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Кафедра иностранных языков

## **ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК (АНГЛИЙСКИЙ)**

**Методические указания к практическим занятиям  
и самостоятельной работе для магистрантов направления  
подготовки 20.04.01 «Техносферная безопасность»  
всех форм обучения**

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Утверждены на заседании кафедры  
Протокол № 8 от 02.03.2017  
Рекомендованы к печати  
учебно-методической комиссией  
направления 20.04.01  
Протокол № 9 от 9.03.2017  
Электронная копия находится  
в библиотеке КузГТУ

Кемерово 2017

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# I. САМОПРЕЗЕНТАЦИЯ, РЕЗЮМЕ

## 1. Translate into English

### Типичные ошибки в резюме

Существующее обилие советов о том, как правильно составить резюме, должно было бы полностью исключить ошибки в их написании. Тем не менее, работодатели постоянно сталкиваются с неправильно оформленными и, что важнее, неправильно составленными резюме.

**Каждому – свое.** Для начала следует выбрать формат и взять правильный тон. В компании, где по роду деятельности ценят оригинальность и креативность, можно позволить себе немного отойти от общепринятых шаблонов и воспользоваться более свободным стилем изложения. Но, направляя резюме в солидную, крупную фирму, совсем не стоит выделяться на фоне остальных соискателей каким-то особенным видом шрифта или словесными экзерсисами, так как это может быть зачтено в минус. Одно дело – рекламное агентство или СМИ, а другое – металлургическая или нефтяная компания.

Лучше разузнать, образцы каких резюме в выбранной компании считаются подходящими. Такая информация может содержаться на сайте компании. Также можно позвонить в кадровую службу.

**Одно резюме – одна вакансия.** Желание убедить потенциального работодателя в собственной незаменимости и исключительности часто приводит к тому, что претендент распыляется и предлагает себя на несколько позиций разом. Как правило, такая разносторонность никому не нужна. На начальном этапе от соискателя требуется понимание того, какую конкретно работу он может выполнять, а лучше – на какую конкретно вакансию претендует. Если же он чувствует, что смог бы охватить широкий спектр вакансий, то лучше написать отдельное резюме под каждую вакансию, каждый раз концентрируясь на чем-то одном.

**Опыт работы.** Тот же принцип работает и в перечислении мест работы. Если в своей жизни соискатель успел поработать в 10 разных местах, то лучше не утомлять читателя долгим перечислением временных работ. Из списка бывших работ выбрать следуют только те, которые наиболее перекликаются с профилем выбранной фирмы и оправдывают надежды на получение определенной вакансии. Резюме, озаглавленное “творческий работник” с опытом работы “хирург-практикант”, в лучшем случае насмешит работодателя, но способствовать найму точно не будет.

**Личные качества.** Как правило, выпускник не может похвалиться карьерными успехами и поэтому уделяет преувеличенное внимание своим личным качествам. Здесь важно не переусердствовать. “Готов отстаивать свою субъективную точку зрения, если имею не менее трех объективных доказательств собственной правоты”.

“Лоялен к руководству настолько, насколько оно лояльно ко мне”. Подобные описания резких черт вашего характера могут оттолкнуть работодателя.

**Мусорная корзина или приглашение на интервью.** Каким бы безупречным ни было ваше резюме, ничто не сможет ему помочь, если это будет трактат на несколько страниц с описанием всего жизненного пути, обилием общих слов и туманных формулировок, как, например, “выполнял важные проекты”, “хотел бы достичь большего”.

Переоценка своих возможностей (“Назвался груздем – полезай в кузов!”) и наоборот, слишком пассивная позиция (“Согласен на любую работу”) – главные враги человека, решившего устроиться на работу с помощью резюме.

## **II. УСТРОЙСТВО НА РАБОТУ, СОБЕСЕДОВАНИЕ**

**1. Read the following sample letters of application. Find the words or phrases that tell you the following:**

Sample letter 1

1. the person who is concerned with hiring and discharging employees

2. position / job / employment
3. continuing the subject of ...
4. John was given a higher position
5. a person who provides written information about someone's character, ability, skills, etc.
6. a piece of written information about someone's character, ability, skills, etc.

Flat 8, 34 River Street  
Gosport  
Co Hampshire PO 56 BL  
England  
15 May 2007

Mr. C Farham  
Personnel Manager  
Milco Ltd  
26 Beacon Street  
Halifax HX 57 Pt  
England

Dear Mr. Farham,

Application for the post  
of Divisional Software Engineering Manager

Further to our telephone conversation last Friday, I can confirm that I wish to apply for this post. I enclose a copy of my curriculum vitae.

You will see that I have added some information about my previous experience: I worked for one year with a company in Paris called ILE as a Systems Analyst, then I came to England to work for Topdown Systems Co as a Client Consultant, but last November I was promoted to Senior Software Development Engineer.

I have also added the name of one of my referees, Mr. John Andrews. You may contact him at any time. If you require any other references, perhaps you will be so kind as to let me know. I can come to Halifax

for interview at almost any time. The only date when I am not available for interview is May 27th.

