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Федеральное государственное автономное образовательное учреждение
высшего образования
«Сибирский федеральный университет»

Английский язык

Методические указания и контрольные задания 9,10 для студентов 5 курса
отделения заочного обучения.

Красноярск –2018

ЗАДАНИЯ ДЛЯ СТУДЕНТОВ ЭКОНОМИЧЕСКИХ СПЕЦИАЛЬНОСТЕЙ ЗАОЧНОЙ ФОРМЫ ОБУЧЕНИЯ

5 курс

IX семестр

1. Используя данные методические указания выполнить **письменно контрольную работу № 9**. Для изучения грамматического материала получить в библиотеке учебник по английскому языку автора Ю. Голицынский.

2. Подготовить грамматический материал по контрольным работам для **устной** защиты.

3. **Прочитать тексты** (с.20 – 25 (LESSON 7-9)). **Выучить новые слова** (лексический минимум). Выполнить упражнения и подготовиться к **устному** ответу по ним. Подготовить три устных ответа (**10 предложений каждый**) в рамках упражнений: **Over to you** (с. 21, 23, 25). Задания выполняются по учебнику: С. Farrall, M. Lindsley «Professional English in Use, Marketing».

X семестр

1. Используя данные методические указания выполнить **письменно контрольную работу № 10**. Для изучения грамматического материала получить в библиотеке учебник по английскому языку автора Ю. Голицынский.

2. Подготовить грамматический материал по контрольным работам для **устной** защиты.

3. **Прочитать тексты** (с.26 – 31 (LESSON 10-12)). **Выучить новые слова** (лексический минимум). Выполнить упражнения и подготовиться к **устному** ответу по ним. Подготовить три устных ответа (**10 предложений каждый**) в рамках упражнений: **Over to you** (с. 27, 29, 31). Задания выполняются по учебнику: С. Farrall, M. Lindsley «Professional English in Use, Marketing».

Требования к зачету/ экзамену

1. Зачтенные контрольные работы.
2. Успешная устная защита контрольной работы.
3. Сдача устных разговорных тем.
4. Чтение и перевод текстов **C. Farrall, M. Lindsley «Professional English in Use, Marketing»**.
5. Сдача лексического минимума.

ТРЕБОВАНИЯ К ОФОРМЛЕНИЮ КОНТРОЛЬНОЙ РАБОТЫ

Письменные контрольные работы следует выполнять в отдельной рабочей тетради, указав на обложке свою фамилию, номер контрольной работы, свой шифр и адрес.

Контрольные работы необходимо писать ручкой аккуратно и разборчивым подчерком.

При выполнении контрольных работ нужно оставлять в тетради слева и справа широкие поля для замечаний преподавателя.

Материалы следует располагать по указанному образцу:

	Левая страница	Правая страница	
Поля	Английский текст	Русский текст	Поля

Если контрольная работа выполнена без соблюдения перечисленных указаний или не в полном объеме, она возвращается без проверки.

КОНТРОЛЬНОЕ ЗАДАНИЕ №9

I. Put the verbs into Passive Voice.

1. I can't take photos because my camera (to repair) now.
2. We didn't go to the party thought we (to invite) .
3. The house (to look after) carefully.
4. When we arrived, a good dinner (to cook) for us.
5. I sat down for a rest while the shoes (to repair) .
6. - Do you live in the same house?
- No, we (to give) a new flat a month ago..

II. Choose a right form of the Passive or the Active Voice.

1. He must (to remind) that we will have a meeting tomorrow.
2. Their speech must (not to interrupt).
3. She (to tell) to take care of the wounded man.
4. It was difficult for them (to find) his address.
5. These problems often (to speak of).
6. We (to expect) them yesterday.
7. They (not to expect) yesterday.
8. They (not to expect) us yesterday.
9. We (to finish) our work tomorrow.
10. Our work (to finish) tomorrow.

III. For each word, write one word which means the opposite.

easy interesting varied dull unstimulating undemanding

IV. Translate from Russian into English.

1. Он обладал многими качествами лидера.
2. Он был решительным, напористым и харизматичным.
3. В этой компании менеджеры придерживаются демократического стиля управления.
4. Часть их полномочий передана подчиненным, что делает работу более эффективной.
5. Наш менеджер часто пытается навязать свое мнение сотрудникам, а иногда просто использует метод директив в общении со штатом сотрудников.

