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ThePresentSimpleTensevsthePresentContinuousTense * -3 4 0 + 3 4 2 0 " 3 . 8 . 9 . 3
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" " : Telephonetechnique\$thatWork * -41), " 0
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* -6 8 +". "0 " 6 3 " " -47) " *

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_____ : Why should I learn English ó 10 compelling reasons for
EFL learners (.24-25)

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_____ : Why should I learn English ó 10 compelling reasons for
EFL learners (.24-25)

_____ < " " 0 " 3 3 " * " " 0 4 7 +

3. _____ < "" " " " *
_____ : The impact of culture on business (.229),
Vive la difference? (.230-231)

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141), / The Past Simple
Tense vs the Past Continuous Tense (. 142), . 1,2 (.142)

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_____ : Stereotypesvs cultural generalizations *
232-233)

5. _____ < "" " " " " " * +
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_____ : Cross-cultural differences between native English-
speaking communities (c. 234) British attitudes. Tea (.234-235)

_____ : ë E t -cultural
f k h h g t g p e g u < " c t g " v j g {16 k27) r q t v c p v A ì " " *
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 Rulesfor negotiations, Themostimportantelementsof negotiations*

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 _____ " " " : "Time management*" " "

+ _____ < " " " TheFutureSimpleTense * 1 " c. 146-3 6 : + . " 0 " 3 "
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_____ " " " " : Howwelldoyoumanage time *
 " + _____ " " " " < " " " "

Goodandbadtimemanagement

4 0 " _____ < " " " " TheFutureContinuousTense * " 1 " -3 7 8 + 3 7 7 0
 3 . 4 . 6 " * -157) " 0 " 3 7 8
 _____ " " " : Making your time *

3. _____ < " " " " " " " * " " "
 _____ " " " " : Leisure time, " "

Whatdoyoudoinyourfreetime*
 _____ " " " " " " " Leisure time " "

_____ : Leisure activities *

4. _____ : The Future Perfect Tense *
_____ : Five ways to balance work and leisure *

_____ : _____

_____ : _____

_____ : Professional Skills of a Psychologist *

_____ : The Future Perfect Tense *

_____ : Handwriting analysis (_____ -165) _____

What psychology can and cannot do.
_____ : _____ 3 most important skills of a psychologist
_____ : _____

2. _____ : Emotions *
_____ : How to control hostility (_____ c. 189-190)

_____ : _____
_____ : Teenagers' conduct

3. _____ : Physiognomy (_____ -162) _____

_____ : My future profession
_____ : The Future of Psychology in Russia

_____ : _____
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 Ourparents í "atwork.

a) are
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 d) -

3) " " " 0
 SheisfromScotland. " í A

a) she is
 b) is she
 c) k u p ø v " u j g
 d) isnøit

4) .
 Y j q " k u " v j k u " { q w p i " o c p A " K " f q p ø v " m p q y " í

a) him
 b) he
 c) his
 d) heø

5) " " " 0
 U j g " í " v y q " d t q v j g t u " c p f " v y q " u k u v g t u 0

a) has
 b) does have
 c) have
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6) " " " 0
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a) There is
 b) There are
 c) Is there
 d) Arethere

7) " " " 0
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a) are

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

8) K ølike 'to have ____ 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)

V j g " p g y u " a a a a " u q " f g r t g u u k p i " v j c v " y g " f q p ø v " m p q y

- 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)

N q q m # " V j g t g ø u " a a a a " w p f g t " v j g " v c d n g 0 " Q j . " k v ø u " o

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

13)

Lookat ____ geese! C t g p ø v " a a a a " h w p p { A

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

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_____ 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) " " " 0
Y g ø n late"ifdhg bus _____ now.
c + " y q p ø v " c t t k x g "
d + " j c u p ø v " c t t k x g f
e + " f q p ø v " c t t k x g "
f + " f q g u p ø v " c t t k x g

4) .
My parents _____ in London since 2009.
a) were living
b) have lived
c) live
d) lived

5) " " " 0
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

d + " f q g u p ø v " y c p v

c) is wanting

d) isn't wanting

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John Major _____ Prime Minister in November, 1990.

a) had become

b) becomes

c) became

d) has become

3 2 + " " " " 0

She _____ for 15 years.

a) is teaching

b) has been teaching

c) teaches

d) has taught

3 3 + " " " " 0

He _____ in Rome before he moved to Paris.

a) had lived

b) lived

c) was living

d) had been living

12)

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At this time tomorrow they _____ over Greece.

a) will fly

b) will be flying

c) are flying

d) will have flown

13)

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He _____ breakfast yet.

a) has finished

b) finished

e + " f k f p ø v " h k p k u j "

d) hasn't finished

14)

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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

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Read and translate the text. Answer the questions.

Preparing For a Job Interview

If your t² u w o² " c p f " e q x g t " n g v v g t " j c x g " u g t x g f " v j g k t " : k p v g t x k g y " y k v j " v j g " e q o r c p { " q t " q t i c p k | c v k q p " { q v 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 answer 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 by "business casual" and "business professional" appropriate for men and women.

Come Prepared

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

Be Confident

Confidence is a key factor in a successful interview. Practice your answers to common questions and be prepared to discuss your strengths and weaknesses. Remember, the interviewer is looking for someone who can handle the job and work well with others.

2

Read and translate the text. Answer the questions.

Time management

Time management systems have become exceedingly popular in recent years 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) uncle
- 2) stepfather
- 3) father-in-law
- 4) brother-in-law

2.

Will you meet my cousin John at the station tomorrow? ó K " f q p ø v " m p q y " j k o 0 " " a a a a

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

" 5 0 "

"

" "

"

- 1) piece
- 3) port

- 2) read
- 4) pit

4.

On ____ days we spent much time indoors watching TV.

- 1) rain
- 3) rainy

- 2) raining
- 4) rained

5.

What is ____ capital of ____ India?

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

- 2) the; the
- 4) the; -

6.

They spoke to _____ daughter yesterday.

- 3 + " V k o " c p f " O c t { ø u
- 5 + " V k o ø u " c p f " O c t {

- 4 + " V k o ø u " c p f " O c t { ø u
- 4) Tim and Mary

" 9 0 " "

"

"

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I prefer ____ coffee black and without sugar.

- 1) a
- 3) an

- 2) ó
- 4) the

" : 0 " "

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She remembered _____ beautiful lawns and footpaths.

- 1) those
- 3) them

- 2) that
- 4) this

9.

Y j q " k u " v j g t g " k p " v j g " t q q o A " K " e c p ø v " u g g " a a a a 0

- 1) somebody
- 3) anybody

- 2) anything
- 4) nobody

10.

Is there ____ or ____ furniture in your room?

- 1) much; little
- 3) much; few

- 2) many; little
- 4) many; few

"

"

"

. "

. "

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.

She _____ to Greece.

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

Uj g " j c u " d g g p " r n c { k p i " v j g " r k c p q " u k p e g " 6 " q ø e n q e m

3 + k u p ø v " u j g

5 + j c u p ø v " u j g

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. A new school _____ here by the end of 2020.

- 1) will have built
- 2) will have been building
- 3) will build
- 4) will have been built

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. Havetheyfedthedogs _____?

- 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

" ; 0 "

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

" 3 3 0 "

She will buy a wonderful present if you ___ her.

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

" 3 4 0 "

Listen! Somebody _____ .

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

" 3 5 0 "

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

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

14.

U j g " í " v q " d w { " c " p g y " e c t " y j g p " u j g " í " u e j q q n 0

- 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

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 ô 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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