Yours sincerely,

John Tomlinson

### Sample letter 2

1. to give support or certainty to a fact, statement, etc.
2. a proposal
3. in connection with
4. a system that makes a particular activity possible
5. the time during which the applicant is tested for the job
6. to re-examine / reconsider
7. to help the company to work successfully

the inside  
address

the sender's  
address

Dear Mr. Bowers,

I am writing to confirm my wish to apply for the position of computer engineer with your company. I am pleased to accept your offer. Sure, I'd like to meet you to discuss some technical matters, especially concerning your computer facility.

I wonder if there is a probationary period during which the position and the salary will be reviewed.

I look forward to joining your company and to contributing to the company's work.

Sincerely yours,  
signature

### III. ДЕЛОВЫЕ ПИСЬМА

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

In the evening when Anton returned to the hotel he had a telephone call from Coventry, located to the north of London. It was a call from Mr. Snow, a business associate of the Russian company for whom Anton worked.

*Mr. Snow:* Mr. Smirnov, I'm calling to send my apologies to Mr. Nikolaev, your chief, for our default.

*Anton:* Don't worry we have received your payment and everything seems all right. I spoke with Mr. Nikolaev before my departure. He does not bear any grudges against you.

*Mr. Snow:* I'm very glad to hear that. But still I want to assure you that such things will never happen again.

*Anton:* Good. I'll pass it on to Mr. Nikolaev on my return to Moscow.

*Here are two letters relating to the default mentioned by Mr. Snow received and sent by him some time before this talk took place:*

#### 1

**Dear Mr. Snow,**

**15 October 1997**

According to our records payment of our Invoice 3582, sent to you on 10 August, has not yet been made. As an exception we specified payment on an open account terms 30 days net. Our Invoice has now been outstanding for 50 days. In the case of unsettled debts of this duration it is our company policy to take legal action. We would naturally prefer not to have to go so far. In case you have lost or mislaid the original we are enclosing a copy of our invoice. We look forward to receiving your payment this week

Yours sincerely,  
Nick Nikolaev  
General Director

#### 2

**Dear Mr. Nikolaev,**

**1 November 1997**

As you will remember from our telephone calls, we have been recently experiencing a number of difficulties with several large customers. This has resulted in unfortunate delays in paying outstanding accounts. We are extremely sorry that your company has been affected by these developments. We are doing everything possible to rectify the situation. Indeed we hope to make the payment which is about a month overdue in the very near future.

Yours sincerely,  
John Smith  
Managing Director

## Words and expressions

<b>associate</b>	партнер
<b>apology</b>	извещение
<b>to send one's apologies</b>	принести свои извинения
<b>default</b>	неуплата, нарушение
<b>to bear (bore, borne)</b>	нести
<b>grudge</b>	недовольство, обида
<b>to assure</b>	заверить
<b>relating to ...</b>	относящийся к
<b>acceding to ...</b>	как сообщил, как заявил ..., согласно
<b>records</b>	записи
<b>according to our records</b>	согласно нашим записям
<b>as an exception</b>	в виде исключения
<b>open account</b>	открытый счет
<b>net</b>	нетто, за вычетом всех расходов и налогов
<b>outstanding</b>	неоплаченный
<b>duration</b>	длительность
<b>to take legal action</b>	передать дело в суд, возбудить судебное дело
<b>to go so far</b>	заходить так далеко
<b>to mislay (misaid, mislaid)</b>	затерять (положить не туда)
<b>to enclose</b>	прилагать

### 2. Match English and Russian equivalents:

for our default

He doesn't bear any grudges  
against you.

Я передам это моему

начальнику

Хочу вас заверить, что впредь



I want to assure you that such things will never happen again.

I'll pass it on to my chief.

этого не случится.

Он не имеет уже к вам никаких претензий.

за то, что мы не сделали

**3. Find the answers in the text:** When did Anton have a call from Mr. Snow? Who is Mr. Snow? Why did he call Anton? What did Anton say about the payment in question? What promise did Mr. Snow make? Did Anton promise to pass it on to his chief?

**4. Complete the dialogue and act out a similar one:**

- I'm calling to send my apologies to ...
- Don't worry we have received ... and everything ... I ... before my departure. He ... grudges ...
- I... glad... But still I want to assure ... again.
- Good. I'll pass ... on my return...

**5. Insert prepositions:** According ... our records payment ... our Invoice 3582 sent ... you ... 10 August has not yet been made. As an exception we specified payment ... an open account terms. Our invoice has been outstanding ... 50 days. ... the case ... unsettled debts ... this duration we take legal action. This has resulted ... unfortunate delays ... paying outstanding accounts. Your company has been affected ... these developments. We shall make payment ... the very near future.

**6. Underline the verbs and translate the sentences into Russian:** We are enclosing a copy of our Invoice. We are doing everything possible to rectify the situation. Payment has not been made yet. Our invoice has been outstanding for 50 days. In case you have lost or mislaid the original... This has resulted in unfortunate delays. We have been recently experiencing some difficulties. As you will remember from our telephone calls...

**7. Complete the letters and write similar ones:**

- According to our records payment ... has not yet been made. As an exception we specified ... Our invoice has now been outstanding In the case of unsettled debts ... take legal action. We would naturally prefer ... In case you have lost ... We look forward to ...

• As you will remember from ... difficulties with ... This resulted in ... outstanding accounts. We are doing everything possible to ... Indeed we hope ... in the very near future.

