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_____, _____ : Etiquette, How not to behave badly abroad,
Business telephone calls, Booking a Hotel, Ordering a meal.)
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_____ : Making a reservation
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_____, _____ : Curriculum Vitae, Going through a job inter-
view, Business letter. %

_____ : Common questions at a job interview
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_____, _____: Writing the Thesis, Research: Fundamental and Applied, and the Public, A thesis or dissertation. ()

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_____ : Stylistic differentiation of English vocabulary. State and municipal management. ()

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1. _____ : Conversational Formulas, Words and expression greeting and parting, Telephone communication

_____, _____: Flight, Confirming your flight, Departing date, Finding the gate, At the counter, At the Airport, Checking in and checking out, General things, Fast food, Regular Restaurant Ordering, Fine Dining. Left right and around the corner, Talking to Strangers. Starting a Conversation. Asking for Directions.

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sions for Business Correspondence, Letters, Business Contracts, Business Ethics, Social and
Business visits in the USA, Negotiations, Business trips, Using idiomatic English when talking
about business, Job problems, Project planner business idea. (_____)

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_____ : The style of dissertation, Understanding Research Methods, Interpret-
ing Research Results: The Use of Statistics, Paraphrasing, How to Write a Summary, Regional
and degree-specific practices and terminologies, The Experimental Method: knowledge through
systematic intervention, Correlation: the search for relationships. (_____)
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The Passive Voice

Module 1

Complete the sentences

- 1) Pda Lrae aj p h] opj ædp
a) is killed
b) was killed
c) will be killed
- 2) Pda i kja] ppa] jg
a) are changed
b) changed
c) is changed
- 3) The letpan aqan]
a) was posted
b) will be posted
c) posted
- 4) Pda odkao] ppa i ki ajp
a) are being mended
b) are mended
c) were being mended
- 5) I eo aj j ap] kqppa l] np
a) was already told
b) has already been told
c) is already told
- 6) Qn aj p j kpk p] lg qnej c pa paop
a) are expected
b) have been expected
c) has been expected
- 7) s depha ebpa ma eo] j ai arcaj _
a) will be blown
b) was blown
c) will blown
- 8) Pda i] j s epj aoo ej pa rkki
a) was questioning
b) is questioning
c) is being questioned
- 9) Pda l] l amo ap] hpa i ai amkbpa _ ki i eoekj
a) has not signed
b) are not signed
c) have not been signed
- 10) Pda l] np oej _ a pa jas a] n
a) was planned
b) is being planned
c) has been planned
- 11) Pdeo ja _gh] _a pki a i cn] jj s daj Es] oæt paj
a) is given
b) was being given
c) was given
- 12) Pda jas gej arc] npaj I] n_d
a) will have been built
b) will built
c) will have built
- 13) E_kqh jkpqoa i _] n] ops aag(ep
a) had been repaired

- b) was being repaired
 c) is being repaired
 14) Pda _kj o[m] _pkj pda aj kb pda a]n
 a) will be completed
 b) will have been completed
 c) has been completed
 15) Kqn _h]oo another teacher next year.
 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) Ps k mal kmp kj Dai ejcs] o qknao pk i]ga%ej our group last month. Both of them were 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.

Second Meanings of Modal Verbs

Module 1

Complete the sentences

- 1) s]lg ej pdeos a]plan Uqk
 a) must joke
 b) must be joking
 c) must have joked
 d) must have been joking
- 2) Eps]ooki a d a_e]hk _]ockj E kj pmai ai ans d]p Ep i ep]
 a) may be
 b) must be
 c) must have been
 d) may have been
- 3) qpoda ep E]i qna oda e j pi a]j ep
 a) _]j p]o]
 b) may have said
 c) _]j pd]r a o]e
 d) _]j p]o]
- 4) Kb_kqna(da qo s ep] deos kng qpEi l napp qna p]pda fqopkr anohal pkqn aqpan] meeting.
 a) must have been
 b) may have been
 c) might have been
 d) _]j p a
- 5) I qm aj p]p] la_qma jks Pda jarani eo_h]ooao

