

Федеральное агентство по образованию

Государственное образовательное учреждение
высшего профессионального образования
"Ивановский государственный архитектурно-строительный университет"

*Факультет коммерческой подготовки
и повышения квалификации специалистов*

АНГЛИЙСКИЙ ЯЗЫК

*Учебно-методические материалы
для студентов, обучающихся по направлениям бакалавриата
«Экономика», «Менеджмент»*

Иваново 2008

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УДК 802 (076)

Английский язык. Учебно-методические материалы для студентов, обучающихся по направлениям бакалавриата «Экономика», «Менеджмент» / Иван. гос. архит.-строит. ун-т.; Сост.: Л.А. Наградова. – Иваново, 2008. – 44 с.

Издание содержит грамматический материал, разнообразные упражнения, разговорные темы, лексический минимум, тексты для чтения и обсуждения, а также итоговый тест. Цель учебно-методических материалов – подготовить студентов к чтению и пониманию текстов по специальности, способствовать развитию навыков устной речи.

Методические материалы предназначено для практических и самостоятельных занятий по английскому языку.

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I. КРАТКИЙ ГРАММАТИЧЕСКИЙ СПРАВОЧНИК С УПРАЖНЕНИЯМИ

ИМЯ СУЩЕСТВИТЕЛЬНОЕ

Артикль – показатель существительного.

Неопределенный артикль **a (an)** – a boy

Определенный артикль **the** – the boy

Упомянув предмет впервые, мы употребляем перед ним неопределенный артикль **a (an)**. Упомянув этот же предмет вторично, мы ставим перед ним определенный артикль **the**.

This is **a** book. **The** book is interesting.

УПОТРЕБЛЕНИЕ АРТИКЛЕЙ С ИСЧИСЛЯЕМЫМИ И НЕИСЧИСЛЯЕМЫМИ СУЩЕСТВИТЕЛЬНЫМИ

Типы существительных	a/an (первое упоминание, какой-то, всякий, любой)	the (известный, определенный)	– (первое упоминание, какой-то, какие-то, любой, все)
Исчисляемые существительные в ед. числе	a service	the service	–
Исчисляемые существительные во множ. числе	–	the services	services
Неисчисляемые существительные	–	the money	money

Артикль не употребляется, если перед существительным стоит притяжательное или указательное местоимение, другое существительное в притяжательном падеже, количественное числительное или отрицание “no” (не “not”).

Образование множественного числа имен существительных.

Большинство существительных образуют множественное число с помощью окончания **-s (-es)**, a boy – boys.

Окончание **-es** во множественном числе имеют:

а) существительные, оканчивающиеся в ед. числе на **s, ss, sh, ch, tch, x**:

bus – buses (автобус – автобусы)

class – classes (класс – классы)

bush – bushes (куст – кусты)

speech – speeches (речь – речи)

match – matches (спичка – спички)

box – boxes (коробка – коробки)

б) существительные, оканчивающиеся в ед. числе на **o**:

hero – heroes (герой – герои)
potato – potatoes (картофелина – картофель)
tomato – tomatoes (помидор – помидоры) **Но:**
photo – photos (фотография – фотографии)
piano – pianos (рояль – рояли)
zero – zeros (нуль – нули)

в) существительные, оканчивающиеся в ед.числе на **y**, перед которой стоит согласная (**y** при этом меняется на **i**):

army – armies (армия – армии)

г) некоторые существительные, оканчивающиеся в ед.числе на **f** или **fe (f)** при этом меняется на **v**):

leaf – leaves (лист – листья)

shelf – shelves (полка – полки)

half – halves (половина – половины)

wife – wives (жена – жены)

Некоторые существительные образуют множественное число иными способами, их следует запомнить:

man – men (человек, мужчина – люди, мужчины)

woman – women (женщина – женщины)

child – children (ребенок – дети)

foot – feet (нога – ноги)

tooth – teeth (зуб – зубы)

goose – geese (гусь – гуси)

mouse – mice (мышь – мыши)

sheep – sheep (овца – овцы)

deer – deer (олень – олени)

crisis – crises (кризис – кризисы)

basis – bases (основа – основы)

Падеж.

Существительные имеют два падежа: общий и притяжательный. Существительное в общем падеже не имеют специального окончания.

The man did this work. Этот человек сделал работу.

I saw the man. Я видел этого человека.

Форму притяжательного падежа обычно имеют лишь существительные, обозначающие живое существо, которому принадлежит какой-нибудь предмет, качество или признак. Существительное в притяжательном падеже имеет окончание **s**, перед которым стоит апостроф, или выражено сочетанием существительного с предлогом **of**. Данный падеж равнозначен русскому родительному падежу.

This boy's toy

или – игрушка этого мальчика

The toy of this boy

Во множественном числе после буквы **s** добавляется только апостроф.

The boys' toys – игрушки этих мальчиков.

Все остальные падежи в английском языке выражены сочетанием общего падежа с предлогом или без предлога:

the boy	мальчик (именительный падеж)
to the boy	мальчику (дательный падеж)
the boy	мальчика (винительный падеж)
by the boy	мальчиком (творительный падеж)
about the boy	о мальчике (предложный падеж)

УПРАЖНЕНИЯ

1. Вставьте артикль, где необходимо.

1. This is ... book. It is my ... book. 2. Is this your ... pencil? – No, it isn't my ... pencil, it is my sister's ... pencil. 3. I have ... sister. My ... sister is ... engineer. My sister's ... husband is ... doctor. 4. I have no ... brother. 5. She has got ...head-ache. 6. Have they got ... car? – Yes, they have. Their ... car is very expensive but reliable. 7. Have you got ... calculator? – No, I haven't. 8. Is this ... watch? – No, it isn't ... watch, it's ... pen. 9. This ... pen is good, and that ... pen is bad. 10. I can see ... pencil on ... table, but I can see no ... paper. 10. They have ... dog and two ... cats. 11. There is ... big tree in ... garden. 12. There is ... bank near here. – Where is ... bank? 13. There is ... new supermarket in ... center of our ... town. 14. There is ... hotel over there. ... Hotel isn't cheap. 15. This is ... resource.... resource is important. 16. This is ... manager.... manager is American. 17. This is ... plant. ... plant produces these goods. 18. These are ... services. ... services are important for plants. 19. These are managers.... managers are Russian and American. 20. These are ... goods. ... goods are industrial. 21. These are ... people. ... people are from ... small towns.

2. Вставьте артикль, где необходимо.

1. He hasn't got ... car. But he's got ... computer. ... computer is new. 2. My ... friends have got ... cat and ... dog. ... dog never bites ... cat. 3. This is ... tree. ... tree is green. 4. I can see three ... boys. ... boys are playing. 5. I have ... bicycle. ... bicycle is black. My ... friend has no ... bicycle. 6. Our ... room is large. 7. We wrote ... dictation yesterday. ... dictation was long. 8. She has two ... daughters and one ... son. Her ... son is ... pupil. 9. Last year I gave my ... mother ... bracelet for her ... birthday. She liked ... bracelet. 10. My ... brother's ... friend has no ... dog. 11. This ... pencil is broken. Give me that ... pencil, please. 12. She has ... ball. ... ball is ... big. 13. I got ... letter from my ... friend yesterday. ... letter was interesting. 14. When they were in Geneva, they stayed at ... hotel. Sometimes they had dinner at ... hotel and sometimes in ... restaurant. 15. This is my ... pen. ... pen is red. 16. These are ... pencils. ... pencils are black. 17. This is ... soup. ... soup is tasty. 20. In the morning I eat ... sandwich and drink ... tea. 21. She gave me ... coffee. ... coffee was hot. 22. He never eats ... meat, he always eats ... veg-

etables, fruit and ... nuts. He is ... vegetarian. 14. She bought ... meat, butter and ... potatoes yesterday.

3. Дайте форму множественного числа существительных:

a star, a mountain, a tree, a man, a road, a mouse, a room, a knife, a child, a bus, a town, a foot, a tooth, a sheep, a woman, a play, a goose, a story, a day, a pen.

4. Разделите существительные на две группы: исчисляемые и неисчисляемые. От исчисляемых существительных образуйте формы множественного числа.

country, businessman, man, money, information, service, industry, coffee, good, problem, trade, plant, consumer, economy, water, milk, news, resource, watch, basis, leaf, piano, crisis, half, box, deer, wife, dress, fox, lady, salt.

5. Перефразируйте следующие словосочетания и предложения, употребляя притяжательный падеж.

1. The ball of the dog. 2. The skateboard of that man. 3. The songs of the children. 4. The umbrella of my grandmother. 5. The room of my friend. 6. The questions of my son. 7. The wife of my brother. 8. The table of our teacher. 9. The poems of Pushkin. 10. The voice of this girl. 12 The letter of Pete. 13. The car of my parents. 14. The life of this woman. 15. The handbags of these women. 16. The flat of my sister is large. 17. The children of my brother are at home. 18. The room of the boys is light. 19. The work of these students is interesting. 20. The name of the girl is Jane.

