BUSINESS ENGLISH

ДЕЛОВОЙ АНГЛИЙСКИЙ

С.А. Шевелёва











ЮНИТИ
UNITY

ИЗДАНИЕ
2-е

С.А. Шевелёва

ДЕЛОВОЙ АНГЛИЙСКИЙ

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переработанное и дополненное

Рекомендовано Учебно-методическим центром «Профессиональный учебник» в качестве учебного пособия для студентов высших учебных заведений



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Новое издание состоит из двух частей: Part One *13 Basic Units* и Part Two *50 Business-Life Episodes*, а также четырех приложений: English-Russian Glossary, British-American English, Phrases from Business Correspondence, Abbreviations in Business Correspondence.

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Business English

PART ONE *13 BASIC UNITS*

PART TWO *50 BUSINESS-LIFE EPISODES*

APPENDICES

1. English-Russian Glossary
2. British-American English
3. Phrases from Business Correspondence
4. Abbreviations in Business Correspondence

От автора

Учебное пособие предназначено для студентов высших и средних профессиональных учебных заведений, изучающих бизнес и менеджмент, для работников организаций, фирм, предприятий, использующих в своей деятельности английский язык, а также для самостоятельного изучения делового английского языка.

Новое издание состоит из двух частей. Part One *13 Basic Units* ориентирована на интенсивное изучение делового английского, она включает основную тематику, деловую лексику, практическую грамматику и фонетику. Part Two *50 Business-Life Episodes* ориентирована на закрепление пройденного материала в сюжетной ситуации — подготовка и проведение семинара в Лондоне.

Приложения 1—4 служат дополнительным справочным материалом для изучающих деловой английский: это англо-русский словарь, англо-американские термины, более 200 фраз из деловой переписки и английские аббревиатуры, используемые в деловой корреспонденции.

Темы уроков: прием на работу, внутренний распорядок работы организации, виды компаний, коммерческая и финансовая деятельность, продажа и покупка товаров и услуг, реклама и маркетинг, контракты и соглашения, производство, транспорт и т.д.

Краткие грамматические пояснения и упражнения охватывают всю необходимую практическую грамматику. К наиболее сложным упражнениям в конце уроков даются ключи. Фонетические правила и упражнения на наиболее трудные звуки и интонацию помогут улучшить произношение. Тексты, диалоги, документы, включенные в издание, современны по содержанию и форме, даются со словарными пояснениями и несложными упражнениями. Особое внимание обращается на отличия английского языка в США.

В уроки также включены разделы на отработку типичных ошибок в употреблении некоторых лексических единиц (например: a visit to — to visit) и словообразование.

В каждом уроке даются фразы и предложения для устного общения, подобранные по практическим целям общения, например:

благодарности, извинения, согласия, несогласия, просьбы, советы, уклончивые ответы, поддержание беседы на мероприятиях протокольного характера и т.д.

Краткие методические рекомендации

Учебное пособие состоит из двух частей. В первую часть (*13 Basic Units*) включены 13 уроков по основной тематике, грамматическому и фонетическому материалу. Каждый урок начинается с раздела *Grammar Revision*, построенного на несложной общебытовой лексике и лексике предыдущего урока. Далее идет несколько разделов на отработку отдельных конструкций, лексических единиц, речевых формул. Это подготовительный этап к работе над текстами. Основа урока — тексты (диалоги, монологические тексты информативного характера, письма, документы, газетные статьи) с небольшими словарными пояснениями и разнообразными упражнениями.

Вторая часть пособия (*50 Business-Life Episodes*) включает 50 небольших эпизодов, каждый из которых содержит текст и задание к нему. Все тексты, разнообразные по форме, объединены одной сюжетной линией: подготовка и проведение семинара для работников фирм, банков и предприятий в Лондоне. Большая часть этих материалов основана на реальных аналогичных семинарах, проводимых в Англии и США.

Прохождение всего материала учебного пособия требует около 200 академических часов, в том числе по десять часов на каждый урок первой части и по одному часу на каждый эпизод второй части.

Каждый урок первой части рекомендуется завершать небольшой контрольной работой, составленной самим преподавателем с учетом типичных ошибок учащихся, наиболее трудного, но нужного для учащихся материала урока. Форма контроля должна соответствовать упражнениям пособия.

Вторая часть пособия — это дополнительный материал для развития навыков устной и письменной речи. На основе текстов этой части можно проводить ролевые игры и обсуждения оценки реальности ситуаций и правильности выбранных решений.

Материал пособия рекомендуется проходить в заданной последовательности.

С.А. Шевелева

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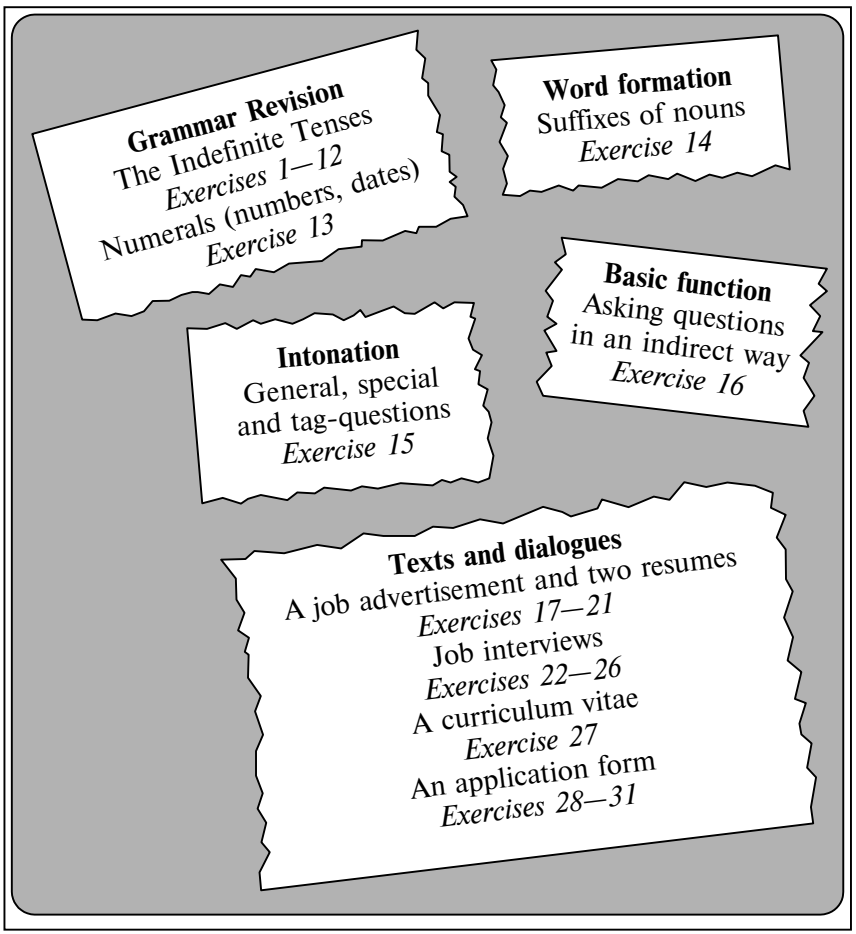
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13 Basic Units

