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## **ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК**

методические указания к практическим занятиям  
и самостоятельной работе

Рекомендовано учебно-методической комиссией специальности  
15.05.01 Проектирование технологических машин и комплексов  
в качестве электронного издания  
для использования в образовательном процессе

Кемерово 2022

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Деловой иностранный язык: методические указания к практическим занятиям и самостоятельной работе для обучающихся специальности 15.05.01 Проектирование технологических машин и комплексов, очной формы обучения / сост.: П. А. Стрельников, М. М. Горбачева; Кузбасский государственный технический университет имени Т.Ф. Горбачева. – Кемерово, 2022. – текст: электронный.

Целью методических указаний является развитие у обучающихся иноязычных коммуникативных навыков для будущей профессиональной деятельности в деловой сфере. Методические указания состоят из пяти разделов, в каждом из которых представлены упражнения, направленные на совершенствование у обучающихся умений устной и письменной речи, а также чтения и понимания информации на иностранном языке. Особое внимание уделяется творческим заданиям – ролевым играм, моделированию коммуникативных ситуаций и пр. Лексическое содержание методических материалов представлено универсальными речевыми оборотами, использование которых позволяет решать широкий спектр коммуникативных задач.

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## **I. SELF-PRESENTATION (САМОПРЕЗЕНТАЦИЯ)**

### **1. Read what a human resources manager talk about CVs and compare your ideas (ex. 1)**

There's lots of advice on CVs and a lot of it differs so it's hard to say exactly what the perfect CV is. I'd say a good CV should cover no more than two sides of A4 paper and be divided into clear headings. The first section should include personal details: name, address, telephone number, email and things. Some employers like to see a photo, too. You can always phone the company and find out.

Next comes education and qualifications starting with the most recent things. The third section deals with work experience – again starting with the most recent job. I think it's important here to be brief so use bullet points and action verbs. You don't need to use complete sentences as long as it's very clear what you've done.

Following this is the section on professional skills. Show the employer your abilities, including your ability to use IT and foreign languages. Finally, detail your interests. An employer likes to know what kind of person you are and things like team sports, for example, show this. Perhaps the most important thing is to show how you meet the criteria in the job advertisement. Make it easy for the employer to ask you to an interview.

Presentation is also important. Good quality paper and a clear typeface make a difference. And once you've written your CV check your grammar and spelling carefully. Then put it in a good quality large envelope so you don't have to fold it.

### **2. Here are two samples of CV (British) and resume (American). Read and comment on differences between them**

#### **CURRICULUM VITAE**

<b>Name:</b>	Michael Woods
<b>Address:</b>	Flat 5,20 Park Road, London N4 2JY
<b>Tel:</b>	0208 848 4965
<b>Email:</b>	<a href="mailto:MWoods@aol.com">MWoods@aol.com</a>
<b>Date of Birth:</b>	6-6-77

<b>Qualifications:</b>	Higher National Diploma in Computer Studies, University of North West London (1998) A Levels: Maths (C), English (E) (1995) O Levels: Maths, English Language, Chemistry, General Studies, Woodwork (1993)
<b>Employment History:</b>	Asst. Technical Support Manager. Pearl Publishing (2001-now) Support Analyst / Programmer, Mayfair Books (1999-2001). Programmer, Mayfair Books (1998-1999)
<b>Interests:</b>	salsa dancing, running, gardening
<b>Referees:</b>	Ms Ingrid Hofer, Dr Paul Jones, IT Manager, Senior Lecturer, Pearl Publishing, Dept. of Computer Studies, 44 Lower Street, University of North West London London N1 3XY Downtford Road, London NW2 6HM

2334 Greenwood Road  
Los Angeles, CA 34444

Tel: {505} 565-4965  
Email: [MWoods@aol.com](mailto:MWoods@aol.com)

### Michael Woods

**Objective** To find a technical support position in the field of publishing

**Experience** 2001 – present *Peart Publishing Los Angeles, CA*

#### Technical Support Manager

- Managed IT support staff of eleven people.
- Led regular (training seminars. 4.
- Redesigned company-wide help desk procedures.

