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\_\_\_\_\_9 ' -06-21)  
 \_\_\_\_\_9 : Visit of a foreign partner ' -8-14)  
 \_\_\_\_\_9 to be ' -94-84( 0-5 ' -95-96)

\_\_\_\_\_9 ' -06-21)  
 \_\_\_\_\_9 : Visit of a foreign partner ' -8-14)  
 \_\_\_\_\_9 -01 3 4 5 ' -18-31)  
 \_\_\_\_\_9 there is/are ' -88( 0 2 3 5 ' . 99-101)

\_\_\_\_\_9  
 \_\_\_\_\_9 to have have got ' -0/1-0/ 2( - 0 1 3 ' . 103-104)  
 \_\_\_\_\_9 : First names and friendship ' -06)  
 \_\_\_\_\_9 -07(  
 \_\_\_\_\_9  
 \_\_\_\_\_9 : Forms of Address ' -07-19),  
 \_\_\_\_\_9 -08(

\_\_\_\_\_ : Listen to people getting acquainted at a conference. What are they talking about? Do they get on with each other? '

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\_\_\_\_\_9 - ' -3/-43)  
\_\_\_\_\_9 - ' -3-7),  
-0-3' -7-8)  
\_\_\_\_\_ : Tough interviews ' -74-86)  
' -75(  
\_\_\_\_\_ : Applying for a job '  
(

\_\_\_\_\_9 - ' -3/-43)  
\_\_\_\_\_ : Winning posts ' -76-89),  
\_\_\_\_\_ : A new job ' ( )  
\_\_\_\_\_9 ' -3-6( -01-18' .10-12)

\_\_\_\_\_9 - ' -3/-43)  
\_\_\_\_\_9 - ' -18-20( -7-14' -25-38)  
\_\_\_\_\_ : Job hunting ' -26-40)

\_\_\_\_\_9 - ' -3/-43)  
\_\_\_\_\_ :  
\_\_\_\_\_ : Dos and donts for job seekers ' -4/-52)

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\_\_\_\_\_ :  
\_\_\_\_\_ : The Present Simple Tense ' -0/4-0/6( -2-7  
' -0/6-109)  
\_\_\_\_\_ : Modern Etiquette ' -26-28(  
' -27)

\_\_\_\_\_ :  
\_\_\_\_\_9 .The Present Continuous Tense ' -004-006( -  
1 6 8 01 ' -006-120)  
\_\_\_\_\_ : Modern Etiquette ' -20-34)  
9

\_\_\_\_\_ : \_\_\_\_\_ ( \_\_\_\_\_ )  
\_\_\_\_\_ : \_\_\_\_\_ . The  
Present Simple Tense vs the Present Continuous Tense ' - 01 / -01 0( - 0 5 6 07 ' -01 0-  
124)

\_\_\_\_\_ : Telephone techniques that work ( \_\_\_\_\_ -28-41),  
\_\_\_\_\_ -30(

\_\_\_\_\_ : \_\_\_\_\_ ( \_\_\_\_\_ )  
\_\_\_\_\_ : \_\_\_\_\_ 2' -0/ 00 -01 4( \_\_\_\_\_ )  
\_\_\_\_\_ : Telephone English: how to take and give messages  
' \_\_\_\_\_ 0-5( \_\_\_\_\_ )

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( \_\_\_\_\_ )

\_\_\_\_\_ : \_\_\_\_\_ -11-23)  
\_\_\_\_\_ : \_\_\_\_\_ . The Past Simple Tense ' - 128-02/( \_\_\_\_\_ - 2 3 8  
' \_\_\_\_\_ - 130-132)

\_\_\_\_\_ : Why should I learn English 10 compelling reasons for  
EFL learners ( \_\_\_\_\_ .24-25)  
\_\_\_\_\_ 9

\_\_\_\_\_ : \_\_\_\_\_ -11-23)  
\_\_\_\_\_ : \_\_\_\_\_ . The Past Continuous Tense ' -137-028( \_\_\_\_\_ - 0 4  
' \_\_\_\_\_ - 139-140)

\_\_\_\_\_ : Why should I learn English 10 compelling reasons for  
EFL learners ( \_\_\_\_\_ .24-25)  
\_\_\_\_\_ 9 - 00' \_\_\_\_\_ -14(