## IV. СЧЕТА, КОНТРАКТЫ

1. Here is a part of the Contract Mr. Freiser handed over to Mr. Smirnov in the evening:

<b>Contract № 27/97</b>																							
This number must be quoted on all correspondence																							
London	20 November 1997																						
<p><b>Newall Ltd.</b>, hereinafter referred to as the <i>Sellers</i> on the one hand and Messrs. <b>RusImport</b>, hereinafter referred to as the <i>Buyers</i>, on the other hand, have concluded this Contract, whereby the <i>Sellers</i> sold and the <i>Buyers</i> bought on the terms and conditions stated herein, subject to the Standard Conditions of Sale attached to this Contract and forming an integral part thereof 25 SECURITY DEVICES as set out in the Specification attached to the Contract and forming another integral part thereof.</p> <p>The total price is 3,000 pounds sterling to be understood CIF Sheremetievo Airport, Moscow, Russia.</p> <p>The goods are to be delivered before the 25 December, 1997.</p> <p>Payment is to be effected in GBP under an irrevocable divisible letter of credit established by the <i>Buyers</i> with the first class bank correspondent of Barclays Bank, London against the following shipping documents:</p> <ul style="list-style-type: none"> <li>• Air Waybill</li> <li>• Shipping Specification</li> <li>• Packing List</li> <li>• Work's Test Certificate</li> <li>• Invoice</li> <li>• Insurance Policy</li> </ul> <p>The Letter of Credit is to be valid for 60 days for shipment and presentation of the documents. The Letter of Credit is to be opened</p>																							
<p>within 10 days after receipt by the <i>Buyers</i> of the <i>Seller's</i> advice of readiness of the goods for shipment.</p>																							
<p>Newall Ltd. Bank Account Details:</p> <table border="0"> <tr> <td>Account Name</td> <td>Newall Ltd.</td> </tr> <tr> <td>Account Number</td> <td>60205818</td> </tr> <tr> <td>Bank</td> <td>Barclays Bank plc</td> </tr> <tr> <td>Branch</td> <td>Cheapside Branch</td> </tr> <tr> <td>Branch Address</td> <td>Atlas House, 1—7 King Street</td> </tr> <tr> <td></td> <td>London EC2V 8AU United Kingdom</td> </tr> <tr> <td>Sort Code</td> <td>20-19-90</td> </tr> </table> <p>Partial deliveries and delivery ahead of schedule are allowed.</p> <p>Legal addresses of the Parties:</p> <table border="0"> <tr> <td><i>The Sellers:</i></td> <td><i>The Buyers:</i></td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>For and on behalf of the Sellers</td> <td>For and on behalf of the Buyers</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table>		Account Name	Newall Ltd.	Account Number	60205818	Bank	Barclays Bank plc	Branch	Cheapside Branch	Branch Address	Atlas House, 1—7 King Street		London EC2V 8AU United Kingdom	Sort Code	20-19-90	<i>The Sellers:</i>	<i>The Buyers:</i>	.....	.....	For and on behalf of the Sellers	For and on behalf of the Buyers	.....	.....
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<i>The Sellers:</i>	<i>The Buyers:</i>																						
.....	.....																						
For and on behalf of the Sellers	For and on behalf of the Buyers																						
.....	.....																						

## 2. Match English and Russian equivalents:

hereinafter	в данном документе
herein	которого
thereof	по которому
whereby	далее в данном документе
the Contract whereby the	на условиях, указанных в настоящем Контракте
Sellers sold and the Buyers	с одной стороны
bought...	
on the terms and conditions stated	с другой стороны
herein	
the Standard Conditions forming	Контракт, по которому
an integral part thereof	Продавец продал, а Покупатель купил...
on the one hand	Общие условия, являющиеся неотъемлемой частью Контракта
on the other hand	фирма Ньюол, именуемая Продавцом
Newall Ltd. referred to as the	фирма РусИмпорт,
Sellers	именуемая Покупателем
RusImport referred to as the	Они заключили настоящий
Buyers	контракт на основе стандартных условий
They have concluded this	25 приборов охраны
Contract subject to the Standard	в соответствии
Conditions	со Спецификацией
the Specification attached to the	
Contract	

## 3. Translate the first paragraph of the Contract into Russian.

**4. Translate into Russian:** The price is to be understood CIF Sheremetievo. Payment is to be effected in GBP. Payment is to be effected under a letter of credit. The letter of credit is to be established with the first class bank. The letter of credit is to be established against certain shipping documents. The letter of credit is to be valid for 60 days. The letter of credit is to be opened within 10 days. The

Sellers are to send the Buyers an advice of the readiness of the goods for shipment.

### 5. Translate into English:

страховой полис

авианакладная

# отгрузочная спецификация

## УПАКОВОЧНЫЙ ЛИСТ

заводской сертификат

## об испытаниях

счет-фактура

НОМЕР СЧЕТА

владелец счета

банковский счет

отделение банка

адрес отделения банка

сортировочный код

## отгрузка по частям

досрочная отгрузка

юридические адреса

сторон

от имени и по поручению

**6. Translate the Contract starting with the words “The total price”.**

**7. Translate into Russian and answer the questions as in the example:**

- Example

- You remember these rules, don't you?