*1999-2001 Mayfair Books Southridge, WA*

#### Systems Administrator

- Managed LAN network.
- Implemented training course for new analysts.

*1998-1999 Mayfair Books Southridge, WA*

#### Information Technology Associate

- Maintained computer systems of editorial and design staff.
- Worked on team of twenty IT associates to improve overall operations.

**Education** 1994-1998 *Southridge State University Southridge, WA*

- B.S., Computer Science.
- Graduated Summa Cum Laude.

**Interests** Salsa dancing, running, gardening, carpentry, computers.

**References** Available upon request

### 3. The letter of application

The letter of application (also called the covering letter) can be as important as the CV in that it often provides the first direct contact between a candidate and an employer. If this letter is not well written and presented, it will make a poor impression. The letter of application normally contains three or more paragraphs in which you should:

- confirm that you wish to apply and say where you learned about the job
- say why you are interested in the position and relate your interests to those of the company
- show what you can contribute to the job by highlighting your most relevant skills and experience
- indicate your willingness to attend an interview (and possibly state when you would be free to attend)

### 4. Complete Fiona Scot's letter of application using the following verbs:

contact apply	discuss enjoy	employed notice	welcome advertised	invoiced matches
------------------	------------------	--------------------	-----------------------	---------------------

<p>Nathalie Baudoin Patagonia GMBH Reitmorstrasse 50 8000 Munich 22 Germany</p> <p>Dear Ms Baudoin, I am writing to ..... for the position of Public Affairs Associate which was ..... last week in the International Herald Tribune. Although I am presently.....by a non-profit making</p>	<p>Fiona Scott 52 Hanover Street Edinburgh BH2 SLM Scotland UK 8th January</p>
--	--

organisation, it has always been my intention to work in a commercial environment. I would particularly.....the chance to work for your company and as you will .....on my enclosed curriculum vitae, the job you are offering .....both my personal and professional interests.

My work experience has familiarised me with many of the challenges .....in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would definitely .....working in a German-speaking environment.

I would be pleased to .....my curriculum vitae with you in more detail at an interview. In the meantime, please do not hesitate to .....me if you require further information. I look forward to hearing from you.

Yours sincerely,

Fiona Scott

**5. Prepositions are very important in improving your ability to combine words and your communicative competence. Fill in each blank in the application letter with a preposition from the following list**

with	in	for	at	of
------	----	-----	----	----

Dear Sir,  
 I am interested \_\_\_\_\_ applying \_\_\_\_\_ the post of Marketing Manager \_\_\_\_\_ your company. The vacancy was advertised in last week's "Evening News" and I hope it is not too late to apply \_\_\_\_\_ the position.  
 I am at present working as Assistant Marketing Manager \_\_\_\_\_ Yorkshire Engineers, Ltd. My duties and responsibilities include all types of administrative work, drawing up marketing plans, product development, organising and directing the presentation \_\_\_\_\_ goods, working \_\_\_\_\_ clients and solving problems that arise.  
 Although I enjoy working \_\_\_\_\_ Yorkshire Engineers and have an excellent relationship \_\_\_\_\_ my present employers, I feel that \_\_\_\_\_ this stage \_\_\_\_\_ my career I would like more responsibility and greater scope \_\_\_\_\_ putting into effect some of the up-to-date ideas that are now being developed and applied \_\_\_\_\_ marketing. I also feel that my prospects \_\_\_\_\_ promotion \_\_\_\_\_ them are limited and that there would be more scope

\_\_\_\_\_ my skills and talents if I join a larger, more dynamic company.  
I have strong communication and leadership skills, I have proven experience

\_\_\_\_\_ leading groups and working \_\_\_\_\_ the public, all assets that are helpful \_\_\_\_\_ marketing management.

I enclose my resume \_\_\_\_ your convenience and the names of two people who are prepared to act as my referees.