МЕСТОИМЕНИЕ

Лицо, число	Личные		Притяжательные		Возвратные и усилит.
	Им. падеж	Объектн. падеж	I форма	II форма	
1-е, ед.	I - я	me -меня, мне	my -мой	mine	myself
2-е, ед.	you - ты	you -тебя, тебе	your -твой	yours	yourself
3-е, ед.	he - он	him – его, ему	his -его	his	himself
	she - она	her – ее, ей	her -ее	hers	herself
	it -он, а, о	it- его, ее	its -его, ее	its	itself
1-е, мн.	we - мы	us - нас, нам	our -наш	ours	ourselves
2-е, мн.	you - вы	you -вас, вам	your -ваш	yours	yourselves
3-е, мн.	they - они	them- их, им	their -их	theirs	themselves

Указательные местоимения

Указательные местоимения **this** и **that** имеют единственное и множественное число

this – ЭТОТ, ЭТА, ЭТО

that – ТОТ, ТА, ТО

these – ЭТИ

those – ТЕ

Неопределенные и отрицательные местоимения

Some/any (какой-то, какой-либо), **no** (никакой), **somebody/someone** (кто-то), **something** (что-то), **anybody/anyone** (кто-нибудь, кто-либо), **anything** (что-нибудь, что-либо), **nobody/no one** (никто), **nothing** (ничто).

Местоимения **some, somebody, someone, something** употребляются в утвердительных предложениях; **any, anybody, anyone, anything** – в вопросительных; **no, nobody, no one, nothing** – в отрицательных.

I have **some** English books – У меня есть несколько книг на английском языке.

Have you **any** English books? – У вас есть какие-нибудь книги на английском языке?

I have **no** English books – У меня нет никаких книг на английском языке.

Местоимение **any** может употребляться в предложении со значением «любой», местоимение **some** – со значением «некоторый», «немного».

Any child knows about this. – Об этом знает любой ребенок.

Would you like **some** coffee? – Не хотите ли немного кофе?

Если в отрицательном предложении при глаголе-сказуемом стоит отрицание **not**, местоимения **no, nobody, no one, nothing** не употребляются. Вместо них употребляются местоимения **any, anybody, anyone, anything**.

I do **not** have **any** English books. – У меня нет никаких книг на английском языке.

Два отрицания в одном предложении невозможны.

I know **nothing** about this. – Я ничего об этом не знаю.

Much, many, (a) little, (a) few

Much (много), **a little** (немного) употребляются с неисчисляемыми существительными, **many** (много), **a few** (несколько) – с исчисляемыми существительными. Употребление слов **few** (мало) и **little** (мало) без артикля изменяет смысл предложения.

I have **much** time. – У меня много времени.

I have **many** books. – У меня много книг.

I have **a little** time. – У меня есть немного времени.

I have **little** time. – У меня мало времени.

I have **a few** books. – У меня есть несколько книг.

I have **few** books. – У меня мало книг.

УПРАЖНЕНИЯ

1. Вставьте личное или притяжательное местоимение.

1. The girls are here, ... came early.
2. The boss left an hour ago. I didn't see
3. Jane is ... sister. ... is older than ... am.
4. ... like to visit ... friends who live not far from ... house.
5. Sam met Ann at the entrance, ... showed ... the pictures.
6. ... flat is on the third floor, ... windows face the sea.

2. Используйте подходящее местоимение.

1. Kate and (I, me) work together. 2. We spend our holiday together with (them, they). 3. My sister and (I, me) are good friends. 4. (She, her) writes letters to (he, him) every day. 5. (We, us) enjoy playing tennis. 6. Will you give (her, she) and (I, me) some help? 7. (My, me) aunt Susan is (my, me) mother's sister. 8. (Our, us) relatives are coming to see (our, us) today. 9. George and Carol are having (them, their) lunch. 10. Tell (them, their) about it. 11. We were surprised to see (them, their) on the platform, they also came to meet (our, us). 12. Is this (you, your) dog? 13. Don't tell (they, them) about (it, its). 14. This is (me, my) book. 15. They looked at (I, me) and said nothing.

3. Вставьте some или any.

1. There are ... schools in this street. 2. There are ... flowers here in winter. 3. I can see ... children in the yard. 4. Are there ... pictures in your book? 5. Are there ... new students in your group? 6. I have got ... time to spare. 7. I'd like to ask you ... questions. 8. Would you like ... coffee? 9. Are there ... maps on the wall? – No, there aren't 10. Are there ... English textbooks on the desks? – Yes, there are

4. Заполните пропуски, вставив одно из слов, данных в скобках.

1. Sorry, we haven't got ... black socks. (no, any) 2. They have ... red boots, Kate. (any, no) 3. I don't want ... today, thank you. (nothing, anything) 4. I haven't got ... clean exercise-books. (any, no) 5. We shall not buy ... in this shop. (nothing, anything) 6. Didn't you buy ... potatoes yesterday? (any, no) 7. I didn't see ... in the street when I went out. (anybody, nobody) 8. There was ... at home. (anybody, nobody) 9. I know ... about this. (nothing, anything)

5. Поставьте существительные во множественное число, сделав в предложениях все необходимые изменения.

1. This man is an engineer. 2. That woman is my sister. 3. This child is my son. 4. My tooth is white. 5. That girl has a blue dress. 6. My uncle has an expensive car. 7. This room is very large. 8. That goose is big. 9. That girl is my niece. 10. This child's toy is new.

6. Вставьте how much или how many.

1. ... milk is there in the bottle? 2. ... books are there on the table? 3. ... sheep has this farmer got? 4. ... time is left? 5. ... mistakes are there in your dictation? 6. ... money do you need? 7. ... students are there in the classroom? 8. ... does it cost? 9. ... days are there in April? 10. ... rooms are there in his flat. 11. ... people are there in the room? 12. ... lectures do you have today? 13. ... days a week do you go to the University?

ЧИСЛИТЕЛЬНОЕ

<i>Количественные</i>	<i>Порядковые</i>
1 – one	the first
2 – two	the second
3 – three	the third
4 – four	the fourth
5 – five	the fifth
6 – six	the sixth
7 – seven	the seventh
8 – eight	the eighth
9 – nine	the ninth
10 – ten	the tenth
11 – eleven	the eleventh
12 – twelve	the twelfth
13 – thirteen	the thirteenth
20 – twenty	the twentieth
21 – twenty-one	the twenty-first
100 – one (a) hundred	the hundredth
101 – one hundred and one	
1001 – one thousand and one	
1200 – one thousand two hundred=twelve hundred	
2,045,328 books – two million forty-five thousand three hundred and twenty-eight books	

Хронологические даты

in 1900 – in nineteen hundred	– в 1900 году
in 1905 – in nineteen-[ou]-five	– в 1905 году
in 1964 – in nineteen sixty-four	– в 1964 году
in 2000 – in two thousand	– в 2000 году
in 2003 – in two thousand and three	– в 2003 году
on the 15th of January, 1968 – on the fifteenth of January, nineteen sixty-eight	– 15 января 1968 года
on January 15, 1958 – on January fifteenth, nineteen fifty-eight	– 15 января 1958 года

Номера страниц, комнат, автобусов и т. д.

on page 305 – three hundred and five = three-[ou]-five	– на странице 305
in room 418 – four hundred and eighteen	– в комнате 418
to take the 134 bus – the one three four bus	– ехать 134-м автобусом

Дробные числа (простые и десятичные)

1/3 ton – third of a ton	– 1/3 тонны
1/2 kilometre – half of a kilometer	– 1/2 км
1/4 kilometre – a quarter of a kilometre	– 1/4 км

3/5 ton – three fifths of a ton	– 3/5 тонны
0.5 – point five	– 0,5
3.217 – three point two one seven	– 3,217
54.85 tons – fifty-four point eighty-five tons	– 54,85 тонны

УПРАЖНЕНИЯ

1. *Произнесите по-английски следующие числительные:*
13; 43; 39; 789; 205; 4,500; 6,130; 88,239; 105,111; 723,984; 412,701;
2,641,333; 11,168,558; 20,279,113.

2. *Переведите на английский язык:*
9 мая 1945 года; 23 февраля 1917 года; 12 февраля 1962; к 31 января 1971;
в ноябре 1957; к 7 ноября 1947; 9 января 1905; в 1812; 1941.

СТЕПЕНИ СРАВНЕНИЯ ИМЕН ПРИЛАГАТЕЛЬНЫХ И НАРЕЧИЙ

Имена прилагательные и наречия имеют положительную, сравнительную и превосходную степени сравнения.

Положительная степень	Сравнительная степень	Превосходная степень
Односложные прилагательные		
cold – холодный	<u>colder</u> – холоднее	the <u>coldest</u> – самый холодный
big – большой	<u>bigger</u> – больше	the <u>biggest</u> – самый большой
Многосложные прилагательные		
important – важный	<u>more</u> important – важнее	the <u>most</u> important – самый важный

Следует запомнить особые случаи образования степеней сравнения:

Good / well (хороший, хорошо) – **better** (лучше) – **the best** (самый хороший, лучший)

bad/ badly (плохой, плохо) – **worse** (хуже) – **the worst** (самый плохой)

little (маленький, мало) – **less** (меньше) – **the least** (самый маленький)

much / many (много) – **more** (больше) – **the most** (больше всего)

far (далеко, далекий, дальний) – **farther** (дальше, более дальний) – **the farthest** (самый дальний, самый далекий) (*о расстоянии*)

further a) (более дальний, далекий) **the furthest** – самый далекий

– *о расстоянии*

б) (дальнейший, последующий)

– *по порядку*

Прилагательное **old** имеет две формы сравнительной и превосходной степеней, которые различаются по значению.

old (старый)	1) older – старше, старее	1) the oldest – самый старый, старший
	2) elder – старше (в семье)	2) the eldest – самый старший в семье

Парный союз **the ... the** в сочетании с прилагательным или наречием в сравнительной степени переводится на русский язык союзом **чем ... тем**.

The sooner the better.

Чем скорее, тем лучше.

