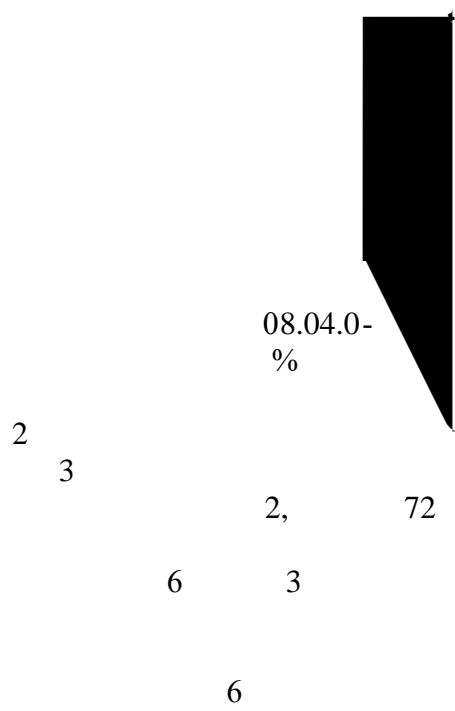


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 _____ : (_____ : Etiquette, How not to behave badly abroad.)
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 _____ : Making a reservation
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 _____ : Starting a Conversation. Asking for Directions,
 Forms of address, Greetings, Shaking hands, Parting. (_____)
 _____ : Making a reservation
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_____ : _____ (_____)
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 Going through a job interview. _____ % _____)
 _____ : Common questions at a job interview. _____)
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_____ : _____ Tele-
phone communication, Restaurant Menu.

_____ : Fast food, Regular Restaurant Ordering, Fine Dining. Left right and around the corner, Talking to Strangers. (_____).

_____ : _____)

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_____ : At the restaurant, Festive Dinner, Business Lunch _____ %

_____ : Making a reservation _____ %

II

_____ : _____ (_____ (_____ (_____ (_____ (_____)

_____ : _____ (Suppositional Mood).

_____ : Gestures and speech interaction, What does argumentation mean? _____ %

_____ : Making a reservation _____ %

III

1. _____ : _____ Conversational Formulas.

_____ : General things, Flight, Confirming your flight, Departing date, Finding the gate, At the counter, At the Airport, Checking in and checking out, _____)

_____ : _____ %

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IV

1. _____: Directions, Asking the Way, Sightseeing, Sports.
_____, _____: The main sights of the towns (Moscow, Smolensk, London, New York). World Cup in RF. Association football in Great Britain. Baseball, Basketball and Ice-Hockey in the USA.

_____: _____, GPS,
(_____ % _____,
_____: _____ %

V

1. _____: Conversational Formulas.
_____, _____: Radio Communication Phraseology, Internet Cli-
(O O O O
_____: _____
_____: Meeting your partners. Being late for your meeting with business partners. You want to excuse yourself.

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VI

1. _____: _____ ()
(_____, _____: A case study of designing speech interaction. Argu-
mentation. What is Aggressive Speech.
_____: _____.
(_____ 6 _____)

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_____: _____
_____, _____ Business Contracts, Business Ethics, Social and
Business visits in the USA, Negotiations, Business trips.
_____: _____
_____: _____ (_____ % _____)

II

_____: _____ (_____ (_____)
(_____ (_____)
_____, _____: Using idiomatic English when talking about business,
Job problems, Project planner business idea. (_____)
_____: _____ % _____)

_____ : %

III

_____, _____: Basic Internet Terms, 20 Internet Terms Every Beginner Should Know, Internet slang and terminology.

(_____)

(_____).

IV

(_____ (_____ - _____ % _____)
_____, _____: (? Expressions for Business Correspondence, The Best Formatting for a Business Letter, Business Letters Writing. Writeyourbusinessplan.

_____ 6)

_____ %

V

_____, _____: Electronic letters, History of electronic correspondence, Types of Electronic correspondence.

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_____: SubjectClause.
_____ %

VI

(_____ (_____ - _____ % _____)
_____, _____: (? A Correspondence, The Best Formatting for a Business Letter, Business Letters Writing. Writeyourbusinessplan.

_____ 6)

_____ %

VII

_____, _____: Electronic letters, History of electronic correspondence, Types of Electronic correspondence.

_____ 6)

_____: SubjectClause.
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_____, _____: Understanding Research Methods, Interpret-
ing Research Results, How to Write a Summary. ().

