

ТЕМАТИЧЕСКИЕ ТЕКСТЫ
ДЛЯ РАЗВИТИЯ НАВЫКОВ
УСТНОЙ РЕЧИ
(УРОВЕНЬ А1-А2)

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ТЕМА 1. MY FAMILY

Задание 1. Прочитайте тексты и ответьте на вопросы.

Text A

I'd like to tell you a bit about my family. My name is Anna. I am from Moscow. I am 26 years old. I am an accountant. I work for a big firm. I live not far from my work. It takes me 20 minutes to drive there. I have a family. We are four: my husband Andrei, my mother Maria, my 6 year old son Max and me.

My husband is 30, He is a doctor. He is very busy at work. He often comes home late. My mother is 56. She is retired. She keeps the house and looks after Max. I have an elder brother Anton. He has a family of his own. They live in another town so we don't see much of each other.

Our family is a closely knit unit. We spend our free time together. We like sports. In winter, we go skiing and skating. In summer, we take long walks in the forest and play outdoor games.

- 1) Where is Anna from?
- 2) How old is she?
- 3) What's her job?
- 4) Where does she work?
- 5) How long does it take her to get to work?
- 6) How many members are there in her family?
- 7) How old is her husband?
- 8) What's his job?
- 9) What does her mother do?
- 10) Where does Anna's brother live?
- 11) How do Anna and her family spend their free time?

Text B

Who am I? I'm 22. I was born in London. My parents come from Wales. My full name is Sandra Alison Bates, but people call me Sandy. I'm single. I live with a girl called Val in a flat in Wembley not far from my job. I work as a programme assistant for a TV company. Well, I'm called a programme assistant, but I'm really a secretary. I type, file letters and make tea for my boss. My boss is a woman, by the way. As you see, my job is not very interesting. My boyfriend also works there. He is a video technician. I don't see much of my family now. My mum and dad live in London and I'm in Wembley, so it's a bit far away.

My younger brother, Dave, still lives with them but he and I don't get on very well. He is very critical of our family. His main ambition is to leave school, earn some money and buy a new speed bike. He is 16 and is in the sixth form at

school. Although he is fairly bright, his teachers think he is lazy and far too interested in out-of-school activities. My elder brother Richard is all right. He lives in Wimbledon with his kid, Kevin. I sometimes go and baby-sit for him. I like Kevin. He's good fun.

I haven't got any cousins, but I have got some distant relatives.

- 1) What is Sandy's full name?
- 2) Where does she live?
- 3) How many people are there in her family?
- 4) What do you know about Sandy's close relatives?
- 5) Where does Sandy work?
- 6) What is her round of duties?

Text C

The average English family lives in a semi-detached house with a garden in the south of England. They own their house, which is situated in the suburbs of a large town. The house has three bedrooms. On average they have two children and a pet. Mr. Average works in an office 40 hours a week. He starts at 9.00 in the morning and finishes at 5.30 in the evening. He goes to work by car, which takes him 20 minutes. He doesn't particularly like his job, but there are chances of promotion.

Mrs. Average works locally in a service industry three days a week and doesn't earn as much as her husband. She quite likes her job as it gets her out of the house, she meets people, and it is close to the children's school.

The most popular evening entertainment is watching television or video. After that, the next most popular activity is visiting friends, going to the cinema or a restaurant, or going to the pub. The most popular hobby is gardening and the most popular sports are fishing, football and tennis.

- 1) Where does the average English family live?
- 2) How many children are there in the family?
- 3) When does Mr. Average start and finish his work?
- 4) How does he get to work?
- 5) Where does Mrs. Average work?
- 6) Why does she like her job?
- 7) What do they like doing in the evening?
- 8) What are their favourite activities?

Задание 2. Изучите образец письма и напишите аналогичное письмо воображаемому другу по переписке в Англии.

<p>38 Clifton Gardens London NW6 27 September 1991</p>
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Dear Maria

I'm very pleased that we're going to be penfriends. I'll tell you a little about myself.

I live in an area of London called Maida Vale. It's quite near the centre, but there are parks nearby where I take my dog, Mickey, for a walk. I live with my parents and my younger brother, Paul. My father works for the post office and my mother has a part-time job as a nurse.

I go to the local college, where I have a lot of friends. I like most subjects, but not all of them! In the evenings I sometimes visit friends or stay at home and listen to music and at the weekends I like going swimming or horse-riding.

At the moment I'm working very hard because I have exams soon, so I'm spending a lot of time in the library!

I'm looking forward to hearing from you!

Write soon!

Best wishes,
Francis Jones.

TEMA 2. HOMES AND BUILDINGS

Задание 1. Прочитайте тексты и ответьте на вопросы.

Text A

I live in a block of flats. I live on the ground floor, and my brother has a flat on the third floor. Unfortunately, there is no lift, so he climbs three flights of stairs to reach his flat. But he has a balcony with a wonderful view of the park opposite the flats.

My rooms on the ground floor are quite dark because they don't get very much sun. They are also quite noisy because they are near the roads and the traffic. The other negative thing is that the rooms are draughty. This means it is expensive to heat the rooms. Fortunately I have a very good central heating system. In other ways, it is also very nice: it's in good condition, and the rooms are huge. I have a modern kitchen, nice and clean with a lot of cupboards. There's a washing machine, a fridge and a cooker, but there isn't a dishwasher.

Text B

More than half British families own their homes (houses or flats). Others live in council accommodation and some people rent from private owners. There are three main types of houses in Britain: a) detached; b) semi-detached; c) terraced. A **detached house** is the most expensive type of home. It stands on its

own land and is not attached to another building. Such houses have privacy from neighbours, and they are ideal for keen gardeners who can devote plenty of time to work in their garden. A **semi-detached house** is joined to the house next door by a shared wall. A house of this kind is less expensive than a detached house, but still offers a good standard of privacy and comfort. It usually has a small garden at the front and a larger garden at the back. A **terraced house** is usually two- or three-storeys high. It is one of a continuous row of similar houses, joined together by their side walls. A terraced house usually costs less than a semi-detached or detached house of similar size. There are miles of terraced houses in most towns. Over a quarter of British families live in them.

There are also other types of buildings in which people live: d) apartment blocks; e) bungalows; f) country cottages. **Bungalows** are one-storey houses which are popular with older people. **Apartment blocks** – are high-rise blocks of flats which provide accommodation for a lot of city dwellers. But these buildings are not very popular. About 20% of the population live in flats. There are more flats in cities than in rural areas. Most people in Britain traditionally like to live in houses.

When people buy a house or a flat in Britain, they usually borrow money from a bank or an organization called a Building Society. This money, which is called a mortgage, is often paid back over 25 years. Other people rent a house or flat. When they do this, the money they pay is called the rent, and the person who owns the house or flat is the landlord.

- 1) What are the main types of houses in Britain?
- 2) What is a detached house?
- 3) What is the difference between a detached house and a semi-detached house?
- 4) What is a terraced house?
- 5) Who likes to live in bungalows?
- 6) Why are apartment block not very popular?
- 7) What houses are built in Russia?
- 8) Do you share the opinion that many-storeyed houses are not quite convenient for living in? What do you think?
- 9) How would you describe your house? Would you like to change the place in which you live? If so, what are your reasons?
- 10) What is a mortgage?