UNIT 1 CVs and interviews



Pronounce and translate these words into Russian

CV (*Lat.* curriculum vitae) [ˈsɪˈvɪ] [kəˈrɪkjuləm ˈvɪːtaɪ]
resume [ˈrezumeɪ]
interview [ˈɪntəvjuː]
job [dʒob]
advertisement [ədˈvəːtɪsmənt]
application [ˌæplɪˈkeɪʃn]

Grammar Revision: *The Indefinite Tenses*

Present Indefinite

инфинитив без *to*

для 3-го л. ед.ч. окончание *-s/-es*

I/you/we/they ***work*** *every weekday.* ***Do*** *I/you/we/they* ***work*** *every day?*

He/she ***works*** *every weekday.* ***Does*** *he/she* ***work*** *every day?*

I/you/we/they ***do not work*** *every day.*

He/she ***does not work*** *every day.*

Past Indefinite

инфинитив без *to* + окончание *-d/-ed*

I/you/he/she/we/they ***worked*** *yesterday.* ***Did*** *I/you/he/she/we/they* ***work*** *yesterday?*

I/you/he/she/we/they ***did not work*** *yesterday.*

Future Indefinite

для 1-го л. *shall/will* + инфинитив без *to*

для 2-го, 3-го л. *will* + инфинитив без *to*

I/we ***shall/will work*** *tomorrow.* ***Shall/will*** *I/we* ***work*** *tomorrow?*

You/he/she/they ***will work*** *tomorrow.* ***Will*** *you/he/she/they* ***work*** *tomorrow?*

I/we ***shall/will not work*** *tomorrow.*

You/he/she/they ***will not work*** *tomorrow.*

Глагол *to be*

Present Indefinite

I ***am*** *happy.* ***Am*** *I happy?*

You/we/they ***are*** *happy.* ***Are*** *you/we/they happy?*

He/she is happy. ***Is*** *he/she happy?*

He/she is not happy. *I* ***am not*** *happy.*

You/we/they ***are not*** *happy.*

Past Indefinite

I/he/she ***was*** *happy.* ***Was*** *I/he/she happy?*

You/we/they ***were*** *happy.* ***Were*** *you/we/they happy?*

*I/he/she/****was not*** *happy.*

You/we/they ***were not*** *happy.*

Future Indefinite

I/we ***shall/will be*** *happy.* ***Shall/will*** *I/we* ***be*** *happy?*
You/he/she/they ***will be*** *happy.* ***Will*** *you/he/she/they* ***be*** *happy?*
I/we ***shall/will not be*** *happy.*
You/he/she/they ***will not be*** *happy.*

Exercise 1. **Underline the verbs in Present Indefinite , write their infinitives and translate the sentences:**

A curriculum vitae and a resume mean the same thing.
Englishmen usually use the words a *curriculum vitae*.
Americans prefer the word a *resume*.
Both a *curriculum vitae* and a *resume* are foreign words in English.
Curriculum vitae are Latin words, while *resume* is French.
There are two spellings: a *resume* and a *resumé*.

Exercise 2. **Open the brackets using the verbs in Present Indefinite and translate the sentences:**

Mr. Jones (*to be*) a teacher of English.
He (*to live*) in Newcastle.
It (*to be*) a big industrial centre in the northern part of England.
Coal industry, shipbuilding, food processing and other industries (*to be*) highly developed here.
Mr. Jones (*to work*) in the University of Newcastle.
He (*to like*) his job very much and he (*to be*) proud of it.
He (*to go*) to the university practically every weekday.
Naturally he (*not to go*) to the university on Sundays.

Exercise 3. **Make the sentences negative:**

She works on Sundays. — ***No, she doesn't work on Sundays.***
She is Spanish. — ***She isn't Spanish.***

Mrs. Smith works at a plant.
She works every day.
She is an engineer.
She speaks very fluent French.
She often goes to France.
Her daughter is a schoolgirl.
She speaks German.
Her father is German.

Exercise 4. **Write general and special questions:**

He speaks a few foreign languages.
***Does** he really **speak** a few foreign languages?*
***How many** foreign languages **does** he speak?*

She speaks two foreign languages.	what
She lives in Scotland.	in what city
She travels a lot.	where
She teaches geology.	how many
She has a few children.	
Her children speak three foreign languages.	
They travel very much.	

Exercise 5. **Write and read mini-dialogues:**

to travel much
*— **Do you like travelling?***
*— **Yes, I do. / — No, I don't.***

to like swimming	to like jazz
to like fishing	to like classical music
to like reading	to like pop music

Note: Americans prefer writing *traveling*.

Exercise 6. **Translate into English:**

Мне не нравится эта музыка.	У него завтра в 10 будет интервью.
Мне нравится классическая музыка.	В какое время вы заканчиваете работу завтра?
Мне не нравится джаз.	В понедельник она будет занята.

