

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ
ФЕДЕРАЦИИ

Федеральное государственное бюджетное образовательное
учреждение высшего профессионального образования
«КАЗАНСКИЙ ГОСУДАРСТВЕННЫЙ
ЭНЕРГЕТИЧЕСКИЙ УНИВЕРСИТЕТ»

Ж.И. АЙТУГАНОВА
А.Т. ГАЛИАХМЕТОВА

**АНГЛИЙСКИЙ ЯЗЫК.
СБОРНИК ТЕСТОВ ДЛЯ ПОДГОТОВКИ
К ИНТЕРНЕТ-ЭКЗАМЕНУ**

Казань 2015

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Учебно-методическое пособие
по дисциплине
«Иностранный язык»

Казань 2015

УДК 811.111
ББК 81.2 Англ.
А 37

Рецензенты:

кандидат филологических наук, старший преподаватель кафедры иностранных языков Казанского государственного архитектурно-строительного университета А.А. Хафизова;
доктор филологических наук, профессор кафедры иностранных языков Казанского государственного энергетического университета
Г.Ф. Лутфуллина

Айтуганова Ж.И., Галияхметова А.Т.

А 37 Английский язык.. Сборник тестов для подготовки к интернет-экзамену: учебно-методическое пособие / Ж.И. Айтуганова, А.Т. Галияхметова. - Казань: Казан. гос. энерг. ун-т, 2015. - 78 с.

Данное пособие ставит целью развитие у студентов практических навыков использования и опознавания различных грамматических и лексических структур, практику ознакомительного и изучающего чтения текстов на английском языке по специальности, а также ознакомление с деловой корреспонденцией.

Оно состоит из тестовых заданий по грамматике, лексике, страноведению, речевым клише, по деловому письму, по текстам различных специальностей.

Пособие содержит теоретический материал для овладения навыками написания и оформления делового письма.

Учебно-методическое пособие предназначено для студентов всех направлений подготовки.

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ПРЕДИСЛОВИЕ

Развитие образования в России выдвинуло проблему его стандартизации, которая связана с необходимостью объективной оценки уровня обученности. Получение качественной, надежной информации необходимо как обучающему, так и обучаемому. Одним из способов получения такой информации является педагогическое тестирование.

Технология тестирования положена в основу создания контрольных измерительных материалов по иностранным языкам и проведения аттестации студентов в форме интернет-экзамена в режиме on-line.

Тесты позволяют получить объективную оценку уровня знаний, навыков и умений, выявить пробелы в подготовке студентов, проверить соответствие уровня подготовки студентов требованиям государственных образовательных стандартов. В сочетании с компьютерными программно-педагогическими средствами тесты помогают перейти к адаптивному обучению и контролю — наиболее перспективным, но пока еще наименее применяемым в России формам организации учебного процесса. Использование компьютерных тестовых технологий позволяет также наиболее эффективно реализовать рейтинговую систему контроля для объективной и точной оценки знаний, навыков и умений студентов.

Данное учебно-методическое пособие предназначено для студентов всех направлений подготовки, продолжающих изучение английского языка.

Цель пособия — развитие у студентов практических навыков использования и опознавания различных грамматических и лексических структур, практика в ознакомительном и изучающем чтении текстов на английском языке по специальности, а также ознакомление с деловой корреспонденцией.

Пособие дает возможность закрепить и углубить знания, полученные в общеобразовательной школе, и отвечает одному из требований ФГОС: уметь правильно распознавать и использовать грамматические и лексические конструкции различной степени сложности в письменной и устной речи.

ТЕСТ 1

ИНЖЕНЕРНАЯ ЗАЩИТА

Выберите правильный вариант ответа:

1. The right to receive _____ has been described as a basic human right.

- 1) compulsory education
- 2) education
- 3) general knowledge
- 4) graduate courses