These rules are easy to remember, aren't they?

This Unit was very easy to read, wasn't it?

You know many English words now, don't you?

You like the English language, don't you?

You can translate some papers into Russian now, can't you?

You remember the part of the Contract quoted in this Unit, don't you?

**8. Write a similar text of another Contract, changing:**

- the names of the companies
- the goods
- the dates

**9. Role play.** Imagine you are discussing the above contract with the Sellers before it is signed.

## V. ТЕЛЕФОННЫЕ ПЕРЕГОВОРЫ

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

Peter Smirnov is the leader of the group of Russian businessmen participating in the Programme for Russian bankers and foreign trade businessmen London. On 15 October after booking air tickets for the Participants Pete sends the following fax message to the Programme organizer David Hill:

from: Economtraining 1/2

to: International Management Ltd

**Fax Message No...**

Re: Contract dated 2 March, 2013

In accordance with Article 3 of the above Contract we are informing you of the Arrival Date of the Group. It is 12 November and the flight number is SU 241. We hope this will enable you to reserve the accommodation in good time. We have also made the reservation for the return flight on 20 November.

In accordance with Article 7 we are attaching the list of the participants (Page 2). Please send us your official invitation to support our visas at the British Embassy.

Please also send us the time-table of the Programme showing the exact topics of the classroom sessions and the dates of external visits. It will enable the participants to plan the dates of their own business visits about which we spoke in Moscow.

As to the Group Leader we are proposing Mr. Lvov. You must know him. He has been to London a few times with similar groups. He speaks English fluently and knows his business inside out. We are sure he will be of great help.

If you have any queries please do not hesitate to contact us.

Faithfully yours,

Pete Smirnov

General Director

David Hill sends the official invitation for the group by fax the next day. Then all the participants fill in the questionnaires and attach two photos to every questionnaire. The secretary takes all these materials and the invitation and hands in all the papers to the Embassy to get visas. In a few days the visas are ready.

## Words and expressions

<b>to book</b>	заказывать
<b>in accordance with</b>	в соответствии
<b>the above Contract</b>	вышеуказанный контракт
<b>to reserve the accommodation</b>	заказать гостиницу
<b>in good time</b>	заблаговременно
<b>to attach</b>	прилагать
<b>Embassy</b>	посольство
<b>as to</b>	что касается
<b>He knows his business inside out.</b>	Он прекрасно знает своё дело.
<b>query</b>	вопрос
<b>to hesitate</b>	колебаться
<b>faithfully yours</b>	С уважением, ваш
<b>to fill in a questionnaire</b>	заполнить анкету

### 2. Translate into English:

в соответствии со статьей 3	что касается руководителя группы
вышеуказанный контракт	
забронировать гостиницу	свободно говорить по-английски
заказать обратный билет	
список участников для	Он прекрасно знает свое дело.
поддержки виз расписание	
Программы	Он окажет вам большую помощь.

**3. Complete as in the fax message:** In accordance with ... Contract we are informing you of Group. In accordance ... we are attaching ... As to the Group Leader we are ... This will enable you to reserve ... time. It will enable the participants to plan ... visits about which we spoke ...

**4. Complete as in the fax message and make similar sentences:** The arrival date is ... and the flight number ... 241. We have also made ... return ... November. Please send us ... invitation to support ... Embassy. Please also send us the time-table showing ... topics of. Please also send us the time-table showing ... external ... You must know Mr. Lvov. He has been to ... with... He speaks ... and he knows his business ... He will be of ... If you have any queries ... contact us.

**5. Make a plan of the fax using the following sentences in the appropriate sequence:** The Customer proposes Mr. Lvov as Group Leader. The Customer informs the Organiser of the arrival date. The Organiser is requested to send an official invitation. The Organiser is informed that the return airtickets have been booked. The Customer asks the Organiser to send the time-table of the Programme

**6. Write a similar fax, changing**

- the names
- the dates
- and some other details

## **VI. МЕЖДУНАРОДНОЕ СОТРУДНИЧЕСТВО**

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

In the morning after having breakfast at the self-service bar of the hotel restaurant the participants of the Programme for Russian bankers and foreign trade businessmen went to the conference room to have a lecture on Trade Finance.

There was a folder on the big round table for each participant with the material relating to the lecture.

*Here is one of the sheets of the file:*

### **Trade finance**

- ◇ Trade needs finance
- ◇ This must come from either the trader or from a lending institution.
- ◇ If the trade is international then the amount of finance is normally greater

- ◇ In general, trade is handled on credit
- ◇ The buyer pays for the goods at a specified time after receipt
- ◇ If the trade is international then delivery time adds to the delay in payment
- ◇ This adds to the need for finance
- ◇ Also in international trade the buyer uses one currency, the seller another
- ◇ This requires an organisation with facilities for changing currencies
- ◇ On both counts the Bank is the best source of finance

Thus this page gave the most important hints on the subject.

And Mr. Hill, the lecturer, explained and developed each statement. The participants sometimes interrupted him and asked questions. Sometimes Mr. Lvov came to help when there was a problem of speaking or understanding.

The lecturer devoted some part of the lecture to financing small business companies who usually enjoy better terms, reduced taxes and other facilities especially during the first years of their work.

