. When Jean's father learned about it, he got very angry and sent his daughter to live with her uncle in another town.

Jean Armour and Robert Burns had nine children, but only three of them survived.

Although Robert Burns was a national celebrity, he was far from rich. He worked much on his farm but he couldn't make it pay. So he had to work as a taxman to support his family.

His most famous works – *Tam O'Shanter*, *My love is like a Red, Red Rose* – were written during the poet's last years. He died of heart disease in 1796, aged just 37.

Exercise 6. Определите, какие утверждения являются верными (True), а какие – неверными (False), исправить неверные утверждения на английском языке

1. R. Burns was born in Alloway, on the 25th of January.
2. His father William Burns was a rich farmer.
3. There were seven children in his family.
4. He was a ploughboy and at 13 he worked in the field as much as grown – ups.
5. He didn't have to help his father on the farm.
6. He was fond of reading and his favorite writer was W. Shakespeare.

7. His mother knew many English songs and often sang them to her children.
8. His nurse told Robert many fantastic tales and ballads.
9. He wrote his first poem "Handsome Nell". It was written for his little sister.

Exercise 7. Выполнить тест, выбрав правильные ответы:

1. Robert Burns was born ...
 - a. to a rich farmer's family.
 - b. in a Scottish town
 - c. in a house of his family.
2. Robert Burns became ...
 - a. a farmer.
 - b. an artist.
 - c. a traveller.
3. The book that was a success was named ...
 - a. Tom O'Shanter.
 - b. Scottish Poems in the Scottish Dialect.
 - c. Handsome Nell.
4. Robert Burns dedicated his poems to ...
 - a. his family.
 - b. his friends.
 - c. the girl he loved.
5. To support his family Burns ...
 - a. worked as a taxman.
 - b. wrote poems.
 - c. worked in the field.

Тема 1.4. Английские ученые

Лексические единицы по теме

degree — ученая степень
plague — чума
discovery — открытие
differential calculus — дифференциальное исчисление
law of gravitation — закон всемирного тяготения
rainbow — радуга
to draw — привлекать
perpendicularly — перпендикулярно
sideways — в сторону
upwards — вверх
abbey — аббатство
he was apprenticed to a bookbinder — его отдали в ученики к переплетчику;
a stroke of luck — большая удача;
a customer — постоянный покупатель;
took careful notes — вел тщательные записи.

Exercise 1. Прочитать и перевести текст на РЯ:

Isaac Newton

Newton, one of the greatest scientists of all times was born in 1642 in the little village in Lincolnshire, England. His father was a farmer and died before Newton was born. His mother was a clever woman whom he always loved.

After the school, Newton studied mathematics at Cambridge university and received his degree in 1665. Then the university was closed because of the danger of plague and Newton went home for eighteen months. It was most important period in his life when he made his three great discoveries — the discoveries of the differential calculus, of the nature of white light, and of the law of gravitation.

These discoveries are still important for the modern science. Newton had always been interested in the problems of light. Many people saw colours of a rainbow but only Newton showed, by his experiments, that white light consists of these colours.

It is interesting how he discovered the law gravitation. Once, as he sat at the garden, his attention was drawn by the fall of an apple. Many people saw such an usual thing before.

But it was Newton who asked himself a question: "Why does that apple fall perpendicularly to the ground? Why doesn't it go sideways or upwards?" The answer to this question was the theory of gravitation, discovered by Newton.

Newton died at the age of 84, and was buried in Westminster Abbey, where his monument stands today.

Exercise 2. Ответить на вопросы:

1. When and where was Newton born?
2. Where did he study?
3. What three major discoveries did Newton make?
4. When did Newton make these discoveries?
5. How did the idea which led to the discovery of the law of gravitation first come to him?
6. When did Newton die and where is he buried.

