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5	F	18			8		10
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		144			64		80

64
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_____ F _____), 2-21)
 _____, F-5 _____: Visit of a foreign partner (4-14)
 _____5 to be _____)94-40 ' F _____, -1 _____)95-96)

_____ F _____), 2-21)
 _____, F-5 _____: Visit of a foreign partner (4-14)
 _____5 to be _____)94-40 ' F _____3-, / _____)97-98)

_____ F _____), 2-21)
 _____, F-5 _____: Visit of a foreign partner (4-14)
 F _____5 F _____)5-'/'0'1 _____)4-31)
 _____5 thereis/are _____)44 ' F _____, ' . ' / ' 1 _____)99-101)

_____ F _____), 2-21)
 _____5, F there is/are. _____)44 ' F _____2-4 _____)101-102)
 _____: First names and friendship FF _____), 2)

_____5 (F))

_____5 F
_____5 to have have got), --, . ' F), ' - ' / . 103-104)
, F : First names and friendship FF), 2)' F
FF), 3

_____5 F
_____5 to have have got), --103)' F). '0), / -105)
, F : Forms of Address FF), 3-19)

_____5 F
_____5 : F
_____5 : Forms of Address FF), 3-19)' F
FF), 4
F : Listen to people getting acquainted at a conference. What are they talking about? Do they get on with each other?

_____5 F
_____5 : The art of mingling FF) --1 ' F
FF)-1

_____5)) (-43)
_____5)) F)
F), -3)7-8))-7),
, F : Tough interviews FF)30-86)' F
FF)31
F : Applying for a job

_____5)
_____5 : Toughinterviews FF)-43))30-86)

_____5) F) y-7),
F)/-9 8-10)

_____5) FF y -43)
_____5 , F) : Winning posts FF)32-89),
_____5 : A new job
_____5 F y -2 ' F) , --18 ' . 10-12)

_____5) FF y -43)
_____5 , F) : Winning posts FF)32-89)' F
_____5) FF)34
_____5) F) -2-29), F) , -7)34-36)
_____5) F) //

_____5 F) y -43)
_____5 , F) : Job hunting)3-14) . 1-38)
_____5 : Job hunting) 2-40)

_____5) F y -43)
_____5)) , - / ' F) , 0-21) . 4-42).
_____5 , F) : Job hunting) 2-40)
_____5 ' V) // / 3-50)

_____5) y -43)
_____5 , F) : Dos and donts for jobseekers)0 -52)

_____5) -
_____5 , F) : Dos and don ts for jobseekers)0 -52)
_____5 : F .

_____5 :)

_____ : The Present Simple Tense) , 0- , 2 ' F) . -7
(, 2-109) , F
_____ : Modern Etiquette FF 26-28 ' F
FF 27)

_____ : Modern Etiquette FF) 3-31
, F
_____ : 5 , F) , -14 ' F) 4,6,9,10) 19-
21)

_____ :
_____ 5 The Present Continuous Tense) , 0- , 2 ' F)
- ' 2' 4' , -) , 2-120)
_____ : Modern Etiquette FF) , -34)
5 F

_____ : Modern Etiquette FF) / -38)
, F
_____ 5 , F
) , / -1 ' F) , ' , - ' , ' - -) , -24)
_____ : Modern Etiquette FF) -1-38)

_____ : F
_____ : F
Present Simple Tense vs the Present Continuous Tense) , - , - , ' F) , ' 1' 2' , 3) , - , -
124)
_____ : Telephone techniques that work (FF) 4-41),
F FF) ,

_____ : F
_____ : 5) , 2-18),
F) , 0' , 2' , 3' -) , -24)
_____ : Telephone etiquette: how phonogetic are you?
FF) / , -46)

