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to be

there is/are

to have

Past

Present.

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Future.

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

\_\_\_\_\_ ( \_\_\_\_\_ -43) \_\_\_\_\_ -7), \_\_\_\_\_ -8)

\_\_\_\_\_ : Tough interviews - \_\_\_\_\_ : Applying for a job

\_\_\_\_\_ : \_\_\_\_\_ -43) \_\_\_\_\_ : Winning posts -89), \_\_\_\_\_ : A new job - \_\_\_\_\_ -12)

\_\_\_\_\_ -43) \_\_\_\_\_ -38) \_\_\_\_\_ : Job hunting -40)

\_\_\_\_\_ -43) \_\_\_\_\_ : Dos and donts for job seekers -52)

\_\_\_\_\_ The Present Simple Tense - -7 \_\_\_\_\_ -109) \_\_\_\_\_ : Modern Etiquette -

\_\_\_\_\_ The Present Continuous Tense - \_\_\_\_\_ -120) \_\_\_\_\_ : Modern Etiquette -34)

\_\_\_\_\_

Present Simple Tense vs the Present Continuous Tense - The  
124) -  
: Telephone techniques that work -41),

: Telephone English: how to take and give messages

The Past Simple Tense -23)  
-132) -  
: Why should I learn English 10 compelling reasons for  
EFL learners ( .24-25)

The Past Continuous Tense -23)  
-140) -  
: Why should I learn English 10 compelling reasons for  
EFL learners ( .24-25)

Simple Tense vs the Past Continuous Tense The Past  
: Vive la difference 230-231)

: Cross-cultural differences between native English-  
speaking communities ( c. 234)  
Cross-cultural  
differences: are they important

## II

\_\_\_\_\_ : Business trips  
\_\_\_\_\_ : A business trip  
\_\_\_\_\_ - -69)

\_\_\_\_\_ : Catching a train. Booking train tickets in  
Britain. Booking train tickets in the USA ( )  
\_\_\_\_\_ : A railway journey  
\_\_\_\_\_ :

\_\_\_\_\_ Airplane reservations  
\_\_\_\_\_ : Travelling by plane  
\_\_\_\_\_ -66),

\_\_\_\_\_ : At a hotel  
\_\_\_\_\_ Booking a room  
\_\_\_\_\_ **6**  
\_\_\_\_\_ ( )

\_\_\_\_\_ : Negotiations  
\_\_\_\_\_ c. 4- - -10)

\_\_\_\_\_ : Rules for negotiations

\_\_\_\_\_ : Negotiation tactics

\_\_\_\_\_ Present - -12)

\_\_\_\_\_ : At the office  
\_\_\_\_\_ Meeting a partner  
\_\_\_\_\_ -27)

\_\_\_\_\_ : Past. )  
\_\_\_\_\_ : Discussing the price problem 1

\_\_\_\_\_ :

\_\_\_\_\_ : Time management

\_\_\_\_\_ : The Future Simple Tense c. 146-148)

\_\_\_\_\_ : How well do you manage time

\_\_\_\_\_ : Managing your time

\_\_\_\_\_ : The Future Continuous Tense -156)

\_\_\_\_\_ : What do you do in your free time

\_\_\_\_\_ : Leisure time  
\_\_\_\_\_ : Leisure activities

\_\_\_\_\_ : The Future Perfect Tense - -3  
-37)

\_\_\_\_\_ : Five ways to balance work and leisure

\_\_\_\_\_ : Work and leisure

( )

\_\_\_\_\_ : A Perfect Teacher: Traits of Character ( -  
96)

\_\_\_\_\_ : To be going to 152- - -154

\_\_\_\_\_ : Teaching as a Career ( -15) -6  
-17)

\_\_\_\_\_ : Teaching as a  
Career

\_\_\_\_\_ : Education in Russia -92)



\_\_\_\_\_ :  
Choosing is not so easy as it looks

\_\_\_\_\_ : Secondary education in Britain -91)  
\_\_\_\_\_ : My future  
profession

\_\_\_\_\_ : Visit of a foreign partner -21)  
\_\_\_\_\_ to be - -14)  
\_\_\_\_\_ - -98)

\_\_\_\_\_ there is/are. - -21)  
\_\_\_\_\_ : First names and friendship -102)

\_\_\_\_\_ to have have got - -105)

\_\_\_\_\_ : Forms of Address -19)

\_\_\_\_\_ : The art of mingling -

\_\_\_\_\_ : Tough interviews -43)  
\_\_\_\_\_ -86)