\_\_\_\_\_ : \_\_\_\_\_ ( \_\_\_\_\_ )  
\_\_\_\_\_ 9 \_\_\_\_\_ . The Past  
Simple Tense vs the Past Continuous Tense ' - 142( \_\_\_\_\_ -1,2 ' \_\_\_\_\_ -142)  
\_\_\_\_\_ : Vive la difference? ' \_\_\_\_\_ -230-231)

\_\_\_\_\_ : \_\_\_\_\_ ( \_\_\_\_\_ )  
\_\_\_\_\_ 9 \_\_\_\_\_ 3' \_\_\_\_\_ -3 4 -033)  
\_\_\_\_\_ : Cross-cultural differences between native English-  
speaking communities ( \_\_\_\_\_ c. 234)

\_\_\_\_\_ : \_\_\_\_\_ Cross-cultural  
differences: are they important ' \_\_\_\_\_ -05 -16(

## II

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\_\_\_\_\_9 ' )  
 \_\_\_\_\_9A ' ) ( )  
 \_\_\_\_\_: A business trip ' ( )  
 ( )  
 \_\_\_\_\_9 ' - 52-54( - 6 7 0/ 04 ' - 57-70)

\_\_\_\_\_: ' ( )  
 \_\_\_\_\_: Catching a train. Booking train tickets in  
 Britain. Booking train tickets in the USA ( )  
 \_\_\_\_\_: 9A railway journey  
 \_\_\_\_\_: ' - 65-66), 5 ' . 65)

\_\_\_\_\_: ' ( )  
 \_\_\_\_\_9 Airplane reservations ' ( )  
 ( )  
 \_\_\_\_\_9 9Travelling by plane  
 \_\_\_\_\_: - ' - 54-66),  
 15 ' . 71)

\_\_\_\_\_: ' ( )  
 \_\_\_\_\_: - 65( - 8 ' - 67(- )  
 \_\_\_\_\_: At a hotel ' ( )  
 \_\_\_\_\_9 9Booking a room

\_\_\_\_\_9 ' ( )  
 \_\_\_\_\_: Negotiations ' ( )  
 \_\_\_\_\_9 ' c. 4-6( - 0-2 ' - 6-10)

\_\_\_\_\_: Rules for negotiations ' ( )  
 ( )  
 \_\_\_\_\_: Negotiation tactics ' ( )  
 ( )  
 \_\_\_\_\_: Present- - 03-05 ' - 00-14)

\_\_\_\_\_: ' ( )  
 \_\_\_\_\_: At the office ' ( )  
 \_\_\_\_\_9 9Meeting a partner ( )

\_\_\_\_\_ : \_\_\_\_\_ ' -13-14( -0 2' -14-27)

\_\_\_\_\_ : Past- -03-10' -00-14)  
\_\_\_\_\_ : Discussing the price problem 0 '  
\_\_\_\_\_ ( \_\_\_\_\_ :

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\_\_\_\_\_9 - ' ( \_\_\_\_\_ : Time management '  
( \_\_\_\_\_9 / The Future Simple Tense ( c. 146-148), -0( -  
148)

\_\_\_\_\_ : How well do you manage time '  
( \_\_\_\_\_9

\_\_\_\_\_9 Good and bad time  
management  
\_\_\_\_\_ : . The Future Continuous Tense ' -044-156) -  
1 ( -156)

\_\_\_\_\_ : ' ( \_\_\_\_\_ : What do you do in your free time '  
( \_\_\_\_\_9

\_\_\_\_\_9 Leisure time  
\_\_\_\_\_ : Leisure activities '  
( \_\_\_\_\_9

\_\_\_\_\_9 ' ( \_\_\_\_\_ : The Future Perfect Tense ' -24-25( -0' ,  
-36)

\_\_\_\_\_ : Five ways to balance work and leisure '  
( \_\_\_\_\_ : 9Work and leisure

\_\_\_\_\_ ( )

\_\_\_\_\_ : \_\_\_\_\_ : Professional Skills of an Educator ' ( \_\_\_\_\_ (

\_\_\_\_\_9 . The Future Perfect Tense ' -24-25( -3' -26(



\_\_\_\_\_ : Exchange of Views about an Educator ' ( \_\_\_\_\_ 9 9 Working in Education.