Exercise 7. **Underline the regular verbs and write the three forms of the irregular verbs:**

to prefer	to like	to live	to mean
to use	to see	to hear	to understand
to go	to come	to know	to remember

Exercise 8. **Open the brackets and complete the sentences using the following words at the end of the sentences:**

They (to interview) me...	yesterday
I (to live) in that city...	last week
I (to leave) that city...	last year
I (to attend) these courses...	the day before yesterday

I (to get) a driving licence...	last month
I (to start) to work there...	a few years ago

Note: licence (*Br*) = license (*Am*)

Exercise 9. **Make mini-dialogues:**

— *Did you study* ***history*** *at university?*
— *Yes, I did. And I liked it. / — No, I'm sorry I didn't.*

geography	law	arts
archeology	economics	psychology
medicine	mathematics	finance

Note: Englishmen do not use article **the** before *university* when they mean *studies.*

For example: *Mike went to university for four years.*
She is at university now.
But: *The university is across the road.*
Is there a university in your city?

Exercise 10. **Translate into English:**

Он начал изучать историю	Сколько лет она учила
в прошлом году.	французский язык?
Где она изучала экономику?	Он учил английский язык
Сейчас она хороший экономист.	несколько лет.

Exercise 11. **Complete the sentences using these verbs:**

I think I'll ... him this or next Monday.	to speak
I think she'll ... to him herself and I suppose she is right.	to open
I don't think he'll ... on time. He is usually late.	to say
I don't think he'll ... all the papers for tomorrow.	to come
I hope he'll ... able to do this. He is a very clever young man.	to see
I don't know how to use this computer. Will you ... me, please?	to pre-
Will you ... it again, please? I am sorry I didn't hear you.	pare
Will you ... the window, please? It's very stuffy here.	to help
	to be

Exercise 12. **Translate into English:**

Повторите, пожалуйста.	Он переведет текст завтра.
Я напишу это по-английски.	Когда он закончит перевод?
Я думаю, я переведу текст сегодня.	Она поможет ему.

Grammar Revision: *Numerals (numbers, dates)*

Номера телефонов, домов, почтовых индексов
513 62 65 *five one three six two six five*
748 *seven four eight*
35 *thirty five*

Две одинаковые цифры, стоящие рядом
194 11 22 *one nine four* ***double*** [dʌbl] *one* ***double*** *two*

Ноль в номерах
1559016 *one double five* ***oh*** [ou] *one six*

Написание и чтение дат
1 September
1st September
*(****the*** *first* ***of*** *September)*

Годы
1812 *eighteen twelve*
But: 2000 *two thousand*
2003 *two thousand and three*

Написание дат в документах
(*British English*) 22.1.2003
22/1/2003
22.01.2003
(*American English*) 1.22.2003
1/22/2003
01.22.2003

Exercise 13

a. **Write these and a few other dates both in British and American English; read the dates:**

22 октября 2002 г. 13 февраля 2001 г.
1 января 2004 г. 3 августа 2000 г.

b. **Read these dates written by Americans**:

4.20.2002	2/19/2005
11.21.2003	12.16.2100

c. **Read these numbers of buildings, telephone numbers and post codes:**

2318	254 18 99	94113
679	(44) 584 255	100115

d. **Write and read your**

date of birth _____
home address _____
telephone number _____
post code _____

Word formation: *Suffixes of nouns*

verb + suffix = noun

to employ + **-er** = ***employer*** *to employ* + **-ee** = ***employee***
to employ + **-ment** = ***employment*** *to translate* + **-tion** = ***translation***
to prefer + **-ence** = ***preference***

adjective + suffix = noun

useful + **-ness** = ***usefulness*** *honest* + **-y** = ***honesty***

noun + suffix = noun

economy + **-ist** = ***economist***
friend + **-ship** = ***friendship***

Exercise 14

a. **Read the words, underline the suffixes and translate the nouns into Russian; write the verbs from which the nouns are formed:**

interviewer	advertisement	application
teacher	assignment	education
traveller	achievement	administration
writer	government	formation
speaker	development	information
translator	retirement	organization

Note: organization = organisation

b. **Form nouns with the help of the suffixes and translate them into Russian:**

-ence/-ance	**-ness**	**-ty/-ity**	**-ist**
to accept	polite	loyal	science
to assist	kind	possible	art
to attend	fine	rare	geology
to enter	friendly	fidel	physics
to perform	ready	moral	psychology

c. **Say how these nouns are formed and translate them into Russian:**

readership musician lawyer mathematician knowledge
partnership representative certificate receipt referee

Intonation: *General, special and tag-questions*

General questions and tag-questions
are pronounced with the *rising tone* (↗).
Do you often translate ↗texts?
You often translate texts, ⌇↗don't you?
Special questions are pronounced with the *falling tone* (↘).
What kinds of texts do you often trans↘late?

Exercise 15

a. **Read these sentences paying attention to the intonation:**

Do you know these ↗words?
You know these words, ⌇↗don't you?
Did you learn these rules at ↗school?
You learned English at school, ⌇↗didn't you?
Will you remember how to read ↗numerals?
What Grammar rules do you re↘member?
When did you ↘learn them?

b. **Mark the intonation and read the sentences:**

You sometimes read job advertisements, don't you?
People sometimes write resumes, don't they?
When did you write a resume?
Do you remember any job advertisement?
You remember it, don't you?

Basic function: *Asking questions in an indirect way*

Exercise 16

Complete these questions and choose one of the responses for each question:

Questions	**Responses**
Can you tell me about. ..?	Let me see.
Could you tell me ..?	I am not sure about that.
I wonder if you could tell me ...	I've no idea, I'm afraid.
Would you mind telling me ..?	Oh, let me think.
I'd like to know ...	I'm afraid I don't know.
I'd also like to know ...	
Do you happen to know ..?	

Texts and dialogues: *A job advertisement and two resumes*



RESUME

Name: Stephen Lo

Present address: 2315 South Sierra Drive,
San Diego, California,
CA 92128

Telephone: (619) 076-5581

Date of birth: 9/17/70

Place of birth: Oakland, California

Education: 1977-84 Millard Fillmore Elementary School, Oakland, Calif.
1984-88 James Garfield High School, Oakland, Calif.
Graduated with a B.S. in Business Administration

Employment history:

Summer vacations: 1987—1991. Camp counselor, Camp Redwoods, Mendocino County, Calif. Archery and swimming instructor.