2. I'd like to _____ you to Lisa, our sales manager.

- 1) visit
- 2) introduce
- 3) meet
- 4) assist

3. He asked the student to _____ the unit of resistance more accurately.

- 1) amplify
- 2) control
- 3) define
- 4) respond

4. An effective method for solving a problem using a finite sequence of instructions is called _____ .

- 1) calculation
- 2) measurement
- 3) identification
- 4) algorithm

5. Many parents complain of their children's _____, but probably they were the same.

- 1) obey
- 2) obedient
- 3) obedience
- 4) disobedience

6. When Anna got paid she bought _____ some new clothes.

- 1) hers
- 2) she
- 3) herself
- 4) her

7. The younger you are, _____ it is to learn.

- 1) the easier
- 2) easier
- 3) the easiest
- 4) more easier

8. I liked _____ essay you had brought the other day very much.

- 1) –
- 2) the
- 3) an
- 4) a

9. Where is Jane? I'm tired _____ waiting.

- 1) about
- 2) at
- 3) of
- 4) with

10. I gave him the book _____ he might study the subject at home.

- 1) because
- 2) though
- 3) after
- 4) so that

11. The Prime Minister's Election _____ soon.

- 1) will hold
- 2) will held
- 3) will be held
- 4) held

12. He has succeeded in _____ a new job.

- 1. found
- 2. finding
- 3. to have been found
- 4. to find

13. At last he decided to _____ smoking.

- 1) give in
- 2) give off
- 3) give away
- 4) give up

14. Little children like books with large print. They _____ read them more easily.

- 1) should
- 2) can
- 3) have to
- 4) must

Выберите реплику, наиболее соответствующую ситуации общения:

15. Susan: «Hi, Mary. How's life?»

Mary: «_____».

- 1) How do you do?
- 2) Very well, thank you. What about you?
- 3) Thanks, nice to see you.
- 4) Fine, thanks. And you?

16. Receptionist: «_____».

Guest: «I'd like a single room for one night».

- 1) What is your name, please?
- 2) How long are you going to stay in the hotel?
- 3) What do you want, sir?
- 4) Good morning, sir. I'm at your service.

17. Student: «Shall I read the text again for the next time?»

Teacher: «_____».

- 1) You seem to know better.
- 2) Nothing of the kind.
- 3) It's out of the question.
- 4) Yes, of course.

18. A: «_____».

B: «Turn right at the corner».

- 1) How can I get to the bus stop?
- 2) Listen! Can you show me the way to the bus stop?
- 3) I say! Tell me how to get to the bus stop
- 4) Pardon me, sir. Could you tell me how to get to the bus stop?

Выберите правильный вариант ответа:

19. The present British Royal Family's surname is _____ .

- 1) Stuart
- 2) Windsor
- 3) Plantagenet
- 4) Buckingham

20. The biggest state of the USA is _____ .

- 1) California
- 2) Hawaii
- 3) Alaska
- 4) Texas

21. The floral symbol of Canada is the _____ .

- 1) maple leaf
- 2) trefoil
- 3) rose
- 4) thistle

22. A British politician known chiefly for his leadership of the United Kingdom during World War II is _____ .

- 1) Franklin Delano Roosevelt
- 2) Sir Winston Leonard Spencer-Churchill
- 3) James Gordon Brown
- 4) Clement Richard Attlee

Прочитайте текст и выполните задания:

Renewable energy

1. Renewable energy is energy generated from natural resources. In its various forms, it derives directly from the sun, wind, rain, tides, and geothermal heat. Renewable energy is derived from natural processes that are replenished constantly. Each of these sources has unique characteristics which influence how and where they are used.

2. The majority of renewable energy technologies are powered by the sun. The Earth-Atmosphere system is in equilibrium so that heat radiation into space is equal to incoming solar radiation, the resulting level of energy within the Earth-Atmosphere system can roughly be described as the Earth's «climate».

3. The hydrosphere absorbs a major fraction of the incoming radiation. Most radiation is absorbed at low latitudes around the equator, but this energy is dissipated around the globe in the form of winds and ocean currents. Wave motion may play a role in the process of transferring mechanical energy between the atmosphere and the ocean through wind stress. Solar energy is also responsible for the distribution of precipitation which is tapped by hydroelectric projects, and for the growth of plants used to create biofuels.

4. While most renewable energy projects and production is large-scale, renewable technologies are also suited to small off-grid applications, sometimes in rural and remote areas, where energy is often crucial in human development. Some renewable energy technologies are criticized for being intermittent or unsightly, yet the renewable energy market continues to grow. Climate change concerns, coupled with high oil prices, peak oil, and increasing government

support, are driving increasing renewable energy legislation, incentives and commercialization.

(Encyclopedia Wikipedia)

23. Определите, какое утверждение соответствует содержанию текста:

- 1) Sources of renewable energy have much in common.
- 2) All renewable energy is generated by the Sun.
- 3) The Earth «climate» constitutes the resulting level of energy solar radiation.
- 4) Some renewable energy technologies being criticized, the renewable energy market is increasing.

24. Определите, какое утверждение не соответствует содержанию текста:

- 1) Every source of renewable energy has its designation.
- 2) Independently of location, renewable energy projects and production are practicable.
- 3) Natural processes are the sources of renewable energy.
- 4) Renewable energy needs to be constantly replenished.

25. Выберите правильный вариант ответа:

What power do most renewable energy technologies use?

- 1) The hydrosphere absorbs a major fraction of the incoming radiation.
- 2) People put into practice most renewable energy projects and production.
- 3) The sun is power for most renewable energy technologies.
- 4) Natural processes provide all renewable energy.