- -10) -7),

\_\_\_\_\_ : Winning posts -43)  
\_\_\_\_\_ -

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| _____ : Job hunting                                  |       | -40) |       |
| _____ V  | -50)  |      |       |
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| _____  |       |      |       |
| _____ : Dos and don ts for job seekers               |       |      | -52)  |
| _____ :  |       |      |       |
| _____  |       |      |       |
| _____ : Modern Etiquette                             |       | -31) |       |
| _____  | -     |      | -     |
| 21)  |       |      |       |
| _____ : Modern Etiquette                             |       | -38) |       |
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| -  | -24)  |      |       |
| _____ Modern Etiquette                               |       | -38) |       |
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| _____ -24)   |       |      |       |
| _____ : Telephone etiquette: how phonogetic are you? |       |      |       |
| -46)   |       |      |       |
| _____  |       |      |       |
| _____  |       |      | -26)  |
| _____ : Telephone etiquette: how phonogetic are you? |       |      |       |
| -  | -47)  |      |       |
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| _____ The Past Simple Tense                          |       |      | -     |
| _____  | -136) |      |       |
| _____  |       |      |       |
| _____ : The impact of culture on business            |       |      |       |
| _____ The Past Continuous Tense                      |       |      |       |



\_\_\_\_\_ : \_\_\_\_\_ -27)  
\_\_\_\_\_ : Discussing the order

\_\_\_\_\_ : Past 7- -28)  
\_\_\_\_\_ Discussing the price problem 2

\_\_\_\_\_ -  
\_\_\_\_\_ The Future Simple Tense c. 146-  
-151)

\_\_\_\_\_ The Future Continuous Tense -156)  
\_\_\_\_\_ : Good and bad time  
management

\_\_\_\_\_ : Leisure time

\_\_\_\_\_ : The Future Perfect Tense - 4, 5

\_\_\_\_\_ : To be going to -  
\_\_\_\_\_ : a S

\_\_\_\_\_ : Future . 13,14,15 ( \_\_\_\_\_ .16)  
\_\_\_\_\_ : Some useful tips for young teachers

\_\_\_\_\_ : Education in Russia -92)  
\_\_\_\_\_ -160)

\_\_\_\_\_ -162)  
\_\_\_\_\_ : American schools -94)

6.

I-II

5

*Образцы тестовых заданий для текущего контроля*

1)  
Close window, please.

- 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) .  
two brothers and two sisters.

- 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)

- 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)

Look!

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

13)

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

- a) this; they

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

14)

He \_\_\_\_\_ now.

- a) is reading
- b) read
- c) are reads
- 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. B 8. D 9. C 10. A 11. C 12. A 13. D 14. A 15. 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)

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
- 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 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

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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| 69% - 85%  |  |
| 50% - 68%  |  |
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**I-II**

*Образцы заданий для текущего контроля*

**Семестр 1**

Cross-cultural differences: are they important?

**Семестр 2**

My future profession

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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.

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3) (I-II ).

*Образцы заданий для текущего контроля*

***Семестр 1***

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:

You see

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.

said the rich man.

play with my children. Then I rest in the afternoon. In the evening I visit the rest of my family or stroll into the village

e best universities in the world. 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-

sked the humble fisherman.

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

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?

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4)

I-II

*Образцы заданий для текущего контроля*

***Семестр 1***

Modern Etiquette

***Семестр 2***

3 crucial skills of Tour Guide

*Требования к структуре сочинения-эссе*

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- -
- -

*Требования, предъявляемые к написанию докладов*

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- (7-10 , Times New Roman, )

*Структура доклада:*

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*Структура резюме*

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*Рекомендации по написанию личного письма*

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*Рекомендации по написанию аннотации*

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The headline of the arti

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

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**I-IV**

*Образцы заданий для текущего контроля*

***Семестр 1***

Do a pro

Cross-

***Семестр 2***

Popular leisure activities



*Этапы работы над проектом*

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I-II

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*Образцы заданий*

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**1.**

My wife's father is my \_\_\_\_\_.

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?

**3.**

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.

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.**

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.**

How many books \_\_\_\_\_

1) are

2) there are

3) are there

4) there

**12.**

My friend is afraid of \_\_\_\_\_

- 1) mouses
- 3) mouse

- 2) mice
- 4) mices

**13.**

Thunder and lightning are natural \_\_\_\_\_ .

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

**14.**

Turn off the gas! \_\_\_\_\_ water is boiling.

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

**15.**

They say \_\_\_ sugar is bad for you.

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

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| 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.

She \_\_\_\_\_ to Greece.

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

She is playing the piano, \_\_\_\_\_?



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

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

**14.**

- 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

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |
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**Buckingham palace**

Buckingham Palace is the London residence and administrative headquarters of the reigning monarch of the United Kingdom. Located in the City of Westminster, the palace is often at the centre of state occasions and royal hospitality. It has been a focal point for the British people at times of national rejoicing and mourning.

Originally known as Buckingham House, the building at the core of today's palace was a large townhouse built for the Duke of Buckingham in 1703 on a site that had been in private ownership for at least 150 years. It was acquired by King George III in 1761 as a private residence for Queen Charlotte and became known as The Queen's House. During the 19th century it was enlarged, principally by architects John Nash and Edward Blore, who constructed three wings around a central courtyard. Buckingham Palace became the London residence of the British monarch on the accession of Queen Victoria in 1837.

The last major structural additions were made in the late 19th and early 20th centuries, including the East front, which contains the well-known balcony on which the royal family traditionally congregates to greet crowds. The palace chapel was destroyed by a German bomb during World War II; the Queen's Gallery was built on the site and opened to the public in 1962 to exhibit works of art from the Royal Collection.

I-II

I-II

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