1992-present: Administrative Assistant, Soledad Computers, Pacific Beach, San Diego.

Foreign languages: Chinese — excellent Spanish — fair
I have a California driver's license.

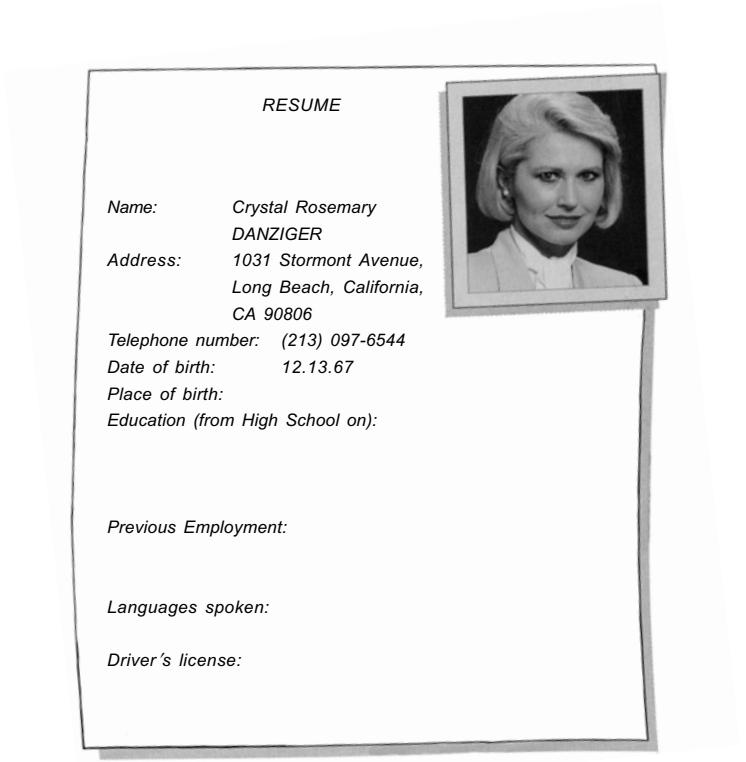
Classifieds

70 Sun., Mar. 11

San Francisco Chronicle

INTERNATIONAL SALES REPRESENTATIVE

for San Francisco-based software company, working throughout Pacific Rim area. Languages an advantage. Send resume to Box 589000, Business Computers Magazine SF, CA 94111



RESUME

Name: *Crystal Rosemary DANZIGER*
Address: *1031 Stormont Avenue, Long Beach, California, CA 90806*
Telephone number: *(213) 097-6544*
Date of birth: *12.13.67*
Place of birth:
Education (from High School on):

Previous Employment:

Languages spoken:

Driver's license:

Do you know these words?

classifieds	объявления
software	программное обеспечение
area [ˈeəɾɪə]	территория
advantage [ədˈvɑːntɪdʒ]	преимущество
to graduate from a university	закончить университет/институт
archery [ˈɑːtʃərɪ]	стрельба из лука

Exercise 17. **There are many abbreviations in the advertisement and resumes. Write down the words for which these abbreviations stand:**

Sun. _____	L.A. _____	U.S.A. _____
Mar. _____	U.C.L.A. _____	U.K. _____
SF _____	B.S. _____	E.U. _____
CA _____	Calif. _____	U.N. _____

Exercise 18. **Match the British and American equivalents and translate them into Russian:**

curriculum vitae (cv)	counselor
holiday	resume

counsellor	driver′s license
driving licence	traveler
traveller	center
centre	vacation

Exercise 19. **Open the brackets using the Infinitives in the right tenses and translate the sentences:**

To the right of Stephen Lo′s resume we (*to see*) a job advertisement.
San Francisco Chronicle (*to publish*) this ad a few years ago.
A software company (*to need*) to employ a sales representative.
The company (*to work*) throughout a big area along the Pacific Ocean coast.
The company (*to want*) to have a sales representative who (*to know*) foreign languages.
The company (*to want*) candidates to send their resumes to *Business Computers Magazine*.
The advertisement (*to state*) the address of the *Magazine*.

Note: ad = advertisement

Exercise 20

a. **Translate into English:**
Молодой человек закончил начальную школу в 1984 г.
В 1988 г. он закончил среднюю школу в Окланде.
Четыре года он учился в колледже в Лос Анжелосе.
Он получил звание бакалавра естественных наук.

b. **Answer these questions:**
When did Stephen Lo start working?
In what capacity did he work?
When did he change his work?
Was it a better job, to your mind?
What foreign languages did he speak?
Why didn′t he mention English, to your mind?

Exercise 21

a. **Sum up all the information about Stephen Lo.**

b. **Use your imagination and complete Crystal′s resume.**

Note: imagination [ɪˌmædʒɪ′neɪʃn] воображение

c. **Translate into English:**

Девушке было двадцать два года, когда она заполняла анкету.
Почему она не заполнила анкету до конца?
Я думаю, мы узнаем многое о Кристал из диалога.
Вы найдете интервью с Кристал на стр. 23.

Stephen Lo′s interview

(I — the interviewer, **S** — Stephen)

I: Come in. Mr. Lo, isn′t it? Please, have a seat.
S: Thank you.
I: Did you have a good trip?
S: Yes, thanks. I came up from San Diego yesterday.
I: And did you find a nice hotel?
S: No. I am at my parents′ place in Oakland.
I: Oh, that′s right, you′re from the Bay area, aren′t you?
S: Yes. I was born and raised in Oakland.
I: When did you leave Oakland?
S: I went to college in L.A. That was in 1988.
I: So, where are you presently working?
S: Soledad Computers in San Diego.
I: Why do you want to change jobs now?
S: I′d like to do some traveling. I want to use my languages, and I want a better job.
I: Do you want to live closer to your parents?
S: That′s not the reason why I want this job. But yes, I′d like to live in this area again.
I: Well, thank you, Mr. Lo. We′ll be in touch.