26. Укажите, в какой части текста (1, 2, 3, 4) содержится ответ на вопрос:

Why is renewable energy valuable?

- 1) 3
- 2) 4
- 3) 2
- 4) 1

27. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая идея:

Renewable energy sources are interrelated.

- 1) 3
- 2) 4
- 3) 2

4) 1

28. Определите основную идею текста:

- 1) The Earth climate is affected by the incoming solar radiation.
- 2) The renewable energy technologies hamper people from living anywhere they want.
- 3) Renewable energy is the kind of energy which is naturally replenished.
- 4) Renewable energy is vitally important for people.

29. Расположите части делового письма в правильном порядке:

- 1) Dear Mr. Lyons,
- 2) December 16, 2009
- 3) John Bonds
Marketing Manager
- 4) Charles Lyons
General Television Services
1201 East Grand Avenue
Chicago, Illinois 60611
- 5) Thank you for your inquiry about our telephone answering machines and voice mail systems. I am enclosing brochures on our products. A sales representative will be in London next week. We will call you to schedule an appointment.
- 6) Sincerely yours,
- 7) The British Engineering Co.
12 City New Road
London, E.C.I.

30. Перед вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

(1) Horizons Books, Ins.

(2) 24 Harrios road Cleveland, Ohio 36879

(3) USA

(4) Victor Sharp, Personnel
Manager

Earnst & Young

(5) 23 Reahelle Avenue Dallas,
Texas

(6) 14336 USA

- 1) the addressee's house number
- 2) the addressee
- 3) the house number in the return address
- 4) the sender
- 5) the ZIP Code in the mailing address
- 6) the country the letter comes from

31. Определите, к какому виду делового документа относится представленный ниже отрывок:

With reference to your advertisement in yesterday's «New York Times», could you please send me a copy of your latest catalogue. I would also like to know if it is possible to make purchases online.

- 1) Cover Letter
- 2) Advertising letter
- 3) Resume
- 4) Inquiry Letter

32. Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To : (1) _____ Sales Dept
(2) _____: Dolly Dean, Production Manager
Date : 31 March
Subject : (3) _____

I'm fed up with Bowers. He doesn't care about his job. He doesn't get along with the other people in the office. I can't count on him to be on time – or even to work at all.

The point of all this is that the Personnel Department can start interviewing people, because there's going to be a job opening in the Sales Department very soon.

(4)_____

- 1) Anita Wheeler
- 2) Jack Bowers
- 3) Dolly
- 4) From

ТЕСТ 2

АВТОМАТИЗАЦИЯ

Выберите правильный вариант ответа:

1. The _____ is one of the ways in which Oxford and Cambridge differ from all the other English universities.

- 1) higher education
- 2) comprehensive school system
- 3) under-graduate
- 4) tutorial system

2. We've got a meeting in 10 minutes. Do I have to _____? — Yes, you do.

- 1) attend
- 2) attain
- 3) atone
- 4) attract

3. Mr Morgan asked the student to _____ the unit of resistance more accurately.

- 1) measure
- 2) respond
- 3) control
- 4) define

4. An effective method for solving a problem using a finite sequence of instructions is called _____ .

- 1) algorithm
- 2) calculation
- 3) identification
- 4) measurement

5. Donald is so _____ in the kitchen. I think he should be a professional chef.

- 1) creation
- 2) creator
- 3) creatively
- 4) creative

6. Mr and Mrs Cooper and a friend of _____ are coming to see us.

- 1) theirs
- 2) ours
- 3) their

4) them

7. The younger you are, _____ it is to learn.

- 1) more difficult
- 2) easier
- 3) more easier
- 4) the easier

8. The rent is 50 dollars _____ week.

- 1) a
- 2) an
- 3) the
- 4) –

9. If you run _____ two hares, you will catch neither.

- 1) for
- 2) after
- 3) behind
- 4) from

10. Always keep your goals in mind _____ you start a new activity.

- 1) although
- 2) as long as
- 3) while
- 4) as

11. If he _____ for London by train, he will get there on Wednesday.

- 1) will leave
- 2) leave
- 3) left
- 4) leaves

12. Little children like books with large print. They _____ read them more easily.

- 1) may
- 2) should
- 3) must
- 4) can

13. My English isn't very good but it's enough to ...

- 1) get along.
- 2) get on.
- 3) get ahead.

4) get by.

14. He is known _____ much attention to his work.

- 1) to pay
- 2) having paid
- 3) paid
- 4) paying

Выберите реплику, наиболее соответствующую ситуации общения:

15. Student: «Shall I read the text again for the next time?»

Teacher: «_____».