Задание 2. Прочитайте мини-тексты и составьте описание своего дома или квартиры.

1. Hello, I'm Tracey and I live in a terraced house in Glasgow, Scotland. A terraced house is a house joined to a row of other houses. It is not very big, only two bedrooms but my husband and I live on our own, so there is enough space for us and our dog, Spot. The only problem with a terraced house is the noise if you are unlucky enough to have noisy neighbours. Fortunately, we do not have that problem.

2. Hi, my name is Erik. I'm fifteen. I live with my parents in a small town in the South-East of England. We have a semi-detached house. This means that my house is joined to another house. It has a kitchen, lounge, bathroom with a toilet and three bedrooms. Oh, yes we also have a small garden. British people like having a garden, you know. It's quite a modern house, so we have central heating. I would really like an open fireplace but modern houses do not have them.

3. Hi there. I'm Paul from London. I live in a detached house with my wife, two kids and a cat. It is quite a large house with a nice back garden and five bedrooms. Having a detached house is more expensive than a semi-detached or terraced one. I like it because when you are sitting in the garden, nobody else can see you. I would like to buy a country cottage somewhere nice and quiet but how would I find a job there?

4. Hello, my name is Yasmin. I'm fourteen and I live in Liverpool. My family comes from Bangladesh but I was born in England. We live in a council estate in a block of flats. This means that we did not have to buy our flat. It was given to us for free by the local government. Most British people would not want to live in a block of flats because quite often they are badly built and are associated with poverty and crime.

Задание 3. Выучите диалог.

- So, where do you live, Pete? Have you got your own house?
- No, I haven't. I've got a modern studio apartment in the centre of town.
- Has it got a garden?
- No, it hasn't got a garden, but it's got a small terrace.
- Is there a kitchen in the apartment?
- No, there isn't but there's a kitchen area with a fridge, a cooker and a sink. But I haven't got a microwave.
- What about furniture?
- I've got a coffee table, and there are two chairs. And I've got a beautiful sofa – I love that sofa, I use it all the time – I eat my meals there because I haven't got a dining table!
- Is there a TV?
- Yes, of course. And I've got a music system.
- Have you got a computer?
- Yes, I've got a laptop computer – I use the Internet a lot.

ТЕМА 3. DAILY ROUTINE

Задание 1. Прочитайте тексты и ответьте на вопросы.

Text A

I get up at 6 o'clock, and at quarter past six I have breakfast. At half past six I have a shower, and then I leave home at 7 o'clock. I walk to the bus stop, and at ten past seven I take the bus to work. I get to my office at quarter to eight and I start work at eight o'clock. At 10 o'clock, I have a break, and I start work again at half past ten. At quarter past twelve I have lunch. After lunch at quarter past one, I meet my boss, and then at half past two I finish work and leave the office. I get home at quarter past three, and at 4 o'clock I play tennis with my friends. At quarter past six I watch the news on television, and at quarter to seven I eat dinner. After dinner I have a rest. I go to bed at about 11 o'clock.

- 1) When do you get up?
- 2) When do you leave home?
- 3) How do you get to university?
- 4) When do your classes start?
- 5) When do you have lunch?
- 6) When are your classes over?
- 7) What do you do after classes?
- 8) When do you go to bed?

Text B

Luke's typical day

On a typical day I get up at 7 o'clock. I leave home about half an hour later and then I drive to work. The journey takes about 45 minutes, and to fill the time I listen to the news on the radio. I stop in a bar near the office before I get to work and I always have a large black coffee, but I don't have anything to eat. I don't like to eat in the morning. I always go to the same bar so the waiter knows me well and we talk about football or the weather. I start work about half past eight and in the mornings I look at my e-mail, make phone calls and try to help my team with the problems. I have lunch in a restaurant near the office, and then in the afternoon I meet clients and talk to them about our products. I usually finish at about 6 o'clock, but if I have a lot of work, I don't leave until later – sometimes much later. What do I do in the evenings? Well, every Monday I play football with some friends. On Wednesdays I have a three-hour Italian class. It's very difficult because I'm a beginner in Italian. The other days I always go running. It helps me relax. I don't watch TV; I think the programmes are horrible. Most days I read – I like history books, and biographies of famous people. I go to bed about midnight.

- 1) What time does Luke leave home? 2) What does he drink in the morning? 3) What does he talk about with the waiter? 4) When does he look at his e-mails? 5) Who does he meet in the afternoon? 6) What does he do on Monday evening? 7) What language does he study? 8) Why does he go running? 9) What books does he read? 10) When does he go to bed?

ТЕМА 4. FREE TIME

Задание 1. Прочитайте тексты и обсудите, как лучше проводить свободное время.

What do you do in your free time?

Text A

I don't have a lot of energy when I get home after work. Usually I just stay in and watch TV or surf the net. I like watching soap operas and I never miss an episode of my favorite programmes. If there's nothing on TV then I might call some of my friends for a chat. I don't go out very much and I'd much rather spend time at home.

I like cooking and trying out new recipes. Sometimes I'll have friends over for a dinner party, but I'm quite happy just relaxing in the house with a good book.

Text B

I like to go out and have a good time. After dinner, I usually go to a bar and hang out with my friends till 3 or 4 in the morning.

I also love going to the movies. If I'm in town at the weekend, I might go to a café with the Sunday papers, then see an exhibition or go to a concert in the park.

Text C

I like to keep in shape, I usually go to the gym three or four times a week. On Saturdays I often meet up with some friends for a game of football in the park.

When I'm on holiday, I like going skiing in the winter, or windsurfing in the summer. I hate being stuck at home all day – I'd rather be outdoors.

ТЕМА 5. EDUCATION

Задание 1. Прочитайте текст и ответьте на вопросы.

The Faculty of Physics

Lomonosov Moscow State University (MSU) is the oldest University in Russia. It was founded in 1755 and originally consisted of three faculties: law, medicine and philosophy. The tradition of physics research at Moscow University goes back to the very foundation of the university when a physics laboratory was established at the Philosophy Faculty. Since 1757 lectures on experimental physics have been delivered and experiments have been demonstrated. In 1859 the Physics and Mathematics Faculty was founded. It was not until 1933 that the Physics Department became an independent Faculty.

Today the Faculty of Physics is the major centre for Physics teaching and research in Russia. There are six divisions dealing with experimental and theoretical physics, solid state physics, radiophysics and electronics, nuclear physics, geophysics, astronomy, and one division providing complementary educational programs. As of September 2012, the Faculty has 41 departments carrying out research and covering educational courses in practically all fields of fundamental and applied modern physics.

The Faculty of Physics has a unique way of training specialists. Teaching at all levels is undertaken by staff with a real command of their subject. The faculty offers programs leading to the degrees of Bachelor of Science (BSc), Master of Science (MSc), Specialist, Doctor of Philosophy (PhD) and Doctor of Science (DSc). Degrees gained by our graduates are highly regarded by employers and are valued the world over. You might embark on a career as a professional physicist, but can also enter many other professions as a person who has been trained to understand complex data, think logically and critically and communicate ideas effectively.