\_\_\_\_\_ : Education in Russia ' ( \_\_\_\_\_

\_\_\_\_\_ : \_\_\_\_\_ ' ( \_\_\_\_\_ : Job interview ' \_\_\_\_\_ : History and Law as school subjects - \_\_\_\_\_ : Major branches of Law

\_\_\_\_\_ : \_\_\_\_\_ ' 8 - 161) \_\_\_\_\_ : Discussion of the Project on Teaching ' ( \_\_\_\_\_ 9 My future profession

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\_\_\_\_\_ 9 \_\_\_\_\_ ' -06-21) \_\_\_\_\_ : Visit of a foreign partner ' -8-14) \_\_\_\_\_ 9 to be ' -83-84( \_\_\_\_\_ 7-03 ' -86-98)

\_\_\_\_\_ 9 \_\_\_\_\_ ' -06-21) \_\_\_\_\_ 9 there is/are-' -88( \_\_\_\_\_ 6-8 ' -0/0-102) \_\_\_\_\_ : First names and friendship ' -06( \_\_\_\_\_ 9 ' -2 -2/(

\_\_\_\_\_ 9 \_\_\_\_\_ 9 to have \_\_\_\_\_ have got ' -0/1-0/2( -2 4 ' -0/3-105) \_\_\_\_\_ : Forms of Address ' -07-19)

\_\_\_\_\_ 9 \_\_\_\_\_ 9 \_\_\_\_\_ : The art of mingling ' -1/-15( \_\_\_\_\_ ' -15(

\_\_\_\_\_9 - ' -3/-43)  
\_\_\_\_\_9 : Tough interviews ' -74-86)  
\_\_\_\_\_9 - - ' -3-7),  
-3-8 ' -7-10)

\_\_\_\_\_9 - ' -3/-43)  
\_\_\_\_\_9 : Winning posts ' -76-78(  
\_\_\_\_\_9 -78(  
\_\_\_\_\_9 - ' -16-18( -0-6 ' -23-36)  
\_\_\_\_\_9 - ' -33(  
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\_\_\_\_\_9 - ' -20-23( -04-10 ' -28-42).  
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\_\_\_\_\_9 : Job hunting ' -26-40)  
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\_\_\_\_\_9 : Modern Etiquette ' -17-31)  
\_\_\_\_\_9 9 ' -02-03( -3 5 8 0/ ' -08-  
21)

\_\_\_\_\_9 : Modern Etiquette ' -23-38)  
\_\_\_\_\_9 9  
-03-05( -00 01 02 11 ' -1 0-24)  
\_\_\_\_\_9 Modern Etiquette ' -1 5-38)

\_\_\_\_\_9 ' ( -06-18),  
\_\_\_\_\_9 9 ' ( -06-18),  
-04 06 07 1/ ' -11-24)  
\_\_\_\_\_9 : Telephone etiquette: how phonogetic are you?  
' -30-46)

\_\_\_\_\_9 ' (



\_\_\_\_\_ : Travelling by plane ' (

\_\_\_\_\_9 ' -65( -00 01 ' -67-80).  
\_\_\_\_\_9At the Grand hotel ' (   
\_\_\_\_\_ : London ' (

\_\_\_\_\_9 ' (   
\_\_\_\_\_ : Negotiations ' (   
\_\_\_\_\_9 ' c. 4-6( -3-00' -6-10)

\_\_\_\_\_9 Present- -17-1 0' -00-14)  
\_\_\_\_\_ : The most important elements of negotiations  
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\_\_\_\_\_9 ' -13-14( -3 4 5 ' -14-27)  
\_\_\_\_\_ : Discussing the order '   
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\_\_\_\_\_9 Past- -1 6-00' -13-28)  
\_\_\_\_\_9Discussing the price problem 1 '   
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\_\_\_\_\_9 - ' (   
\_\_\_\_\_9 . The Future Simple Tense ' c. 146-037( -   
1 2 3 4 5 7 00' -037-151)

\_\_\_\_\_9 . The Future Continuous Tense ' -044-045( -   
1 2 ' -046(   
\_\_\_\_\_ : Managing your time '   
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\_\_\_\_\_9 6 ' 3 4 -047(   
\_\_\_\_\_ : Leisure time ' (

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' -26(  
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. The Future Perfect Tense '

-24-25( - 1 2

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. The Future Perfect Tense '

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2 Skills of an Educator

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Future- - 02 03 04 ' \_\_\_\_\_-05(  
Choosing your future career

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Job in Modern School

7' 0 2 4 - 048-160)

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' 8 0/ - 061-162)

\_\_\_\_\_ : Prospects for the Development of Education '

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04

**I-II**

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*Образцы тестовых заданий для текущего контроля*

- 1)
- B - -
- a) a
- b) an
- c) the
- d) -

2)

Our parents at work.