Do you know these words?

to touch something/ smth [tʌtʃ]	дотрагиваться до чего-либо
to touch somebody/smb	дотрагиваться до кого-либо, тронуть кого-либо
to be in touch with smb	связаться с кем-либо

Exercise 22

a. **Read the words paying attention to the sounds [θ] and [ð]:**

thank you	that's right	the interviewer
thanks	that was	the young man
south	this job	the young girl
mouth	this area	the advertisement

b. **Read the general, special and tag-questions paying attention to the intonation:**

Did you have a good ↗trip?
Did you find a nice ho↗tel?
Mr. Lo, ⦚ ↗isn't it?
You are from the Bay area, ⦚ ↗aren't you?
When did you leave ↘Oakland?
Why do you want to change jobs ↘now?

Exercise 23

a. **Read the dialogue and translate the sentences:**

Родители Стефена жили в Окланде.
Стефен остановился у родителей.
Он родился и вырос в Окланде.
Он хотел снова жить в Окланде.
Он снова хотел там жить.
Я думаю, он очень хотел получить эту работу.
Надеюсь, он ее получил.

b. **Write the reasons why Stephen wanted to have the post of the sales representative in this area.**

Crystal Danziger's interview

I: Come in, Ms Danziger. Did you have a good trip?
C: It was OK. I got in on the early flight this morning.
I: Ah, you're from Los Angeles, aren't you?
C: I live in L.A. at the present time, but I'm originally from New York. Of course, I'm not often in L.A. I travel a lot.
I: Tell me about your present job.
C: I'm a sales representative for a book publisher. We sell guide books and maps. I travel around Latin America. You see from my resume that I speak Spanish and Portuguese. I majored in Spanish for my Bachelor's degree.
I: Where did you get your degree?
C: I got it from the University of Chicago. Then, after that, I did my Master's at the University of New Mexico.
I: And do you speak any Asian languages?
C: No, but I learn fast. I majored in languages.

Do you know these words?

to major ['meɪdʒə] — специализироваться
subject ['sʌbdʒɪkt] — предмет
to major in a certain subject — специализироваться по какому-либо предмету

Exercise 24. **Mark the intonation and read the sentences:**

Did you have a good trip?
Do you speak any Asian languages?
You are from Los Angeles, aren't you?
Your parents live there, don't they?
Where did you get your degree?
When did you come here?
Did you get by plane?

Exercise 25. **Insert correct articles where necessary; read and translate the sentences:**

Crystal said she had ... good trip.
She came to Oakland on ... early flight that morning.
She travels ... lot. Many young people like travelling.
She is ... sales representative for ... book publisher.
She got her Bachelor's degree from ... University of Chicago.
Crystal did her Master's degree at ... University of New Mexico.
Stephen Lo got his degree of Bachelor of Science at ... college in Los Angeles.
He went to ... college for four years. Before that he went to ... school.
We do not know exactly how long Crystal went to ... University.

Exercise 26

a. **Read the dialogue and translate the sentences:**
Сейчас Кристал живет в Лос Анжелосе. Она родилась в Нью-Йорке. Она много путешествует. Она говорит по-испански и по-португальски.
В университете она специализировалась по иностранным языкам. Она не знает немецкого.

b. **Answer these questions:**
Which are Crystal's advantages as compared with Stephen's?
Which are Stephen's advantages?
Which of the candidates got the job, to your mind?

Do you know these words?

minutes	протокол
customer	покупатель, клиент
supplier	поставщик
reference ['refrəns]	1) лицо, дающее рекомендацию 2) рекомендация 3) ссылка, сноска
(*Am*) **testimonial** [ˌtestɪ'mounɪəl]	рекомендация
(*Lat*) **per annum** [pər'ænəm]	в год

A curriculum vitae

Date of birth:	25 February 19...
Name:	Carol Bruce
Present address:	25, Westbound Road, Borehamwood, Herts, WD6 IDX
Telephone number:	081 953 9914
Marital status:	Single
Education and qualifications:	
1990—1995	Mayfield School, Borehamwood, GCE in English Language; French; History; Geography; and Art.
1995—1997	Hilltop Further Education College, Kenwood Road, London Diploma in Business Studies
Work experience:	
Jan. 1987 — present	National Auto Importers, Sidmouth Street, London **Type of company:** Car importers **Post:** Secretary to Assistant Director **Responsibilities:** Dealing with all correspondence, taking minutes at meetings, and writing up Assistant Director's reports; receiving customers and suppliers; making decisions on behalf of A.D. in his absence; and representing the company at various business functions.
Other information:	While working I have attended various evening courses for Italian and French; and have also been on a special Information Technology course at The City College. My interests include tennis, badminton, swimming and reading.
References:	Mr B Norman, Assistant Director, National Auto Importers. Mr T.R.Bradley, Senior lecturer, Business Studies Dept. Hilltop Further Education College, London
Current salary:	14,000 per annum

Exercise 27

a. **Read all the dates, telephone numbers and addresses in the CV.**

b. **Say what words in the above CV correspond to the following:**

unmarried	Department
General Certificate of Education	wages
Assistant Director	a year

c. **Name three of Carol Bruce's responsibilities at National Auto.**

d. **Translate into English:**

Она работает с корреспонденцией.
Кэрол часто принимает различных покупателей и поставщиков.
Если помощник директора отсутствует, решения принимает его секретарь, от его имени.
Она представляет фирму на различных деловых мероприятиях.

e. **Say which responsibility of Carol Bruce seems most important.**

An application form

Application form Ref:
Post:

Mitchell Hill Plc Merchant Bank
11–15 Montague Street, London EC1 5DN

Surname (Mr Mrs Miss Ms) Bauer	Forename(s) Marcus
Maiden name —	Age 28 Date of birth 12 Nov 19—
Marital status Single	No of children — Ages —
Address Fürstenweg 110, D–3000, Hannover 71	
Tel daytime (49) 312–885533	Tel evening (49) 312–251068
Next of kin Mr Kurt Bauer, father (see above address)	

Education	School/univ/college	From	To	Address
Secondary	Friedrich-Ebert Gymnasium	19—	19—	Herrenhaüser Str. D–3000 Hannover 21
Higher	Universität München	19—	19—	Hittorfstr. D-8000 München

Examinations

Title	Grade	Subject(s)	Date
Diplom	1	Business studies/ Economics	19 —
Abitur	1		19 —
LCCI Higher		Business English	19 —
Cambridge Proficiency	B	English	19 —