### **Words and expressions**

<b>to lend (lent, lent)</b>	предоставлять кредит
<b>institution</b>	организация
<b>to handle</b>	обращаться с, иметь дело с, вести
<b>on credit</b>	на условиях кредита, в кредит
<b>to handle trade on credit</b>	вести торговлю, используя кредит
<b>receipt</b>	получение
<b>delivery time</b>	срок поставки
<b>delay in payment</b>	задержка платежа
<b>currency</b>	валюта
<b>facilities</b>	средства, возможности, льготы
<b>hint</b>	намек, совет
<b>to devote something to</b>	посвящать что-либо чему
<b>reduced taxes</b>	сокращенные, уменьшенные налоги



**2. Translate into English:** Затем они отправились в конференц-зал. М-р Хилл читал лекции “Финансирование торговли”. Перед каждым участником была папка с материалами. Иногда участники прерывали м-ра Хилла и задавали вопросы. Андрей помогал им, когда у них возникали затруднения с английским языком. Лектор посвятил часть лекции малому бизнесу. Он говорил о более выгодных условиях, сниженных налогах и других льготах.

### **3. Match English and Russian sentences:**

Trade needs finance.	В обоих случаях лучшим источником финансирования являются банки.
This must come from either the trader or from a lending institution	Для торговли необходимо финансирование.
If the trade is international then the amount of finance is normally greater.	Оно (финансирование) должно исходить от продавца или финансовой организации.
In general, trade is handled on credit.	Покупатель оплачивает товар в указанный срок после получения товара.
The buyer pays for the goods at a specified time after receipt.	Это увеличивает потребность в финансировании торговли.
This adds to the need for finance	Если это внешняя торговля, то сумма финансовых средств обычно увеличивается.
On both counts the bank is the best source of finance.	Обычно торговля осуществляется с использованием кредитов.

**4. Insert articles:** Finance must come from either ... trader or from ... lending institution. If trade ... is international then ... amount of finance is normally greater. ... buyer pays for ... goods at ... specified time after receipt. If ... trade is international then delivery time adds to ... delay in payment. Also in international trade ... buyer uses one currency, ... seller another.

**5. Insert prepositions:** In general trade is handled ... credit. Then delivery time adds ... the delay ... payment. This adds ... the need ... finance. This requires an organisation ... facilities ... changing cuiciencies. ... both counts the bank is the best source ... finance.

**6. Sum up what Mr. Hill said about:**

- trade finance in general
- financing small business companies

**7. Role play:** Imagine you are a lecturer. Speak on financing small business companies in Russia

## **VII. ДЕЛОВЫЕ НОРМЫ И ЭТИКЕТ, СТРАТЕГИЯ ДЕЛОВОГО ОБЩЕНИЯ**

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

At the appointed time Ivan Smirnov arrived at his business partner Mr. Freiser's office by car. Mr. Freiser greeted Ivan with warm smiles and kind words.

*Frank:* Oh, Ivan I haven't seen you for ages. How are you getting on these days?

*Ivan:* Not bad. I hope you are doing well too.

*Frank:* I would say so. I know you participate in the Programme for Russian bankers and foreign trade businessmen. How are your classes, young man?

*Ivan:* I understand you are kidding but I like the sessions we are having here. There are a few important things I have learned here. And I've met some businessmen whose business looks very promising for us.

*Frank:* Good for you. And would you like some tea or coffee before we get down to business.

*Ivan:* Some coffee, please.

*Frank:* The secretary will bring coffee for us in a minute.

*Ivan:* I believe we could speak about our business now, if you don't mind.

*Frank:* I agree with you here. We studied your enquiry for our security devices and we could offer you some very modern ones.

*Ivan:* Could I see them while I'm here? Then it will be much easier for me and the General Director of my company to make a decision about the range of devices to buy.

*Frank:* No problem. Our Production Director will take you to our production shop and you will see all the devices we are offering to our customers at present. We have sold quite a lot of each type and we have not got a single complaint. They have never failed our customers.

*Ivan:* It sounds very convincing. And will the Production Director be coming soon?

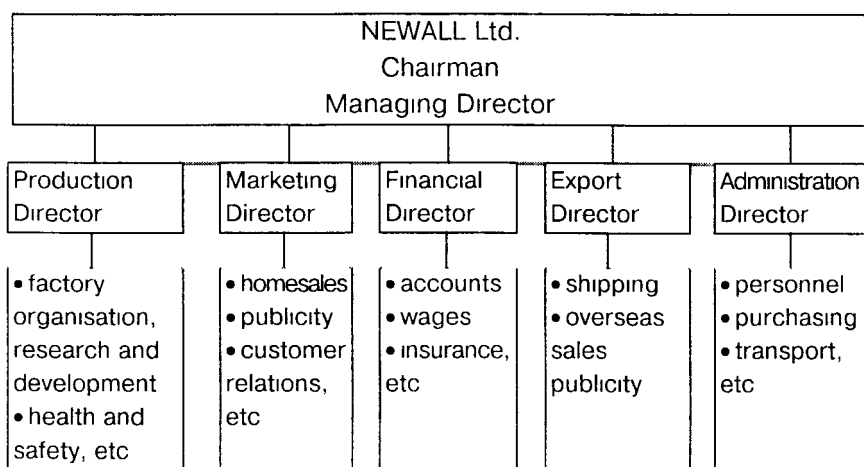
*Frank:* The Secretary will invite him after we have coffee.