If you consider that my qualifications and experience are suitable \_\_\_\_\_ filling in this vacancy, I would be available \_\_\_\_\_ interview \_\_\_\_\_ any time.

Yours sincerely,

Robert Dean

## II. COVER LETTERS (СОПРОВОДИТЕЛЬНЫЕ ПИСЬМА)

### 1. Read and translate the text given below

At nine o'clock Peter Smirnov comes to his office. He knows that he should refresh the correspondence with his business partner David Hill and prepare for the talks he will have with David at ten. First he starts looking through all the letters and faxes of Mr. Hill.

*Here is the recent fax message of Mr. Hill:*

**Internanional Management Ltd**

Mr. Smirnov  
General Director  
Moscow  
Russian Federation

22 February 1997

Dear Mr. Smirnov,  
Re: November Programme for Russian bankers and foreign trade businessmen

---

I am delighted to inform you that I am coming to Moscow on Monday, 28 February. I shall stay in Moscow for three nights and shall be leaving for St. Petersburg by train during the evening of Thursday, 3 March. I shall be staying at the Russia Hotel. I shall be at your disposal for business discussions at your convenience.

I hope that you have received our proposals for the November Programme and look forward to receiving your comments.

Kind regards. Yours sincerely,  
David A. Hill

Then Pete looks through the letters of the participants of the Programme expressing their wishes and requests. He makes a note that he should discuss the following details with Mr. Hill:

- time
- hotel accommodation
- topics to be discussed at the lectures
- business visits
- programme fee

### Words and expressions

<b>to refresh</b>	освежать (в памяти)
<b>correspondence</b>	переписка
<b>to look through</b>	просматривать
<b>Ltd. = ltd.</b>	компания с ограниченной ответственностью
<b>Re</b>	Относительно
<b>foreign trade businessmen</b>	специалисты внешней торговли
<b>I am delighted to inform you that</b>	Рад сообщить, что ...
<b>at your disposal</b>	в вашем распоряжении
<b>at your convenience</b>	как вам будет удобно
<b>proposal</b>	предложение
<b>I look forward to ...</b>	С нетерпением жду
<b>kind regards</b>	с уважением (в конце письма)
<b>Yours sincerely</b>	(Искренне) Ваш
<b>participant</b>	участник
<b>fee</b>	плата

### 2. Find equivalents in the fax message

Касательно ноябрьской программы. Рад сообщить Вам, что приезжаю в Москву в понедельник 28 февраля. Я пробуду в Москве трое суток. В четверг 3 марта я еду в Санкт-Петербург. Я остановлюсь в гостинице “Россия”. Я в Вашем распоряжении в любое удобное для Вас время для деловых переговоров. Надеюсь, что Вы получили наше предложение. Жду Вашего мнения.

### **3. Complete the fax message**

I am delighted to inform you that I am coming to ... I shall stay in... and I shall be leaving ... I shall be staying at ... I shall be at your ... convenience. I hope that you have received ... and look forward to receiving.

Kind ..

.. sincerely,

### **4. Write a similar fax message, changing the dates and names**

### **5. Translate into Russian**

Pete looks through the correspondence with Mr. Hill. Then Pete looks through the letters of the participants. The letters express wishes and requests of the participants. Pete makes a note what details he should discuss. He should discuss time, accommodation, lectures, visits and fee.

**6. Write out the sentences starting with the following words and translate them into Russian:** I shall be staying ... I shall be leaving ... I shall be discussing ... I shall be visiting ...

## **III. CONTRACTS, BUSINESS REGULATIONS AND ETIQUETTE (КОНТРАКТЫ, ДЕЛОВЫЕ НОРМЫ И ЭТИКЕТ)**

### **1. Read and translate the text given below**

Ivan Smirnov is a foreign trade businessman who is going to take part in the Programme for Russian bankers and foreign trade businessmen organised in London. On a certain day Ivan decided to telephone the English businessman with whom he had been doing business for some time. Before he left Moscow he had contacted the Englishman and told him he would be in London soon. And they decided to meet in the London office of the Englishman.