_____ : F
_____ : F) , ' , ,) , -0
_____ : Telephone English: how to take and give messages
FF) ,)
F) 5

_____ : F
_____ 5) 0'-1) 0-26)
_____ : Telephone etiquette: how phonogetic are you?
FF) / , -1 ' F FF) 1-47)

_____ : F The Past Simple Tense) --23)
_____ :) 128-... ' F) . ' / ' 4
) 130-132) F
_____ : Why should I learn English 10 compelling reasons for
EFL learners (.24-25)
_____ 5 F F

_____ : F The Past Simple Tense) , - 3-... ' F
_____ 5 F , F) , 0' , 1 F) , 0-136)
_____ 5 F) , 2) 3

_____ :) --23)
_____ : The Past Continuous Tense) 137-... 4 ' F) , ' 0
) 139-140) F
_____ : Why should I learn English 10 compelling reasons for
EFL learners (.24-25)
_____ : F) , ,) 0

_____ , F : The impact of culture on business FF) 229)
_____ : The Past Continuous Tense F) 2' 4) , / ,

_____ 5 F : F F F F
The Past Simple Tense vs the Past Continuous Tense) 142 ' F) 1,2 FF) 142)
_____ : Vive la difference? FF) 230-231)

_____ :) 83-86 ' F) 2,3,4,5) 86-87)
_____ , F : Stereotypes vs cultural generalizations (FF)
232-233)

_____ :
_____ 5 / F) ' 0) , / /)

_____ F : Cross-cultural differences between native English-speaking communities (_____ FF c. 234) _____ F Cross-cultural differences: are they important: _____ F),1)-2

_____ 5 _____ F / _____ F)1'2)87,88) _____ F : British attitudes. Tea (_____ FF .234-235) _____ F Cross-cultural differences between the Europeans and the Asians

II

2

_____ F _____ F-5 _____ F : Businesstrips _____ F : A businesstrip _____ 5 _____ F _____ F)1. -10 ' F)2' 3' _____)13-69)

_____ F _____ F-: _____ F : Business trips _____ F _____ F)1. -10 ' F)10, 15 _____)19-70)

_____ F _____ F _____ F : _____ F Catching a train. Booking train tickets in Britain. Booking train tickets in the USA(_____ F) _____ F A railway journey _____ F : _____ F)65-66), _____ F 6 _____ F . 65)

_____ F _____ F _____ F : _____ F)10-11 ' F _____ F 4', , ', _____ F)12-70) _____ F : Travelling by railway

_____ F _____ F-: _____ F 5 _____ F Airplane reservations

_____ F _____ F : _____ F Travelling by plane

_____ : F F))10-66),
,6 .71)

_____ : F F))10-66),

_____ : F)2-
_____ : Travelling by plane

_____ : F)21 ' F)4)23)

_____ : At a hotel
_____ 5 5Booking a room

_____ : F)21 ' F), , ' , -)23-80).
_____ 5At the Grand hotel
_____ : London

6

_____ : F
_____ : Negotiations
_____ 5 c. 4-2 ' F), - .)2-10)

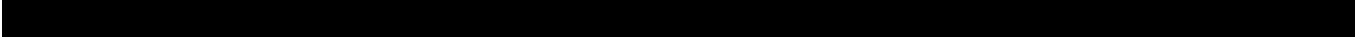
_____ : F
_____ : Negotiations
_____ 5 c. 4-2 ' F) / - , ,)2-10)