*Ivan:* I see.

*Frank:* By the way, here is the latest organigram of our company. You may have a copy if you wish.

*Ivan:* Thank you. It will help me to speak with the Production Director.

*Here is the organigram of Mr. Freiser's company:*



### Words and expressions

<b>How are you getting on?</b>	Как поживаете?
<b>Are you kidding?</b>	Вы шутите?
<b>production director</b>	начальник производства
<b>production shop</b>	цех
<b>complaint</b>	жалоба, претензия
<b>to fail</b>	подводить; не суметь

<b>to convince</b>	убеждать
<b>organigram</b>	схема управления
<b>homesales</b>	продажи внутри страны, внутренняя торговля
<b>publicity</b>	реклама, известность
<b>insurance</b>	страхование
<b>shipping</b>	отгрузки (транспорт)
<b>personnel</b>	штат, персонал
<b>to purchase, to buy</b>	покупать

**2. Insert prepositions:** ... the appointed time Ivan arrived ... Mr. Freiser's office ... car. Mr. Freiser greeted Ivan ... warm smiles and kind words. Oh, Ivan, I haven't seen you ... ages. Would you like tea or coffee ... we get down ... business? The secretary will bring some coffee ... us ... a minute. I believe we could speak ... our business now. I agree ... you.

**3. Insert articles, if necessary:** It will be much easier for me and ... General Director of my company to make ... decision about ... range of devices to buy. Our Production Director will take you to our production shop and you will see all ... devices we are offering to our customers at ... present. We have sold quite ... lot of each type and we have not got ... single complaint.

#### **4. Match English and Russian equivalents:**

I haven't seen you for ages.	Вы хотите кофе, пока мы не приступили к делам.
How are you getting on?	Мы могли бы поговорить о делах, если вы не возражаете.
I hope you are doing well too.	Я с вами согласен.
Would you like some coffee before we get down to business?	Мы не виделись целую вечность.
We could speak about our business, if you don't mind.	Как у вас идут дела?
I agree with you here.	Надеюсь, что у вас тоже все хорошо.

**5. Find equivalents in the text:** Мы рассмотрели ваш запрос на наши охранные устройства, и можем предложить вам очень современные устройства. Можно, их посмотреть, раз уж я здесь? Мне и генеральному директору будет намного легче решить, какие именно устройства нужно купить. Наш начальник производства покажет вам производственный цех. Вы увидите все устройства, которые мы предлагаем сейчас нашим покупателям. Мы уже продали достаточно большое количество. Мы не получили ни одной жалобы. Они ни разу не подвели наших покупателей. Это звучит очень убедительно.

**6. Complete the dialogue and act out a similar one:**

- I believe we could get down to business, if you don't ...
- I agree with you here. We studied ... and we could offer ...
- Could I see ...? When it will be much easier ... range of devices to buy.
- No problem. Our ... take you to our production ... and you will see all ... We have sold ... not a single ... They ... failed ...
- It sounds ...

**7. Have a look at the organigram of Mr. Freiser's company and say for what each director was responsible.**

**8. Say what director Mr. Freiser was, to your mind.**

**9. Imagine you work for a certain company. Make its organigram.**

## **VIII. ПЕРЕГОВОРЫ, ПОДПИСАНИЕ КОНТРАКТА**

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

On Monday morning the participants of the Programme for Russian bankers and foreign trade businessmen resumed their work and listened to the lecture on payments in international trade.

*Here is a part of the lecture:*

With any form of international trade it is essential to ensure that payment will be received in accordance with the terms of the

underlying commercial contract. The most secure and established methods of settling international trade transactions are:

- by documentary letters of credit and
- by documentary collection bills.

Documentary letters of credit are opened by the importer's bank with a bank in the exporter's country, usually the importing bank's correspondent in the exporting country. Exporters submit to the bank in their country all the shipping, insurance and other documents specified in the letter of credit issued by the importer's bank. If the documents are in order the bank in the exporting country will credit the exporters with the proceeds. The proceeds are reimbursed-by the importer's bank in due course.

Documentary collection bills are presented to the importer's bank or its correspondent by the exporters together with all the shipping, insurance and other documents, specified in the contract. If the documents are in order the importers instruct their bank to pay and they collect the shipping documents then.

There are a few ways of transferring money from bank to bank. In the recent past these ways were:

- mail transfers and
- telegraphic transfers.

Now these two types of messages are practically replaced by SWIFT messages. SWIFT stands for the Society for Worldwide Interbank Financial Telecommunication. It is a network serving now more than 3,000 banks in about 100 countries. It speeds up payment messages between banks immensely. If sending and receiving banks are both 'logged-in', a message can be delivered in under 20 seconds. Over 1 million messages are sent every day via the computers of SWIFT and its member banks.

The role of correspondent banks is permanently growing. They facilitate and expedite international payments. A correspondent bank is one which carries a deposit balance for another bank located in another city or country and engages in an exchange of services with that bank.