- 1) You seem to know better.
- 2) It's out of the question.
- 3) Nothing of the kind.
- 4) Yes, of course.

16. A: «Hello. Could I speak to Ann Jones, please?»

B: «_____».

- 1) I don't know where she is.
- 2) She's on another line.
- 3) I'm afraid she's away from her desk right now.
- 4) She isn't here.

17. Friend: «_____».

You: «OK, see you».

- 1) Can I talk to you?
- 2) I'm afraid I must be going now. Good-bye.
- 3) Would you excuse me, please? It's time I was going off. Good-bye.
- 4) Well, I must be off now. Bye.

18. Clerk: «_____».

Customer: «I'd like to book two roundtrip tickets to Boston».

- 1) Have a nice trip!
- 2) What do you want?
- 3) What's the problem?
- 4) May I help you?

Выберите правильный вариант ответа:

19. The floral symbol of Canada is the _____ .

- 1) trefoil
- 2) thistle
- 3) rose

4) maple leaf

20. A British politician known chiefly for his leadership of the United Kingdom during World War II is _____ .

- 1) Franklin Delano Roosevelt
- 2) Sir Winston Leonard Spencer-Churchill
- 3) Clement Richard Attlee
- 4) James Gordon Brown

21. The term of the _____ has a maximum duration of five years.

- 1) Parliament of Australia
- 2) Parliament of New Zealand
- 3) British Parliament
- 4) United States Congress

22. Wall Street, the symbol of the US financial power, is located in _____ .

- 1) Los Angeles
- 2) Chicago
- 3) New York
- 4) Washington

23. Расположите части делового письма в правильном порядке.

- 1) 17 May 2009
- 2) Mr R. Morrison
P. Marlow & CO. LTD
21 Bird Street
London E1 6 TM
- 3) 67, Upper Thames Street,
London, EC 4 V 3AH
- 4) Yours sincerely,
- 5) Unfortunately, we have not yet received the computers "OPTIMA 133" which were a part of this order. We would be grateful if you could deliver these as soon as possible or refund our money.
- 6) Dear MR Morrison,
- 7) D. Barker
Manager

Прочитайте текст и выполните задания:

Digital electronics

1. Computers understand only two numbers, 0 and 1, and do all their arithmetic operations in this binary mode. Many electrical and electronic devices have two states: they are either off or on. Because computers have been a major application for integrated circuits from their beginning, digital integrated circuits have become commonplace. It has thus become easy to design electronic systems that use digital language to control their functions and to communicate with other systems.
2. A major advantage in using digital methods is that the accuracy of a stream of digital signals can be verified, and, if necessary, errors can be corrected. An example is the sound from a phonograph record, which always contains some extraneous sound from the surface of the recording groove even when the record is new. Contrast this with the sound from a digital compact disc recording. The disc and the player contain error-correcting features that remove any incorrect pulses (perhaps arising from dust on the disc) from the information as it is read from the disc.
3. As electronic systems become more complex, it is essential that errors produced by noise be removed; otherwise, the systems may malfunction. Many electronic systems are required to operate in electrically noisy environments, such as in an automobile. The only practical way to assure immunity from noise is to make such a system operate digitally.
4. Any electrical system generates some noise, and all electronic systems are to some degree susceptible to disturbance from noise. The noise may be conducted along wires connected to the system, or it may be radiated through the air. Care is necessary in the design of systems to limit the amount of noise that is generated and to shield the system properly to protect it from external noise sources.

(Encyclopedia Britannica)

24. Определите, какое утверждение соответствует содержанию текста:

- 1) The generated noise is the only reason for digital electronic systems malfunctioning.
- 2) Reading the disc error-correcting features can improve the quality of recording.
- 3) Many electronic systems are adjusted to immunity from noise operating in cars.
- 4) The capacity of controlling the accuracy of digital signals makes digital methods very advantageous.

25. Определите, какое утверждение не соответствует содержанию текста:

- 1) An electronic system is susceptible to the noise generated by electronic systems.
- 2) Integrated circuits are of usual application due to their use in computers.
- 3) To interact electronic systems use their own digital language.
- 4) Digital electronic systems stand noise.

Выберите ответ на вопрос:

26. What protects electronic systems from malfunctioning?

- 1) The opportunity of removal of any incorrect pulses while reading the disc.
- 2) The proper design can protect electronic system from internal and external noise sources.
- 3) The use of digital language makes it possible to control the functioning of electronic system.
- 4) Digital integrated circuits facilitate the designing of electronic systems.

27. Укажите, в какой части текста (1, 2, 3, 4) содержится ответ на вопрос:

Why is it necessary to delete any errors caused by noise?