_____ : F : Rules for negotiations

_____ : F : Negotiation tactics

_____ : FF Present) F), / - , 1) , , -12)

_____ : FF Present) F), 2-- ,) , 2-14)
_____ : F : The most important elements of negotiations



_____, F _____: At the office
 _____ F _____ 5 _____ Meeting a partner
 _____: _____)-/--0 ' F),' . _____)- 0-27)

_____: _____)-/--0 ' F)/'0'1 _____)- 0-27)
 _____: _____ , F _____: Discussing the order

_____: _____ FF Past. F)- _____)-/) _____
 _____: _____ , F _____: Discussing the price problem' _____ ,

_____ : F The Future Continuous Tense), 00-, 01 F)
- ' F), 02

Goodandbadtimemanagement

5

_____ , F : What do you do in your free time

F : 5Leisuretime

F : Leisure activities

_____ : F 2 (F / ' 0) 158
_____ : Leisure time

_____ 5
_____ : The Future Perfect Tense) 0-. 1 ' F) , -3

,) 36-37) , F : Five ways to balance work and leisure

F : 5Work and leisure

_____ : The Future Perfect Tense) 0-. 1 ' F) 4, 5

') . 2
_____ 5 F K leisure

_____ F : My future career.
_____ , F : Place of a bank worker on a job market in Russia.

()
_____ : "To be going to) , 0- -, 0. ' F) , --) 153-154

_____ 5 F : "To be going to F) , 0- -, 0. ' F) 2) , 00

_____ , F : Bank policy. ()
_____ : Banking in Russia.

_____ F _____: A surprise. Family Album: USA (

_____ F _____: Aims of my work
FF Future) F), , ' , / ' , 0 _____), 1

_____ F _____: *At the Company*
_____ F _____: Banking in the UK

_____ F _____: Comparison of
British and Russian banking system
_____ F _____: Unit 3. Family Album USA (

_____ 5 _____: F Jobs in Finance
8 (F , ' , ' 0) 159-160)

_____ F _____: Is a career in finance for you?
F 8) 161)

_____ F _____ 5 _____: My future
profession

_____ 5 _____: American banking system (F , 4 ,) , 1 , -162)

1),) 6
F 6- F 6 / F 61 F) ; 5)

_____ F _____ I-II F F F
, 5) F

Образцы тестовых заданий для текущего контроля

1) Close window, please. D)

- a) a
- b) an
- c) the
- d) -

2) Our parents atwork.

- a) are
- b) is
- c) am
- d) -

3) She is from Scotland' :

- a) she is
- b) is she
- c)
- d) isn t it

4) R : D .

- a) him
- b) he
- c) his
- d) he s

5) N .)

- a) has
- b) does have
- c) have
- d) haves

6) any shops nearby?

- a) There is
- b) There are
- c) Is there
- d) Are there

7) you got a pen?

- a) are
- b) have
- c) has
- d) is

8) D . more tea, could I have ____ tea cup?

- a) a few; one
- b) few; a
- c) some; the other

d) a little; another

9)

Last year our students had _____ in Correctional School Education.

- a) many laboratory works
- b) much laboratory work
- c) a few laboratory works
- d) one laboratory work

10)

O _____)

- a) is; it
- b) are; it
- c) is; them
- d) are; they

11)

I have left _____ book at home. Can you give me _____ ?

- a) my; your
- b) mine; your
- c) my; yours
- d) mine; yours

12)

Look! O _____)J ' _____)

- a) something
- b) some
- c) anything
- d) nothing

13)

Lookat _____ geese! _____ :

- a) this; they
- b) those; it
- c) these; them
- d) these; they

14)

He _____ now.

- a) is reading
- b) read
- c) arereads
- d) reads

15)

When I _____ to university yesterday, I _____ my friend.

- a) am going, meet
- b) was going, was meeting
- c) went, was meeting
- d) was going, met

: 1. 2. A 3 4.A 5.A 6. 7. B8.D9.C 10.A 11. C 12.A 13.D14.A 15. D

1) _____ this film before?

- a) Do you see
- b) Did you see
- c) Have you seen
- d) Willyousee

2) Michael _____ playing the piano at the age of six.

- a) began
- b) begins
- c) had begun
- d) wasbeginning

3) R _____ bus _____ now.

4) My parents _____ in London since 2009.

- a) were living
- b) have lived
- c) live
- d) lived

5) Who _____ America?

- a) did discover
- b) discovers
- c) discovered
- d) haddiscovered

6) The guests _____ tea when Robert _____.

- a) had; entered
- b) were having; entered
- c) had; was entering
- d) will be having; enter

7) Nick _____ a new tie yesterday. It _____ him 10 dollars.