УПРАЖНЕНИЯ

1. Образуйте сравнительную и превосходную степени следующих прилагательных и наречий:

angry, big, busy, cheap, clean, clear, deep, fast, early, funny, heavy, happy, hot, kind, little, old, bad, careful, elegant, long, many/much, lucky, expensive, good, important, strong, cold, interesting, light, useful, nice, large, beautiful.

2. Переведите на английский язык.

старый, старше, самый старый, самый старший, мой старший брат, мой старший друг, дальше, самый дальний, самый длинный, короче, лучше, счастливый, счастливее, самый счастливый, самая важная работа, интереснее, самый лучший, теплее, его старший сын, ее младшая дочь, ее лучший друг, самый красивый цветок, более длинный путь, хороший инженер.

3. Выберите правильное слово и переведите предложения на русский язык.

1. England is (less, smaller) than France. 2. I've got (less, smaller) time today than yesterday. 3. Don't you spend (less, fewer) time at the stadium than in front of your TV set? 4. (Larger and larger, more and more) companies in the UK do business with Russian partners. 5. Isn't this exhibition a little (less, smaller, fewer) than the one we went to last Sunday. 6. There are (less, fewer) people in the park on weekdays than at the weekend.

4. Переведите предложения на английский язык.

1. В этой стране февраль – самый холодный месяц в году. 2. Анна старше своей сестры. 3. Эверест – самая высокая гора в мире. 4. Луна меньше, чем Солнце. 5. Алекс – самый лучший ученик в классе. 6. Я живу дальше от центра, чем ты. 7. Том поет хуже, чем Сэм. 8. Лена – самая младшая из девочек. 9. Самая плохая отметка – “двойка”. 10. Твое платье красивее моего. 11. Это более теплый свитер. 12. Это самая дорогая машина.

ГЛАГОЛ

Глагол **to be** (быть) в простом настоящем времени
(Present Simple Tense)

Утвердительные предложения

I	am	a student/students at the University.
He/She/It	is	
We/You/They	are	

Отрицательные предложения

I	am not	a student/students at the University.
He/She/It	is not (isn't)	
We/You/They	are not (aren't)	

Вопросительные предложения

Am	I	a student/students at the University?
Is	he/she/it	
Are	we/you/they	

Краткие ответы:

Yes, he is.

Yes, we are.

No, she isn't.

No, they aren't.

Специальные вопросы

(вопросы, которые начинаются с вопросительного слова,
например, **when, where, why, how, what** и др.)

Where	am	I?
	is	he/she/it?
	are	we/you/they?

There is / there are – есть, существует/-ют

There is / there are no / not any – нет, не существует/-ют

Глагол **to be** в простом прошедшем времени
(Past Simple Tense)

Утвердительные предложения

I/He/She/It	was (был, была, было)	at the University yesterday.
We/You/They	were(были)	a student/students last year.

Отрицательные предложения

I/He/She/It	was not (wasn't)	at the University yesterday.
We/You/They	were not (weren't)	a student/students last year.

Вопросительные предложения

Was	I/he/she/it	at the University yesterday?
Were	we/you/they	a student/students last year?

Краткие ответы:

Yes, he was. Yes, we were.
 No, she wasn't. No, they weren't.

Специальные вопросы

Where	was	I/he/she/it	yesterday?
	were	we/you/they	yesterday?

Глагол **to be** в простом будущем времени
 (Future Simple Tense)

Утвердительные предложения

I/We	shall be	at the University tomorrow.
He/She/It /You/They	will be	

Отрицательные предложения

I/We	shall not be/will not be (shan't be/won't be)	at the University tomorrow.
He/She/It /You/They	will not be (won't be)	

Вопросительные предложения

Shall/Will	I/we	be at the University tomorrow?
Will	he/she/it /you/they	

Краткие ответы:

Yes, he will. Yes, we shall/will.
 No, she won't. No, they won't.

Специальные вопросы

Where	shall	I/we	be	tomorrow?
	will	he/she/it/you/they		tomorrow?

УПРАЖНЕНИЯ**1. Используйте am, is, are.**

1. The metro station ... far from my house. 2. Mary and Nelly ... friends. 3. It ... not good to do such mistakes in the test. 4. They ... glad to see her. 5. It ... such a nice morning! 6. It ... easy to translate this text. 7. It ... important to see them immediately. 8. They ... busy. 9. She ... too young to understand it. 10. You ... a first-year student. 11. Sentence 5 ... on page 15.

2. Вставьте am (not), are (not), is (not).

1. I ... a student of mining. 2. My father ... a teacher, he ... a doctor. 3. The manager ... in the office. 4. Agriculture and manufacturing ... important in all economies. 5. You ... a student. You ... a manager of a building company. 6. ... you an engineer? – No, I 7. I ... a student of medicine, I ... a student of the

economics department. 8. Fuel ... important for all industries. 9. ... your sister a book-keeper? – No, she My sister ... a student. 10. ... this your watch? – Yes, it 11. What ... your phone number?

3. Сделайте следующие предложения отрицательными и вопросительными, ответьте на вопросы.

1. Crop farming is very important for every economy. 2. Processing is important for all mineral resources. 3. I am a bank manager. 4. My friends are plant managers. 5. The growth of trade is very quick in this country. 6. Mining is part of the service sector.

4. Вставьте is, are.

1. There ... many good books in the library. 2. There ... no growth in the economy this year. 3. There ... many branches of manufacturing. 4. There ... no mineral resources in this part of the country. 5. There ... no water for crop farming in that region. 6. There ... no trade between the two countries.

5. Вставьте глагол to be в Present Simple.

1. Where ... you? – I ... in the kitchen. 2. Where ... Fred? – He ... in the garage. 3. Where ... Lisa and John? – They .. at college. 4. ... you busy? – No, I ... not. Mike ... busy. He ... the busiest person I've ever met. 5. It... ten o'clock. She ... late again. 6. How ... you? – I ... not very well today. – I ... sorry to hear that. 7. We ... interested in classical music. 8. Vera ... afraid of dogs. 9. My grandmother ... not nervous arid she ... rarely upset. She ... the kindest person I've ever seen. My grandmother ... really wonderful. 10. I ... sorry. They ... not at the office at the moment. 11. What ... the time, please? – Two o'clock. 12. Which sport do you think ... the most dangerous? 13. Debt ... the worst kind of poverty. 14. Do you have any idea where he ... ? 15. Used cars ... cheaper but less reliable than new cars. 16. What ... the weather forecast for tomorrow. 17. I don't remember what his telephone number

6. Вставьте глагол to be в Present, Past или Future Simple.

1. The students ... in the Russian Museum. 2. Last month they ... in the Hermitage. There ... an interesting exhibition there. 3. In two weeks they ... in the Tretyakov Gallery. 4. My father ... a teacher. 5. He ... a pupil twenty years ago. 6. My sister ... not ... at home tomorrow. 7. She ... at school tomorrow. 8. ... you ... at home tomorrow? 9. ... your father at work yesterday? 10. My sister ... ill last week. 11. She ... not ill now. 12. Yesterday we ... at the theatre. 13. Where ... your mother now? – She ... in the kitchen. 14. Where ... you yesterday? – I ... at the cinema. 15. ... your little sister in bed now? – Yes, she ... 16. ... you ... at school tomorrow? – No, I 17. When my granny ... young, she ... an actress. 18. My friend ... in Moscow now. 19. He ... in St. Petersburg tomorrow.

7. Вставьте глагол to be в Present, Past или Future Simple.

Ronald Frank ... a managing director of the First Bank of Kingsville in Main Street. He ... always on a business trip. Yesterday he ... in Geneva, Tomorrow he ... in London. Last week he ... in Chicago. Next week he ... in New Orleans. At the moment he ... in Amsterdam. In two hours he ... in the Hague. Three days ago he ... in Paris. At the end of his trip he ... usually very tired but happy. He ... with his family now. His sons ... so much excited. They have got new toys from their father. Everybody in the family ... very glad to see him at home again.

8. Переведите на английский язык, употребляя глагол to be в Present, Past или Future Simple.

1. Вчера они были в библиотеке. 2. Сейчас они в школе. 3. Завтра они будут в театре. 4. В данный момент его здесь нет. 5. В воскресенье он будет на концерте. 6. В прошлую субботу он был на стадионе. 7. Мой брат сейчас в школе. 8. Мой брат был вчера в кино. 9. Мой брат будет завтра дома. 10. Ты будешь дома завтра? 11. Она была вчера в парке? 12. Он сейчас во дворе? 13. Где папа? 14. Где вы были вчера? 15. Где он будет завтра? 16. Мои книги были на столе. Где они сейчас? 17. Моя мама вчера не была на работе. Она была дома. 18. Мой брат не в парке. Он в школе. 19. Завтра в три часа Коля и Миша будут во дворе. 20. Мы не были на юге прошлым летом. Мы были в Москве. 21. Завтра мой дедушка будет в деревне. 22. Когда твоя сестра будет дома? 23. Ты будешь летчиком? – Нет, я буду моряком. 24. Моя сестра была студенткой в прошлом году, а сейчас она врач. – Ты тоже будешь врачом? – Нет, я не буду врачом. Я буду инженером. 25. Они не были в кино. 26. Они не в школе. 27. Они дома. 28. Вы были в парке вчера? 29. Он был в школе вчера? 30. Он был рабочим. 31. Она была учительницей.

ВИДО-ВРЕМЕННЫЕ ФОРМЫ АНГЛИЙСКОГО ГЛАГОЛА

Глагол в английском языке имеет четыре формы: инфинитив (Infinitive), прошедшее неопределенное время (Past Indefinite) и причастия настоящего и прошедшего времени (Participle I, Participle II).