- 1) 4
- 2) 3
- 3) 1
- 4) 2

28. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая идея:

The use of digital compact disc is more advantageous for the purity of sound.

- 1) 3
- 2) 1
- 3) 2
- 4) 4

29. Определите основную идею текста:

- 1) The design of digital electronic system is significant for controlling the amount of noise.

- 2) Digital electronic systems can control their functions and communicate with other systems.
- 3) Digital methods promote the capacity of electronic systems.
- 4) Noise is one of the main reasons of electronic systems malfunctioning.

ТЕСТ 3

ТЕПЛОЭНЕРГЕТИКА

Выберите правильный вариант ответа:

1. The President's Election _____ soon.

- 1) will be held
- 2) held
- 3) will hold
- 4) will held

2. All our _____ receive four weeks paid holiday per year.

- 1) employers
- 2) unemployed
- 3) employees
- 4) employment

3. When Liz got paid she bought _____ some new clothes.

- 1) hers
- 2) her
- 3) herself
- 4) she

4. I liked _____ essay you had brought the other day very much.

- 1) a
- 2) -
- 3) an
- 4) the

5. I'd like to _____ you to Pete, our sales manager.

- 1) meet
- 2) assist
- 3) visit
- 4) introduce

6. The basic function of a computer is to _____ information.

- 1) carry out
- 2) process
- 3) store
- 4) feed

7. I gave him the magazine _____ he might study the subject at home.

- 1) because
- 2) so that
- 3) after
- 4) though

8. A material that allows electricity to pass through is called _____ .

- 1) liquid
- 2) conductivity
- 3) isolator
- 4) conductor

9. Our daughter is good _____ foreign languages.

- 1) with
- 2) for
- 3) in
- 4) at

10. This is _____ coffee I've ever tasted.

- 1) better
- 2) the best
- 3) good

11. Although each school in England decides its own _____, they must include certain compulsory subjects.

- 1) education
- 2) curriculum
- 3) academic training
- 4) program

12. While _____ this article he came across many difficulties.

- 1) translating
- 2) having translated
- 3) being translating
- 4) to be translating

13. At last he decided to _____ smoking.

- 1) give away
- 2) give in
- 3) give off
- 4) give up

14. John _____ take a taxi because he was late.

- 1) could

- 2) had to
- 3) was to
- 4) was able to

Выберите реплику, наиболее соответствующую ситуации общения:

15. Boris: «Hi, Kate. How's life?»

Kate: «_____».

- 1) Thanks, nice to see you.
- 2) How do you do?
- 3) Very well, thank you. What about you?
- 4) Fine, thanks. And you?

16. A: «Hello. Could I speak to Ann Jones, please?»

B: «_____».

- 1) She isn't here.
- 2) She's on another line.
- 3) I'm afraid she's away from her desk right now.
- 4) I don't know where she is.

17. Mary: «Shall I read the text again for the next time?»

Teacher: «_____».

- 1) It's out of the question.
- 2) Yes, of course.
- 3) Nothing of the kind.
- 4) You seem to know better.

18. Boris: «Give me 100 first class stamps, please».

Clerk: «_____».

- 1) Here you are. That will be 25 dollars.
- 2) Take them. Anything else?
- 3) With pleasure. 25 dollars.
- 4) Can I help you?

Дополните:

19. The term of the _____ has a maximum duration of five years.

20. Wall Street, the symbol of the US financial power, is located in _____ .

Выберите правильный вариант ответа:

21. Gilles Vigneault's words «My country isn't a country, it's winter» are about _____ .

- 1) Norway
- 2) Iceland
- 3) Canada
- 4) America

22. An English writer, poet, philologist, and university professor, best known as the author of the classic fantasy works *The Hobbit*, *The Lord of the Rings* and *The Silmarillion* is _____ .

- 1) Geoffrey Chaucer
- 2) Walter Scott
- 3) Charles John Huffam Dickens
- 4) John Ronald Reuel Tolkien

23. Расположите части делового письма в правильном порядке:

- 1) Sincerely yours,
- 2) December 16, 2009
- 3) The British Engineering Co.
12 City New Road
London, E.C.1.
- 4) Dear Mr. Lyons,
- 5) John Bonds
Marketing Manager
- 6) Charles Lyons
General Television Services
1201 East Grand Avenue
Chicago, Illinois 60611
- 7) Thank you for your inquiry about our telephone answering machines and voice mail systems. I am enclosing brochures on our products. A sales representative will be in London next week. We will call you to schedule an appointment.