Exercise 3. Раскройте скобки, употребив правильную форму глаголов:

Isaac Newton so much (1 — **interest**) in different problems that he (2 — **become**) quite absent-minded. One day a gentleman (3 — **come**) to see him, but he (4 — **tell**) that Sir Isaac Newton (5 — **be**) busy in his study and that nobody (6 — **allow**) to disturb him. As it (7 — **be**) dinner time, the visitor (8 — **sit**) down in the dining room (9 — **wait**) for the scientist. The servant (10 — **come**) in and (11 — **place**) on the table a (12 — **boil**) chicken under a cover. An hour (13 — **pass**) but Newton not (14 — **appear**). The gentleman (15 — **feel**) hungry, (16 — **eat**) the chicken, and (17 — **cover**) up the skeleton. He (18 — **ask**) the servant to prepare another one for his master. Before the second chicken (19 — **cook**), however, the scientist (20 — **enter**) the room and (21 — **apologize**) for his delay. Then he (22 — **add**), “As I (23 — **feel**) rather tired and hungry, I (24 — **hope**) you (25 — **excuse**) me a little longer, while I (26 — **take**) my dinner, and then I (27 — **be**) at your service.” With these words he (28 — **lift**) the cover, and without emotion (29 — **turn**) round to the gentleman and (30 — **say**), “See how strange scientists (31 — **be**). I quite (32 — **forget**) that I (33 — **dine**) already.” At this moment the servant (34 — **bring**) in the other chicken. The visitor (35 — **explain**) how matters (36 — **stand**). After he (37 — **laugh**) heartily, the hungry scientist (38 — **sit**) down and (39 — **eat**) his dinner.

Exercise 4. Прочитать текст и закончить предложения, выбрав правильный ответ:

Newton, one of the greatest scientists of all times was born in 1642 in the little village in Lincolnshire, England. His father was a farmer and died before Newton was born. His mother was a clever woman whom he always loved.

After the school, Newton studied mathematics at Cambridge university and received his degree in 1665. Then the university was closed because of the danger of plague and Newton went home for eighteen months. It was most important period in his life when he made his three great discoveries: the discoveries of the differential calculus, of the nature of white light, and of the law of gravitation. These discoveries are still important for the modern science. Newton had always been interested in the problems of light. Many people saw colours of a rainbow but only Newton showed, by his experiments, that white light consists of these colours. It is interesting how he discovered the law gravitation. Once, as he sat at the garden, his attention was drawn by the fall of an apple. Many people saw such an usual thing before. But it was Newton who asked himself a question: «Why does that apple fall perpendicularly to the ground? Why doesn't it go sideways or upwards?» The answer to this question was the theory of gravitation, discovered by Newton. Newton died at the age of 84, and was buried in Westminster Abbey, where his monument stands today.

1. These discoveries are still important for the modern science. Newton had always been interested in the (problems of light/ problems of dark) /
2. Many people saw colours of a rainbow but only Newton showed, by his experiments, that white light consists of (these paints/ thee colours)
3. The answer to this question was the theory of gravitation, (discovered be Bell/ discovered by Newton).

Exercise 5. Прочитать текст и выполнить задания:

Michael Faraday – English Physicist and Chemist

Faraday (1791–1867) was one of the ten children of a blacksmith, who moved with his family to London. It is a rare laboring family with ten children that is rich, so there was no question of an education for young Faraday and he was apprenticed to a bookbinder.

This, as it happened, was a stroke of luck, for he could read books there. Faraday's second stroke of luck was that his employer was sympathetic to the young man's desire for learning and allowed him to read books and to attend scientific lectures.

In 1812 a customer gave Faraday tickets to attend the lectures of Humphry Davy at the Royal Institution. Young Faraday took careful notes which he further elaborated with colored diagrams and these he sent to the president of the Royal Society in the hope of getting a job that would bring him into closer contact with science. Getting no answer he sent others to Davy himself along with an application for a job as his assistant. Davy was enormously impressed by the clear ability of the youngster. When an opening as his assistant occurred, he offered the young man the job. Faraday took it in 1813, at the age of twenty-two – at a salary that was smaller than the one he had been earning as a bookbinder. Almost at once Davy left for his grand tour of Europe and took Faraday with him as a secretary.