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II

_____ : 6 ()
_____: The style of dissertation. ().

_____: Predicative Clause.
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III

_____ : ()
_____, _____: The Experimental Method: knowledge through
systematic intervention, Correlation: the search for relationships.
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IV

_____ :)
_____, _____: Internet texts, Websites to expand scien-
tific knowledge.

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V

_____ :
_____, _____: What are scientific research articles and how do I
find them? Scientific papers.
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VI

_____: (_____, _____): The Main Logical Parts of a Presentation, Paraphrasing tactics. Forums, Conferences, Master-Classes. _____: Report.

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_____: _____: Attributive Clause. %

VII

_____: _____: The Structure of a Scientific Paper, The Use of Statistics, Formal Methods in Research.

_____6 (_____)

_____: _____: Adverbial Clause. %

VIII

_____: (_____) (_____) . How to write a dissertation in time, What is PhD? What should a dissertation include? Master s degree.

_____6 (_____)

_____6 _____: Object Clause. %

IX

_____: _____: A thesis or dissertation, Master s degree in Europe. %

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Module 1

Complete the sentences

- 1) P L
 - a) is killed
 - b) was killed
 - c) will be killed
- 2) P
 - a) are changed
 - b) changed
 - c) is changed
- 3) P
 - a) was posted
 - b) will be posted
 - c) posted
- 4) P
 - a) are being mended
 - b) are mended
 - c) were being mended
- 5) I
 - a) was already told
 - b) has already been told
 - c) is already told
- 6) O
 - a) are expected
 - b) have been expected
 - c) has been expected
- 7)
 - a) will be blown
 - b) was blown
 - c) will blown
- 8) P
 - a) was questioning
 - b) is questioning
 - c) is being questioned
- 9) P
 - a) has not signed
 - b) are not signed
 - c) have not been signed
- 10) P
 - a) was planned
 - b) is being planned
 - c) has been planned
- 11) P E
 - a) is given
 - b) was being given
 - c) was given
- 12) P I
 - a) will have been built

- b) will built
 c) will have built
- 13) E ()
 a) had been repaired
 b) was being repaired
 c) is being repaired
- 14) P
 a) will be completed
 b) will have been completed
 c) has been completed
- 15) K
 a) was taught
 b) is being taught
 c) will be taught

Module 2

Open the brackets and put the verb in the proper tense form of the Passive Voice

- 1) Wait a little! Your questions (to discuss) now.
- 2) P D %
 very interesting.
- 3) This new dictionary (to sell) everywhere now.
- 4) I cannot use my hotel room because (not to clean) yet.
- 5) A new metro line (to construct) now. One of the stations (to build) in our street.
- 6) The place looked wonderful Everything (to prepare, already) for the ball.
- 7) A lot of new articles (to write) about this book soon, I am sure.
- 8) He (to laugh at) when he was a schoolboy.
- 9) This mountain (to climb, never) before.
- 10) Mushrooms (to gather) in autumn.

*к кмди йкб зй убйdb к з йч з кзк
 Second Meanings of Modal Verbs*

Module 1

Complete the sentences

- 1) □U
 a) must joke
 b) must be joking
 c) must have joked
 d) must have been joking
- 2) E E E rthday
 a) may be
 b) must be
 c) must have been
 d) may have been
- 3) E □
 a)
 b) may have said
 c)
 d)
- 4) K (E
 meeting.
 a) must have been

- b) may have been
 c) might have been
 d)
- 5) I P
 a) must be
 b) may be
 c)
 d) might be
- 6) P P
 address.
 a) may send
 b) may be sending
 c) ca
 d) may have sent
- 7) E P
 a) must broke
 b)
 c) must have broken
 d)
- 8) E E
 a) must have fallen
 b) fallen
 c) might fall
 d) must fall
- 9) O O
 a) must sleep
 b) must have slept
 c) must sleeping
 d) must be sleeping
- 10) E P
 a) might be
 b) must have been
 c) must be
 d) might have been

Module 2

Translate into English

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The Verbals (the non-finite forms of the verb)
The Infinitive and the Gerund