## Words and expressions

<b>essential</b>	важный, значительный
<b>to ensure</b>	обеспечить
<b>in accordance with ...</b>	в соответствии с ...
<b>underlying</b>	лежащий в основе
<b>secure</b>	надежный
<b>established</b>	широко используемый, утвердившийся
<b>to settle</b>	оплатить
<b>documentary</b>	документарный, с приложением отгрузочных документов
<b>collection bill</b>	инкассовое поручение
<b>to submit</b>	представлять, передавать
<b>to issue</b>	выпускать, открывать
<b>proceeds</b>	средства, выручка
<b>to reimburse</b>	возмещать, платить
<b>in due course</b>	должным образом
<b>mail transfer</b>	почтовый перевод
<b>SWIFT</b>	СВИФТ — Международное общество межбанковских (финансовых) телекоммуникаций
<b>to stand for</b>	обозначать
<b>wordwide</b>	всемирный
<b>to speed up</b>	ускорять
<b>to be logged-in</b>	(тех.) быть включенным в систему

### 2. Match English and Russian equivalents:

in accordance with the terms and conditions of the contract	Они дают указание банку об оплате.
the underlying commercial contract	Затем они забирают

the documents specified in the contract

to submit the documents specified

the letter of credit issued by the importer's bank

to reimburse the proceeds in due course

The bank will credit the exporters with the proceeds.

They instruct the bank to pay.

They collect the shipping documents then.

There are a few ways of transferring money from bank to bank.

документы.

Существует несколько способов перевода денег из одного банка в другой.

Банк переведет средства на счет экспортера.

перевести средства

должным образом

в соответствии с условиями контракта

данный коммерческий

контракт

документы, указанные в контракте

представить указанные документы

аккредитив, выданный банком экспортера

**3. Insert prepositions:** ... Monday morning the participants listened ... the lecture ... payments ... international trade. It is essential to ensure that payments will be received ... terms and conditions ... the contract. The most secure methods are payments ... documentary letters ... credit and ... documentary collection bills. Exporters submit ... the bank all the shipping documents. If the documents are ... order the bank will credit the exporter ... the proceeds. Documentary collection bills are presented ... the importer's bank. ... the recent past there were two ways ... transferring money ... bank ... bank.

**4. Translate the parts of the text speaking about:** documentary letters of credit; documentary collection bills.

**5. Complete as in the text:** SWIFT stands for the Society ... It's a network serving ... banks ... countries. It speeds up payment messages between ... If ... banks are logged-in a message can be delivered ... Over one million ... via computers of SWIFT and ... A correspondent bank is one which carries ...



**6. Find English equivalents in the text:** платеж по документарному аккредитиву, платеж по документарному инкассо, представить документы в банк, открыть аккредитив в банке, перевести средства, отправить сообщение по СВИФТ, банк-корреспондент, это ускорит платеж.

**7. Sum up what the text said about:** SWIFT and SWIFT messages, correspondent banks.

**8. Role plays.**

- Imagine you are one of the participants of the Group. Ask the lecturer a few questions about:

- documentary letters of credit
- documentary collection bills.

- Imagine you work at a SWIFT member bank. Make a short speech introducing yourself and also speak about the high technical level of services offered by your bank.

## **IX. ДЕЛОВАЯ ПОЕЗДКА**

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

When the plane arrives at the Heathrow airport the passengers get out of the plane and go into the building of the airport. After passing along endless corridors they get to the passport control point called Immigration. There are two gates. One is for passengers from EC (European Community) countries. And the other gate is for passengers from all other countries. After queuing up for some time Mr. Lvov and the group of Russian businessmen come up to the queue marshal who signals what officer is free. And each person goes to the counter indicated.

*Here is a typical talk between the English Immigration officer and a Russian businessman:*

*Russian:* Good morning.

*Officer:* Good morning, sir. May I see your passport and landing card, please?

*Russian:* Certainly. Here you are.

*Officer:* Thank you.... What's the reason for your visit to the UK?

*Russian:* I'm on a business tour to attend a training programme.

*Officer:* And how long are you staying here?

*Russian:* A week or so.

*Officer:* Have you got a return ticket?

*Russian:* Yes, certainly. Here is my ticket.

*Officer:* May I see the invitation of the company who will receive you here?

*Russian:* Just a minute I'll ask our Group Leader to present it... Here is the invitation.

*Officer:* Thank you... Everything is OK. Here is your passport, ticket and the invitation.

Some Russian businessmen have difficulty in speaking with the English Immigration officers and answering their questions. Usually English officers do not like strangers to help them with interpreting. In such cases the officers ask their own interpreters for help. Most probably these interpreters are staff members of Immigration. For some Russian businessmen of the group it was the first experience with Englishmen and the only words they could say were:

*I am sorry. I do not speak English.*

Others could say a few words, like these:

*I have come as a businessman for training. I shall stay in England for eight days. I shall stay at Sherlock Holmes hotel in London.*

### Words and expressions

<b>to queue up</b>	стоять в очереди
<b>queue marshal</b>	распорядитель очереди
<b>the counter indicated</b>	указанная (им) стойка
<b>landing card</b>	карточка прилетевшего в страну пассажира
<b>to be on a business tour</b>	совершать деловую поездку
<b>staff member</b>	штатный сотрудник

**2. Insert articles:** After queuing up for some time Mr. Lvov and ... group come up to ... queue marshal who signals what Immigration officer is free. And each person goes to ... counter indicated. For some Russian businessmen of ... group it was ... first experience with Englishmen. They had some difficulty in speaking with ... Immigration officers.