*Thus he telephoned the Englishman to make an appointment for the next day.*

*Ivan:* My name is Smirnov. I'd like to speak to Mr. Frieser, please.

*Voice:* There is no one by name of Freiser. I'm afraid you have the wrong number. What number were you calling?

*Ivan:* I was dialing 7 - 2992.

*Voice:* Oh, but this is 7 - 2993.

*Ivan:* I'm sorry to have bothered you.

*Voice:* That's quite all right.

*Secretary:* Mr. Freiser's office here.

*Ivan:* May I speak to Mr. Freiser, please?

*Secretary:* Who is that calling, please?

*Ivan:* My name is Smirnov. I came from Moscow a few days ago and I wanted to meet Mr. Freiser. We spoke about our meeting while I was still in Moscow.

*Secretary:* I'm sorry Mr. Freiser is busy now. He is in conference. How could he contact you later?

*Ivan:* I'm staying at the Sherlock Holmes Hotel. My room number is 346. I'll be in at about six in the evening.

*Secretary:* Very good. He will contact you then.

*Mr. Freiser:* Ivan, is that you? Good evening.

*Smirnov:* Good evening, Frank. I'm very glad to hear you.

*Mr. Freiser:* So am I. When shall we meet?

*Smirnov:* I have some free time tomorrow morning.

*Mr. Freiser:* Splendid. Let's make an appointment for ten.

*Smirnov:* It suits me all right.

*Mr. Freiser:* Then our driver will pick you up at the hotel at a quarter to ten. Our office is not far away.

*Smirnov:* I'll be happy to see you and discuss our enquiry then.

*Mr. Freiser:* Likewise. I'll be grateful if you could join me for lunch.

*Smirnov:* Thank you. I'll be glad to. See you tomorrow.

### Words and expressions

<b>He had been doing business with...</b>	Он работал (имел дело) с ...
<b>to dial</b>	набирать (номер)
<b>It suits me all right</b>	Меня это очень устраивает.
<b>enquiry</b>	запрос
<b>I'll be grateful if you could...</b>	Буду вам благодарен, если вы ...

## 2. Match English and Russian equivalents

on a certain day	До того как уехать из Москвы, он связался с этим англичанином.
He telephoned an Englishman with whom he had been doing business for some time.	Он сказал англичанину, что скоро будет в Лондоне.
Before he left Moscow he had contacted the Englishman.	Он позвонил англичанину, чтобы договориться с ним о встрече на следующий день.
He told the Englishman he would be in London soon.	Он позвонил англичанину, с которым он уже работал некоторое время
He telephoned the Englishman to make an appointment for the next day.	в один определенный день

## 3. Sum up whom Ivan wanted to telephone that day

### 4. Insert articles, if necessary

I came from Moscow... few days ago. He is in... conference. I'm staying at... Sherlock Holmes Hotel. My room number is... 346. I'll be in at about six in... evening. Let's make... appointment then. Our driver will pick you up at... hotel at... quarter to ten. I'll be grateful if you could join me for... lunch.

### 5. Insert prepositions

I'd like to speak... Mr. Freiser, please. There is no one... name of Freiser. I came... Moscow. We spoke... our meeting while I was still... Moscow. I'm staying... the Sherlock Holmes Hotel. I'll be in... about six.... the evening. Let's make an appointment... ten. Our driver will pick you up... the hotel... a quarter... ten. I'll be grateful if you could join me... lunch.

### 6. Find the English equivalents in the text:

Вы набрали неправильный номер	Когда мы встретимся?
Какой номер вы набирали?	Давайте встретимся в десять.
Извините за беспокойство.	Меня это устраивает.
Кто звонит?	Наш шофер заедет за вами.
Г-н Фрейзер занят. Он на заседании.	Наш офис совсем недалеко.
Как с вами связаться позже?	Буду рад встретиться с вами и обсудить наш запрос.

Я буду в гостинице около шести.

И я тоже.