Complete the sentences

1) E

a) $J(0,5) = \frac{1}{2} \ln \left| \frac{1 + \sqrt{1 - 4 \cdot 0 \cdot 5}}{1 - \sqrt{1 - 4 \cdot 0 \cdot 5}} \right| = \frac{1}{2} \ln \left| \frac{1 + 1}{1 - 1} \right| = \frac{1}{2} \ln \left| \frac{2}{0} \right| = \frac{1}{2} \ln \left| \frac{2}{0^+} \right| = \frac{1}{2} \ln \left(\frac{2}{0^+} \right) = \frac{1}{2} (\ln 2 - \ln 0^+) = \frac{1}{2} (\ln 2 - (-\infty)) = \frac{1}{2} (\ln 2 + \infty) = \infty$

- a) laughing
 - b) to laugh
 - c) on laughing
 - d) laugh
- 12) O F
- a) to ski
 - b) skiing
 - c) forskiing
 - d) ski

*The Participle and the Absolute Constructions
(the Absolute Participial Construction)*

1) Translate into English

- a)
- b)
- c)
- d)
- e)
- f)
- g)
- h)
- i)
- j)

2) Replace the following sentences or groups of sentences by simple sentences with the Participle.

- a) P P
- b) Jane was tidying up her bedroom. She found some old letters.
- c) We moved to Florida. We had sold our cottage.
- d) His head was aching at night. He had studied all day.
- e) He knew all the goals by heart. He had seen that match several times.

3) Replace the clauses with the Absolute Participial Construction

- a) As there was a severe storm at sea, the steamer could not leave the port.
- b) As it was Sunday, the library was closed.
- c) As the weather was fine, they went for a walk.
- d) As the professor was ill, the lecture was put off.

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The Subjunctive Mood. Types of Conditionals

Module 1

Complete the sentences

- 1) E (E)
- a) will lend
 - b) lend
 - c) lends

- 2) E (□
 a) will hurry
 b) hurry
 c) would hurry
- 3) You were not E
 a) have been
 b) will be
 c) had been
- 4) E (□
 a) will be
 b) is
 c) would be
- 5) E (□
 a) would go
 b) went
 c) would went
- 6) E (□ have had time to watch this film
 a)
 b)
 c)
- 7) E E (E
 a) would give
 b) would have given
 c) will give
- 8) S ;
 a) would you have bought
 b) did you buy
 c) will you buy
- 9) E H (ate.
 a) will not hurry
 b)
 c)
- 10) E E (E
 a) would be
 b) would not be
 c) would not have been
- 11) E E (E
 a) were
 b) was
 c) will be
- 12) E □
 a) calls
 b) would call
 c) called
- 13) If I had read th (E
 a) will be able
 b) would be able
 c) would have been able

Module 2

Translate into English

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- 5. (
- 6. (

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 You make a reservation at a hotel. Beactiveandpolite.

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Read and translate the text.

Religion in the UK

Complete religious freedom is a characteristic feature of the U.K. People may choose religion and the denomination.

The British are not very religious but religion plays an important role in their lives.

The U.K. is traditionally a Christian state. Of the four countries that make up the United Kingdom, only England has an established church. Christianity dominates in the country. There are different other denominations and sects in the U.K.

Each of the four countries of the United Kingdom has distinctive churches.

Scotland and Northern England were evangelized first by Celtic missionaries from Ireland.

Throughout the history of Britain, religion has been connected with the kings, queens and politics.

England was a Roman Catholic country until 1534.

And in 1534 King Henry VIII decided to end his contacts with Rome and the Pope. His decision was purely political. He wanted to control the Church and to keep his money in his

country. Henry was against Protestantism and Reformation. He liked his Catholic faith. He criticised the ideas of Martin Luther in Germany and John Calvin in Geneva. The Pope rewarded him with the title Defender of Faith (F.D.). Today this abbreviation can be found on every British coin.

Henry wanted to divorce his wife Catherine but the Pope did not give his permission. In 1534, he broke off a relationship with the Pope and the Parliament named Henry the Head of the Church of England. That was the beginning of the Anglican Church.

Today, the Church of England is the officially established Christian church in Britain. It is the mother of the worldwide Anglican Communion. The British monarch is required to be a member of the Church of England under the Act of Settlement 1701. The senior bishop of the Church of England is the Archbishop of Canterbury.

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- P
- P E
- P
- The main
- P
- I found the article (rather) interesting (important, useful)

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- b) S _____ -cream before _____ I
- c) You got off the train at Saltmarsh city. The porter saw you.
- d) Nobody expected that she would get this position.