- 1) When was Moscow State University founded?
- 2) When did the Faculty of Physics get its present status?
- 3) What divisions are there?
- 4) How many departments does the faculty have?
- 5) Why did you enter the Faculty of Physics?

Задание 2. Прочитайте тексты и сравните образование в Великобритании и США.

The educational system in the UK

In England and Wales, the education system goes from reception (the first year at primary school) to year 12 (the final year of sixth form college or secondary school). Parents can send their children to nursery school between the ages of about three or five. The children spend a few hours at nursery school each day, playing and doing activities with other children. From the age of five, education is compulsory. Between five and eleven, children go to primary school. Primary schools are usually divided into an infant school (for children aged five to seven) and a junior school (for children aged seven to eleven). When they are 11 years old, children go to secondary school and take their GCSE at the age of 16. They can leave school when they are 16, but if they want to stay in education, they study for a further two years and take A-levels at the age of 18. They either stay at school, or go to a sixth form college or a technical college.

The educational system in the USA

In the US, the education system goes from kindergarten (the first year of elementary school) to 12th grade (the final year of high school). Parents can send their children to nursery school from the age of two or three. Children must attend

school from the age of five onwards. The first year of school is called kindergarten. Children aged between five and eleven go to elementary or grade school. Between 12 and 14 they attend junior high school and between 14 and 17 they go to high school. Students in high school take examinations at the end of each semester. All the grades they have earned are given a number value and a grade point average (G.P.A) is calculated. Students who have passed enough courses graduate from high school. If they want to go to university, they must earn good enough grades and take a special test.

TEMA 6. SPORTS. A HEALTHY LIFESTYLE

Задание 1. Прочитайте тексты и ответьте на вопросы.

Sports in Great Britain

English people are fond of all kinds of sports. During the autumn and winter shooting and fox-hunting are the great sports in Great Britain. Boxing is very popular especially in the large towns and important boxing matches are attended by many spectators.

Horse-racing is also a great national sport. Among games football and cricket take the first place in public interest; huge crowds watch the matches between the most important clubs, while practically every school or large business firm has its own particular cricked and football clubs.

Tennis is another very popular game while golf has firmly established itself in favour and there are golf-links all over the country.

The numerous rivers afford excellent opportunities for swimming and rowing and the Oxford and Cambridge boat-race, in which crews from these two universities compete, takes place every spring on the Thames.

- 1) What are the great winter sports in Britain?
- 2) What games are especially popular ?
- 3) What sports event takes place every spring on the Thames?

The Olympic Games

The Olympic Games have a very long history. They began more than 2000 years ago in Greece. The Greeks were very fond of music, plays and all kinds of physical exercises. The games took place every four years at Olympia. All the cities in Greece sent their best athletes to take part in the Olympic Games. The strongest athletes ran, jumped, wrestled, threw a discus, and were boxing. There were also chariot races.

The Games were very popular, thousands of Greeks used to watch them. It was a tradition to stop wars during the Olympic Games. The competition lasted five days. The winners got olive wreaths. It was the highest honour. When the champions came home the people greeted them with flowers.

For a long time from 394 till 1896 there were no Olympic games. Since 1896 the best athletes of the world have met again every 4 years. The games have always been exciting. The winners who show the best results are awarded gold, silver and bronze medals.

- 1) When were the first Olympic Games held?
- 2) What did the strongest athletes do during the competition?
- 3) What was the highest honour for the winners?
- 4) When were the Olympic Games revived?
- 5) What awards do the winners get?

A healthy lifestyle

To have a balanced healthy way of life is very important for every person. Here are some tips to follow if you want to be healthy.

1. Daily regime with enough of sleeping hours, regular meals, proper time for work and relaxing.
2. Healthy meal. A well-balanced diet will bring your body exactly what it needs. There should be a balance between the pleasure from your favourite meals and their usefulness for your body.
3. Getting rid of bad habits including oversleeping and overeating. Your mind and body should master your habits, not vice versa.
4. Keeping fit will help you to be in good shape and feel more energetic after work. Good variants are morning exercises, gym, swimming pool, jogging, aerobics, yoga, fitness training.
5. Good mood. Positive mood is not just good emotions, it's very powerful healing energy for your mind, body and soul.

Following a healthy way of life makes you more energetic, active, gives you new emotions and changes to the best all aspects of your living.

- 1) Which of these tips can bring the most benefit for you?
- 2) Are there other aspects of making your life healthier?
- 3) What is your idea of a healthy life style?

TEMA 7. GREAT BRITAIN.

Задание 1. Прочитайте текст и ответьте на вопросы.

Britain – The Right Names

Britain – or Great Britain (GB) – is the name for England, Wales and Scotland. Britain is the eighth largest island in the world. The British Isles is the name for England, Scotland, Wales, both parts of Ireland, the Isle of Man and the Channel Islands. The United Kingdom (UK) is England, Scotland, Wales and Northern Ireland. The British government is the government of the UK.

People who live in Britain are called British. Many people think that 'English' is the same as 'British'. But England is only one of the four nations in the UK. The Scots, Welsh and Northern Irish are British too. They sometimes get angry when they are called 'English'.

There are also millions of British people whose parents first came to Britain in the 1950s and 1960s from the Caribbean, India, Pakistan, Hong Kong and other places. Their homes are mainly in the big English cities like London, Birmingham and Manchester.

- 1) What does the name Great Britain refer to?
- 2) What does Great Britain include?
- 3) What does the political term the United Kingdom mean?

Задание 2. Прочитайте текст и ответьте на вопросы.

Weather

Here are some facts about the weather in Britain.

- a) The climate is temperate, neither very hot in summer (average temperature 15 centigrade) nor very cold in winter (average temperature 5 centigrade).
- b) The weather often changes rapidly during the day.
- c) There is no dry season.
- d) The west of Britain has much more rain than the east.
- e) Britain lies in the zone of contact between tropical and polar air. This makes its weather very complex and difficult to predict.
- f) There are at least 150 weather forecasts every week on the five main British television channels.
- g) In winter there is often heavy snow on the hills and mountains, but little or none in the lowlands.
- h) In summer the sunniest and warmest places in Britain are on the south coast.
- i) In winter, the east of Britain tends to be colder than the west.

- 1) What is the climate like in Britain?
- 2) Why is Britain's weather called changeable?
- 3) Why is it difficult to predict the weather in Britain?
- 4) Where is there heavy snow in winter?
- 5) What part of Britain gets more sunshine in summer?
- 6) Where is it warmer in winter in Britain, in the east or in the west?

Задание 3. Прочитайте текст и ответьте на вопросы.

The Monarchy

Britain is a constitutional monarchy. This means that the monarch, at the moment Queen Elizabeth II, is the Head of State. The Queen is also head of the judiciary (all the judges) and of the Church of England, as well as the Commander-

in-Chief of the armed forces. Her face is on all British bank notes, coins and postage stamps.

The Queen's constitutional role, however, is mainly symbolic. True power lies in the hands of the Prime Minister and his or her Cabinet. It is the Queen who formally opens Parliament every autumn, but the speech she makes from the throne, giving details of the government's future plans, is written for her by politicians. It is the Queen who officially appoints the Prime Minister, but traditionally she always asks the leader of the party with a majority in the House of Commons.