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

3)

She is from Scotland

- a) she is
- b) is she
- c)
- d) isn't it

4)

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

5)

- a) has
- b) does have
- c) have
- d) have's

6)

- 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)

- 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)

- 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)

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

13)

Look at \_\_\_\_\_ geese!

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

90- 1 - A 2 3 - A 5. A 5- 6 - B 8. D 9. C 10. A 11. C 12. A 13. D

2

1)

\_\_\_\_\_ this film before?

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

2)

Michael \_\_\_\_\_ playing the piano at the age of six.

- a) began
- b) begins
- c) had begun
- d) was beginning

3)

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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) had discovered

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
- (
- 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 teached



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
- (
- 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

90- 1 - 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

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I-II

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*Образцы заданий для текущего контроля*

Cross-cultural differences: are they important? -

2

My future profession -

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8-01

Образцы заданий для текущего контроля

1

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

2

You play the part of a young specialist who travels on business. You have to book one ticket to the train leaving for Moscow. You have to make a hotel reservation for 6 days. Be active and polite.

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**I-II**

*Образцы заданий для текущего контроля*

Read and translate the text. Answer the questions.

**Preparing For a Job Interview**

and cover letter have served their purposes well, you will be invited to participate in an  
- B

and your prospects for employment are very strong if you put in the time to be well prepared.

In this section we look at how to get ready for an interview, what types of interviews you might need to engage in, and what kinds of questions you might be asked.

**Review the Job Description**

When you prepare for an interview, your first step will be to carefully read and reread the job posting or job description. This will help you develop a clearer idea of how you meet the skills and attributes the company seeks.

**Research the Company or Organization**

Researching the company will give you a wider view of what the company is looking for and how well you might fit in. Your prospective employer may ask you what you know about the company. Being prepared to answer this question shows that you took time and effort to prepare for the interview and that you have a genuine interest in the organization. It shows good care and good planning soft skills you will surely need on the job.

**Practice Answering Common Questions**

Most interviewees find that practicing the interview in advance with a family member, a friend, or a colleague eases possible nerves during the actual interview. It also creates greater confidence when you

specific questions you will likely be asked and corresponding strategies for answering them.

**Plan to Dress Appropriately**

Interviewees are generally most properly dressed for an interview in business attire, with the goal of looking highly professional in the eyes of the interviewer. At the DePaul University Career Center and CareerSpots.com Web site, click on Interview Dress to see three videos on dressing for success in your job interview. Learn exactly what is meant appropriate for men and women.

**Come Prepared**

bring a portfolio of representative work. Leave behind coffee, chewing gum, and any other items that could be distractions.

Be Confident

impres -

2

Read and translate the text. Answer the questions.

### Time management

Time management systems have become exceedingly popular in recent years and with good reason. The ultimate potential benefit of such systems is the ability to optimize how you spend your time in order to extract the best possible results in the shortest period of time. Such systems do come with a price, however, and that price is the time you must spend first learning and then maintaining the system. Generally speaking, the more complex the system, the more costly it is to use. The more time you spend managing your system, the less time you'll spend reaping the rewards of increased productivity.

Since the early 1990s, I've studied time management extensively, both by devouring existing knowledge on the subject and through first-hand trial and error. I've read a shelf full of books on time management, listened to hundreds of hours of time management audio learning, and read dozens of articles on the subject. I've used a variety of time management systems including Franklin-Covey, David Allen's Getting Things Done, and Anthony Robbins' Rapid Planning Method (formerly called OPA for Outcome-Purpose-Action). I've used PC software like Microsoft Outlook, Palm computers, and paper-based planners. If there were such a thing as a Ph.D in time management, I've gone through the curriculum many times over.