Faraday became director of a laboratory in 1825, and in 1833 the one-time bookbinder's apprentice became professor of chemistry at the Royal Institution.

In 1823 he discovered how to make an electrical motor. In 1831 he built the first generator, then called it dynamo.

In chemistry Faraday made his first mark in 1823, when he devised methods for liquefying gases under pressure. He was the first to produce temperatures in the laboratory that were below the zero mark of the Fahrenheit scale. He may just be viewed as a pioneer in the modern branch of physics called cryogenics (the study of extreme cold).

In 1825 occurred his greatest single contribution to organic chemistry. He discovered benzene, a compound that was to play a key role in the development of a means of representing molecular structure.

In 1833–1834 Faraday discovered the effects of passing an electric current through certain solutions. He called these effects the laws of electrolysis. This has made possible the refinement of metals, silver and gold plating. So Faraday's laws put electrochemistry on its modern basis. In his honor the quantity of electricity required to liberate an 'equivalent weight' of an element is called a farad. Also, the unit of electrostatic capacitance is the farad, in his honor.

In later years Faraday made more discoveries in connection with electromagnetism and its interaction with light.

As a result of Faraday's work, Morse was able to invent the electromagnetic telegraph, Bell, the telephone, Edison, the electric light.

1) Найдите в тексте слова , являющиеся синонимами данных слов :

well-off, to decide, wages, immediately, wish, to invent, suggestion, amount, field.

2) Заполните пропуски соответствующими английскими словами:

devised, interaction, job, salary, application, solve, desire, below.

1. Faraday hoped to get a ... that would bring him into closer contact with science. 2. Faraday sent Davy an ... for a job as his assistant. 3. Faraday's ... was smaller than the one he had been earning as a bookbinder. 4. The temperatures which Faraday produced in the laboratory were ... the zero mark on Fahrenheit scale. 5. Scientists wanted to ... the problem to electro-magnetism. 6. Faraday made a number of discoveries connected with electromagnetism and its ... with light. 7. Faraday's employer understood his ... for learning and allowed him to attend scientific lectures. 8. Faraday ... the methods for liquefying the gases under pressure.

3) Ответьте на на вопросы:

1. In what country did Faraday live and make his discoveries? 2. What family did Faraday come from? 3. Did he receive any education? 4. What was his first job? 5. Where did he work at the age of twenty-two? 6. What role did Davy play in his life? 7. What was his first mark in chemistry? 8. Was Faraday a pioneer in the field of cryogenics? 9. What was his contribution to

electrochemistry? 10. What do we call the laws of electrolysis? 11. What unit is called a farad? 12. What other discoveries did Faraday make?

4) *Пересказать текст "Michael Faraday – English Physicist and Chemist", используя следующие слово сочетания :*

the desire for learning; attend lectures; take notes; get a job; offer a job; be in close contact with; application for a job; be impressed; at a salary; leave for; become professor of; build the generator; be a pioneer in; carry on; in addition; a number of; effects of passing an electric current; contribution to electrochemistry; in one's honour; give lectures in

Exercise 6. Выразить свое согласие или несогласие с нижеприведенными утверждениями. Свое согласие выразить , начиная словами "That's right, according to the text...", несогласие – словами "That's wrong, according to the text..."

1. Faraday wanted to produce electricity by electromagnetism. 2. A model of an electromagnetic apparatus he used to carry about him consisted of a horseshoe magnet and a straight bar with some turns of iron wound round it. 3. Michael Faraday made his first successful experiment together with Oersted. 4. Faraday worked neither with a straight bar, nor with a horseshoe magnet but with a ring. 5. Faraday wound long coils of fine copper wire on opposite sides of the ring. The turns were separated for insulation purposes. One coil was connected to a galvanometer and the other to a battery. 6. The needle on the galvanometer deflected only when the magnetic field in the iron ring was switching on or switching off. 7. Faraday failed to produce electricity through magnetism.