- 1) Who is the Head of State in Britain?
- 2) What are the Queen's duties?
- 3) Who does real power in Britain belong to?

Задание 4. Прочитайте текст и ответьте на вопросы.

Parliament

The British Parliament has two houses, or chambers: the House of Commons and the House of Lords. The House of Commons is the most powerful and decides national policy, but the House of Lords can ask the House of Commons to rewrite certain parts of a bill before it becomes a new law.

The House of Commons consists of Members of Parliament, MPs. Each MP is elected by voters in one constituency (region). There are 651 MPs, or seats, in the House of Commons. The 1234 members of the House of Lords are not elected. Some are life peers: they are members of the House of Lords, but their sons or daughters cannot be members. Life peers are usually former members of the House of Commons. There are also a number of judges or bishops. The majority, however, are hereditary peers, the heads of aristocratic families. This means that most members of the House of Lords are there because of something their ancestors did. The head of both Houses of Parliament is the Queen, but she has very little power.

The party with most MPs forms the government. The leader of the winning party automatically becomes Prime Minister and appoints the Cabinet. The members of the Cabinet are the leading government ministers. The Prime Minister is the most important person in Parliament. The party who comes second is the Opposition and forms its own Shadow Cabinet.

British Prime Ministers have lived at 10 Downing Street since 1731.

- 1) How many chambers are there in the British Parliament and what are they called? 2) How many members of Parliament are there in the House of Commons? 3) Who can be members of the House of Lords? 4) Who forms the government? 5) Who becomes Prime Minister? 6) Who are the members of the Cabinet?

Задание 5. Прочитайте текст. Составьте план к тексту в виде специальных вопросов. Перескажите текст.

The Royal Family

For more than a thousand years Britain has always had kings or queens except for the ten years between 1649 and 1659. In the past, kings had great power and they really helped to make history. They started wars, made laws, and did things in their own way. But gradually more and more power went to Parliament. What does the Queen do now? Why does Britain need monarchy? And does it?

Elizabeth II calls the Windsor family a 'Firm'. She thinks of it as a business rather than a family. And the main business of the royal family is ... well, probably being royal. And they are paid for it. The Queen is one of the richest women in the world and yet she gets about 8 million pounds a year to be Queen. But many people agree that she does her job well and she deserves her salary.

Being Queen is a really busy job. Elizabeth II gets up early and begins the day by looking through the newspapers. Then she reads letters from the public (she gets more than 1000 each week), and tells her staff how she would like them to be answered. The Queen has daily meetings with her Private Secretary who helps her to go through her paperwork, and lots of meetings with ambassadors, new judges, and bishops.

In the afternoon Elizabeth II often goes out on public engagements – she gets thousands of invitations each year. She opens new hospitals, bridges and factories.

Once a week, the Queen has a meeting with the Prime Minister and they discuss government business and important things that are happening in the country.

In the evening the Queen reads the report of the day from Parliament. She isn't a politician, and in modern Britain the power belongs to the government, but she must agree to every new law. It's formal agreement: no king or queen has refused a new law since 1701!

Being a Queen is not a 9 to 5 job, and Elizabeth II has to work from early in the morning until late at night. And people watch her all the time.

Of course, she has some free time, and some private life, but less than most people.

In her spare time Elizabeth II enjoys horse racing, fishing, and walking in the countryside. She also enjoys photography and likes taking photos on her travels.

Many people think that the Royals are useless and monarchy is outdated. But... the British people seem to like them that way. They like to read about the royal family, royal scandals and shocking secrets. They like to watch royal ceremonies, they are proud of the tradition of monarchy. Britain has had kings and queens for a thousand years – probably they'll have them for another thousand.

Задание 6. Прочитайте текст и ответьте на вопросы.

London

London is the capital of Great Britain. London is more than two thousand and five hundred years old. More than eight million people live there. The river Thames divides London into two parts. There are three main parts in London: the City, the West End and the East End. The City is a very small part of London but it is known as the heart of business and financial life of the country. St. Paul's Cathedral, which was built by sir Christopher Wren in the 17th century, is situated in the City. It was destroyed during World War II and then restored.

Trafalgar Square is in the centre of London. It is the finest place in the city. It is the place of meetings and demonstrations. Nelson's column is in the centre of the Square. This column was built in memory of Admiral Nelson. He destroyed the French fleet in the battle of Trafalgar in 1805 and became a national English hero.

The West End is the richest part of the capital. Large museums and art galleries, most theatres and cinemas are to be found here. The famous Hyde Park is also situated in the West End. Here one can see Westminster Abbey where all British kings and queens are crowned. Many great Englishmen, Newton, Darwin, Dickens and others, are buried there.

To the west of Westminster Abbey there is Buckingham Palace, the residence of the English Queen. Some guardians stand on guard in front of the Palace. It is very interesting to see the Changing of the Guard. It is a tradition.

Not far from the Abbey you can also see the Houses of Parliament with the famous Big Ben and a huge clock. Everybody knows the British Museum with its finest collection of books from all over the world.

The Tower of London is on the Thames. Since the 11th century it was a royal palace and a fortress. It has played an important role in the English history. For many years English kings and queens lived there. Then it became a prison. Now it is a museum. The famous collection of jewels is kept here. Every night at 9.53 pm the chief warden locks up the Tower. This is known as the Ceremony of the Keys and it has been taking place almost without any break for 700 years. A number of ravens have their home at the tower. They are on guard here.

On Sundays most Londoners do not work. Some people spend their weekend at home, some go to Hyde Park, where they can lie on the grass, ride on horseback or listen to speakers at the Speakers' Corner.

The East End used to be the poorest part of London. Now it is home to small industries, blocks of flats and many houses. It has become a desirable place for business.

There is so much to see in London that even Londoners can always find new sights. They like to say, "When a man is tired of London, he is tired of life".

1) Where is London situated?

- 2) What are the main parts of London?
- 3) What is the financial and business center of the country?
- 4) What places of interest can be found in the West End?
- 5) Where is the residence of the English Queen?
- 6) What are the Houses of Parliament famous for?
- 7) What is the role of the Tower of London in the English history?
- 8) Where do most Londoners prefer to spend their weekend?
- 9) What is the East End?

ТЕМА 8. HOLIDAY

Задание 1. Прочитайте тексты и ответьте на вопросы.

Paul's ideal place for a holiday

Last year, we booked a holiday on the island of Tioman, in Malaysia. Tioman is quite a small island (it's only 6 miles wide), just off the east coast of Malaysia. It has some of the most beautiful beaches in the world, and it is a great place for relaxing and getting away from it all.

Tioman is also a paradise for divers. The water is clear to a depth of over 30 metres and it is filled with all kinds of beautiful fish, coral, and other marine life. The colours are amazing. Apart from swimming and lazing around on the beach, there are lots of other things to see and do. We went hiking in the mountains, and we saw monkeys, flying foxes, and even a big snake.