Have you any of the following skills?
Tick appropriate box

- ☑ Typing ..35.. wpm
- ☐ Shorthand ..... wpm
- ☐ Word processing
- ☑ Keyboard skills
- ☑ Bookkeeping
- ☐ Accounts
- ☑ Telex
- ☑ Customer contact
- ☑ Driving licence
- ☑ Filing

Languages	Fluent	Good	Fair
French		✓	
English	✓		

Employers

Name and address	From	To	Position and duties	Salary
International Bank Georgenplatz 108 D–3000 Hannover 1	19—	19—	Assistant to Director of International Securities Dept. Buying and selling securities	£16,000

Names of two referees besides employers

Herr Prof. K. Weil, Universität München, Hittorfstr., D-8000 München
Herr Dr G. Grass, as above

Can we approach your employer for a reference?
☑ Yes ☐ No

Hobbies/activities
Reading, chess, skiing, swimming, and tennis

When will you not be available for an interview?
Date(s) before 5 Sept

Date 17 July 19— Signature

Do you know these words?

next of kin	ближайший родственник
proficiency [prə′fiʃnsɪ]	опытность, умение
securities [sɪ′kjurətɪz]	ценные бумаги
to approach smb	подойти к кому-либо
to be available [ə′veɪləbl]	иметься в наличии, быть доступным

Exercise 28

a. **Translate the form into Russian.**

b. **Read the nouns, underline the suffixes and write down the words from which these nouns are formed:**

proficiency	security	availability	examination	fluency	fairness
goodness	position	assistant	activity	signature	reference

c. **Translate into English:**

Он заполнял форму полчаса.	Его ближайший родственник — отец.
Он указал все основные сведения. (*details*)	Конечно, он подписал форму внизу. (*at the bottom*)

Exercise 29. **Tick (✓) the items you would state in your CV and write your own CV:**

___The title and reference number of the job you wish to have
___Your surname, first name, address and telephone number
___Your date of birth
___Your marital status
___Your hobbies and leisure interests
___The sports you play
___The name and address of present or last employer
___Details of all the jobs you have had
___Details of your achievements and responsibilities in your working carrier
___The languages you speak or write
___Details of the examinations you passed at a secondary school
___Details of the examinations you had at a higher school
___Details of the professional diplomas or degrees you have
___Details of training courses you have attended
___Your suitability for the job advertised
___Your reasons for applying for this job

___When you are available for the interview
___Your current or last salary
___The names and addresses of two referees

Exercise 30. **Sometimes interviewers give candidates a hard time by their questions. Write your answers to the questions of this kind:**

Tell me about yourself.
What do you think your strengths and weaknesses are?
Describe your present job.
What has been your most valuable experience?
Why do you want to leave your present job?
What are your long-range goals?
How would you describe your personality?
Don't you think you are a little young/old for this job?
We have a lot of applicants for this job, why should we appoint you?

Exercise 31. **Read and translate the letter:**

Dear Ms Brice

Thank you for your application of June 20 for the post of Personal Assistant to Mrs Frances Newman, our Sales Manager. Mrs Newman has asked me to write to you inviting you for an interview at 18.00 on Thursday July 12.
Please come to the reception on the ground floor at our address and ask for me, and I will meet you.
Please bring with you any certificates, diplomas, or references that you have. Meanwhile would you phone me (tel.: ...) to confirm that you will be able to attend the interview.
Yours sincerely, ...

Answer Key

Exercise 2 (in order)

is
lives
is
are
works
likes
goes
doesn't/does not
go

Exercise 7

go — went — gone
see — saw — seen
come — came — come
hear — heard — heard
to know — knew — known
to mean — meant — meant
to understand — understood — understood

Exercise 11

see
speak
come
prepare
be
help
say
open

Exercise 19

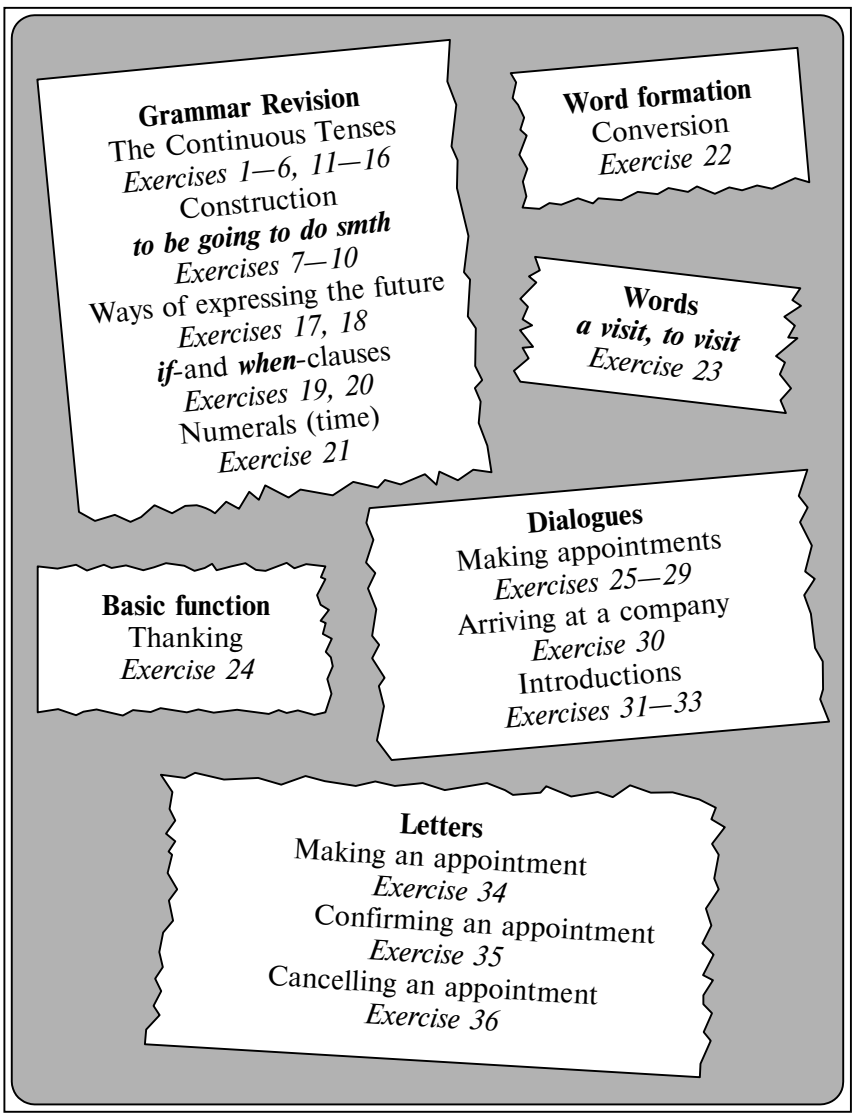
see
published
need/needs
work/works
want/wants
know
want/wants
states