Infinitive	Past Indefinite	Participle II	Participle I
to ask	asked	asked	asking
to go	went	gone	going

Все английские глаголы делятся на правильные и неправильные. Правильные глаголы образуют формы Past Indefinite и Participle II путем прибавления суффикса **-ed** к основе глагола: to stop – stopped – stopped.

Формы неправильных глаголов следует заучивать: to write – wrote – written. (см. Таблицу неправильных глаголов)

Irregular Verbs

Infinitive V ₁)	Past Indefinite(V ₂)	Participle II (V ₃)	Перевод
to be	was, were	been	быть
to beat	beat	beaten	бить
to become	became	become	становиться
to begin	began	begun	начинать
to blow	blew	blown	дуть
to break	broke	broken	ломать
to bring	brought	brought	приносить
to build	built	built	строить
to burn	burn!	burnt	гореть, жечь
to buy	bought	bought	покупать
to catch	caught	caught	повить, поймать
to choose	chose	chosen	выбирать
to come	came	come	приходить
to cost	cost	cost	стоить
to cut	cut	cut	резать
to do	did	done	делать
to draw	drew	drawn	тащить, рисовать
to drink	drank	drunk	пить
to drive	drove	driven	везти
to eat	ate	eaten	есть, кушать
to fall	fell	fallen	падать
to feel	felt	felt	чувствовать (себя)
to fight	fought	fought	бороться
to find	found	found	находить
to fly	flew	flown	летать
to forget	forgot	forgotten	забывать
to get	got	got	получать; становиться
to give	gave	given	давать
to go	went	gone	идти, ехать
to grow	grew	grown	расти, выращивать
to have	had	had	иметь
to hear	heard	heard	слышать
to hold	held	held	держат
to keep	kept	kept	держат, хранить
to know	knew	known	знать
to lead	ed	led	вести
to learn	learnt	learnt	учиться, узнавать
to leave	left	left	покидать, оставлять
to lend .	lent	lent	давать взаймы
to let	let	let	позволять
to light	lit	lit	зажигать
to lose	lost	lost	терять
to make	made	made	делать, создавать
to mean	meant	meant	значить, иметь в виду
to meet	met	met	встречать (ся)
to put	put	put	класть, ставить

to read	read	read	читать
to ring	rang	rung	звонить, звенеть
to run	ran	run	бежать
to say	said	said	сказать, говорить
to see	saw	seen	видеть
to sell	sold	sold	продавать
to send	sent	sent	посылать, отправлять
to set	set	set	помещать, класть
to shine	shone	shone	светить, сиять
to show	showed	shown	показывать
to shut	shut	shut	закрывать
to sing	sang	sung	петь
to sit	sat	sat	сидеть
to sleep	slept	slept	спать
to speak	spoke	spoken	говорить, разговаривать
to spend	spent	spent	тратить, проводить (время)
to stand	stood	stood	стоять
to sweep	swept	swept	мести, подметать
to swim	swam	swum	плавать
to take	took	taken	брать, взять
to teach	taught	taught	учить, обучать
to tell	told	told	сказать, рассказывать
to think	thought	thought	думать
to throw	threw	thrown	бросать
to understand	understood	understood	понимать
to upset	upset	upset	опрокидывать, срывать (планы)
to win	won	won	побеждать, выигрывать
to write	wrote	written	писать

Времена группы **Indefinite (Simple)**

Времена группы **Indefinite** обозначают обычное, регулярное, повторяющееся действие, либо указывают на сам факт его совершения в настоящем, прошедшем или будущем.

С временами группы **Indefinite** обычно употребляются следующие словосочетания и слова:

1. **Present Indefinite:** every day (week, year), often, seldom, always, regularly, sometimes, as a rule.

2. **Past Indefinite:** yesterday, the day before yesterday, last week (month, year), ago.

3. **Future Indefinite:** tomorrow, the day after tomorrow, next week (month, year), in a day (week, month).

Voice	Present	Past	Future
Active	I We You ask They He/she/It asks	I We You They asked He She It	I We shall ask You They will ask He/She/It
Passive to be + Participle II (V ₃)	I am asked He/She/It is asked We You They	I was asked He/She/It was asked We You were asked They	I/ We shall be asked He/She/It You will be asked They

Порядок слов (Word order)

	I	II	III	IV	
	I	speak (spoke, shall speak)	English	well.	
	He	speaks (spoke, will speak)	English	well.	
	I	don't (didn't, shan't) speak	English	well	
	He	doesn't (didn't, won't) speak	English	well	
	Do(Did, Will)	you	speak	English	well?
	Does(Did, Will)	he	speak	English	well?
What language	do(did, will)	you	speak	-	well?
	does(did, will)	he	speak	-	well?

В специальных вопросах, относящихся к подлежащему, вопросительное слово является подлежащим, поэтому сохраняется порядок слов утвердительного предложения.

Who speaks English well?

Future Indefinite не употребляется в придаточных предложениях времени и условия после союзов **if, when, before, after, as soon as, till, until**. В этих предложениях вместо **Future Indefinite** употребляется **Present Indefinite**. На русский язык переводится будущим временем:

I shall enter the University when I finish school.

Я поступлю в университет, когда закончу школу.

Времена группы Continuous (Progressive)

Продолженные времена (**Continuous Tenses**) обозначают действие в процессе его совершения в определенный момент в настоящем, прошедшем или будущем.

Некоторые глаголы не могут выражать действие или состояние как процесс, совершающийся в определенный момент времени, и, следова-

тельно, не могут употребляться во временах группы **Continuous**. К ним относятся: to love – любить, to want – хотеть, to like – нравиться, to hate – ненавидеть, to wish, to desire – желать, to see – видеть, to hear – слышать, to feel – чувствовать, to notice – замечать, to know – знать, to understand – понимать, to consist – состоять, to belong – принадлежать, to recognize – узнавать, to be – быть и др.

С временами группы **Continuous** обычно употребляются следующие указатели времени:

1. **Present Continuous:** now, right now, just now, at the moment.

2. **Past Continuous:** at that time, all day (night) long, at six o'clock, the whole evening (morning, afternoon), from seven to nine.

3. **Future Continuous:** at this time tomorrow (next week, next month), at 10 o'clock on Friday, all the evening tomorrow.

Voice	Present	Past	Future
Active to be + Participle I (V ₄)	I am asking	I was asking	I shall be asking We You They He will be asking She It
	We You are asking They	We You were asking They	
Passive to be + being +Participle II (V ₃)	He She is being asked It	He She was being asked It	<i>Не употребляется</i>
	We You are being asked They	We were being asked You They	

Порядок слов (Word order)

		I	II	III
		He	is reading is not reading	a letter
	Is	he	reading	a letter
What	is	he	reading?	
		Who	is reading	a letter?

Времена группы Perfect

Совершенные времена (**Perfect Tenses**) обозначают действие, законченное к определенному моменту в настоящем, прошедшем или будущем.

Времена группы **Perfect** переводятся на русский язык глаголами совершенного вида.

Present Perfect часто употребляется с наречиями времени (**already, just, yet, never, ever**) и со словами, выражающими еще не истекшие периоды времени (**today, this year, this month, this week, this morning, etc.**)

Present Perfect может употребляться для выражения действия, которое началось в прошлом и не закончилось к данному моменту, а все еще продолжается. Период действия обычно указывается с помощью слов **for** (в течение) или **since** (с, с тех пор как, с тех пор). В этом случае **Present Perfect** переводится на русский язык глаголом несовершенного вида:

I have lived here since 1990. – Я живу здесь с 1990 года.

Определенный момент в прошлом (**Past Perfect**) или будущем (**Future Perfect**) выражается обозначениями времени с предлогом **by** (к): by 3 o'clock yesterday, by 3 o'clock tomorrow, by the time he came (comes).

Voice	Present	Past	Future
Active to have + Participle II (V ₃)	I We You have asked They He She has asked It	I He She It had asked We You They	I We shall have asked You They will have asked He/She/It
Passive to have + been + Participle II (V ₃)	I We have You been asked They He She has It been asked	I He She It had We been asked You They	I We shall have It been asked He She It You will have They been asked

Порядок слов (Word order)

		I	II	III	IV
		They	have seen	this film	today
		He	hasn't seen	this film	today
		Have they	seen	this film	today?
What	have they	seen	-	-	today?
		Who	has seen	this film	today?

УПРАЖНЕНИЯ

1. Используйте глагол to have в соответствующей форме и переведите предложения на русский язык.

1. The house ... five floors. 2. They ... a four-year-old son. 3. It's a rainy day. ... he an umbrella with him? 4. He ... no bad habits. 5. ... she any sons? 6. ... you a summer cottage? 7. We ... no time left. 8. You ... ten minutes to finish this task. 9. I don't ... enough money to buy the coat. 10. Let's ... a break.

2. Переведите предложения на английский язык, следите за употреблением глаголов to be и to have.

1. Анне 20 лет. 2. Она студентка? 3. У них новая квартира. 4. У меня нет автомобиля. 5. У него большая семья. 6. Мамы нет дома. 7. У вас есть кошка? 8. Студенты в аудитории. У них лекция. 9. Ты сейчас занята? 10. Я сейчас не на работе, я в кафе.

3. Раскройте скобки, поставив глагол в Present Simple.