- a) bought; costed
- b) was buying; cost
- c) had bought; cost
- d) bought; cost

8) _____

Neither Olga nor her sister _____ to go to the club tonight.

- a) wants
- b) is wanting
- c) is wanting
- d) isn't wanting

John Major _____ Prime Minister in November, 1990.

- a) had become
- b) becomes
- c) became
- d) has become

She _____ for 15 years.

- a) is teaching
- b) has been teaching
- c) teaches
- d) has taught

He _____ in Rome before he moved to Paris.

- a) had lived
- b) lived
- c) was living
- d) had been living

12)

At this time tomorrow they _____ over Greece.

- a) will fly
- b) will be flying
- c) are flying
- d) will have flown

13)

He _____ breakfast yet.

- a) has finished
- b) finished
- c) didn't finish
- d) hasn't finished

14)

Sam _____ riding a motorbike when he _____ 12 years old.

- a) was learning, was
- b) learnt; was
- c) learns; is
- d) will learn; will be

15)

They _____ their music class in the morning today, but normally they _____ it in the afternoon.

- a) have; are having
- b) are having; have
- c) were having; are having
- d) will have; had

: 1. 2. A 3.D 4 B 5.C 6.B 7.D 8.A 9.C 10.B 11.A 12.B 13.D 14.B 15.B

:

F	F
86%	100%
69%	85%
50%	68%
0	

I-II

F

, - 25

F

F

)

Образцы заданий для текущего контроля

Семестр 1

N Cross-cultural differences: are they important?)

Семестр 2

N My future profession)

5

F	
9-10	
7-8	
5-6	
0	

F

5

1.)	F	-
	F	0	,
	0	F	
2.)	, -3)	-
	F	/-2	,
		-	

	3 \ 3	
3.	F ' F)	-
	F ' F)	,
	/ F)	
4.		-
	' F	,
) \ F	
5.	F)	-
	F ' F ' F)	,
	F)	
		,

F

F F) , F)

8-, -)

Образцы заданий для текущего контроля

Семестр 1

You play the part of a visitor to the international exhibition. Discuss the impressions and emotions with another visitor. Be active and polite.

Семестр 2

You play the part of a tourist agent. You have to book two tickets to Prague for two clients and make a hotel reservation for 6 days. Be active and polite.

5

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9-10	
7-8	
5-6	
0	

F 5

1.)) F ' ' F ' ' F	-
	F F) 0)	,

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	0) 0) F , F ')) F F F ,) F F F)	
2.) , -3)	-
	F , , F /-2 \	,
	3 \ - 3	
3.	F ' F)	-
	F , F)	,
	/ F)	
4.		-
	' F	,
) \ F	
	F)	
5.		-
	F F , ' F F)	,
		,

3) (I-II). F F
F)

Образцы заданий для текущего контроля

Семестр I

Read and translate the text. Answer the questions.

Job Interview

Mr Johnson is the boss of a trucking company. His office is a mess. There are papers, books and boxes everywhere. Nothing is clean, nothing is in order: he needs a good secretary.

Mrs Santana wants a job. She is in his office for an interview. He is surprised because she is an old lady and she has no office experience. Mrs Santana is talking:

D)D)D)D

You see, D)D) H E ,

office. There are papers, books and boxes everywhere. Your basket is full. The date on your calendar is

Mr Johnson is sitting in his armchair and smiling. He says:

Answer the questions:

- 1) What kind of a company is this?
- 2) Who is the boss?
- 3) In what condition is his office?
- 4) Whom does Mr Johnson need?
- 5) What does Mrs Santana want?
- 6) Does she have any office experience?
- 7) Is she a young woman?
- 8) What does she say about herself?
- 9) Does Mr Johnson like her?

Семестр 2

Read and translate the text. Answer the questions.