Our accommodation wasn't very expensive, and you can stay in a hotel for as little as \$30 a night. For me the best thing on the holiday was sitting outside our beach hut in the evening, looking up at the stars. It really was an unforgettable experience.

- 1) Where did Paul book a holiday?
- 2) Why is a small island a good place for a holiday?
- 3) Why is Tioman a paradise for divers?
- 4) What can one do there apart from swimming and lazing around on the beach?
- 5) What kind of accommodation did Paul have?
- 6) What was the best thing for him on the holiday?

Elein's holidays

I've had all sorts of holidays in the last few years. My favourite was last year when we went camping in Yosemite Nation Park in California. The campsite was near a river, and we did a lot of hiking to see the beautiful waterfalls.

Two years ago, I went to New York with my parents. We stayed in a really good hotel, and enjoyed all the restaurants and nightlife. We did a lot of sightseeing – we went to the Empire State Building, Ellis Island, and visited some interesting museums. The best part was seeing a Broadway musical!

This summer, I'm having a working holiday in a mountain resort. The resort is right next to a lake. I'll be working in one of the restaurants in the evenings, and in my time off I'll be able to go hiking and try some watersports.

After I finish college, I would like to go back-packing around South-East Asia, and probably Australia and New Zealand as well. My brother did that four years ago and had a really good time.

- 1) Where did Elein go camping?
- 2) Where did she spend her holidays two years ago?
- 3) What did she enjoy in New York?
- 4) What kind of holiday is she having this summer?
- 5) Where would she like to go after she finishes studies?

Задание 2. Расскажите, как вы любите проводить свои каникулы.

Ответьте на следующие вопросы.

- 1) How do you usually arrange a holiday? 2) What can you do on a holiday? 3) What countries have you been to? 4) What was the best/worst holiday in your life? 5) What is an ideal place for a holiday for you?

ТЕМА 9. TRAVEL

Задание 1. Прочитайте тесты и скажите, какой вид транспорта вы считаете наиболее удобным и почему.

Different ways of travelling from one place to another

The bus passenger

I always take the bus to work. There's a stop right outside my house, and the buses are very frequent in the rush hour. Usually there's one every 5 minutes. Most days I can get a seat and read a book or newspaper. Sometimes I see someone I know on the bus, and we have a chat. One thing I don't like is all the litter. Some people just leave their food all over the floor or on the seats. Another thing is people listening to personal stereos. The noise they make can be really annoying when they have it on very loud.

The cyclist

I use my bike because it's the quickest way to get from A to B in the rush hour. All the cars are stuck in traffic jams, and you can go straight past them. My journey to work usually takes about 20 minutes door-to door. It's a good way of getting your daily exercise. The thing I don't like about cycling is all the pollution. I don't like breathing in exhaust fumes from cars and buses. It can also be rather dangerous, and you need to watch out for people opening car doors or coming out of junctions without looking.

The car driver

I normally go to work by car. I'd say my average journey time is about 50 minutes. When I'm in my car it's very comfortable, like being in my own living room. I can turn on the stereo system and listen to my favourite CDs or listen to the car radio. There are some things though I don't like about driving. The traffic keeps getting worse, and other drivers sometimes behave very badly. I know I should use my car less because it is bad for the environment, but it is much more convenient than public transport.

The train passenger

I generally take the train to work. It's quick and convenient, and I can be in my office in about 35 minutes. In winter the service can be rather erratic, and I sometimes find myself waiting on the platform at the station in freezing cold weather, wishing I was in a nice warm car. The other thing I don't like is people in my carriage with mobile phones, who talk loudly and say things like "I'm on the train". The good thing about taking the train is that someone else does all the driving, and I can just relax and read my newspaper.

Travelling by plane

Last week we flew to London. We took the bus to JFK airport. When we arrived at the terminal we went to the check-in desk for our flight. We showed our passports at passport control, and then went through security. We had to wait for a while in the departure lounge. When our flight was called, we went through the departure gate, and got on our plane. After the plane had landed at Heathrow, we went to the baggage reclaim to collect our bags, then went through immigration and customs, and out into the arrivals area.

TEMA 10. MASS MEDIA

Задание 1. Прочитайте текст и ответьте на вопросы.

Newspapers

Mass media plays an important role in the modern society. We live in the era of information and can't imagine our life without newspapers, radio, television and the Internet.

Newspapers appeared the first of the listed and are still very popular. A lot of people read newspapers when they are travelling to and from work. It's good to have something to read on the train or the bus, and newspapers are easy to carry around with you. Newspapers don't just tell you the news, they also contain a lot of other interesting information, such as film and music reviews, and gossip about famous people.

At the weekend, the papers have lots of different sections, for example about new ways of decorating your home, ideas for holidays, or new recipes. Many

people like to read the papers while they are having breakfast on Sunday morning, because it is a relaxing thing to do.

For many people, especially young people, their main source of news is now the Internet. They can read about the latest news online as soon as it happens. They can also visit their favourite websites to look for other stories that might interest them. If they want they can also get the news from the television or the radio.

Nobody knows what will happen to newspapers in the future, but for the moment they are very much still part of our lives.

- 1) Do you like to read newspapers?
- 2) If so, what information is the most interesting for you? What sections do you read (the main news, business, travel, arts etc.)?
- 3) What is your favourite newspaper and why?
- 4) Do you prefer to read newspapers at home or when you are travelling to and from work?

Задание 2. Прочитайте мини-тексты и составьте небольшой рассказ о том, какие газеты вы читаете.

1. I usually get *The Daily Mirror* on my way to work. As it's a tabloid, it's easy to read on the train, and the articles are nice and short. I like reading all the latest gossip about my favourite TV stars.

After glancing at the headlines on the front page, the first thing I usually read is my horoscope. I know it's not really true, but it's still fun to read. I also look at the TV guide, to see if there's anything good on television that evening. If I have time, I try to do the crossword.

2. I usually read *The Wall Street Journal*. I need to keep up with what's happening in the business world for my job. The first page I usually turn to is the share prices, to find out the latest news about the stock market.

I don't just read the business pages. Often I look at the arts section to see if there are any reviews of plays or concerts, and there's always something interesting on the letters page. Today, there were lots of letters about the effects of cell phones on people's health.

Задание 3. Прочитайте текст и ответьте на вопросы.

Radio

Some people still prefer to listen to the radio. To switch on the radio is the first thing to do in the morning. Nowadays, there are dozens of radio stations in Russia and you can always choose a station to your liking. Most of the stations broadcast music of different styles. You can also listen to weather forecasts, sports news, radio theatre, talk shows, advice of lawyers and doctors, news, daily horoscope, political and economic programmes and so on. You can even take part

in an intellectual quiz and win a prize. I like such channels as Radio Maximum, Radio Hit, Europa+, Relax FM and so on.

- 1) Do you listen to the radio?
- 2) If so, what programmes do you usually listen to?
- 3) What is your favourite radio station?

Задание 4. Прочитайте текст и ответьте на вопросы.

Television

Television clearly plays an important part in most people's lives, but is this a good or a bad thing?

On the positive side, people use television as a way of entertaining themselves, especially in the evenings after work. After watching a soap opera or reality TV show, people often like to talk about it with their friends the next day. Television also provides an opportunity to keep up to date with the news, and people can increase their knowledge by watching documentaries and programmes on practical subjects such as cooking.