Прочитайте текст и выполните задания:

Flicker

1. The first requirement to be met in image analysis is that the reproduced picture shall not flicker, since flicker induces severe visual fatigue. Flicker becomes more evident as the brightness of the picture increases. If flicker is to be unobjectionable at brightness suitable for home viewing during daylight as well as evening hours, the successive illuminations of the picture screen should occur no fewer than 50 times per second. This is approximately twice the rate of picture repetition needed for smooth reproduction of motion. To avoid flicker,

therefore, twice as much channel space is needed as would suffice to depict motion.

2. The same disparity occurs in motion picture practice, in which satisfactory performance with respect to flicker requires twice as much film as is necessary for smooth simulation of motion. A way around this difficulty has been found, in motion pictures as well as in television, by projecting each picture twice. In motion pictures, the projector interposes a shutter briefly between film and lens while a single frame of the film is being projected.

3. In television, each image is analyzed and synthesized in two sets of spaced lines, one of which fits successively within the spaces of the other. Thus the picture area is illuminated twice during each complete picture transmission, although each line in the image is present only once during that time. This technique is feasible because the eye is comparatively insensitive to flicker when the variation of light is confined to a small part of the field of view.

4. It is thus possible to avoid flicker and simulate rapid motion by a picture rate of about 25 per second, with two screen illuminations per picture. The precise value of the picture-repetition rate used in a given region has been chosen by reference to the electric power frequency that predominates in the region.

(Encyclopedia Britannica)

24. Определите, какое утверждение соответствует содержанию текста:

- 1) Flicker influences satisfactory performance in motion picture practice as well as in television.
- 2) Flicker doesn't affect image perception.
- 3) Human vision is completely insensitive to flicker.
- 4) The exact value of the picture reiteration rate depends on the reproduction place.

25. Определите, какое утверждение не соответствует содержанию текста:

- 1) Flicker depends on the brightness level.
- 2) Illumination doesn't influence rapid motion reproduction at a picture rate of about 25 per second.
- 3) At a picture rate of 50 times per second twice as much channel space is needed to avoid flicker.
- 4) Projecting each picture twice promotes smooth picture reproduction.

26. Выберите ответ на вопрос:

Why is it required to avoid flicker?

- 1) Flicker fatigues vision very much.
- 2) On account of flicker twice as much film is required.

- 3) Flicker reduces brightness.
- 4) Because of flicker twice as much channel space is needed.

27. Укажите, в какой части текста (1, 2, 3, 4) содержится ответ на вопрос:

What is the way of avoiding flicker?

- 1) 4
- 2) 3
- 3) 2
- 4) 1

28. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая идея:

Flicker can do much harm to human health.

- 1) 3
- 2) 4
- 3) 2
- 4) 1

29. Определите основную идею текста:

- 1) Projecting each picture twice is the way of avoiding flicker.
- 2) Flicker affects human vision.
- 3) It is possible to avoid flicker.
- 4) Avoiding flicker is feasible under certain circumstances.

ТЕСТ 4

НАНОЭЛЕКТРОНИКА

Выберите правильный вариант ответа:

1. Many parents complain of their children's _____, but probably they were the same.

- 1) disobedience
- 2) obedient
- 3) obedience
- 4) obey

2. It's pretty hard to _____ against big, established companies.

- 1) compete
- 2) compute
- 3) competition
- 4) complete

3. «Are they good friends?»

«No, they don't like ...».

- 1) each other
- 2) themselves
- 3) they
- 4) them

4. A volume of space that is essentially empty of matter is called _____ .

- 1) vacuum
- 2) container
- 3) amount
- 4) capacity

5. The right to get _____ has been described as a basic human right.

- 1) general knowledge
- 2) graduate courses
- 3) compulsory education
- 4) education

6. The teacher asked the student to _____ the unit of resistance more accurately.

- 1) define
- 2) amplify
- 3) respond

4) control

7. This is _____ coffee I've ever tasted.

1) the best

2) good

3) better

8. The rent is 50 dollars _____ week.

1) a

2) the

3) –

4) an

9. Our daughter is good _____ foreign languages.

1) for

2) in

3) at

4) with

10. Always keep your goals in mind _____ you start a new activity.

1) as long as

2) as

3) while

4) although

11. If he _____ for London by train, he will get there on Wednesday.

1) leave

2) left

3) will leave

4) leaves

12. He is known _____ much attention to his work.

1) having paid

2) paying

3) to pay

4) paid

13. At last he decided to _____ smoking.

1) give up

2) give away

3) give off

14. Little children like books with large print. They _____ read them more easily.

1) can

- 2) have to
- 3) must
- 4) should

Выберите реплику, наиболее соответствующую ситуации общения:

15. Sister: «I'm going to the party».

Brother: «_____»

- 1) Have fun!
- 2) Have a good journey!
- 3) All the best!
- 4) I wish you every happiness!

16. Mr Hill: «Good morning, I have an appointment with Mr James».

Receptionist: «_____».