Time management

A rich businessman was on holiday by the beach in Mexico when a small fishing boat docked nearby with just one man on board. Inside the boat there were several large tasty-looking fish.

The fisherman was very happy to see the rich man. He said to him: "I have a small boat and I can help you. If you spent more time fishing, you could buy a bigger boat. With the profits from it you could buy several more boats until eventually you would own the whole fleet of fishing boats. Then instead of selling the fish to a middleman you could sell the fish directly to the processor and increase your profit ; line-5, 9 C :)

The rich man was very interested in what the fisherman said. He said to him: "I have a small boat and I can help you. If you spent more time fishing, you could buy a bigger boat. With the profits from it you could buy several more boats until eventually you would own the whole fleet of fishing boats. Then instead of selling the fish to a middleman you could sell the fish directly to the processor and increase your profit ; line-5, 9 C :)

The fisherman was very happy to see the rich man. He said to him: "I have a small boat and I can help you. If you spent more time fishing, you could buy a bigger boat. With the profits from it you could buy several more boats until eventually you would own the whole fleet of fishing boats. Then instead of selling the fish to a middleman you could sell the fish directly to the processor and increase your profit ; line-5, 9 C :)

little, spend time with your wife, play with your kids, then rest in the afternoon. In the evening you could stroll into the village and have a drink with your friends. You see ho

Answer the questions:

- 1) Where was a rich business on holiday?
- 2) Who did he meet?
- 3) What did the fisherman do in his free time?
- 4) What did the businessman tell the fisherman about himself?
- 5) What did the businessman advise the fisherman?
- 6) What is the main idea of the story?

F	
9-10	
7-8	
5-6	
0	

F 5

1.	F F	-
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	F)	
2.	F -	-
	F -	,
	F -	
3.	F -	-
	F -	,
	F -	
4.	F	-
	F	,
	F , -2)	
5.	F , F)	
) F	-
	F , F 0	,
	F 0	0
	0	
		,

4) I-II , F)
 -)

Образцы заданий для текущего контроля

Семестр 1

R Modern Etiquette

Семестр 2

> 5 3 crucial skills of a Tour Guide

Требования к структуре сочинения-эссе

• - , F)

•

F

F

Рекомендации по написанию аннотации

F

F

F

F

5

The article is

The headline of the article is

O

O

The article is

I found the article (rather) interesting (important, useful)

F

5

9-10	
7-8	
5-6	
0	

F

F

5

1.	F)	-
	50%	,
	0	
2.)	-
	F --3	,
	F)	
3.	F) , -3)	-
	F) F . -2	,
	F) F 3 /	

4.		-
5.		-

5) I-IV

Образцы заданий для текущего контроля

Семестр 1

Do a pro Cross-

Семестр 2

? Popular leisure activities

Этапы работы над проектом

-
-
-
-
-
-
-
-

9-10	
7-8	
5-6	
0	

1)	0--
2)	0--
3)	0--
4)	0--
5)	0--
6)	0--

1)) F I-II) 5,) F - 10)-)

F , 1 -) F) F F

F F) F F)

Образцы заданий

My wife's father is my ____.

- 1) uncle
- 2) stepfather
- 3) father-in-law
- 4) brother-in-law

Will you meet my cousin John at the station tomorrow? D) :

- 1) What does he like?
- 2) What is he like?
- 3) What does he do?
- 4) What does he look like?

- 1) piece
- 2) read
- 3) port
- 4) pit

4.

On ____ days we spent much time indoors watching TV.

- 1) rain
- 2) raining
- 3) rainy
- 4) rained

5.

What is ____ capital of ____ India?

- 1) a; an
- 2) the; the
- 3) -; the;
- 4) the; -

6.

They spoke to _____ daughter yesterday.

- 1) O H
2) O H
3) O nd Mary
4) Tim and Mary

7.

I prefer _____ coffee black and without sugar.

- 1) a
2))
3) an
4) the

8.

She remembered _____ beautiful lawns and footpaths.