Буду благодарен, если вы согласитесь на ланч.

### 7. Complete the dialogues and act out similar ones:

- My name is Smirnov. I'd like...
- There is no one... I'm afraid you have... What... calling?
- I... 7-2992.
- Oh... 7-2993.
- I... to have bothered you.
- That's...
  
- Mr. Freiser's office...
- May I...
- Who... calling...
- My name is Smirnov. I came... ago and I wanted... We spoke about our meeting...
- I'm sorry... busy... conference. How... contact you...
- I'm staying... My... 346. I'll be in...
- Very... He will...
  
- Ivan, is... . evening.
- Good evening, Frank. I'm very...
- So am... When... meet?
- I have.... tomorrow morning.
- Splendid. Let's... for ten.
- It suits...
- Then our driver... Our office... away.
- I'll be happy...
- Likewise. I'll... lunch.
- Thank you. I'll be glad to. See...

### 8. Complete the following sentences

Ivan said ... The secretary answered that ... Ivan told Mr. Freiser that ... They decided that ... Mr. Freiser said he would be grateful ... The text said the businessmen had agreed to meet ...

## **9. Read and translate the text given below**

At exactly ten to ten Nick enters the Russia hotel and sees David in the lounge. They exchange greetings and go to the car. A few minutes later they come to the office of their business partner Peter Smirnov's company. Now they are entering the office:

*Pete:* Good morning, David. I hope you had a good sleep and liked the hotel.

*David:* Thank you. The hotel and the restaurant are all right. We had a very nice evening at the restaurant. Everything was fine.

*Pete:* I also enjoyed last night. Now, shall we get down to business?

*David:* Yes, certainly. There are a few points to discuss. What would you like to start with?

*Pete:* If you don't mind, let's start with the time of the Programme for Russian bankers and foreign trade businessmen. We are planning to send a group of ten persons not later than on the 10th of November.

*David:* How long will they stay?

*Pete:* They prefer to be in London for eight days or seven nights.

*David:* Good. Have you got any comments on the topics of the lectures?

*Pete:* On the whole the participants are quite satisfied with your choice. But if you could add "Accounting in companies and banks" it will be very good.

*David:* No problem. I'm making a note of that. We have got a very good lecturer.

*Pete:* And where will the lectures be read?

*David:* In one of the conference rooms of the hotel, where they will stay. I mean the Sherlock Holmes Hotel in Baker Street.

*Pete:* I hope it is in the centre of London.

*David:* Oh yes. It is very close to Oxford Street and Madam Tussaud's.

*Pete:* Very good. Then let's make a break for lunch.

*David:* Not a bad idea!

## Words and expressions

Shall we get down to business?	Переходим к делу?
There are a few points to discuss.	Нужно обсудить несколько вопросов.
accounting	бухгалтерский учет и отчетность
accountant	бухгалтер

### 10. Complete the dialogue and act out a similar one

- Good morning! I hope you ... hotel
- Thank you ... The hotel and ... We had a very nice ...

Everything was ...

- I also ... night.

### 11. Match English and Russian equivalents

Now, shall we get down to business?	Нужно обсудить несколько вопросов
There are a few points to discuss.	С чего вы хотели бы начать?
What would you like to start with?	Как долго они будут в Лондоне?
If you don't mind let's start with the time of the Programme	Вы имеете в виду семь ночей?
We are planning to send a group of 10 persons in November.	А теперь не перейти ли нам к делу?
How long will they stay?	Они хотели бы пробыть в Лондоне восемь дней.
They prefer to be in London for eight days.	Мы планируем направить группу из 10 человек в ноябре.
Do you mean seven nights?	Если вы не возражаете, давайте начнем с времени проведения программы.

### 12. Complete the dialogue and act out a similar one

- Now, shall we ...
- Yes, certainly. There are a few ... What ... start with?
- If you don't mind ... time ... We are planning ... 10 ... not later than on ...
- How long ... ?
- They prefer ... 8 ... or ... nights

### 13. Translate into Russian

- Have you got any comments on the topics of the lectures?