1. We (to learn) English at the University. 2. Ben (to go out) to parties every weekend. 3. I (to like) music and pictures. 4. Ann (to know) many songs. 5. She (to play) tennis very well. 6. My friends (to work) at an office.

5. Дайте краткие ответы на вопросы.

1. Does your cat like dogs? 2. Is your brother's wife pretty? 3. Do you often go to the cinema? 4. Are you good at English? 5. Do you speak French? 6. Does he smoke? 7. Does your friend like music?

6. Измените предложения по образцу:

Пример: She doesn't know French. (Russian) - She knows Russian.

1. She doesn't like classical music. (jazz) 2. He doesn't play basketball. (football) 3. I don't drink tea in the morning. (coffee) 4. They don't live in London. (in Paris) 5. They don't like apples. (pears) 6. He doesn't drive a car. (a lorry) 7. He doesn't get up at 8 o'clock. (at 7 o'clock) 8. They don't study at the University. (at school) 9. She doesn't go to school by bus. (on foot) 10. We don't come home late. (early) 11. It doesn't snow in summer. (in winter).

7. Сделайте предложения отрицательными и вопросительными:

Пример: I like bananas. - I don't like bananas. Do you like bananas?

1. I drive a car. 2. You sing well. 3. I write letters regularly. 4. She helps her mother about the house. 5. She watches TV every day. 6. He often gives her flowers. 7. Accountants prepare reports every quarter. 8. She speaks English fluently. 9. My sister knows how to cook pancakes. 10. He earns a lot of money. 11. We usually have lunch at the office. 12. Laura goes shopping every weekend.

8. Раскройте скобки, поставив глагол в Past Simple.

1. It often (to snow) last winter. 2. They (to study) Russian last year. 3. Mike (to invite) his friends to dinner. 4. I (to want) to wait for you but I couldn't. 5. My brother (to keep) books on the shelf. 6. The boy (to tell) us everything. 7. He (to help) me in my work. 8. The lecture (to begin) at 8.30.

9. Сделайте предложения отрицательными и вопросительными.

1. Pete went to the bus stop to meet his mother. 2. Lina invited Ann to have tea with her family. 3. Alex went to the hospital to call the doctor. 4. Ann bought a new dress yesterday. 5. My sister studied French at school. 6. She found the key on the table. 7. The girls went to the theatre last Sunday. 8. He left home at 7.30.

10. Раскройте скобки, поставив глагол в Future Simple.

1. Ann (to cook) breakfast for us tomorrow. 2. It (to snow) tomorrow. 3. Pete (to thank) you for your help. 4. The child (not to stay) at home. 5. I (to put on) my new coat. 6. They (to visit) us next Sunday? 7. I (to get up) at 7 o'clock tomorrow. 8. The doctor (to be back) from town in the afternoon. 9. I think it (not to rain) at night. 10. He (to be) a student next year? 11. I (to phone) in an hour.

11. Употребите глагол в форме Present Simple или Future Simple.

1. I (to hope) he (to be) at the office tomorrow. 2. I (to be) sure you (to like) the music. 3. Don't wait for me, I probably (to be) late. 4. When you (to cross) the park, you (to see) the bank. 5. If you (not to hurry), you (to miss) the train. 6. If it (to rain), we (not to go) to the country. 7. He (to phone) you, when he (to come back) from Moscow. 8. What you (to do), when you (to come) home. 9. If I (to see) him, I (to tell) him about the letter. 10. We (to go) for a walk, if it (not to rain). 11. If we (to be) at home, we (to watch) this programme on TV.

12. Употребите подходящую форму глагола.

1. Every day Mike (leaves, is leaving) the house at half past seven. It is half past seven and Mike (leaves, is leaving) the house. 2. We often (watch, are watching) TV. We are sitting in armchairs and (watch, are watching) TV. 3. It often (rains, is raining) in September, it (rains, is raining) now. 4. It sometimes (snows, is snowing) here in April. It (snows, is snowing) now.

13. Переведите предложения, обращая внимание на сказуемое. Сделайте предложения отрицательными и вопросительными.

1. You are writing an English exercise now. 2. They were going to the University, when you met them. 3. She was doing her homework, when mother came home. 4. It was raining, when the boys went out into the garden. 5. Pete was playing computer games from five till seven yesterday. 6. He will be watching TV the whole evening tomorrow. 7. When I came into the room, my little sister was sleeping. 8. Mother will be cooking dinner, when I come home.

14. Раскройте скобки, употребляя глаголы в Present, Past and Future Continuous.

1. Kate (to cook) dinner now. 2. What Nick (to do), when you entered the room? 3. Where you (to go) now? 4. We (to work) the whole day tomorrow. 5. Look! My friends (to play) football. 6. At this time tomorrow we (to sit) at the theatre. 7. She (to go) to the bank when I met her. 8. At half past two yesterday we (to have) dinner. 9. I saw Mike, when he (to cross) the street. 10. Who (to play) the piano in the next room? 11. At half past ten yesterday I (to sleep).

15. Переведите предложения, обращая внимание на сказуемое.

1. We have already learnt a lot of English words. 2. Have you found the book? 3. We have just talked about it. 4. I have never been to London. 5. I haven't seen him for a long time. 6. He has told us nothing about it. 7. Have you read any stories by Jack London? 8. The lecture hasn't begun yet and the students are talking in the classroom. 9. Jane told me that she had seen a very interesting film. 10. He thought that he had lost the money. 11. When the teacher entered the classroom, the pupils had already opened their books. 12. By two o'clock the teacher had examined all the students. 13. They will have returned to the hotel by ten o'clock. 14. He will have done his homework by the time his mother comes home. 15. I have attended lectures on history since September. 16. He has entered the University this year. 17. I haven't been to the library today.

16. Употребите Present Perfect или Past Simple в предложениях.

1. She (to live) there last year. 2. I (to see) Pete today. 3. I never (to visit) that place. 4. Alex (to meet) his friend two hours ago. 5. We (not to see) him since last year. 6. Mike (to buy) a box of chocolate for his mother. Today is her birthday. 7. Mary (to tell) me about him this morning. 8. She (to leave) the room a minute ago. 9. It (to be) very cold yesterday. 10. I (to see) this film this week. I like it very much. 11. The rain (to stop) but a cold wind is still blowing.

17. Измените время глагола на Present Perfect, употребив соответствующие обстоятельства времени.

1. I am writing a letter. (already) 2. He was reading a book. (already) 3. They will go home. (just) 4. I saw him. (just) 5. John spoke to me. (just) 6. I was in

Kiev last year. (never) 7. He gave me the book. (never) 8. I saw this film. (never) 9. He is in London. (never) 10. She was in Siberia. (never) 11. I lived in Ivanovo in 1985. (since) 12. I didn't speak English last year. (since) 13. I didn't see her there in September. (since) 14. She didn't read this book in her childhood. (since) 15. Your friends are writing a letter to you. (this week). 16. He is leaving for Minsk. (this month) 17. I am learning grammar rules. (today) 18. We are finishing our work. (this year).

18. Сравните образование и употребление видовременных форм глагола в действительном и страдательном залоге. Переведите предложения.

Active Voice

They usually close the shop at 8.
 They closed the shop at 8 yesterday.
 They will close the shop at 8 tomorrow.
 The students are translating the text now.
 The students were translating the text the whole lesson yesterday.
 The students will be translating the text the whole lesson tomorrow.
 We have just written the test.
 We had written the test before the bell rang.
 We shall have written the test before the bell rings.

Passive Voice

The shop is usually closed at 8.
 The shop was closed at 8 yesterday.
 The shop will be closed at 8 tomorrow.
 The text is being translated now.
 The text was being translated by the students the whole lesson yesterday.
 —
 The test has just been written.
 The test had been written before the bell rang.
 The test will have been written before the bell rings.

19. Раскройте скобки и употребите глаголы в нужной форме.

1. When I came the problem (to be discussed). 2. He (to be told) the news when I entered the room. 3. Where your brother (to work)? – He (to work) at an Institute. 4. Look at these children: they (to skate) well. 5. This road (to be built) last year. 6. What you brother (to do) now? – He (to read) a book. 7. They (to watch) a new film, when the telephone (to ring). 8. How long you (to know) each other? 9. He (to be listened to) with great pleasure yesterday. 10. When I (to come) home an hour ago, my mother (to tell) me that she (to get) a letter from grandmother. 11. When she (to open) the door of the classroom, she (to see) that the teacher already (to come) and the Pupils (to write) a dictation. 12. When I (to meet) Tom, he (to eat) an ice cream, which he (to buy) at the corner of the street. 13. They (not to listen to) the boy. 14. The telegram just (to be sent). 15. The article (to be translated) at the lesson tomorrow. 16. The boy (to be told) to go home at once. 17. I knew they (to wait) for me at the metro station and I decided to hurry. 18. We (to be shown) a very strange picture. 19. At the University students (to be taught) many different subjects. 20. When the train (to stop), I (to

look) out of the window but (not to see) any of my friends there. 21. My sister (to buy) a new dress today. 22. The rain (to stop) and the sun (to shine) brightly. 23. Where (to be) Nick? – He (to do) his homework in the next room. 24. I (to buy) a new dress. I (to show) it to you tomorrow, when you come to my place.

МОДАЛЬНЫЕ ГЛАГОЛЫ И ИХ ЭКВИВАЛЕНТЫ

Модальные глаголы (**can, must, may**) обозначают не само действие, а указывают на отношение к нему говорящего. Модальные глаголы употребляются в сочетании с инфинитивом смыслового глагола без частицы **to**. Эти глаголы часто называют недостаточными, т.к. они:

1. Не имеют неличных форм – инфинитива, причастия, герундия.
2. Не изменяются ни по лицам, ни по числам (не имеют окончания в 3-м лице ед. числа).