Раздел 2. Письма, анкеты

Тема 2.1. Личное письмо

Правила оформления и структура письма личного характера

1. В правом верхнем углу указывается адрес в следующем порядке:
квартира/ номер дома, название улицы
город
страна

145/4 Mamontovskaya Street
Nefteyugansk 142900
Russia
3 February 2020

Под адресом, пропустив строку, необходимо написать дату письма:

September 4th, 2015

4 September 2015

04/09/15

2. Письмо начинается с неофициального обращения:

Dear Tim,

Dear Rebecca,

После обращения нужно поставить запятую.

3. Текст письма делится на несколько логических абзацев, каждый из которых начинается с красной строки:

- в первом абзаце вам следует поблагодарить своего друга за его письмо:

Many thanks for your letter ... — Большое спасибо за твое письмо...

I was very glad to get your letter... — Я был очень рад получить твое письмо...

Thanks for your recent letter. It was good to hear from you... — Спасибо за твое последнее письмо. Я был рад узнать от тебя.

- основная часть письма (2–3 абзаца). В ней вы должны раскрыть все аспекты, указанные в задании.

- в последнем абзаце объясните, почему заканчиваете письмо:

Anyway, I must go and get on with my work. — В любом случае, я должен идти работать дальше.

Well, got to go now. —Пожалуй, все.

I've got loads of homework to do tonight. —Сегодня у меня много домашних дел.

I must finish my letter because it is very late and I must go to bed (because my Mum is calling me / because I have to do my homework). — Я заканчиваю свое письмо, потому что уже поздно и мне пора спать (так как моя мама зовет меня/ потому что мне нужно делать уроки).

-упомяните о дальнейших контактах:

Drop me a line when you are free. — Напиши мне пару строк, когда будешь свободен.

Looking forward to hearing from you. — С нетерпением жду ответа от тебя.

Write soon. — Напиши как можно скорее.

See you soon! — Скоро увидимся!

Do keep in touch! — Будем на связи!

Don't forget to write! — Не забудь ответить!

Looking forward to seeing you. — С нетерпением жду встречи с тобой.

4. В конце письма на отдельной строке указывается завершающая фраза-клише.

После нее всегда ставится запятая.

Love,

Best wishes,

All the best,

Yours,

5. На следующей строке под завершающей фразой указывается имя автора без фамилии.

Exercise 1. Ник получил письмо от своего друга Алекса. Прочитать письмо и план, который составил Ник. Определить, что Ник должен включить в свой ответ:

1. Include all the points in the note
2. Tell Alex what he is doing at the moment
3. Give Alex information about where to eat and shop
4. Give more information for each of the notes
5. Welcome Alex
6. Explain why working in his country is not a good idea

Dear Nick,

I'm really pleased I'm coming to your country to study and I'm happy for a few months.

As I said, I'll need a job while I'm there. Do you think it will be better for me to work in a restaurant or in a shop? say which and why I'm not sure they're opened at different times and the work is different. Also you said you thought I should work part-time only. Why do you think this? give reasons.

Will I be able to find accommodation fairly easily? yes, give details The other thing I have to ask you is I wonder if you would be able to meet me at the airport? apologize and say why Don't worry if you can't, but it would help me if you could. I'm looking forward to getting your answers soon.

Write back quickly!

Alex

Exercise 2. Прочитать письмо Ника и ответить на вопросы:

3 London Road
Oxford
OX2 0NF

8 March

Dear Alex,

Thank you for your letter. I'm really happy you're coming to visit as well!

You asked about the job. I think it'll be more fun if you work in a shop. A restaurant is too busy and also you have some time in the evenings then. I think it'll be better for you to work part-time because it's very hard to work full-time and you'll be studying as well.

You'll be able to find somewhere to live because there are many rooms to rent quite cheaply in the centre of the city. I'm really sorry, but I won't be able to meet you at the airport because I'm going to see my Gran in the north that weekend, and you'll arrive before I'm back. But come to my house in the evening.