- 1) those
2) that
3) them
4) this

9.

R _____ : D _____)
1) somebody
2) anything
3) anybody
4) nobody

10.

Is there _____ or _____ furniture in your room?

- 1) much; little
2) many; little
3) much; few
4) many; few

11.

C _____ K _____ :
1) are
2) there are
3) are there
4) there

12.

My friend is afraid of _____

- 1) mouses
2) mice
3) mouse
4) mices

13.

Thunder and lightning are natural _____ .

- 1) phenomenon
2) phenomena
3) phenomenons
4) phenomem

14.

Turn off the gas! _____ water is boiling.

- 1) the
2) a
3)
4) an

15.

They say _____ sugar is bad for you.

- 1) a
2)
3) an
4) the

:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3	4	4	3	4	1	2	1	3	1	3	2	2	1	2

Telephone

The telephone is a necessary means of communication in business.

When you need to telephone your colleague or partner, you dial his phone number which can be found in the directory. The phone will ring, and your colleague will answer it by picking up the receiver. If he is busy he may ask you to call back later. If he is already on the phone when you call him, his number is busy and you cannot get through. When he finishes speaking to you, he should hang up.

Many telephone numbers mostly related to businesses or governmental offices are prefixed by 800. These numbers provide free customer service because many companies are interested in getting new customers. In most civilized countries emergency numbers (ambulance, police, fire) are also toll-free calls. (To place an emergency telephone call in the USA, for example, you should dial 911 or 0.)

Making a telephone call is not always easy, especially if you do not know the person on the other end of the line very well. Phone messages must be accurate and complete. Taking them demands both writing and listening skills particularly when a caller is speaking quickly.

Asking callers to repeat a message can help, and there is really no need to be embarrassed about it. Even people who have spoken a language all their lives ask each other to repeat things.

2

-

She _____ to Greece.

- | | |
|-------------------|--------------------|
| 1) never was | 2) will never been |
| 3) has never been | 4) is never been |

She is playing the piano, _____?

- | | |
|---|-------------|
| 1 | 2) has she |
| 3 | 4) will she |

She _____ a lot about Canada and Mexico lately, so she can tell us a lot about their people.

- | | |
|----------------|-------------|
| 1) was reading | 2) has read |
| 3) will read | 4) had read |

4.

They _____ a new school here by the end of 2020.

- | | |
|--------------------|----------------------------|
| 1) will have built | 2) will have been building |
| 3) will builds | 4) will have been built |

5

They _____ the report before the tutor returned.

- | | |
|-----------------|------------------|
| 1) had finished | 2) finished |
| 3) has finished | 4) was finishing |

6.

My fellow student has ____ been late for classes.

- 1) ever
- 2) yet
- 3) never
- 4) as

7.

Have they fed the dogs ____?

- 1) ever
- 2) yet
- 3) never
- 4) already

8.

My boyfriend _____ from his business trip last Sunday.

- 1) have returned
- 2) had returned
- 3) has returned
- 4) returned

9.

I ____ very proud of my son. He won the local competition.

- 1) is
- 2) are
- 3) am
- 4) were

10.

We _____ supper when you come to visit us.

- 1) will have
- 2) will have had
- 3) will be having
- 4) have

11.

She will buy a wonderful present if you ____ her.

- 1) invites
- 2) invite
- 3) will be inviting
- 4) will invite

12.

Listen! Somebody _____ .

- 1) was singing
- 2) is singing
- 3) sings
- 4) are singing

13.

Tomorrow at 9 p.m. I _____ to Paris.

- 1) will fly
- 2) will be flying
- 3) will have flown
- 4) flew

14.

N _____)

- 1) dreams; leaves
- 2) will dream; leaves
- 3) dreams; will leave
- 4) dreams; is leaving

15.

Jill _____ dinner when her husband _____ .

- 1) was cooked, came
- 2) cooked, came
- 3) was cooking, came
- 4) were cooking, was coming

:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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