He can do it himself. – Он может сделать это сам.

3. Образуют вопросительную форму путем постановки глаголов **can, must** или **may** перед подлежащим, а отрицательную форму – путем добавления отрицания **not** после модальных глаголов.

Can you play tennis? – Вы умеете играть в теннис?

Must I translate this article? – Мне нужно переводить эту статью?

You mustn't smoke here. – Здесь нельзя курить.

4. **Can** и **may** имеют формы настоящего и прошедшего времени, глагол **must** имеет только форму настоящего времени.

Сводная таблица модальных глаголов и их эквивалентов

	Present	Past	Future
Долженствование	I must meet him. I have to meet him. I am to meet him. I should meet him.	– I had to meet him. I was to meet him. –	– I shall have to meet him – –
Способность или возможность	He can help you. He is able to help you.	He could help you. He was able to help you.	– He will be able to help you.
Допустимость совершения действия	I may use this device. I am allowed to use this device.	I might use the device. I was allowed to use the device.	– I shall be allowed to use the device.

УПРАЖНЕНИЯ

1. Поставьте следующие предложения в Past Simple и Future Simple.

1. He must learn the new words regularly. 2. We must pass the examination in English. 3. You must read the text again. 4. They must begin their work at 9 o'clock. 5. She must go there at once. 6. He can skate well. 7. He can continue his studies at the correspondence department. 8. His friend can help him in his

studies. 9. I can meet you at the station. 10. She can translate this text without a dictionary. 11. They can play tennis after work. 12. You may go home after classes. 13. They may continue the experiment. 14. The students may use dictionaries at the translation test. 15. He may take books from his father's library.

2. Вставьте подходящие по смыслу модальные глаголы.

1. Drivers ... stop when they see the red light. 2. Mike is a good student. He ... speak English well. 3. Let's ask Jane. She ... know his address. 4. ... you speak English a year ago? 5. You ... go home, I shall finish the work myself. 6. Alex failed in Mathematics. He ... pass his examination again next week. 7. If you are ill, you ... consult a doctor. 8. ... I come in? 9. ...I help you? You ... smoke here. 10. What ... we see on this map? 11. There ... be a way out.

3. Прочтите текст, выпишите предложения, в которых употребляются модальные глаголы или их эквиваленты и переведите письменно на русский язык.

Marketing starts in a market, where individuals or organized groups who want to buy goods or services meet people who want to sell them. The buyers must have money to spend and willingness to spend it, or a product or service they themselves are willing to trade. The sellers must have what the buyers want. To understand these groups is the first step in marketing. The marketers must determine the number of buyers, what they want to buy, how, when and where they want to buy it, at what price and what they expect from it. Techniques of research have been developed to supply this information. Of course marketers have to decide which needs they want to meet. A concept for a product or service may develop long before any marketing research is done, or it may be a response to identified needs.

In part, at least, marketing determines what products and services are to be offered and where they could be used.

II. УСТНЫЕ ТЕМЫ

Тема1. SELF-PRESENTATION (О себе)

Questions (Вопросы)

General information and biographical details:

1. What's your name (full name)?
2. When were you born? When is your birthday? How old are you?
3. Where were you born? What type of place is it?

Education and working experience:

4. When did you finish school?
5. What did you do after school?
6. Do you study now? Where do you study?
7. What year are you in?

8. What is your future speciality?
9. Do you work? Where do you work?

Your family:

10. Are you married?
11. How long have you been married?
12. What is your husband (wife)?
13. Have you got children?
14. What are your parents?

Your home:

15. Where do you live now? Whom do you live with?
16. What's your full address?
17. Do you live in a flat (house)?
18. What type of flat (house) is it?
19. How many rooms are there in your flat (house)?
20. What furniture have you got in each of the rooms?

Nationalities and languages:

21. What's your nationality?
22. What is your native language?
23. Do you speak any foreign languages?

Your typical day:

24. When do you usually get up?
25. What time do you have breakfast (lunch, dinner, supper)?
26. What do you usually eat for breakfast (lunch, dinner, supper)?
27. What do you do in the morning (afternoon, evening)?
28. What time do you go to bed?
29. Do your days differ much?

Hobbies and interests:

30. What do you like doing in your free time?
31. Have you got any hobbies?

Speech Patterns (Речевые клише)

General information and biographical details:

1. My name (full name) is
2. I was born in
My birthday is
I'm (I'm ... years old.)
3. I was born in ... It's a

Education and working experience:

4. I finished secondary school in
5. After school I
6. Now I study at the University of Civil Engineering and Architecture.
7. I'm a student of extra-mural department. I'm in the first (second) year.
8. My future speciality is
9. I work for the I'm a I'm self-employed. I own a company.

Your family:

10. I'm
11. We have been married for ... years.
12. My husband (wife) is a
13. We've got a child. We've got ... children.
14. My parents are

Your home:

15. Now I live with my ... in
I live alone.
16. My full address is
17. I live in a
18. It is a
19. There are ... rooms in my (our) flat (house).
20. There is (are) ... in the

Nationalities and languages:

21. I'm
22. My native language is
23. I also speak ... (a little, quite well, fluently). I also study

Your typical working day:

24. I usually get up at ... o'clock.
25. I usually have breakfast (lunch, dinner, supper) at ... o'clock.
26. I usually have ... for breakfast (lunch, dinner, supper).
27. I (usually) ... in the morning (afternoon, evening).
28. As a rule, I go to bed at
29. My daily routine is usually the same.
My days are different. Sometimes I ..., sometimes I
My typical working day begins at ... o'clock.

Hobbies and interests:

30. In my spare time I like to
I'm quite a busy person, but if I have some free time I prefer to
31. My hobby is I enjoy

**Тема 2. MY JOB (Моя работа)
Questions (Вопросы)**

General information:

- I. What's your name?
2. What city (town, village) do you live and work in?

Your company (organization):

3. What organization (company) do you work for? (What's the name of your company?)
4. What type of organization (company) is it?
5. What are they in?
6. Is your organization big or small? How many people work in it?

7. What is the organizational structure of the company?

Your position:

8. What is your position in the company?

9. What are your duties and responsibilities?

10. How long have you been with this organization?

A place where you work:

11. Do you work in an office (inside, outside)?

12. Where is it located? What type is it?

13. What have you got at your work place?

Your typical working day:

14. How many days a week do you work?

15. Do your working days differ much?

16. When do you get up?

17. How do you get to work?

18. How long does it take you to get to work?

19. When does your working day begin?

20. What exactly do you do during your work hours?

21. Do you have a lunch (dinner) break? What time?

22. What time do you finish work?

23. Do you have paid holidays? How often? How long are they?

Attitude to the job:

24. What do you like (don't like) about your job?

25. Would you like to change it?

Speech Patterns (Речевые клише)

General information:

1. My name is

2. I live in

I live in ..., but work in

Your company (organization):

3. I work for the ... , called

4. It is a

I'm self-employed. I own a company.

5. We are in

I'm in business.

6. The organization (company, firm) is

There are about ... people in it.

7. The head of the company is the

There are ... departments in our organization.

They are

Your position:

8. I work in ... department. I'm

9. I'm responsible for My major task is My duties are

10. I have been with this ... for ... years (months] already.

A place where you work:

11. I work in the office (shop, etc.). I work outside.
12. It is located in the centre of... (in ... street, in the suburbs).
I work in an open plan office.
There are ... people in the office besides me.
I've got a personal office.
I work at home.
13. On my work place I've got
On my desk I've got

Your typical working day:

14. I work ... days a week.
15. My working days are usually the same.
My working days are different. Sometimes I ... , sometimes I
16. I usually get up at
17. I (usually) get to work by
I usually drive to work.
18. It takes me ... to get to work.
19. My typical working day begins at ... o'clock.
20. During my working day (hours) I
21. At ... o'clock I have a lunch-break. I don't have a lunch-break.
22. I finish work at
23. I have ... days paid holiday ... a year.

Attitude to the job:

24. I like (don't like) my job, because it is
25. So, I'd like (I wouldn't like) to change it.

Vocabulary (Лексика)

Type of organization – тип организации

- company - компания
- firm – фирма
- bank – банк
- institution – организация, институт

Form of ownership – форма собственности

- sole proprietorship - индивидуальное частное предприятие
- partnership – товарищество, партнерство, общество
- corporation – корпорация
- limited (unlimited) liability company – компания с ограниченной (неограниченной) ответственностью
- joint-stock company – акционерное общество
- private company – частная компания
- state enterprise – государственное предприятие
- municipal organization – муниципальная организация
- public organization – общественная организация

Activities of a company – деятельность компании

manufacturing – производство

industry – промышленность

business – бизнес

commerce – коммерция

retailing – розничная торговля

wholesaling – оптовая торговля

consulting – консультативная деятельность

banking – банковское дело

finance – финансы

real estate – недвижимость

information technologies – информационные технологии

publishing – издательское дело

public services (education, medicine, transportation, utilities, etc.) –

общественный сектор (образование, медицина, транспорт, коммунальное хозяйство и т.д.)