- On the whole the participants are quite satisfied with your choice.
- But if you could add “Accounting in companies and banks” it will be very good.
- No problem.
- I'm making a note of that.
- We have got a very good lecturer on this topic.

#### **14. Complete the dialogues and act out similar ones**

- Have you got any comments ... ?
- On the whole the participants ... choice. But if you could add ... good.
- No problem. I'm making ... We have got ...
  
- And where will ... be read?
- In one of the ... rooms ... where they will stay. I mean ... hotel in Baker Street.
- I hope ... centre ...
- Oh, yes. It is very close to ...
- Very good. Then let's ... break ...
- Not a bad ...

### **IV. BUSINESS TRIP (ДЕЛОВАЯ ПОЕЗДКА)**

#### **1. Read and translate the text given below**

The coach brings the group of Russian businessmen participating in the Programme for Russian bankers and foreign trade businessmen to the hotel. It's the Sherlock Holmes Hotel in the very heart of London, near Oxford Street. The participants get out of the coach, pick up their suitcases and go inside. Mr. Hill comes up to the Receptionist.

*David:* Good morning. There is a reservation for a group from Russia.

*Receptionist:* Good morning, sir. In whose name was the reservation made?

*David:* It is International Management Group. Mr. Lvov and nine more people.

*Receptionist:* Just a moment, sir... Yes, here it is. Four singles and three twin rooms. Is that correct?

*David:* Absolutely.

*Receptionist:* Are they all staying for seven nights?

*David:* Yes, that's right.

*Receptionist:* Will you ask the guests to fill in these forms, please?

*David:* Andrew, can the participants fill in the forms in English?

*Andrew:* Almost all of them speak English and there is no problem. As for the others I'll naturally help them.

Andrew returns all the forms filled in to the receptionist and gets the electronic keys to the rooms with the room number and the name of the guest written on the key. Andrew distributes the keys and turns to the receptionist again.

*Andrew:* May I have the Rooming List, please. It will be easier for me to deal with my people, especially if they have some problems. Sometimes such things occur.

*Receptionist:* Here is the List for you, sir.

*Andrew:* Thank you.

*Receptionist:* You are welcome. Enjoy your stay here.

*David:* Andrew, will you ask everybody to be here downstairs in an hour, or at twelve o'clock. We shall have lunch at the restaurant. Then let's all meet in the conference room for introductions and some announcements.

### Words and expressions

<b>to check into a hotel</b>	зарегистрироваться в гостинице
<b>to bring somebody to ...</b>	привезти кого-либо в...
<b>twin room</b>	номер на 2 человека
<b>the forms filled in</b>	заполненные формы
<b>to deal with somebody</b>	иметь дело с кем-либо
<b>to deal in something</b>	заниматься чем-либо
<b>announcement</b>	объявление

## 2. Insert articles

There is ... reservation for ... group from Russia. In whose name was ... reservation made? Just ... moment, sir. Will you ask ... guests to fill in these forms, please? Can ... participants fill in ... forms in English? For almost all of them there is no problem. As to ... others I'll naturally help them.

## 3. Insert prepositions

May I have the rooming list, please? It will be easier ... me to deal ... my people. Will you ask everybody to be here an hour? Let's meet ... twelve o'clock. We shall have lunch ... the restaurant. Let's meet ... the conference room ... introductions and some announcements.

## 4. Complete the dialogues and act out similar ones

- Good morning. There is a reservation ...
- Good morning, sir. In whose ...?
- It is ... group Mr. Lvov and ..
- Just a ... Yes, here ... Four singles and ... Is that ...?
- Absolutely.
  
- Are they ... 7 nights?
- Yes, that's ...
- Will you ... fill in ...
- Andrew, can in English?
- Almost all of them ... problem. As for the others ...
  
- May I have the Rooming ...? It will be easier for me to deal ... especially .. problems. Sometimes ... occur.
- Here is ...
- Thank you.
- You ... Enjoy...