- a) must be
 b) may be
 c) _]j p a
 d) might be
- 6) Pda s]ol nk] h oki a i eo]j anop]j e]c aop]n] Pda p]a _k]p] _p]k p]a s nk]c address.
 a) may send
 b) may be sending
 c) _]j p]a]j
 d) may have sent
- 7) E]eo]i l ko]e h] p]p]a o]k]q]h d]r]a m]b]q]a p]k d]a]l k]q Pda p]a]e]n]l nk]i e]o]a
 a) must broke
 b) _]j p]d]r]a nk]g]aj
 c) must have broken
 d) _]j p] m]g]
- 8) E]t]k]q]j p]e]o] e]n]p]p]a b]k]k]p]k]b]p]a p]a]a E]p b]n]k]i] j]a]o]p
 a) must have fallen
 b) _]j p]d]r]a b]l]t]aj
 c) might fall
 d) must fall
- 9) O]d]a k]a]o]j p]d]a]n]p]a p]a]h]al d]k]j]a O]d]a
 a) must sleep
 b) must have slept
 c) must sleeping
 d) must be sleeping
- 10) E]o]p]k]j] o]a]p]e]j p]d]a]l]n]g]j j]k]s i _]k]p]e]o _]k]r]a]m]a s e]p]l c]m]a]j o]p]n]d] a]o P]d]a]l]e]j p] s] a]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_]j p]b]k]n] j]a]s _]n
 a) buy
 b) buying

- c) to buy
d) in buying
- 2) Era a_e a ꞑk Blkre] jat pqi i an
a) go
b) to go
c) going
d) for going
- 3) Dks e kq i]j]ca ꞑk]r ke _]qcdp
a) being
b) be
c) to be
d) from being
- 4) Da jar ani ej o i a ꞑda _]ns dajar anEs]j pep
a) to borrow
b) borrow
c) borrowing
d) for borrowing
- 5) Oar an]hl akl h ej oꞑpa ꞑda kh i an to cross the road.
a) to help
b) helping
c) help
d) on helping
- 6) Ei s ꞑꞑc ꞑda hꞑꞑꞑ kq bkni eꞑd] l ꞑoaj p
a) to thank
b) thank
c) thanking
d) in thanking
- 7) Ukq aꞑꞑꞑ ꞑda dkqꞑa ꞑꞑe_gh
a) to leave
b) leave
c) leaving
d) left
- 8) Da l ꞑꞑꞑ a
a) to sleep
b) to be sleeping
c) sleep
d) being sleeping
- 9) Es]o okm _]j cn s eꞑd danh] oꞑQj]
a) to be
b) be
c) for be
d) to have been
- 10) Da o]e da s kqh n] ꞑꞑꞑ _]pdki a
a) to stay
b) staying
c) stay
d) to have stayed
- 11) E _]j pdah _]ꞑꞑꞑ hꞑj j l q l l eao
a) laughing
b) to laugh
c) on laughing
d) laugh

- 12) Oda s ajp h]opF]jq]n
- to ski
 - skiing
 - for skiing
 - ski

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

1) Translate into English

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

- Pda]m racap]n]jo Pda kj pa]pi a]p
- Jane was tidying up her bedroom. She found some old letters.
- We moved to Florida. We had sold our cottage.
- His head was aching at night. He had studied all day.
- He knew all the goals by heart. He had seen that match several times.

3) Replace the clauses with the Absolute Participial Construction

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

The Subjunctive Mood. Types of Conditionals

Module 1

Complete the sentences

- 1) E kq jaa i kja (E kq oki a)
 - will lend
 - lend
 - lends
- 2) E kq (s a lh]p d p]a qo]
 - will hurry
 - hurry
 - would hurry

- 3) You were nkps ep qo aqan] Es eod kq dara aqan]
 a) have been
 b) will be
 c) had been
- 4) Hbep oqjj pki knks (s a s dhck tkn] s]hg
 a) will be
 b) is
 c) would be
- 5) Hbda s]jpa] naepdke] (da pk pda i kqj pje o
 a) would go
 b) went
 c) would went
- 6) Hbda aqan] arajej c(da s kqld have had time to watch this film
 a) e j ps krg
 b) kaoj ps krg
 c) d] j ps krga
- 7) HbEd]]]r(E] hbp aqan]
 a) would give
 b) would have given
 c) will give
- 8) S d]p danebpedan epd] ;
 a) would you have bought
 b) did you buy
 c) will you buy
- 9) HbHej] (oda s dh a late.
 a) will not hurry
 b) kaoj pdqm
 c) e j pdqm
- 10) HbEd] j pi ooa pda qo(E h]pa tkns krg
 a) would be
 b) would not be
 c) would not have been
- 11) HbE kq(Es kqh k ar an pje c s alh
 a) were
 b) was
 c) will be
- 12) Hbkj h da qo pk] □
 a) calls
 b) would call
 c) called
- 13) If I had read pde] ne_ha aqan] (E pk] j os an pde naopekj pk]
 a) will be able
 b) would be able
 c) would have been able