Size of the company – размер компании

very big, quite big, not very big, quite small, very small

Positions – должности

director – директор

deputy (managing) director – замдиректора

president – президент

manager – менеджер, управляющий

head (of department) – начальник (отдела)

accountant – бухгалтер

cashier – кассир

lawyer – юрист, адвокат

shop assistant – продавец-консультант (в магазине)

seller – продавец, торговец

clerk – служащий

personnel officer – специалист отдела кадров

engineer – инженер

(leading) specialist – (ведущий) специалист

Departments – отделы

personnel – кадров

accounting – бухгалтерия

planning – плановый

production – производственный

marketing – маркетинга, сбыта

supplies – снабжения

Duties and responsibilities – обязанности и ответственность

to make decisions – принимать решения

to sign contracts – подписывать контракты

to negotiate deals – вести переговоры (о заключении сделок)
to strike deals – заключать сделки
to keep books – вести учет (нести бухгалтерские книги)
to keep records – вести записи
to work with customers (clients) – работать с клиентами
to buy supplies (raw materials) – закупать материалы, сырье
to deliver (goods, supplies) – доставлять (товары, материалы, сырье)

Objects on the work place – предметы на рабочем месте

desk – рабочий стол
lamp – лампа
file – папка
computer – компьютер
printer – принтер
scanner – сканнер
address book – адресная книга
telephone directory – телефонный справочник

Stationery – канцелярские принадлежности

pen – ручка
pencil – карандаш
pencil sharpener – точилка
ruler – линейка
eraser – резинка
scissors – ножницы
marker – маркер
corrector – корректор
glue – клей
sticky tape, scotch – липкая лента, скотч

Means of transport – средства транспорта

bus – автобус
bicycle – велосипед
car – машина
trolleybus – троллейбус
tram – трамвай
train – поезд
underground – метро

Time – время

a minute – минута
an hour – час
half an hour – полчаса
an hour and a half – полтора часа

Everyday activities – ежедневные занятия

to write (type) letters – писать (печатать) письма
to send orders – рассылать заказы

to calculate (salaries, taxes) – рассчитывать (зарплату, налоги)
to prepare financial statements, reports – готовить финансовые отчеты
to consult partners (clients) – консультироваться с партнерами
(клиентами)
to talk on the telephone – разговаривать по телефону
to sell goods – продавать товары
to work with papers (documents) – работать с бумагами (документами)

Job – работа

interesting – интересная
creative – творческая
well-paid – хорошо оплачиваемая
easy – легкая
hard – тяжелая
difficult – трудная
boring – скучная

III. ТЕКСТЫ ДЛЯ ЧТЕНИЯ, ПЕРЕВОДА И ОБСУЖДЕНИЯ

Text 1. HOW NOT TO DIE AT YOUR JOB INTERVIEW

Today very few employers have time for long interviews. That is why first impressions about you are very important. If you want to get the job, prepare for the interview. Learn all you can about the company where you are seeking employment. You can make a better impression if you are familiar with the company's plans and operations.

Arrive for the interview on time. When greeting the interviewer wait until he moves to shake hands. You should also wait until he offers you a seat. The way you dress is also very important. Choose clothing in which you'll be comfortable. Be neat. Your shoes should be well-cleaned and shined. If you are a woman try to be moderate in make-up and jewelry. Try to be relaxed and confident during the interview. Never interrupt the interviewers. Don't criticize your previous employers. No matter how bad they were. Speak about them with respect when you start explaining why you quit.

Vocabulary

1. employer – наниматель, работодатель
2. impression – впечатление
3. to seek employment – искать работу
4. quit – уходить, оставлять

Text 2. COMPANIES

Forever Young Ltd. is an Irish company. They manufacture and distribute beauty products. The company specializes in high-quality creams and lotions. They also produce perfumes. Forever Young Ltd. is one of the market leaders in

Ireland. The Head Office of the company is in Dublin and they have 20 branches in Europe. Next year Forever Young Ltd. are going to open their first subsidiary in the United States.

Orange Computers is a multinational computer manufacturer based in the US and Switzerland. The Head Office is in Switzerland, and there are offices in the US, UK, Germany and Italy. It started in 1969 with a small factory in Bern. The company produced small electronic components for the first few years, but it moved into the computer market in 1974. Orange Computers invested a lot of money in research and soon became a market leader.

In the seventies the company developed several new computers, including some very successful minicomputers. After the birth of the microcomputer in the USA, Orange Computers was one of the first European companies to develop a micro for business use. They launched their first micro, the MC126, in 1981, and sold over 50,000 units. In 1990 the company started manufacturing personal computers. Last year Orange Computers introduced the RX128 processor, and this year they are going to launch a new range of Orange notebooks.

Vocabulary

1. to manufacture – производить
2. to produce – производить, выпускать
3. to distribute – распространять
4. beauty products – парфюмерия и косметика
5. to specialize in – специализироваться на
6. high-quality – высококачественный
7. market leader – лидер рынка
8. Head Office – главная контора фирмы
9. branch – филиал
10. subsidiary – дочерняя компания, филиал
11. to launch – запускать в производство

Text 3. DEFINING A STRATEGY

Bright & Co. Ltd., an English cosmetic firm, are having a meeting. Mr. Bright, the company's President, Mr. Smith, its Managing Director, and Mr. Clown, the Marketing Manager, are discussing a new business strategy.

Bright Let's get started, shall we? We need to define a new business strategy.

Smith Our main objective is to increase market share and to do this we must reduce prices.

Bright So you're sure that if we sell our products at reduced prices, our market share will increase.

Smith Yes, I'm sure.

Bright But if we reduce prices, our profits will drop.

Clown I think it's time to move into the export field, to break into one of the European markets.

- Smith I see what you mean, but we've got plenty to do in the home market.
- Clown I'm afraid I can't agree. The home market is saturated. The company can only expand by selling abroad. We can't live on our home market forever, can we?
- Smith Maybe, but we can't spend too much money on sales promotion, at least not at this stage. If we market our products overseas, our costs will be astronomical! We can't afford to do a lot of market research or to carry out an expensive advertising campaign.
- Clown That's true, but on the other hand we must stay ahead of our competitors, mustn't we? They are looking for foreign markets. In my opinion, this is the right time to sell our products overseas.
- Bright That's exactly what I think. I'll talk to Robert Brown, a marketing consultant. He writes for Marketing Magazine, and runs an export consultancy service. Let's ask him to pick on some countries where our brands can go down well.
- Clown I'm sure Robert can help us.
- Bright All right, then. We'll meet again when Robert comes up with some advice. Well, gentlemen, shall we call it a day?

Vocabulary

1. to define a strategy – определить стратегию
2. objective – цель, задача
3. to increase – увеличивать
4. market share – доля рынка
5. to reduce prices – снижать цены
6. to sell at reduced prices – продавать по сниженным ценам
7. profits – прибыль
8. to drop – падать, сокращаться
9. to move into the export field – заняться экспортом
10. to break into a market – проникнуть на рынок
11. home market – внутренний рынок
12. saturated – насыщенный
13. to expand by selling abroad – расширяться за счет экспорта
14. to market products overseas – продавать товары за границу
15. costs – затраты, себестоимость
16. to afford smth. – позволить себе что-либо
17. to carry out an expensive advertising campaign – проводить дорогостоящую рекламную кампанию
18. to stay ahead of competitors – опережать конкурентов
19. brand – марка товара
20. to go down well – пользоваться спросом

Text 4. ACCOUNTING

Accounting shows a financial picture of the firm. An accounting department records and measures the activity of a business. It reports on the effects of the transactions on the firm's financial condition. Accounting records give a very important data. It is used by management, stockholders, creditors, independent analysts, banks and government.

Most businesses prepare regularly the two types of records. That is the income statement and balance sheet. These statements show how money was received and spent by the company.

One major tool for the analysis of accounting records is ratio analysis. A ratio analysis is the relationship of two figures. In finance we operate with three main categories of ratios. One ratio deals with profitability, for example, the Return on Investment Ratio. It is used as a measure of a firm's operating efficiency.

The second set of ratios deals with assets and liabilities. It helps a company to evaluate its current financial position. The third set of ratios deals with the overall financial structure of the company. It analyses the value of the ownership of the firm.

Vocabulary

1. accounting – бухгалтерский учет
2. record – документ, запись, протокол
3. to record – записывать, регистрировать
4. to measure – измерять
5. transaction – сделка, банковская операция
6. firm's financial condition – финансовое положение фирмы
7. to provide data – обеспечивать данными
8. income statement – отчет о доходах
9. balance sheet – балансовый отчет
10. to receive – получать
11. to spend – тратить
12. ratio analysis – анализ коэффициентов
13. profitability – прибыльность
14. Return on Investment Ratio – коэффициент возвращения инвестиций
15. efficiency – эффективность
16. to evaluate – оценивать
17. value – ценность
18. ownership – собственность
19. overall financial structure – полная финансовая структура

Text 5. MARKETING

Marketing includes all the business activities connected with the movement of goods and services from producers to consumers. Sometimes it is called dis-

tribution. On the one hand, marketing is made up of such activities as transporting, storing and selling goods and, on the other hand, a series of decisions you make during the process of moving goods from producer to user. Marketing operations include product planning, buying, storage, pricing, sales promotion, sale, credit, traffic and marketing research.

The ability to recognize early trends is very important. Producers must know why, where, for what purpose the consumers buy. Market research helps the producer to predict what people will want. And through advertising he attempts to influence the customer to buy. Marketing operations are very expensive. They take up more than half of the consumer's dollar. The trend in the many countries has been to high mass consumption. The construction of good shopping centres has made goods available to consumers. It provided a wide range of merchandise and plenty of parking facilities.