## V. NATIONAL BUSINESS FEATURES (НАЦИОНАЛЬНЫЕ ОСОБЕННОСТИ БИЗНЕСА)

### 1. Read and translate the text given below

The Group of Russian businessmen participating in the Programme for Russian bankers and foreign trade businessmen was invited by David Hill (the organizer of the Programme) to one of the conference rooms on the first floor of the hotel.

*David:* Ladies and gentlemen! First let me say a few words about myself and the company who is the organiser of this Programme.

My name is David Hill. I'm Doctor of Economics. In the recent past I worked for a foreign trade company and then for a bank. Now I specialise in business management and in training businessmen from East European countries. For some time I worked in Poland and Hungary. Now I'm closely cooperating with Russia.

I'm working for International Management Ltd. It's a well established English company specialising in business and computer skills training. The Company also provides financial consulting and business development. Here before you there are booklets on the history and scope of activities of our company. You may certainly keep these booklets.

Now I'll be grateful to you if you could introduce yourselves in just a few words.

Then each participant said a few words about himself or herself in English or in Russian and Mr. Lvov acted as an interpreter.

*Here is what of one of the participants said:*

Mr. Hill, let me first thank you for the nice reception and for a good beginning of the Programme. I hope the Programme will be a success and we shall learn a lot of useful things.

My name is Oleg Pilov. I'm financial manager of a department in a commercial bank in Moscow. And I'm especially interested in topics relating to financing foreign transactions for small businesses.

After everybody made introductions Mr. Hill distributed the Timetable of the Programme and invited the participants to have a panoramic tour of London by private coach. The Russian speaking guide told the Group a lot of interesting things about London and the

participants enjoyed the sights. Many of them made pictures with their cameras.

### Words and expressions

<b>well-established company</b>	положительно зарекомендовавшая себя фирма
<b>booklet</b>	брошюра
<b>I'll be grateful to you if</b>	Буду признателен, если вы...
<b>in a few words</b>	несколько слов
<b>to act as an interpreter</b>	выступать в качестве переводчика
<b>to be a success</b>	пользоваться успехом
<b>to relate to something</b>	относить (ся) к чему-либо
<b>transaction</b>	сделка

### 2. Underline the verbs in the following sentences and say in what tenses they are used

- Are you on business in London? How long have you been in London? I was in London in 1996.
- We have just had lunch. They are still having lunch. We had lunch at 8 o'clock.
- He works as a manager. He is working at this company. He worked at this company from 1990 to 1995.
- He speaks fluent French. He is now speaking English. He spoke for 3 hours at the conference.

### 3. Underline the answers true to the text

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• On what floor was the conference room, where the participants met, located?</li> <li>• Did Mr. Hill speak for a long time?</li> <li>• About what did Mr. Hill speak?</li> <li>• What did the group do after Mr. Hill introduced himself?</li> </ul> | <ul style="list-style-type: none"> <li>On the ground floor.</li> <li>On the first floor.</li> <li>On the second floor.</li> <li>He said only two words.</li> <li>He said a few sentences.</li> <li>He spoke for two hours.</li> <li>About himself only.</li> <li>Only about his company.</li> <li>About his company and himself.</li> <li>They asked him a lot of questions.</li> <li>They introduced themselves.</li> </ul> |
|--|--|

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• What paper did Mr. Hill distribute then?</li> <li>• What tour did the participants make then?</li> <li>• Did the participants make any pictures?</li> </ul> | <p>The Programme.<br/>The Rooming List.<br/>The Timetable.<br/>A panoramic tour of London.<br/>A tour of Madame Tussaud's.<br/>A tour of the Tower of London.<br/>Yes, they did.<br/>No, they did not want to.<br/>No, they did not have any cameras.</p> |
|--|---|

#### **4. Insert prepositions**

Let me say a few words ... myself and the company who is the organiser ... this Programme. I'm Doctor ... Economics. ... the recent past I worked ... a foreign trade company and then ... a bank. Now I specialise ... business management and ... training businessmen ... East European countries. ... some time I worked ... Poland and Hungary. Now I'm closely cooperating ... Russia.