Unfortunately, television also has many negative effects. It is not healthy for people to spend several hours on the sofa watching the screen. Sometimes people seem more interested in watching the TV than talking to their family. A lot of the programmes which are broadcast are of very poor quality.

Although television can entertain and educate us, we must not let it take over our lives.

- 1) What role does television play in your life?
- 2) What are your favourite TV programmes?
- 3) Is television a good thing or a bad thing?

Задание 5. Прочитайте текст и расскажите, что можно посмотреть по телевизору сегодня вечером.

There are lots of good programmes on the television this evening. At 7.30, there's 'Coronation Street' on ITV, followed by 'Eastenders' on BBC1 at 8 o'clock. These two programmes are the most popular soap operas on British television. Later on at 8.30 there's 'Ground Force' on BBC1. 'Ground Force' is a garden makeover show, in which a team of gardeners secretly create a new garden for someone while they are away from home. After that, at 9 o'clock, 'Big Brother' is on. 'Big Brother' is a reality TV show, in which a group of people are filmed living together 24 hours a day. Lastly 'Newsnight' is on at 10.30 on BBC2. 'Newsnight' is a news programme that deals with the main items of the day's news and has interviews with leading politicians.

Задание 6. Прочитайте текст. Ответьте на вопросы и скажите, какие телепередачи, по вашему мнению, являются наиболее интересными на отечественном телевидении и почему.

Most people agree that the media has one key characteristic: it keeps growing and growing. These days, few people can remember life before television. And most of us have been influenced by the constant flow of words and images from screens or newspapers. Some of it is 'complete rubbish' and some of it is wonderful. Here are some of the 'firsts' and 'bests' of the media world.

The No.1 reality show: *Big Brother*. Like it or not, *Big Brother* is the most popular show of its kind. It was first shown in Holland in 1999 and it has been broadcast in over twenty countries.

The No.1 film industry: the Indian film industry (nicknamed Bollywood). More films are made in India than in any other country.

The No.1 search engine: Google. Lots of information can be found by searching Google. In fact, it is used for over 250 million searches in 182 languages every day. It was named after Googol, which is the number represented by one+one hundred zeros.

The No.1 film: Citizen Kane. In lists of great films it usually comes first. It was made by Orson Welles in 1941 and tells the story of a media tycoon.

The No.1 quiz show of recent years: Who wants to be a millionaire? It started in the UK in 1998 but has been broadcast all over the world.

The No.1 TV addicts: The US has 805 televisions per 1,000 people, the world's highest number, and in the US they watch TV the most. By the age of sixty-five the average US citizen has spent nine years in front of the TV.

The No.1 selling newspaper: Yomiuri Shimbun. It sells ten million copies a day in Japan.

- 1) What is the world's most popular reality TV show?
- 2) Which country makes the most films?
- 3) Which search engine is the most popular?
- 4) Which film is often voted the greatest ever?
- 5) Which quiz show is the most popular?
- 6) Which country watches most TV?
- 7) Which newspaper sells the most copies?

Задание 7. Прочитайте текст и ответьте на вопросы.

Computers

The advantages of computers

It is difficult to imagine a world without computers. We use them in almost every area of our lives: at work, at school, and in our homes.

Computers have brought many advantages. They make it possible to access huge amounts of information very quickly and do complicated tasks in a short time. Instead of waiting inside a bank to get money from our bank accounts, we can use machines in the street 24 hours a day. People can communicate with each

other instantly by email, and you can buy almost anything on the Internet without having to leave your home. Many people now work from home using a computer, and use the computer in their leisure time for playing computer games or just surfing the net. They think that life would be dull without computers.

- 1) What are the advantages of computers?
- 2) What role does the computer play in your life?
- 3) What do you usually do on your computer?
- 4) How often do you use it?

Задание 8. Прочитайте текст и расскажите о проблемах, которые у вас иногда возникают во время работы на компьютере.

This morning I went to the school library, switched on the computer, entered my password, and waited for the machine to start up! I clicked on an icon and opened the file that I wanted to work on. I spent two hours writing an essay. Just as I was about to save my data, the hard disc made a horrible noise, the screen froze, the machine crashed, and I lost all my work. The essay I had been writing was called “The benefits of modern technology”!

ТЕМА 11. ENVIRONMENT

Задание 1. Прочитайте тексты и ответьте на вопросы.

Pollution and the environment

People are more worried about the environment (the air, water, and land around us) as a result of the harmful effects of human activity. Some of these activities cause pollution (dirty air, land or water) and some are destroying the environment. Here are some of the problems:

- 1) the ozone layer: a layer of gases which stop harmful radiation from the sun reaching the earth; recent researches show that there is now a hole in parts of the ozone layers;
- 2) global warming: an increase in world temperature caused by an increase in carbon dioxide;
- 3) acid rain: rain that contains dangerous chemicals; this is caused by smoke from factories.

Because of these problems, there are many groups of people whose aim is conservation (the protection of natural things, e.g. plants and animals). They are often referred to as greens, e.g. ‘Greenpeace’ and ‘Friends of the Earth’.

Common causes of damage are smoke from factories, car exhaust fumes, dumping (throwing away) industrial waste in seas and rivers, aerosol cans (usually called sprays), cutting down tropical rainforests (e.g. the Amazon) which increases carbon dioxide in the atmosphere.

If we want to look after the environment, there are certain things we should do. We should recycle paper, bottles and clothes; save, keep and protect tropical rainforests; plant more trees; save water and energy.

- 1) Why are people worried about the environment?
- 2) What is pollution?
- 3) What are the major environmental problems?
- 4) What causes damage to the environment?
- 5) What is conservation?
- 6) What should we do to protect the environment?

Задание 2. Прочитайте тексты и ответьте на вопросы.

The Greenhouse effect

Pollution from cars, factories, and power stations is causing harmful greenhouse gases to build up in the Earth's atmosphere. These gases prevent heat from escaping, and as a result our planet is getting warmer. This process is known as global warming.

Global warming is causing the ice at the North and South Poles to melt and sea levels and sea temperatures to rise, leading to serious flooding and violent storms in many parts of the world. In other places, there will be less rain and the land will be turned into desert.

Pollution from cars

The biggest polluter today is the car. Exhaust fumes are the main cause of poor air quality, which can make people feel ill and have difficulty in breathing. This problem is especially bad in cities, where the number of cars is increasing every year, causing serious congestion and filling the air with smog.

Governments try to improve the situation by encouraging people to use their cars less or buy cars that do not use as much fuel.

The destruction of animal habitats

All over the world, wildlife habitats are being destroyed. There are many endangered species that could soon become extinct. Rainforests are being cut down so that people can grow crops and feed the world's increasing population. Modern farming methods, for example using pesticides and genetically modified crops, are having a very bad effect on the food chain. Killing insects may be useful for growing crops, but it reduces the amount of available food for other animals and birds.

Climate change is also making conditions difficult for some animals. In the Arctic, the ice is melting, threatening the survival of animals such as polar bears.