V. Choose the correct word to complete the sentences.

package minimum wages earn perks bonus company maximum
paid tips pension business salary benefits

- 1 I work in a small hotel. I _____ \$8 an hour.
- 2 It's not a lot, but it's more than the _____ wage.

- 3 Some customers leave me _____ and that a great help.
- 4 My sister works in a bank and her _____ is \$ 3,000 a month.
- 5 The bank also provides her with a good _____ package.
- 6 Next year she thinks she will get a _____ car.
- 7 When she is 55 she will be able to give up work and live on her _____.

VI. Read the job advertisements. Write one word in each gap.

Production Line Workers

\$224 for a 37-hour week (\$6.05 per hour).
 \$10 an hour for any additional hours.
 Benefits include a company pension scheme and free meals in our new canteen.
 For further details, phone on 020 88436060

Join our sales Team

We offer \$1,000 per month plus 10 % of any sale you make. And if you meet your monthly sales target, we give you an extra \$400. What else? Well, there's a company pension scheme and an allowance of 40p per mile when you use your own car.
 If you want these rewards, call 020 8844 8800.

- 1 In this job, the _____ are \$224 for 37 hours.
- 2 The _____ is just over \$6 an hour.
- 3 Workers get \$10 an hour for any _____ they do.
- 4 There are some _____ including free meal.
- 5 This job offers a _____ salary of \$1000 a month.
- 6 You get 10% _____ on everything you sell.
- 7 When you sell enough you get a _____ of \$400.
- 8 There are some _____ including a pension.

VII. Read this text and translate the 5th, 6th, 7th parts.

Who would you rather work for?

Women are more efficient and trustworthy, have a better understanding of their workforce are more generous with their praise. In short they make the best managers, and if men are to keep up they will have to start learning from their female counterparts, a report claims today.

The survey of 1,000 male and female middle and senior managers from across the UK is an indictment of the ability of men to function as leaders in the modern workplace.

A majority of those questioned believed women had a more modern outlook on their profession and were more open minded and considerate. By way of contrast, a similar number believe male managers are egocentric and more likely to steal credit for work done by others.

Management today magazine, which conduct the research, said that after years having to adopt a masculine identity and hide their emotions and natural behaviour in the workplace, women have become role models for managers.

The finding tally with a survey of female bosses carried out in the US. A five-year study of 2,500 managers from 450 firms found that many male bosses were

rated by their staff of both sexes to be self-obsessed and autocratic. Women on the other hand leave men in the starting blocks when it comes to teamwork and communicating with staff.

In Britain more than 61% of those surveyed said men did not make better bosses than women. Female managers use time more effectively, with many of those surveyed commenting that juggling commitment is a familiar practice for women with a home and a family.

Female managers also appear to make good financial sense for penny-pinching companies: most people, of either sex, would rather ask for a rise from a man. 'If men want to be successful at work they must behave more like women,' said the magazine's editor, Rufus Olins. 'Businesses need to wake up to the fact that so-called feminine skills are vital for attracting and keeping the right people. In the past women who aspired to management were encouraged to be more manly. It looks now as if the boot is on the other foot.'

КОНТРОЛЬНОЕ ЗАДАНИЕ №10

I. Guess the word to the definition.

1. Payment for those who stopped working – especially due to age.
2. Benefit that let employees buy company shares at a low price.
3. This describes bonuses given for reaching objectives set by the company.
4. Money paid to an employee who is asked to leave an organization.
5. Formal word for all the pay that an employee receives.
6. Director of a company who is paid a huge salary... but doesn't deserve it.

II. Circle the word that does not belong in each horizontal group.

- | | | | | |
|---|---------|----------|----------|------------|
| 1 | firm | company | society | subsidiary |
| 2 | salary | manager | engineer | employee |
| 3 | finance | product | planning | marketing |
| 4 | ship | assemble | customer | purchase |
| 5 | plant | facility | patent | factory |

III. Here's the list of adjectives describing qualities certain professions need. Fill in the correct adjective.

<i>persuasive</i>	<i>brave</i>	<i>creative</i>	<i>patient</i>	<i>intelligent</i>
<i>polite</i>	<i>accurate</i>	<i>fair</i>	<i>friendly</i>	

- 1) Salespeople need to be to get people buy their products.
- 2) A scientist has to bein order to understand complex theories.
- 3) Receptionists should bein order to make people feel welcome.
- 4) Surgeons must be veryas they shouldn't make mistakes in their work.
- 5) A shop-assistant has to be even when dealing with a rude customer.
- 6) Lifeguards have to beas they often find themselves in dangerous situations.
- 7) Teachers need to be veryas students sometimes take a long time to learn things.
- 8) Judges should beand give all the evidence equal consideration.
- 9) Fashion designers should be veryso that they can come up with new designs.