Studying time management has been an extremely worthwhile endeavor. While the claims made by people selling products in this field are often exaggerated and overhyped, I did realize some genuine productivity benefits from applying the best ideas. As I wrote in the article "Do It Now," I was able to earn two college degrees in only three semesters, largely by applying a variety of time management techniques, some of them to the extreme. I took the same classes in 1.5 years that other students took over a 4-year period, but I was able to compress them into a much shorter period of time by taking about triple the normal course load. However, I don't consider this to be an extraordinary achievement. I think someone else who studied time management as much as I did could achieve similar results. The sad truth is that most people are so incredibly bad at managing their time that rock-bottom personal productivity is simply accepted as normal. So anyone who can consistently invest 80% of their time each day in intelligent, productive activities is going to look like an overachiever by comparison. The average college student in particular is probably operating at only 20-30% of their capacity, and I'm referring to their social life in addition to academics. Most people are completely unaware of just how poor they are at time management until some "overachiever" enters their lives and makes them look bad by comparison.

Time management systems

It's tempting to say that excellent time management is a result of having a great time management system. But I have not found this to be the case. I think the general mindset of time management is far more important than any system. And the mindset of time management is simply that you value your time. It's really a self-

esteem issue. If you see your life as valuable and meaningful, then you will value your time as well. If you find yourself wasting a lot of time, you probably don't have a strong enough reason to manage your time well. No system you use will make much difference until you address the underlying issue of self-respect. If your life has no meaningful purpose, then you don't have a compelling enough reason to improve your time management skills.

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1.

*Требования, предъявляемые к написанию докладов*

'6-0/ - 1 Times New Roman 03 (-

*Структура доклада:*

*Структура резюме*

*Рекомендации по написанию личного письма*

9

9

'1 2 (-

*Рекомендации по написанию аннотации*

The headline of the arti

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

9

9-10	
7-8	
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4	

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**I-IV**

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*Образцы заданий для текущего контроля*

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*Этапы работы над проектом*

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4-	0-1
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*Образцы заданий*

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

**2.**

Will you meet my cousin John at the station tomorrow?

- 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.

- 0(
- 1(



2(

4) will she

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

- 1) was reading
- 3) will read

- 2) has read
- 4) had read

**4.**

A new school \_\_\_\_\_ here by the end of 2020.

- 1) will have built
- 3) will build

- 2) will have been building
- 4) will have been built

They \_\_\_\_\_ the report before the tutor returned.

- 1) had finished
- 3) has finished

- 2) finished
- 4) was finishing

**6.**

My fellow student has \_\_\_\_\_ been late for classes.

- 1) ever
- 3) never

- 2) yet
- 4) as

**7.**

Have they fed the dogs \_\_\_\_\_?

- 1) ever
- 3) never

- 2) yet
- 4) already

**8.**

My boyfriend \_\_\_\_\_ from his business trip last Sunday.

- 1) have returned
- 3) has returned

- 2) had returned
- 4) returned

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

- 1) is
- 3) am

- 2) are
- 4) were

**10.**

We \_\_\_\_\_ supper when you come to visit us.

- 1) will have
- 3) will be having

- 2) will have had
- 4) have

She will buy a wonderful present if you \_\_\_\_\_ her.

- 1) invites
- 3) will be inviting

- 2) invite
- 4) will invite

Listen! Somebody \_\_\_\_\_ .

- 1) was singing
- 3) sings

- 2) is singing
- 4) are singing

Tomorrow at 9 p.m. I \_\_\_\_\_ to Paris.

- 1) will fly
- 3) will have flown

- 2) will be flying
- 4) flew

**14.**

-

- 1) dreams; leaves
- 3) dreams; will leave

- 2) will dream; leaves
- 4) dreams; is leaving

**15.**

Jill \_\_\_\_\_ dinner when her husband \_\_\_\_\_ .

- 1) was cooked, came
- 3) was cooking, came

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

**Mass Media in the democratic society**

Today more homes in the United States have television than a toilet. The average adult watches TV three hours each day, and the average child four. By the time most American youths graduate from high school, they will have spent more time in front of the television than in class. Truly, Americans live in a media age; but what are they learning about their government and politics?

Unless a citizen is actually in the White House, on the floor of a state legislature he or she cannot experience directly what is happening. Citizens today know the political world largely through the pictures, words, and expressions the mass media communicate to them. In reality, politics and the mass media have become inseparable. Supreme Court Justice Lewis F. Powell explained the importance of the mass media for citizens in a democracy. He argued that an informed public depends upon accurate and effective reporting by the news media. No individual can obtain for himself the information needed for the intelligent discharge of his political responsibilities. For most citizens the prospect of personal familiarity with newsworthy events is hopelessly unrealistic.

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