I hope I've answered all your questions, and I'm really excited about seeing you next month.

Best wishes,

Nick

1. Does the reply cover all the points in Exercise 1?
2. What is the best order to answer the notes in?
3. How many points does Nick make for each note he has made?

Exercise 3. Найти в двух письмах глаголы, которые говорят о:

1. An arrangement(договоренность);
2. A plan(планы);
3. A prediction(предположения).

Exercise 4. Написать письмо личного характера по теме «Мои планы на зимние каникулы»:

1. Оформить письмо, используя образец:

	Адрес
	дата
обращение	
Благодарим за письмо	
Основная часть	
Подводим к завершению	
Завершающая фраза	
Ваше имя	

2. Написать письмо из 15-20 предложений.

Пример:

Flat 125,
26 Pushkin St.
Omsk 652225
Russian Federation

Dear William,

Thank you for your letter. It was nice to get a reply from you so soon.

You asked me to tell you how I help my parents. **Well, I can say that** I often help my parents. **By the way**, like my friends. **As far as I know**, everybody tries help their parents. And who will help them, if not their children?

As a rule, I am help in the garden. I dig the ground, do irrigation of vegetables, gather berries.

As for the house, we have a separation of duties. Mom cooks the food and washes clothes, dad takes out the garbage and repairs things around the house, and I wash the dishes and particular about cleanliness of rooms.

Well, I must finish now. It's already 11 o'clock.

With best regards,

Maxim

Тема 2.2. Деловое письмо

Деловые письма пишутся по установленной форме, часто на бланках.

Деловое письмо делят на следующие части:

1. в правом верхнем углу обычно ставится штамп компании с ее адресом (1-я строка – название фирмы, 2-я строка – адрес фирмы: номер дома, название улицы, город, почтовый индекс, страна) или ваш адрес, если вы пишете на имя компании;
2. под штампом дата письма;
3. в левой части наименование и адрес получателя письма;
4. тема письма (для того, чтобы сразу стало понятно, о чем данное письмо и кому и в какой отдел его нужно переслать);
5. вступительное обращение;
6. основной текст письма;
7. заключительная формула вежливости;
8. подпись;
9. указание на приложение.

Вступительное обращение пишется следующим образом:

1. если вы не знаете фамилию человека или людей, к которым вы обращаетесь, письмо обычно начинается со слов *Dear Sir, Dear Sirs или Gentlemen*.
2. Если вы пишете женщине и не знаете ее фамилию, обычным является обращение *Dear Madam*.
3. Если вы знаете фамилию адресата, обычным обращением к мужчине является

Dear Mr. Smith, к женщине *Dear Miss Smith* (незамужней женщине), *Dear Mrs. Smith* (замужней женщине), *Dear Ms. Smith* (если вы не знаете, замужем она или нет. Эта форма приобретает все более широкое распространение).

В деловом письме в обращении НЕЛЬЗЯ писать ИМЯ после слов *Mr., Mrs, Ms*.

Заключительная часть письма – подпись – зависит от обращения. Если вы начали письмо с обращения *Dear Sir, Dear Sirs Dear Madam или Gentlemen*, в конце письма перед подписью вы должны поставить слова *Yours faithfully*.

Если вы начали письмо с обращения *Dear Mr. Smith, Dear Miss Smith, Dear Mrs. Smith, Dear Ms. Smith* обычным окончанием будут слова *Yours sincerely*.

Язык написания делового письма отличается от стиля личного письма. В деловых письмах язык более официален и строг; не принято употребление сокращенных глагольных форм, в то время как конструкции со страдательным залогом используются гораздо чаще для деловой переписки характерно употребление стандартных выражений, используемых для подтверждения получения деловых писем, для выражения просьбы, при сообщении о посылке каталогов или документов, при ссылке на документы и т.д. Эти стандартные выражения необходимо выучить.

Основной текст письма

1. Письмо-запрос, жалоба и т.п.