Exercise 25

a
an
a
a
a
the
the
a

UNIT 2

Appointments, introductions



Pronounce and translate these words into Russian:

appointment [ə′pɔɪntmənt]
introduction [ˌɪntrə′dʌkʃən]
invitation [ˌɪnvɪ′teɪʃən]
to visit [′vɪzɪt]
a visit [′vɪzɪt]
to arrive [ə′raɪv]
to confirm [kən′fə:m]
confirming [kən′fə:mɪŋ]
to cancel [′kænsəl]
cancelling [′kænsəlɪŋ]

Grammar Revision: *The Continuous Tenses*

Present Continuous

to be в Present Indefinite + причастие I

I ***am reading*** *now.* — ***Am*** *I* ***reading*** *now?*
He/she ***is reading*** *now.* — ***Is*** *he/she* ***reading*** *now?*
You/we/they ***are reading*** *now.* — ***Are*** *you/we/they* ***reading*** *now?*

I ***am not reading*** *now.*
He/she ***is not reading*** *now.*
You/we/they ***are not reading*** *now.*

Past Continuous

to be в Past Indefinite + причастие I

I ***was reading*** *when she came.* — ***Was*** *I* ***reading*** *when she came?*
He/she ***was reading*** *at that moment.* — ***Was*** *he/she* ***reading*** *at that moment?*
You/we/they ***were reading*** *...* — ***Were*** *you/we/they* ***reading*** *...?*

I ***was not reading*** *when she came.*
He/she ***was not reading*** *...*
You/we/they ***were not reading*** *...*

Future Continuous

to be в Future Indefinite + причастие I

I/we ***shall/will be reading*** *...* — ***Shall/will*** *I/we* ***be reading*** *...?*
You/he/she/they ***will be reading*** *...* — ***Will*** *you/he/she/they* ***be reading*** *..?*

I/we ***shall/will not be reading*** *...*
You/he/she/we/they ***will not be reading*** *...*

Note: Для выражения действия / состояния, происходящего в настоящий момент, употребляются в **Present Indefinite** следующие глаголы:

to like **to know** **to remember**
to love **to understand** **to seem**
to want **to realise** **to see**

to need	**to believe**	**to hear**
to prefer	**to mean**	

*I **like** it when it is warm.*
*She **knows** the young man whom you **see** in the distance.*

But: *I **feel** nervous. = I **am feeling** nervous.*

Exercise 1. **Open the brackets using the verbs in Present Continuous and translate the sentences:**

Cathrine wants to work in Italy. So she (*to learn*) Italian.
Angela started evening classes last week. She (*to learn*) German.
My friend (*to study*) English in a language school.
Peter (*to study*) mathematics.
I (*to read*) a very interesting book in French now.
Listen! She (*to sing*) her latest song. It's a great hit of hers!
Have a look! How wonderful this ballet dancer is! What part she (*to dance*)?

Exercise 2. **Complete the sentences with one of the following verbs:**

I ... for Christine. Do you know where she is?	to rain
He ... hard today. He has a lot to do.	to snow
This cameraman ... a new film in the Crimea now.	to wait
I wonder what she ... now.	to work
It ... heavily. The winter has come at last.	to shine
Don't forget to take your umbrella. It ...	to do
The sun ... I hope the weather will be very good tomorrow too.	to shoot

Exercise 3. **Complete and read the mini-dialogues:**

1. — How is your new job?
   — Not so good at the moment. I am not enjoying it very much.
   — ...
2. — What are you doing now?
   — I'm having a coffee. And what about you?
   — ...
3. — I wonder where Mary is.
   — She is having lunch. She may come in a few minutes.
   — ...

4. — Is your English getting better?
   — I think so. ...
5. (at a party)
   — Hello, Jane. Are you enjoying the party?
   — ...

Exercise 4. **Read the conversation between Brian and Kathy. Put the verbs into the correct forms:**

Kathy: Brian! How nice to see you! What (*you/to do*) these days?
Brian: I (*to train*) to be a supermarket manager.
Kathy: Really? What's it like? (*you/to enjoy*) it?
Brian: It's all right. What about you?
Kathy: Well, actually, I (*not/to work*) at the moment. I (*to try*) to find a job but it's not easy. But I'm very busy. I (*to decorate*) my flat.
Brian: (*you/to do*) it alone?
Kathy: No, some friends of mine (*to help*) me.

Exercise 5. **You may hear these sentences at business talks. Choose the correct words:**

1. I (*think, 'm thinking, sure*) that's a good point.
2. (*Do you say, Are you saying, Are you meaning*) that a mistake was made?
3. I (*agree, feel sure, 'm thinking*) you're right.
4. What (*do you think, are you thinking, is your thought*) about this?
5. (*Don't you think, Aren't you thinking, Are you thinking*) we need more time to consider this matter?
6. How (*do you say, are you saying, do you feel*) about this?
7. You (*sure don't propose, 're surely not suggesting, 're surely not saying*) that we cancel the project?

Exercise 6. Translate into English:

Они сейчас находятся в Англии. Какой урок вы сейчас проходите?
Моя подруга учится в Германии. Какое упражнение он делает?
Какой иностранный язык вы изучаете?