3) Translate into English

- a) _____ (_____)
- b) _____
- c) _____ (_____)
- d) _____ (_____)

зкв йкблк збв бб
Complex Subject

1) Paraphrase the following sentences using the Complex Subject

- a) It proved that he was a very experienced worker.
- b) It is considered that this mine is the best one in the district.
- c) It appears that there are different opinions on this subject.
- d) It happened that there was a doctor there at that time.
- e) It is believed that there is hope of reaching an agreement.
- f) It is said that there are many difficulties in solving this problem

2) Translate into English

- a) _____ , _____ , _____ .
- a) _____ (_____)
- b) _____ (_____ - _____)
- c) _____ (_____)
- d) _____ (_____)

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The conception of Syntactic Positions. Subject, predicate, object, attribute, adverbial modifier,
parenthesis: ways of expression

Find the following parts of the sentence

1) Subject:

- a) To take care of my family is my general priority.
- b) It is getting dark.
- c) There will be ten doctors at the conference.
- d) They decided to work at the weekends.

2) Predicate:

- a) Shall I change your books?
- b) He ought to be more polite.
- c) The National Museum of Australia was visited by Oliver in October 1989.

3) Attributive:

- a) Yesterday I had a strong toothache.
- b) Look at that walking man!
- c) Her office is on the fortieth floor.
- d) I _____ dogs are barking all the nights.
- e) It was a pleasure to discuss this matter with you.
- f) My sister hates the idea of borrowing money.

- 4) Adverbial modifier:
- Many factories are being closed because of the economic crisis.
 - With diligence you will succeed.
 - We reached the town the next morning.
 - We could see the river from the top of the hill.
- 5) Parenthesis:
- Tom is absent today, moreover, he is ill.
 - Anyway he must know about the problem.
 - P B (
- 6) Object:
- Do the following.
 - They try to win.
 - All the happiness of my life depends on your loving me.

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Compound and Complex Sentences. Conjunctions and Linkers

Complete the sentences

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 - who
 - which
 - where
- P E
 - where
 - who
 - which
- N O
 - who
 - which
 - where
- E E
 - because
 - then
 - so
- E E
 - so
 - because
 - then
- E ?
 - so
 - because
 - then
- D
 - and
 - but
 - or
- E E
 - so
 - where
 - if

- 9) oney, I will call my solicitor.
a) unless
b) when
c) if
- 10) E (E
a) unless
b) when
c) if

How to Write a Summary

A "stand-alone" summary is a summary produced to show a teacher that you have read and understood something. It is common in many 100 and 200 level classes to get assignments that ask you to read a certain number of articles and summarize them. This is also a very common type of writing assignment in graduate school.

How to produce a summary:

1. Read the article to be summarized and be sure you understand it.
2. Outline the article. Note the major points.
3. Write a first draft of the summary without looking at the article.
4. Always use paraphrase when writing a summary. If you do copy a phrase from the original be sure it is a very important phrase that is necessary and cannot be paraphrased. In this case put "quotation marks" around the phrase.
5. Target your first draft for approximately 1/4 the length of the original.

The features of a summary:

1. Start your summary with a clear identification of the type of work, title, author, and main point in the present tense.

Example: In the feature article "Four Kinds of Reading," the author, Donald Hall, explains his opinion about different types of reading.

2. Check with your outline and your original to make sure you have covered the important points.
3. Never put any of your own ideas, opinions, or interpretations into the summary. This means you have to be very careful of your word choice.
4. Write using "summarizing language." Periodically remind your reader that this is a summary by using phrases such as *the article claims*, *the author suggests*, etc.
5. Write a complete bibliographic citation at the beginning of your summary. A complete bibliographic citation includes as a minimum, the title of the work, the author, the source. Use APA format.

Questions:

1. What is a summary? Is it a common type of assignment in graduate school?
2. What is included in the outline of the article?
3. How long should the first draft of the summary be?
4. How is a first draft of the summary to be written?
5. How often should paraphrase be used? When can phrases be copied from the text of the article?
6. What is it necessary to mention at the beginning of the summary?
7. What is it necessary to cover in the summary? Can you put your own ideas and interpretations in the summary?
8. What phrases are used in the summarizing language?

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