- 1) Good morning. I'm happy to see you. How are you?
- 2) Please take a sit for a moment, sir. I'll tell Mr James you are here
- 3) Good morning. What can I do for you?
- 4) Mr Jones is in conference just now. He'll be free soon.

17. Student: «Could you help me?»

Librarian: «_____?»

- 1) I'd be glad to. What is it?
- 2) Wait a little. Can you come later?
- 3) What?
- 4) Oh, I haven't seen you for ages! Would you remind me of your last visit here?

18. Boris: «Give me 100 first class stamps, please».

Clerk: «_____».

- 1) Take them. Anything else?
- 2) Here you are. That will be 25 dollars
- 3) With pleasure. 25 dollars
- 4) Can I help you?

Выберите правильный вариант ответа:

19. An English writer, poet, philologist, and university professor, best known as the author of the classic fantasy works *The Hobbit*, *The Lord of the Rings* and *The Silmarillion* is _____ .

- 1) Walter Scott
- 2) John Ronald Reuel Tolkien
- 3) Geoffrey Chaucer
- 4) Charles John Huffam Dickens

20. The biggest state of the USA is _____ .

- 1) Texas
- 2) Alaska
- 3) California
- 4) Hawaii

21. The Canadian national currency is the _____ .

- 1) Canadian dollar
- 2) Euro
- 3) American dollar
- 4) Canadian pound

22. The national holiday which takes place each year on the official birthday of Queen Elizabeth II marked by a military parade and march-past is called

- _____ .
- 1) St. George's Day
 - 2) St. Patrick's Day
 - 3) Trooping of the Colour
 - 4) Remembrance Day

Прочитайте текст и выполните задания:

Nanotechnology

1. Nanotechnology is the study of the controlling of matter on an atomic and molecular scale. Generally nanotechnology deals with structures of the size 100 nanometers or smaller in at least one dimension, and involves developing materials or devices within that size. Nanotechnology is very diverse, ranging from extensions of conventional device physics to completely new approaches based upon molecular self-assembly, from developing new materials with dimensions on the nanoscale to investigating whether we can directly control matter on the atomic scale.

2. Molecular nanotechnology describes engineered nanosystems operating on the molecular scale. Molecular nanotechnology is especially associated with the molecular assembler, a machine that can produce a desired structure or device atom-by-atom using the principles of mechanosynthesis.

3. In general it is very difficult to assemble devices on the atomic scale, as all one has to position atoms are other atoms of comparable size and stickiness. Another view, put forth by Carlo Montemagno, is that future nanosystems will be hybrids of silicon technology and biological molecular machines. Yet another view, put forward by the late Richard Smalley, is that mechanosynthesis is impossible due to the difficulties in mechanically manipulating individual

molecules.

4. There has been much debate on the future implications of nanotechnology. Nanotechnology has the potential to create many new materials and devices with a vast range of applications, such as in medicine, electronics and energy production.

On the other hand, nanotechnology raises many of the same issues as with any introduction of new technology, including concerns about the toxicity and environmental impact of nanomaterials, and their potential effects on global economics, as well as speculation about various doomsday scenarios. (Encyclopedia Wikipedia)

23. Определите, какое утверждение соответствует содержанию текста:

- 1) The future implications of nanotechnologies are uncertain.
- 2) Nanotechnology deals with theoretical study of particles on an atomic and molecular scale.
- 3) People are sure of the effectiveness of nanotechnology.
- 4) The future nanosystems will be hybrids of silicon technology and biological molecular machines.

24. Определите, какое утверждение не соответствует содержанию текста:

- 1) Molecular nanotechnology is based on the principle of mechanosynthesis.
- 2) Nanotechnology has the possibility of designing new materials to be applied in different fields.
- 3) Nanotechnology studies not only structures of the size 100 nanometers or smaller.
- 4) Nanotechnology researches how to control matter on an atomic and molecular scale.

25. Укажите, в какой части текста (1, 2, 3, 4) содержится ответ на вопрос:

How is it possible to produce a desired structure or device on an atomic scale?

- 1) 2
- 2) 3
- 3) 1
- 4) 4

26. Выберите ответ на вопрос:

What problem do scientists dealing with molecular nanotechnology face?

- 1) Nanotechnology has no definite future.

- 2) It is very difficult to assemble devices on the atomic scale.
- 3) Nanotechnology deals with developing new materials with dimensions on the nanoscale.
- 4) Some people consider it's impossible to mechanically manipulate individual molecules.

27. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая идея:

Nanotechnology studies the possibility of monitoring matter on the atomic scale.