#### **5. Insert articles**

- I'm working for IMD. It's ... well established company specialising in business training. ... company also provides financial consulting. Here before you there are booklets on ... history and scope of activities of our company. I'll be grateful if you could introduce yourself in just ... few words.

- Thank you for ... nice reception and for ... good beginning of ... Programme. I hope ... Programme will be ... success and we shall learn ... lot of things.

- I'm ... financial manager of ... department in ... commercial bank in Moscow.

#### **6. Complete these short speeches and act out similar ones**

- Ladies and gentlemen! First let me say a few words about myself and the company . My name is David Hill. I'm ... In the recent past ... Now I specialise. . For some time I worked ...

- I'm working for ... It's a well established ... The company also provides ... Here before you there are booklets ... You ... keep ... Now I'll be grateful ... introduce yourself ...

- Let me first thank you for ... I hope .... success ... My name is Oleg Pilov. I'm ... manager ... bank ... And I'm especially interested ... foreign transactions for small ...

### 7. Role play

- Imagine you are the Organiser of a training programme for foreign participants in Russia.
- Write down the main points of the opening speech.
- Make the opening speech.

### 8. Read and translate the text given below

The three gentlemen have enjoyed their dinner and they are preparing to leave the restaurant:

*Pete:* Thank you for the nice evening, David.

*David:* Likewise. I enjoyed everything very much. And I liked the orchestra. I like Russian music immensely.

*Pete:* Very often they play English songs here. They sound superb.

*David:* Then I was lucky to listen to Russian songs tonight. They are more than beautiful....

The waiter comes up to Pete and hands the bill over to him.

*David:* Oh, let me pay the bill, Pete.

*Pete:* Oh, no. It will be my pleasure... And when can you come to our office tomorrow?

*David:* Will ten o'clock be convenient to you?

*Pete:* Fine. Then Nick will pick you up tomorrow at ten to ten in the lounge.

*David:* OK. See you tomorrow then.

*Nick:* Good-bye. See you tomorrow. I won't be late I promise.

*David:* I hope I won't be late either.

*Pete:* Have a good sleep. See you tomorrow.

### Words and expressions

<b>to make an appointment</b>	договориться о встрече
<b>Likewise.</b>	зд. И я благодарю вас.
<b>immensely</b>	очень, чрезвычайно
<b>to hand the bill over to ...</b>	передать счет ...
<b>Let me pay the bill.</b>	Разрешите мне оплатить счет.

<b>Will ten o'clock be convenient to you?</b>	10 часов вас устраивает?
<b>to pick up</b>	заезжать за ...
<b>He will pick you up at ten.</b>	Он заедет за вами на машине завтра в 10 часов.

### 9. Match English and Russian equivalents

Likewise. I like Russian music immensely. They sound superb.	Они звучат прекрасно. Они более чем красивые. Мне посчастливилось послушать русские песни.
I was lucky to listen to Russian songs.	И мне тоже (И я тоже).
They are more than beautiful.	Я очень люблю русскую музыку.

### 10. Complete the dialogue and act out a similar one

*P.:* Thank you for ...

*D.:* L ... I enjoyed ... the orchestra. I ... immensely.

*P.:* Very often... songs. They sound ...

*D.:* Then I was lucky ... tonight. They ... beautiful.

### 11. Complete the dialogue and act out a similar one

*P.:* Then Nick will pick ... lounge.

*D.:* OK. See ... then.

*N.:* Good-bye. See ... I won't...

*D.:* I hope I won't ... either.

*P.:* Have a good ... tomorrow.

**12. Представьте, что вы обедаете в ресторане с англичанином.** Какие предложения из диалога вы бы использовали? Выпишите их. Запишите предложения, которые бы вы использовали дополнительно. Разыграйте этот диалог с кем-нибудь, кто будет исполнять роль англичанина.

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