Alternative sources of energy

Burning fossil fuels to produce energy causes a lot of pollution. Renewable sources of energy such as wind power, wave power, and solar power are much

cleaner. People can also easily reduce the amount of energy they use. A lot of electricity is wasted by leaving on lights, televisions, and other electrical equipment when they are not being used.

Our society produces huge amounts of waste, which end up having to be burned, buried, or taken out to sea. This waste produces greenhouse gases, and also spoils the environment. If we recycle material such as glass, paper, and metal, this will reduce the amount of waste that is produced.

Environmentally-friendly forms of transport

If more people used public transport, this would reduce the amount of pollution. Public transport is much more environmentally-friendly, because buses and trains can carry large numbers of people at the same time, whereas cars often carry only one person. Car pools are another way of reducing the number of cars on our roads. The big car companies are also working on developing new engine technology, so that cars can run on cleaner fuels such as hydrogen instead of petrol. For shorter journeys cycling is a much healthier alternative to driving a car, and many towns have introduced special cycle lanes.

Green products

We can also help the environment by choosing to buy green products, for example organic foods that are produced without using pesticides. Not only are pesticides bad for the environment, the chemicals in them can also be harmful to humans. If we buy wood from sustainable sources, this will mean that our forests can be maintained for future generations.

So much of modern life is based around shopping and buying new things. Everything is out-of-date in only a few years or even months. If we stopped buying and throwing away so many things, this would help ease the pressure on the environment.

- 1) What is happening to our environment?
- 2) What is the “greenhouse effect”?
- 3) Why are cars harmful to the environment?
- 4) How are animal habitats destroyed?
- 5) What are the alternative sources of energy?
- 6) What can be done to make transport more environmentally-friendly? 7) How can we help the environment?

ТЕМА 12. WORK AND CAREER

Задание 1. Изучите возможные ответы на вопросы, связанные с работой, и опишите работу кого-либо из своих знакомых.

People may ask you about your job. They can ask you and you can answer in different ways:

What do you do?	I'm a banker/an engineer/a teacher
What's your job?	I work in a bank/marketing
What do you do for a living?	I work for Union Bank/Fiat
What do you do in your job?	I'm in charge of all deliveries out of the factory. I have to deal with any complaints. I run the coffee bar and restaurant in the museum.
What are your daily duties?	I go to a lot of meetings. I visit/see/meet clients. I advise clients.
Working hours	For many people in Britain these are 8.30-9.00 a.m. to 5.00- 5.30 p.m. So people often talk about a nine-to-five job. Some people have flexi-time (they can start an hour or so earlier or finish later); and some have to do shiftwork (working at different times). Some people also work overtime (work extra hours).

Задание 2. Составьте 10 вопросов к тексту.

The career ladder

A Getting a job

When Paul left school he applied for a job in the accounts department of a local engineering company. They gave him a job as a trainee (a very junior person in a company). He didn't earn very much but they gave him a lot of training (organised help and advice with learning the job), and sent him on training courses.

B Moving up

Paul worked hard at the company and his prospects looked good. After his first year he got good pay rise, and after two years he was promoted. After six years he was in charge of (responsible for / the boss of) the accounts department with five other employees under him.

C Leaving the company

By the time Paul was 30, however, he decided he wanted a fresh challenge (a new exciting situation). He was keen to work abroad, so he resigned from his company and started looking for a new job with a bigger company. After a couple of months he managed to find a job with an international company which involved a lot of foreign travel. He was very excited about the new job and at first he really enjoyed the travelling, but...

D Hard times

After about six months, Paul started to dislike the constant moving around, and after a year he hated it; he hated living in hotels, and he never really made any friends in the new company. Unfortunately his work was not satisfactory either and finally he was sacked a year later.

After that, Paul found things much more difficult. He was unemployed (out of work / without the job) for over a year. He had to sell his car and move out of his new house. Things were looking bad and in the end Paul had to accept a part-time job (working only some of the day or some of the week) on a fruit and vegetable stall in a market.

E Happier times

To his surprise, Paul loved the market. He made lots of friends and enjoyed working out in the open air. After two years, he took over (took control of) the stall. Two years later he opened a second stall, and after ten years he had fifteen stalls. Last year Paul retired at the age of 55, a very rich man.

Задание 3. Изучите следующие правила поведения на работе и составьте рассказ о правилах поведения в университете.

Company rules

1. Work begins at 8.30 everyday, so you have to be here on time every morning.
2. Please turn off your mobile phone, because you can't make personal calls inside the building.
3. The company has a no smoking policy, so you have to go outside for a cigarette.
4. Everybody has a personal code for the photocopier, so you have to get one before you use it.
5. It's very important to ask your boss for permission to go home early, so you can't leave early without asking her.
6. Mrs. Clark is the only person who can use the fax machine, so you can't use it without her permission.
7. Everybody wears informal clothes here, so you don't have to wear a suit.
8. The company restaurant is open all day, so you can get something to eat without leaving the building.
9. The coffee machine is free, so you don't have to pay for hot drinks.
10. There are lots of restaurants and sandwich bars near the office so you don't have to eat in the company restaurant.
11. Everybody has one hour for lunch, so you have to be back in the office by 2 o'clock.

ТЕМА 12. HOW TO ORGANIZE YOUR RESUME

Задание 1. Прочитайте рекомендации по написанию своей краткой биографии и ответьте на вопросы.

A resume or a C.V. (curriculum vitae) is a summary of your history and professional qualifications. Make sure your resume (C.V.) focuses on the kind of work you can and want to do.

If you have worked successfully in an area related to the job you are applying for, emphasize it. It sometimes happens that the most qualified people

don't always get the job. It goes to the person who presents himself well in person and on paper.

Here is how you should organize your resume:

1. Your name and address go at the top. The resume usually consists of the following sections: Personal, Education, Work, Experience, Interests and Skills, Hobbies.
 2. Under Personal you say:
 - 1) when and where you were born;
 - 2) your marital status (whether you are married, single or divorced), your children;
 - 3) citizenship.
 3. Under Education you describe:
 - 1) the school you finished and the years of study (for example, 1956-1966);
 - 2) University, the diplomas and degrees obtained, also mention the subject (e.g. the University of St. Petersburg, Economics);
 - 3) any higher degrees, e.g. Ph.D., and the university which granted it.
 4. Then comes Work Experience:

You always list the jobs, the years you worked, the positions you held and the addresses.

This should be presented in the reverse chronological order starting from the last job.

In case you have no work experience in the field, mention your summer jobs, extracurricular school activities, awards. Choose the activities that will enhance your qualification for the job you want.
 5. Then come Interests and Skills:

Include the foreign languages you speak, computer skills, extensive travel, particular interests or professional membership, the clubs you belong to. This is your chance to let your future employer get some idea of your person.
 6. The last is Hobbies:

It is a good to mention here a hobby that can help get the job you are after. It should be noted that a resume (C.V.) can be structured differently and may vary in length from one page to three or more.