**3. Insert prepositions:** Some Russian businessmen have difficulty ... speaking ... English Immigration officers and answering their questions. Usually English officers do not like strangers to help them ... interpreting. ... such cases the officers ask their own interpreters ... help.

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

- - Good morning
- Good morning, sir. May I see ... card, please?
- Certainly. Here.
- Thank you. What's the reason ...?
- I'm on a business ... programme.
- And how long are ...?
- A week ...
- Have you got ...?
- Yes, certainly. Here ...
- - May I see ... receive ...?
- Just a minute, I'll .. Group Leader ... Here is ...
- Thank you. Everything is... Here is ...

**5. Read and translate the text given below.**

After undergoing formalities at Immigration the group goes to the Luggage Reclaim point. They find the monitor showing their Flight Number and see their suitcases and bags on the belt. But one of the participants of the group does not see his suitcase and asks Andrew Lvov, the Group Leader, for help. Andrew comes up to an official:

*Andrew:* Excuse me; one of our suitcases is missing. Where can it be?

*Official:* What's your flight number, sir?

*Andrew:* It's SU 241 from Moscow.

*Official:* Some luggage is over there. I hope you'll find yours there. There wasn't enough space on the belt. We had to remove some and put it on the floor.

*Andrew:* Thank you.

Andrew and the gentleman who did not find his suitcase go to the place shown by the official and see the suitcase. The gentleman picks up the suitcase, puts it on the trolley and joins the group. So, all the participants have collected their luggage.

Now they are moving to the Customs point. By the way, it is not necessary to fill in any declaration forms. They see the sign "Nothing to declare" and the green walls of the passage. They all have nothing to declare and pass through this corridor. They see a few Customs officials standing behind the rack. The officials say nothing to them and they safely pass.

Some other passengers pass through the red wall corridor since they have something to declare and probably they have to fill in some forms and pay customs duty. Usually every country has a list of the things liable to duty "in addition to the duty free allowance".

In a second or two our group gets out into the hall of the airport and sees the crowd of people meeting passengers who have just arrived.

### Words and expressions

<b>luggage</b>	багаж
<b>reclaim</b>	получение (обратно), востребование
<b>to reclaim</b>	получать (обратно), востребовать
<b>to undergo formalities</b>	пройти формальности
<b>belt</b>	транспортёр
<b>One suitcase is missing.</b>	Не хватает одного чемодана
<b>over there</b>	вон там
<b>trolley</b>	тележка
<b>to collect</b>	получать, забирать

<b>Customs</b>	Таможенный контроль, Таможенная служба
<b>sign</b>	вывеска, знак
<b>to declare</b>	заявлять, декларировать
<b>rack</b>	стойка (для багажа)
<b>customs duty</b>	таможенная пошлина
<b>in addition to</b>	дополнительно к
<b>duty free</b>	беспошлинно
<b>allowance</b>	разрешенное количество

### 6. Match English and Russian equivalents:

Luggage Reclaim point	Таможенный контроль
Immigration point	Выдача багажа
Customs	востребовать (получить) багаж
“Nothing to declare”	багажная лента-транспортер
things liable to duty	паспортный контроль
customs duty	чиновник
belt	работник (официальное лицо)
to reclaim luggage	“Не имею предметов, подлежащих декларированию”
to collect luggage	предметы, за ввоз которых необходимо заплатить пошлину
an officer	таможенный сбор
an official	получить багаж

**7. Insert words as in the text:** Some passengers pass through the red wall corridor since they have something ... and probably they have to ... some forms and pay ... Usually every country has a list of the things ..., in addition to “the duty free” allowance.

**8. Read the following:** One of our cases is missing. Some luggage is over there. We had to remove some suitcases. Where can it be? What's your night number? There wasn't enough space.

**9. Complete the dialogue and act out a similar one:**

- Excuse me, one of our suitcases ... Where ...
- What's .
- It's SU ..
- Some ... over there. I hope you'll find yours ... There wasn't enough ... We had to ... and floor.
- Thank ...

**10. Sum up the text. The following plan may be of help:**

- the group undergoes formalities at the Immigration point
- they go to the Luggage Reclaim point
- one suitcase is missing
- the official helps them to find the missing suitcase
- the group has nothing to declare and they safely pass through the green corridor
- they get out into the hall where passengers are usually met

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**ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК (АНГЛИЙСКИЙ)**

**Методические указания к практическим занятиям  
и самостоятельной работе для магистрантов направления подготовки  
20.04.01 «Техносферная безопасность»  
всех форм обучения**

Печатается в авторской редакции

Подписано в печать 13.03.2017. Формат 60×84/16.

Бумага офсетная. Уч.-изд. л. 1,6.

Отпечатано на ризографе. Тираж 7 экз. Заказ

КузГТУ. 650000, Кемерово, ул. Весенняя, 28.

Издательский центр УИП КузГТУ. 650000, Кемерово, ул. Д. Бедного, 4а.