Construction: *to be going to do smth*

***I'm going to see** this film next week.*
Я собираюсь посмотреть этот фильм на следующей неделе.

*Look at the time! You **are going to be late**.*
Посмотрите на часы! Вы можете опоздать.

Note: В предложениях типа *В следующий понедельник я собираюсь уехать в Болгарию* инфинитив **to go** опускается:

***I'm going** [to go] to Bulgaria next Monday.*

Exercise 7. **Underline the infinitives, read and translate these sentences:**

I'm going to keep studying English until my English is perfect.
I'm not going to come to this class ever again.
Pete was going to do the examination but he changed his mind.
Are you going to look for a job while you are here?
I have seen this job ad but I'm not going to apply for it.

Exercise 8. **Write a few true sentences about yourself, stating what you have arranged to do at these times:**

I'm going out this evening.

tomorrow morning	next autumn
tomorrow evening	next winter
next Sunday	next New Year Day
next holiday	(another day or time)

Exercise 9. **Imagine Mr. Powell is planning to visit a company in Scotland one of these days. Write a few questions you would ask him about his plans:**

When are you going to Scotland?

how long/to stay	what people/to meet
to go/alone	when/to return
to travel/by car	to return/by train
where/to stay	when/to resume/work

Exercise 10. **Translate into English:**

Он собирается поехать в Венгрию в ближайшую пятницу.
Что вы собираетесь делать завтра?
Мы собираемся пригласить в гости своих друзей в субботу.
Они собираются поехать загород на несколько дней.
Где вы собираетесь провести отпуск?

Exercise 11. **Match two parts of the sentences and translate the sentences into Russian:**

I was having dinner	when they called me for the meeting
He was having breakfast	when he came into the room
The secretary was preparing coffee	while I was baking a cake
My friend was making some tea	when I looked out of the window
It was snowing hard	when the visitors arrived
It wasn't raining	when I got up this morning
It was drizzling	when I left the office

Exercise 12. **Imagine that this was the view from your window when you got up this morning. Write a paragraph describing all the things that were happening.**



Exercise 13. **Complete and read the mini-dialogues:**

1. — Where was he living this time last year?
   — In ...
2. — Yesterday Mrs.Bower interviewed Peter. The interview began at 10 and finished at 11. So she was interviewing him at 10.30. And what were you doing?
   — I ...

3. — Do you remember what the weather was like that day?
   — I remember that when I got up at 7 o′clock ...
4. — The weather was nasty that day. It rained all day long.
   — You aren′t quite right. When I returned home at 7 ...

Exercise 14. **Translate these sentences using the correct tenses (Past Indefinite or Past Continuous):**

Что вы делали вчера?	Что вы делали в 9 часов вечера?
Мы собирались пойти в театр,	Я в это время что-то писала.
но потом передумали.	А я читала с 8 до 11.

Exercise 15. **Complete the sentences with the construction *was/were going* + + one of these verbs, translate these sentences:**

to write	*to see*
to give up	*to do*
to have	*to meet*

When I last saw Tim he ... his job but in the end he decided not to.
We ... a party last week but some of our friends couldn′t come, so we cancelled it.
I ... a letter to him yesterday but I had no time to write it.
We .. Mr. Baker on Monday but he didn′t manage to buy a ticket to get to the place on Sunday.
What ... they ...last weekend? ... they .. this film during the festival last month?
We... this musical the day before yesterday.

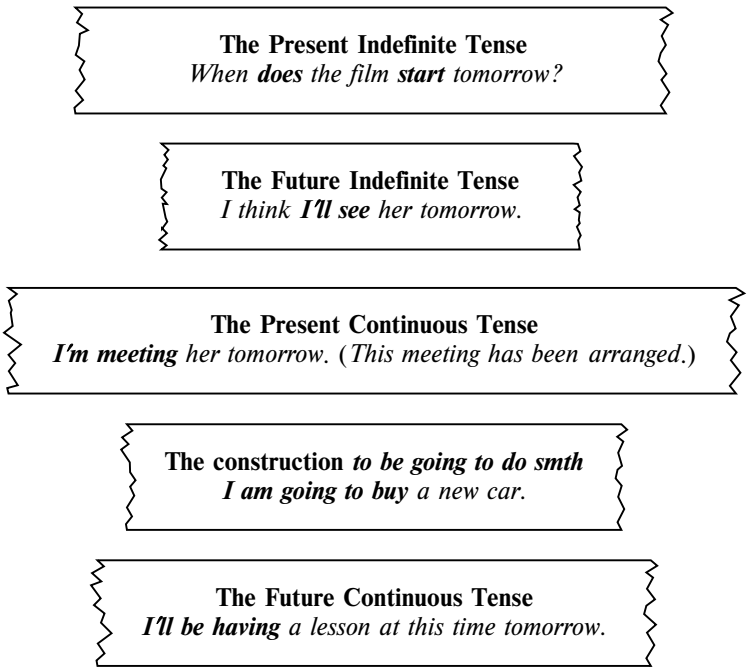
Exercise 16. **Read and translate these sentences paying attention to the verbs in Future Continuous:**

a. What time will Mr. Todd be arriving?
   When will he be leaving?
   At 9 tomorrow evening I′ll be watching tv.
   At 10 o′clock tomorrow, Sally will be in her office. She′ll be working.
   I expect I′ll still be living in the same town in ten years.
   I suppose you′ll still be working here in twenty years.
   I′m afraid they′ll still be building this plant in five years.

b. Я не знаю, что буду делать завтра в этот момент.
   Я думаю, в это время он будет писать сочинение.
   Я увижусь с ним в пятницу.

— В воскресенье она едет в Минск.
— Где она остановится?
— Она остановится в гостинице.

Grammar Revision: *Ways of expressing the future*



Note: *What* ***are you doing*** *this evening*? (not '***What will you do***')
He ***is getting married*** *next month.* (not '***He will get married***')

Exercise 17. **Say in what tenses the verbs are used, read and translate the sentences:**

Tomorrow morning at 10.15 I'll be having a business talk with Mr Paterson.
At this time I'll be translating something.
What day is Mr Paterson leaving Moscow?
If I return early I'll phone you.
I'll do my best to see you.
I remember that it's your birthday tomorrow.
Shall we go anywhere then?