В начале делового письма указывается причина написания данного письма. Обычным началом могут служить выражения *I am writing in connection with...*

I am writing to enquire about... Если вы пишете очередное письмо по одному и тому же вопросу, то началом могут являться выражения *Further to...*

With reference to...

2. Письмо-ответ

Обычным началом является

Thank you for your letter of 12 January (Обратите внимание на предлог *of*), *In reply/ answer/ response to your letter of 12 January...*

В сообщениях об исполнении просьбы употребляются следующие выражения:

In accordance with your request..., According to your request..., As requested (by you/ in your letter).

При извещении о посылке документов, каталогов и т.п. обычно используются следующие выражения: *We are pleased/ glad to send you..., We enclose..., We send enclosed...*

Деловое письмо обычно делится на абзацы. Деление подчеркивается словами:

First of all, Firstly, Secondly, Finally

Не забывайте о словах, связывающих отдельные части предложений, и вводных словах:

Moreover, In addition to it

So, As a result, Therefore

However, On the one hand... On the other hand, In contrast

In conclusion, To sum up, On the whole

Не забывайте о вежливых словах и выражениях:

I would be very pleased...

Will you be so kind to inform me...

I will be obliged if you could ...

I would appreciate if you could...

Заключительная формула вежливости включает в себя такие выражения, как:

I look forward to hearing from you soon. If you require any further information please do not hesitate to contact us.

9 Svetlaya St.
Krasnogorsk 114965
Russian Federation

Anne Smith
225 Phillips Boulevard
Manchester 0834184
United Kingdom

4 December, 2010

Dear Miss Smith,

Further to our telephone conversation, I would like to confirm the following arrangements for your arrival.

Your group arrives on 3 January at 2.15 p.m. You will be met at the railway station by our representative. He will take you to the hotel in Moscow (the address and hotel conveniences are enclosed).

If you require any further information, please do not hesitate to contact us.

Yours sincerely, Kate Smirnova

Exercise 1. Написать даты в соответствии с правилами написания делового письма:

1st March, 1947; 15/12/1944; 3/10/1971 (USA); 27/10/1980; 6/2/1978 (UK);
5/7/2002 (USA); 2nd April, 1994; 9/3/1942 (USA)

Exercise 2. Соотнести русские фразы с их эквивалентами на английском языке:

- | | |
|-------------------------------|----------------------|
| 1. в дополнении к | a. Yours faithfully |
| 2. в целом | b. in response to |
| 3. быть благодарным | c. as requested |
| 4. в добавлении, к тому же | d. with reference to |
| 5. ожидать с нетерпением | e. Yours sincerely |
| 6. с уважением, искренне Ваш | f. enclose |
| 7. с уважением, преданный Вам | g. Best wishes |

- | | |
|--|-----------------------|
| 8. в ответ на | h. in accordance with |
| 9. наилучшие пожелания | i. look forward |
| 10. прилагать, вкладывать в тот же конверт | j. be kind |
| 11. ссылаясь на | k. on the whole |
| 12. в соответствии с | l. in addition |
| 13. согласно просьбе | m. further to |
| 14. быть любезным | n. be obliged |

Exercise 3. Найдите в каждом пункте лишнее слово или фразу:

- | | |
|-------------------|----------------------------|
| 1. a) Best wishes | b) Best regards |
| c) Missing you | d) Yours sincerely |
| 2. a) further to | b) appreciate |
| c) fondly | d) in reply to |
| 3. a) enclosed | b) as you asked |
| c) Hi | d) Thanks for your letter. |
| 4. a) Dear Sir | b) Dear Ms Green |
| c) Gentlemen | d) Dear Alice |
| 5. a) in addition | b) What's the news? |
| c) As requested | d) According to |

Exercise 4. Выполнить тест:

- We have received your letter _____ 2 September.
a. from b) of c) on
- We are _____ for your letter.
a. obliged b) enclosed c) confirmed
- In _____ to your letter we inform the following.
a. accordance b) addition c) response
- Please find _____ the copy of the contract.
a. obliged b) appreciated c) enclosed
- The goods were sent _____ with our contract.
a. in addition b) in accordance c) in response
- _____ to your letter we would ask you to send us the light of goods wanted.
a. In accordance b) Referring c) On the whole
- I am writing in _____ with your telephone call.
a. reference b) addition c) connection
- We very much _____ your hospitality.
a. appreciate b) look forward c) are kind

Exercise 5. Исправить ошибки в деловом письме:

8 Oxford St.
London 114965
United Kingdom
5th October, 2012

Dear Miss Ann Smith,

Thank you for the letter from the 23 September. We are glad to know that your sister has got married. Our best congratulations.

Further to our holiday, everything is all right. We are swimming and sunbathing a lot. Yesterday we went on an excursion to the mountains. The trip was interesting and we saw a lot of beautiful places.

We are going to return on 14 October. I hope the flight will not be tiring.

Do not hesitate to contact us.

Yours faithfully,

Helen

Exercise 6. Написать деловое письмо на тему «Заказ товара»

Тема 2.3. Составление резюме

Биография на английском языке может потребоваться при поступлении на работу в иностранную компанию. Данный документ предполагает изложение информации от первого лица единственного числа в свободной форме. Биография на английском языке соответствует общей структуре биографии:

- наименование документа (Biography);
- ФИО автора, дата и место его рождения;
- место/а учебы, работы в хронологической последовательности;
- семейное положение и состав семьи;
- сведения о судимости;
- адрес проживания;
- дата составления документа;
- подпись.

Также в текст можно добавить хобби, сведения о наградах, грамотах, достижениях в учебе / работе.

Образец биографии на английском языке

My name is Tatyana Belyaeva. I was born on May 10, 1985 in Moscow. From 1992 till 2002 I studied at school № 133 in Moscow. From 2002 till 2007 I studied at Plekhanov Russian University of Economics, Department of Finance.

From 2007 till the present I have been working for Planet, LTD in position of Regional Sales manager.

Unmarried.

My father, Victor Belyaev, born in 1960, works as a director of marketing for D&G, LTD. My mother, Elena Belyaeva, born in 1962, works as a teacher of Math in school № 141. My address: 147 Pushkin Street, apt. 156.

30 March, 2013

Belyaeva

T. Belyaeva

Заполнение анкеты

В анкете требуется:

- Рекомендации
- Полное имя (Full name):
Пишется сначала имя, потом фамилия. Отчество можно не указывать, если оно не выделено в специальную графу.

*Tamara (Aleksandrovna)
Kovalenko*

- Домашний адрес (Home address):
 1. В принятом в Великобритании порядке: номер квартиры, корпуса, дома, улица, город, (почтовый индекс факультативно), страна.
 2. Слова Flat, Block, Street, Avenue, Ulitsa, Prospect пишутся с заглавной буквы.
 3. Можно использовать общепринятые сокращения, которые следует писать с заглавной буквы.

*Flat 29 Block 1
7 Sofiiskaya Street*

St Petersburg 19703

Russian

Fl, Art, St, Ave, Ul, Pr

- Дата (Data):
 1. Может быть написана словами или цифрами
 2. Названия месяцев пишутся с заглавной буквой
 3. В зависимости от задания (адресата) может использоваться британский вариант: дата/месяц/год или американский вариант: месяц/дата/год
*British: 4January 1999, 4Jan1999, 4thJan 1999, 4/1/1999, 04/01/2001
04/01/1999, 04-01-1999,04.01.1999, 4.1.2001
American: January4,1999; Jan 4, 1999; Jan 4th 1999; 1/4/1999; 01/04/1999; 01-04-1999;04.01.1999*
- Школа (School):
 1. Слова «School (Gymnasia)» используются факультативно, пишутся с заглавной буквы
 2. Знак «номер» может быть британским или американским в зависимости от задания
 3. Не рекомендуется использовать слово «Gymnasium», которое означает «спортивный зал».
*(School)#102
Gymnasia No 102
102; No 102*
- Школьные предметы (School subjects):
 1. Названия языков всегда пишутся с заглавной буквы
 2. Название отдельных предметов можно писать как с заглавной, так и с маленькой буквы
*French, English
History, history*
- Гражданство (Nationality):