Module 2

Translate into English

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Семестр I

Q a]g kj p̄la p̄kl e_ My scientific work

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Семестр 1

You make a reservation at a hotel. Be active and polite.

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Read and translate the text.

Leaving home

Almost every 16-year old has thought about leaving home. Many teens dream about leaving home: but the reality can often be much harder than they imagine. Recently, a survey of "Young People's Social Attitudes" asked British teenagers for their opinions about leaving home. Forty-nine per cent of 12-15 year olds thought that teenagers should be allowed to leave home at the age of 16; another 12% said 17, and 8% said "when they want". Only 23% of young teenagers thought that they should live at home until they were 18! Yet the teenage dream seems to conflict with the experience of real life; when the same question was put to 18 and 19-year olds, almost half replied that teenagers should not leave home before the age of 18. Nevertheless, leaving home is part of the process of growing up. Many teenagers leave to go and study or train or look for a job in a different town or city, returning home when the money runs out. Others leave because they just want to get out. Most, especially younger ones, are happy to go home again later; for a small number, leaving home is a definitive break.

Every year thousands of young people in Britain leave home in search of a better or more exciting life; many of them go to London, attracted by the bright lights, the night life, the youth scene and the hope of finding work.

16-year olds who leave school with few or no qualifications find it very hard to get jobs; indeed, in some British cities, particularly in the North, finding work is almost impossible for unqualified people, especially young people. London, however, has less unemployment and more jobs; and though no one imagines that the streets of the capital are "paved with gold" (as in the legend), many teenagers make their way to the capital, hoping to set up a new home of their own.

Though there are indeed more jobs in London than in most other cities, they are not always good jobs, and the dream of leaving home and finding a job often turns out to be just that; a dream. Many return home; some become homeless.

Homelessness is not a new problem, and there are many associations that help homeless people to find somewhere to live. And although, overall, less people keep coming to London in search of a new life, the number of young people doing so has gone up sharply; their reasons for coming have changed too.

It's all part of our changing society. In 1961, only about 5% of children (about half a million children) in Britain lived in single-parent families; in 2013, 22% of children, that is three million children, lived in single-parent families. Single-parent families are generally poorer than traditional families.

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Pda da] leja kbpa]ne_ha Ed]ra ma] eo

- Pda]qpknbpa]ne_ la eo
- The i]ej e a] kbpa]ne_ la eo
- Pda]ne_ la eo] kqp
- I found the article (rather) interesting (important, useful)]o a]qca

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Семестр 1

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Форма промежуточного контроля - зачет

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The Complex Object

- 1)
 - a) Ukqnl]m]p]ls] os]j p kq s napa plai lapano
 - b) Ukq]j pi]ga i a o] plao
 - c) Ed] at la pa dai a eo]ll kejpa
 - d) kj plapep pkq la kq
 - e) Oda s]p da i a kl aj pla o] ba

2) Replace the following sentences or groups of sentences by simple sentences with the Infinitive Construction (the Complex Object)

- a) Ejaranoi kga ej kkno I s eba kaoj plaga ep
- b) S a kj pa]pe_a-_m]i atkra ejjan a]qoa I kpan kaoj plapep
- 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) (

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

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!

- b) because
 c) then
 7) Da l h] o kkp]lh da kaoj pog]pa
 a) and
 b) but
 c) or
 8) Eod]lh_ki a]j oaa kq Ed]ra pa a
 a) so
 b) where
 c) if
 9) kq l] pa i kja (Es eh]lhi okte_ekn
 a) unless
 b) when
 c) if
 10) Ecap]j ej r itation, I will come to the party.
 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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