Vocabulary

1. producer – производитель
2. consumer – потребитель
3. user – потребитель
4. distribution – сбыт, распределение
5. marketing – продажа, сбыт, маркетинг
6. storing – складирование, хранение
7. storage – хранение
8. product planning – разработка новых продуктов
9. pricing – ценообразование, калькуляция цен
10. sales promotion – продвижение товара на рынке
11. traffic – торговля
12. marketing research – изучение рынка сбыта
13. trend – тенденция, общее направление
14. to predict – предсказывать, прогнозировать

Text 6. MEETING WITH A POTENTIAL CUSTOMER

Jim Filby is the Sales Manager of Antispy Products Ltd. He is talking to Sam Stone, the Purchasing Manager of Orange Computers.

Stone I must say I was impressed by your Antispy computer system protectors.

Filby If you're going to sell in overseas markets, you've got to offer a product with high performance. No one can match us on quality.

Stone Yes, it's true. Could you give me some information about your models? SP-007 interests me a lot.

Filby Certainly. This is our latest product. We put it on the market about six months ago. The SP-007 took a lot of time to develop. We ran up against a lot of technical problems, so there were several design modifications. We got it right in the end, though.

Stone I'll say! Can you give me some more details about these protectors?

- Filby Right. I'll give you our brochures for the Antispy computer system protectors, if you like. They give specifications of the models. You'll also need our price lists.
- Stone Do you quote firm prices to the end of the year?
- Filby Yes, I guarantee that. When we sell Antispy equipment we offer a complete package: a high-quality product, spare parts, competitive price, two-year guarantee, reliable after-sales service... and, of course, a good service manual. We've had practically no complaints about this model.
- Stone I'm impressed by your approach to business. It's possible I'll place an order for your SP-007 model.
- Filby Good.
- Stone If I do, can you dispatch, say, one hundred immediately?
- Filby Yes. We've got plenty in stock. About 2,000 are available at the moment. No problem.
- Stone I'd like to call my office first. I'll talk to some of my colleagues. If they agree, we could discuss the deal tomorrow, perhaps.
- Filby That's suits me fine. There's no rush. I'll supply you with our sales documentation and everything else you require. I hope we'll do a lot of business together in the future.
- Stone So do I. Maybe this could be the start of a long association between our firms.

Vocabulary

1. of high performance – прекрасно работающий, действующий
2. to match smb./smth. on quality – сравниться с кем/чем-либо по качеству
3. to run up against a problem – столкнуться с проблемой
4. modification – модификация
5. brochure – буклет, брошюра
6. specification – технические характеристики
7. price list – прейскурант цен
8. list price – цена по прейскуранту
9. to quote – назначать, устанавливать цену
10. firm – твердый
11. complete package – полный пакет (услуг)
12. spare parts – запчасти
13. competitive – конкурентоспособный
14. guarantee – гарантия
15. reliable – надежный
16. after-sales service – гарантийное обслуживание
17. service manual – руководство по эксплуатации
18. complaint – жалоба
19. approach – подход
20. to place an order for – разместить заказ на

21. to dispatch – отправить
22. immediately – немедленно
23. to have smth. in stock – иметь на складе
24. to be available – быть в наличии
25. deal – сделка
26. to supply smb. with smth. – снабжать кого-либо чем-либо
27. to require – требовать
28. association – сотрудничество

Text 7. WHAT IS ECONOMICS ALL ABOUT?

It is characteristic of any society that while wants of people are growing constantly, the economic resources required to satisfy these wants are limited and scarce. Economic resources may be classified as material resources and labour resources. As a result any economic system is trying to find most effective and efficient ways of utilizing resources for the production of goods and services. The rational solution of the problem brings about the maximum economic growth, full employment, stable prices, equitable distribution of revenues, and social security of the needy.

There are different economic systems in the world today. Many economists argue that free enterprise, or the market economy is the most effective system, because businesses are free to choose whom to buy from and sell to and on what terms, and free to choose whom to compete with. One of the main laws of the market is the law of supply and demand. It says that if demand exceeds supply the price tends to rise and when supply exceeds demand the price tends to fall.

The market mechanism brings about an allocation of resources that reflects two basic factors: consumer preferences and production costs. The prices, which play the coordinating role of the market mechanism, are determined through the interaction of demand and supply.

Another important force of the market is competition. On the one hand, it protects the customer, on the other hand, it makes producers and suppliers of scarce resources utilize them economically, using most sophisticated technologies.

All businesses produce goods and services and seek profits. They all compete with other businesses for inputs of labour, capital and natural resources, including foreign partners.

Vocabulary

1. economic resources – экономические ресурсы
2. labour resources – людские ресурсы
3. scarce – скудный, дефицитный, редкий
4. utilize – использовать
5. bring about – выбывать, приводить к чему-либо
6. equitable – справедливый
7. revenue – доход (получаемый от сбора налогов)

8. social security – социальное обеспечение
9. free enterprise – свободное предпринимательство
10. market economy – рыночная экономика
11. compete (with) – конкурировать (с кем-либо)
12. the law of supply and demand – закон спроса и предложения
13. exceed – превышать
14. tend – иметь тенденцию
15. allocation – распределение, выделение
16. consumer preferences – предпочтение потребителей
17. production costs – издержки производства
18. determine – определять
19. competition – конкуренция
20. sophisticated technology – сложная технология
21. force of the market – фактор рынка
22. to seek profits – стремиться получить прибыль
23. input – вводимый ресурс
24. solution – решение
25. rational – разумный, целесообразный

FINAL TEST

I. *Выберите форму слова, соответствующую данному предложению.*

1. These ... new computers.
1) is 2) are
2. This ... our laboratory
1) is 2) are
3. ... are our desks.
1) This 2) These
4. ... is our teacher's desk.
1) That 2) Those
5. Where ... these students now?
1) will be 2) was 3) are 4) is
- 6) He ... present at the meeting yesterday.
1) were 2) is 3) are 5) was

II. *Найдите слово, соответствующее данному предложению.*

1. There are not... books on the shelf.
1) some 2) any 3) anything
2. Is there ... interesting in this article?
1) anything 2) something 3) any
3. There is ... in the bag.
1) nobody 2) nothing 3) some

III. Выберите английский эквивалент для слова, стоящего в скобках.

1. He has (больше) free time than I have.
 1) more 2) most 3) fewer
2. This is (самый удобный) chair.
 1) more comfortable 2) the most comfortable 3) the least comfortable
3. Winter is (самый холодный) season in the year.
 1) cold 2) colder 3) the coldest
4. They have (меньше) time than we have.
 1) little 2) less 3) fewer
5. This way is (короче).
 1) short 2) shorter 3) shortest
6. She learned the words (лучше) than the other students.
 1) well 2) better 3) the best
7. This student has (больше) friends in this town.
 1) more 3) larger 3) less

IV. Найдите модальный глагол, соответствующий данному предложению.

1. My sister ... sing and play the piano very well.
 1) may 2) is able 3) can 4) has
2. - Do you allow me to take this book? - You ... take this book, if you need it.
 1) are able 2) should 3) may 4) must
3. You ... bring me this book as soon as possible.
 1) must 2) have 3) are 4) may
4. She was ill last week. She ... to stay at home.
 1) had 2) must 3) are 4) is able
5. They ...to speak English well in a few months.
 1) were able 2) must 3) could 4) will be able

V. Найдите форму глагола, соответствующую данному предложению.

1. Nobody ... about it (now).
 1) know 2) knew 3) knows 4) known
2. Who ... part in the conference today?
 1) take 2) have taken 3) took 4) has taken
3. I shall give her the book, when she
 1) comes 2) will come 3) came 4) has come
4. He ... three letters to her since November.
 1) wrote 2) has written 3) is writing 4) writes
5. Does Mr. N. ... English newspapers at this book-stall?
 1) buys 2) buy 3) buying 4) bought
6. Did she ... there by train?
 1) go 2) goes 3) went 4) gone

7. Has he ... to the dean?

- 1) spoke 2) speaking 3) speak 4) spoken

8. She ... to the library today.

- 1) was 2) has been 3) will be 4) is

VI. *Найдите глагол, соответствующий данному предложению.*

- | | |
|--|---------|
| 1. ...there water in the glass? | 1) do |
| 2. ...they busy yesterday? | 2) does |
| 3. ...he finish studies at 5 o'clock every day? | 3) will |
| 4. ...you taken an examination in marketing this year? | 4) are |
| 5. ...she buy the tickets a week ago? | 5) is |
| 6. ...your parents in the dining-room now? | 6) have |
| 7. ...they finished the work yet? | 7) has |
| 8. ...she an English dictionary? | 8) did |
| 9. ...he ever travelled by plane? | 9) were |
| 10... there much show in the street? | |

VII. *Переведите письменно следующий текст.*

ADVERTISEMENTS

(after G. Mikes)

I am ready to bet that in your naivety you believe that advertising is the art of convincing people of the advantages of your product and of persuading them to prefer your product to any other make. This is a misconception. Advertising is the art of convincing people that they want certain things they don't want at all.

Advertisements in America are everywhere. They fill the newspapers and cover the walls. They are on menu cards and in your daily post, on pamphlets and on match boxes... They tell you that if you wash with certain soap you'll become rich, if you use a certain orange squeezer, you will remain young, and if you eat only a special kind of tomato ketchup you will learn foreign languages more easily.

Of course, people are much too intelligent to believe such silly statements. But after all there may be something in it – why not try?

The word "scientific" has a magic effect in America. You may put up a notice "Scalp Massage" – this is quite ineffective. But if you say "Scientific Scalp Massage" – that is a different matter. After all, the least you can expect is that your scalp should be massaged by a scientist.

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