Английское слово «Nationality» соответствует русскому слову «гражданство» и не предполагает указания этнической принадлежности учащихся

*Russian
Russia
Russian Federation*
- Религия (Religion):

Названия религии пишется с заглавной буквы

Orthodox/Catholic/Muslim/Protestant/ None/
- Место рождения (Place of birth):

St Petersburg, Russia

*Utkino Village,
Yaroslavl Region,
Russia*

- Пол (Sex):
 1. Географические названия пишутся с заглавной буквы
 Возможна разная степень детализация, но соблюдается общий принцип в порядке написана от меньшего к большему: город, страна, деревня, область,
Male/Female; M/F; m/f
- Интересы и увлечения:
 При ответе используются существительные или герундий
History, cooking, travelling

Составление резюме

Основные пункты резюме:

1. **Heading** (First Name, Surname, Date of birth, Address, Phone (Cellular phone, Home phone), E-mail) – шапка документа. Этот раздел резюме включает в себя: имя, фамилию, дату рождения, адрес проживания, контактные телефоны (мобильный, домашний), электронный адрес соискателя;
2. **Objective** - цель. В этом блоке указывается, как правило, должность, на которую претендует соискатель либо сфера, в которой он планирует развиваться;
3. **Work Experience** (Dates, Position, Title of company, City, Major Duties, Special Projects, and Accomplishments). Данный раздел описывает опыт работы соискателя (период работы, должность, название компании, город, основные обязанности, проекты, достижения);
4. **Education** (Dates, Title of educational institution, Major, Degree). Этот раздел содержит информацию об образовании соискателя (период учебы, название учебного заведения, специализация, звание/ученая степень). Также здесь можно упомянуть о дополнительном образовании: тренингах, курсах;
5. **Honors** (Title, Awarding Organization, Date(s)) - награды (название награды, организация, которая вручила, дата) — указывается по мере возможности;
6. **Publications** (Title and Type (Note, Article, etc.), Title of Publication (Journal, Book, etc.), Publisher, Date Published) - публикации в газете, журнале (тема публикации, тип - заметка, статья и т. п., в каком журнале или газете была опубликована, дата публикации) - указывается по мере возможности;
7. **Special Skills** (fluency in a foreign language, knowledge of a particular computer application) – профессиональные навыки (знание ПК, иностранных языков);
8. **Personal Information** - личная информация. В данном блоке можно указать свое хобби, семейное положение, личные качества и т. п.;
9. **References** - рекомендации. Если имеется возможность предоставить рекомендации с предыдущего места работы или учебы, можно указать в конце резюме: «References are available up on request» (Рекомендации будут предоставлены по требованию);

В верхнем углу резюме можно поместить фото соискателя

Exercise 1. Написать свою биографию.

Exercise 2. Составить резюме для трудоустройства.

Список рекомендуемой литературы

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3. Стогниева, О. Н. Английский язык для ИТ-специальностей: учебное пособие для среднего профессионального образования / О. Н. Стогниева. — Москва: Издательство Юрайт, 2020. — 143 с. — (Профессиональное образование). — ISBN 978-5-534-07972-2. — Текст: электронный // Образовательная платформа Юрайт [сайт]. — URL: <https://urait.ru/bcode/449184> (дата обращения: 07.11.2021).

Интернет-ресурсы:

1. Федеральный центр информационно-образовательных ресурсов: сайт www.fcior.edu.ru (дата обращения: 07.11.2021). - Текст: электронный.
2. Электронная библиотечная система Znanium.com: сайт. -URL: <http://znanium.com> (дата обращения: 07.11.2021). - Текст: электронный.
3. Электронная библиотечная система Юрайт: сайт. - URL: <https://urait.ru/> (дата обращения: 07.11.2021). - Текст: электронный.