IV. Read the text and complete the text using the correct form of verbs bellow.

Top Management

achieve	allocate	balance	deal with	develop
employ	establish	follow	require	set

The top managers of a company (1) have to objectives and then develop particular strategies that will enable the company to (2) them. This will involve (3) the company's human, capital and physical resources. Strategies can often be sub-divided into tactics - the precise methods in which the resources attached to a strategy are (4)

The founders of a business usually establish a 'mission statement' - a declaration about what the business is and what it will be in the future. The business's central values and objectives will (5) from this. But because the business environment is always changing, companies will occasionally have to modify or change their objectives. It is part of top management's role to (6) today's objectives and needs against those of the future, and to take responsibility for innovation, without which any organization can only expect a limited life. Top managers are also expected to set standards, and to (7) human resources, especially future top managers.

They also have to manage a business's social responsibilities and its impact on the environment. They have to (8) and maintain good relations with customers, major suppliers, bankers, government agencies, and so on. The top management, of course, is also on permanent stand-by to (9) major crises.

Between them, these tasks (10) many different skills which are almost never found in one person, so top management is work for a team. A team, of course, is not the same as a committee: it needs a clear leader, in this case the chairman or managing director.

V. Find the synonyms to make pairs.

subordinates	strive	entrust	flair
skills	visionary	distant	goal
objective	organize	dictate	profit
surplus	accessible	abilities	remote
empowerment	intuition	foreteller	establish
delegate	impose	try	authority
approachable	employees		

VI. Match the sentence beginnings with the correct endings.

- 1 We are looking for a new CEO, someone with strong leadership
- 2 Richard has real managerial flair
- 3 In the police, leader are held responsible
- 4 The study concludes that a charismatic visionary leader is absolutely not required for a visionary company
- 5 She is an extraordinary leader
- 6 Thatcher had drive, energy and vision,
- 7 He was a born leader. When everyone else was discussing

- a but many thought it was the wrong vision.
- b and, in fact, can be bad for a company's long-term prospects.
- c and has won the respect of colleagues and employees.
- d for the actions of their subordinates.
- e skills and experience with financial institutions.
- f what to do, he knew exactly what to do.
- g who will bring dynamism and energy to the job.

VII. Read this text and translate the 4th, 5th, 6th, parts.

Which bosses are the best?

How do you like your boss? Sympathetic, empowering and not too busy, probably. They will be aware of the pressure of your job, but delegate responsibility where it's appropriate. They will be interested in your career development. Oh, and, preferably, they will be male.

One should not, of course, assume that all secretaries are female, but women still make up the overwhelming majority. So it makes uncomfortable reading for those who like to believe that a sort and cuddly sisterhood exists in the previously macho office environment, where women look out for their own. The findings also raise questions about neat predictions of a feminised future for management, where 'womanly' traits such as listening skills, flexibility and a more empathetic manner will become normal office currency.

Business psychologist John Nicholson is surprised by the survey's findings, asserting that 'the qualities valued today in a successful boss are feminine, not masculine'. He is emphatic that women make better bosses. 'They listen more, are less status-conscious, conduct crisper meetings, are much more effective negotiators and display greater flexibility'.

They are also considerably more common than they used to be. According to information group Experian, women are no longer scarce in the boardroom – they occupy a third of the seats round the conference table. Women directors are still relatively uncommon in older age groups, but among young directors the proportion is growing.

Anecdotal evidence suggests that a reluctance to work for a woman may be more a question of management style than substance. 'It's just women bosses' attitude,' says Martha, a PA for 25 years who has worked predominantly for women, including a high-profile politician. 'It's something women have that men don't. When they are critical they are much more personal, whereas men sail through not taking a blind bit of notice.'

Sonia Neill, a former secretary at Marks and Spenser, has experienced power struggles between women even where there was a significant disparity in status. 'Women either find it awkward to give you work or they try to assert themselves by giving you really menial tasks. Men never do that.'