Send your Resume, along with a Cover Letter and a Letter of Recommendation or Reference to a specific person. The person should appeal to your reader's own needs. Briefly explain why you are approaching his company. Refer him to your Resume and ask for an interview.
- 1) In what cases do people have to write a resume?
 - 2) Should the resume you write be a detailed personal history or a summary of your personal history and qualifications?
 - 3) When you write a resume you usually emphasize that you have worked successfully in an area related to the job you want to get. Why is it important do you think?

- 4) How is a resume structured?
- 5) What do you begin with?
- 6) What do you write under Personal, Education, Work Experience, Interests and Skills and Hobbies?
- 7) Why is it important to present oneself properly in a resume?
- 8) Do you usually present all the information about yourself in the chronological order?
- 9) Why do you think it is recommendable to present the information in the reverse chronological order?
- 10) How important is it to mention your computer skills and your command of foreign languages?

Задание 2. Прочитайте образцы писем и составьте аналогичные.

COVER LETTER

30 June, 2008

Dear Mr Jones,

I am writing to apply for the job (position) of accountant advertised in yesterday's "Daily Telegraph". I enclose my Resume and a Letter of Recommendation from Mr J. Smith of Smith and Sponsor Bank, Manchester.

I have recently moved to your town for family reasons and feel that my qualification would enable me to be a productive member of your company. I am available for an interview at your convenience.

References on request.

I look forward to hearing from you,

Yours sincerely,...

LETTER OF RECOMMENDATION

15 July, 2008

Dear Dr Jones,

Having known Dr Crown for five years as a staff-member of my department, I am pleased to write this Letter of Recommendation for him.

During the five years that Dr Crown worked with us he always excelled in whatever activity he undertook.

It is important to mention here that he has a good command of French and German and speaks both languages fluently. I also want to emphasize his experience in computing (his computer skills).

Dr Crown has my fullest support and should it be appropriate I would be pleased to provide further information.

Yours sincerely,...

ТЕМА 12. BUSINESS COMMUNICATION

Задание 1. Прочитайте диалог, обращая внимание на то, как заключаются договоренности. Найдите в словаре значение следующих слов и словосочетаний: set up a meeting, discuss a proposal, make a date, confirm, pencil in a time and date, firm up. Выучите диалог.

- Shall we set up a meeting to discuss the proposal?
- That's a good idea.
- Can we make a date for some time around the beginning of September?
- That sounds okay, but I don't know exactly what I'm doing over the next few weeks so I can't confirm it now.
- That's no problem. Let's pencil in a time and date, and I'll call you two days before so that we can firm it up.

Задание 2. Прочитайте электронные письма. Посмотрите в словаре значение слов: attach, log on, save, click, delete, undo, e-mail, forward, call up, wipe, print. Вспомните, были ли у вас аналогичные проблемы. Расскажите о них, используя лексику мини-текстов.

1. Hi, John,

I found the report that you attached to your e-mail when I logged on to my computer this morning. I thought the report was great. I wanted to keep it, so I tried to save it to my hard disk. Unfortunately, I clicked on the wrong button and I deleted it instead! I tried to undo the command, but that didn't work. So I searched for it, but it just wasn't there. Could you send it again?

Many thanks,

Rita

2. Dear Rita,

I'm pleased you liked the report – but I'm afraid it wasn't mine. Caroline wrote it and e-mailed it to me. I forwarded it to you because I thought you'd be interested. However, there's some bad news. When I tried to call it up just now I found that it had been wiped from my computer too – it was gone! But don't worry – I printed a copy before that happened so I'll post it to you.
John.

Задание 3. Прочитайте факс и придумайте продолжение.

FAX

To: Anna Green

From: Sonia O'Neil

Date: 23.10.08

Dear Anna,

I hope this fax comes through successfully. I've had a terrible time trying to get it to you. My fax machine was dialing and redialing your number for about three hours yesterday afternoon, before I decided that I'd had enough and cancelled it. What was the problem? Perhaps your machine had run out of paper? Or maybe you just hadn't put the paper in properly – you really should read the instructions about how to load it. But let's get down to business...

Задание 4. Прочитайте следующие телефонные разговоры и выучите их. Составьте аналогичные телефонные разговоры. Если вы не поняли или не расслышали, что говорит собеседник, используйте следующие фразы: "Sorry, I didn't quite catch that" или "I'm sorry" или "Sorry, I don't understand".

1.

- Hello!
- May I speak to Mr. Bown, please?
- Speaking.
- Good morning, Mr. Brown. This is Mr. Green Speaking.
- Good morning Mr. Green.

2.

- Hello!
- Could I speak to Mr. Grey, please?
- Who is calling, please?
- This is Mr. Brown from the Lloyd Bank.
- I'm putting you through.

3.

- Hello!
- Hello! David Black speaking. May I have a word with Mr. White, please?
- I'll see if he is in... I'm afraid, Mr. White is out at the moment.
- Could you take a message?
- Yes, of course.

4.

- Good morning. Mr. Robert's office.
- Good morning. May I speak to Mr. Robert?
- Sorry, sir. Mr. Robert is not available. Is there any message?
- No, thank you. I'll call back later.
- Right, good bye.

- 5.
- Hello! Mr. Brown’s office. What can I do for you?
 - Can you connect me to Mr. Brown, please?
 - Who is calling?
 - This is Mr. Frost.
 - Just a minute. I’ll see if he is in the office. Putting you through. Go ahead, please.
 - Thank you.
- 6.
- This is Mr. Brown speaking. I’d like to make an appointment with Mr. Brill.
 - Oh, yes, Mr. Brown. Good morning. I’ll get his schedule. Are you there?
 - Yes.
 - When would you like to come?
 - Tomorrow, if possible.
 - I’m afraid he’ll not be in. Is it urgent?
 - No, it isn’t urgent. Is the day after tomorrow possible?
 - What time would you like to come?
 - As late as possible in the afternoon.
 - I’m sorry, that afternoon is full too.
 - How is the Friday afternoon at 5?
 - Yes, that’s perfect, thank you. Good bye.

Задание 4. Прочитайте информацию об оформлении делового письма и изучите образцы, обращая внимание на разбивку (layout) и его части.

Business letter writing is very important for normal business activity. Business letters are usually written on printed company forms. The heading (заголовок) gives the name of the company, the postal and telegraphic addresses, the telephone number(s), the number of the telex(es), and telefaxes.

The ordinary business letter comprises the following principle parts:

1. The Date. (дата)
2. The Inside Address. (внутренний адрес)
3. The Opening Salutation. (вступительное обращение)
4. The Subject Heading. (заголовок текста)
5. The Opening Paragraph. (первый абзац)
6. The Body of the Letter. (текст письма)
7. The Closing Paragraph. (заключительный абзац)
8. The Complimentary Closing. (заключительные формы вежливости)
9. The Signature. (подпись)
10. Inclosures, Postscripts, and copies sent. (отметка о наличии приложений, постскриптумов и копий)

6123 Farrington Road
Apt. B11
Chapel Hill, NC 27514
January 11, 2005

Taylor, Inc.
694 Rockstar Lane
Durham, NC 27708

Dear Human Resources Director:

I just read an article in the *News and Observer* about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of DeVry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center where I helped train users to work with new systems.

I will be happy to meet with you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (919) 233-1552, or at krock@devry.alumni.edu.

Sincerely,

Raymond Krock