- 1) 1
- 2) 3
- 3) 4
- 4) 2

28. Определите основную идею текста:

- 1) Nanotechnology is a very diverse study.
- 2) Now it is possible to produce a desired structure or device on an atomic scale.
- 3) Nanotechnology challenges many problems because it is quite a new study.
- 4) Nanotechnology has doubtful future implications.

29. Расположите части делового письма в правильном порядке:

- 1) Yours truly,
- 2) City College
14 Mountain View, WA 99999
- 3) Ms. R. J. Smith
Blackstone Book Agency
Sixth and Riverside Avenue
Olympia, WA 99999
- 4) September 15, 1998
- 5) Would you please send me a copy of World Wide Dictionary, unabridged second edition, 1982? I am enclosing a money order for \$37.50 to cover cost and handling. If this amount is not correct, please let me know.
- 6) Dear Ms. Smith:
- 7) Josephine Black
Principal

30. Перед вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

- 1) Horizons Books, Inc.

2) 24 Harrison Road
Cleveland, Ohio 36879
3) USA

4) Victor Sharp, Personnel Manager
Earnst&Young
5) 23 Rachelle Avenue
Dallas, Texas
(6)14336 USA

- a) the house number in the return address
- b) the addressee
- c) the addressee's house number
- d) the sender
- e) the country the letter comes from
- f) the ZIP Code in the mailing address

31. Определите, к какому виду делового документа относится представленный ниже отрывок:

With reference to your advertisement in yesterday's «New York Times», could you please send me a copy of your latest catalogue. I would also like to know if it is possible to make purchases online .

- 1. Cover Letter
- 2. Advertising letter
- 3. Resume
- 4. Inquiry Letter

32. Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To : (1) Katherine Chu, _____
From : (2) _____, Sales
Subject : (3) _____
(4) _____: 24 November 2009

I am writing to inform you of my intention to resign from G&S Holdings. I would like to leave, if possible, in a month's time on Saturday, 26 December. This will allow me to complete my current workload. I hope that this suggested arrangement is acceptable to the company.
Once again, thank you for your support.
Stephen Yu

- 1. Stephen Yu

2. Date
3. Notification of My Resignation
4. Regional Manager

ТЕСТ 5

ЭКОНОМИКА

Выберите правильный вариант ответа:

1. The _____ is one of the ways in which Oxford and Cambridge differ from all the other English universities.

- 1) under-graduate
- 2) tutorial system
- 3) comprehensive school system
- 4) higher education

2. I'd like to _____ you to Lisa, our sales manager.

- 1) meet
- 2) assist
- 3) visit
- 4) introduce

3. The mass of a body is defined as the _____ of matter it contains.

- 1) condition
- 2) quality
- 3) measurement
- 4) quantity

4. A material that allows electricity to pass through is called _____ .

- 1) liquid
- 2) conductor
- 3) conductivity
- 4) isolator

5. Many parents complain of their children's _____, but probably they were the same.

- 1) disobedience
- 2) obey
- 3) obedience
- 4) obedient

6. «Are they good friends?» «No, they don't like _____».

- 1) themselves
- 2) each other
- 3) them
- 4) they

7. I am afraid the problem is _____ than it seems.

- 1) the most complicated
- 2) much complicated
- 3) much more complicated
- 4) more less complicating

8. The rent is 50 dollars _____ week.

- 1) an
- 2) the
- 3) a
- 4) -

9. Our daughter is good _____ foreign languages.

- 1) in
- 2) for
- 3) at
- 4) with

10. Always keep your goals in mind _____ you start a new activity.

- 1) as long as
- 2) as
- 3) although
- 4) while

11. If he _____ for London by train, he will get there on Wednesday.

- 1) leave
- 2) leaves
- 3) will leave
- 4) left

12. He has succeeded in _____ a new job.

- 1) to have been found
- 2) to find
- 3) found
- 4) finding

13. My English isn't very good but it's enough to _____ .

- 1) get along
- 2) get ahead
- 3) get on
- 4) get by

14. Little children like books with large print. They _____ read them more easily.

- 1) should
- 2) must
- 3) have to
- 4) can

Выберите реплику, наиболее соответствующую ситуации общения:

15. Susan: «Hi, Mary. How's life?»

Mary: «_____»

- 1) Thanks, nice to see you.
- 2) Fine, thanks. And you?
- 3) Very well, thank you. What about you?
- 4) How do you do?

16. A: «Hello. Could I speak to Ann Jones, please?»

B: «_____»

- 1) She isn't here.
- 2) She's on another line.
- 3) I don't know where she is.
- 4) I'm afraid she's away from her desk right now.

17. Teacher: «Give me that book. Will you?»

Student: «_____»

- 1) Just a minute.
- 2) Here you are.
- 3) Very well, then.
- 4) I couldn't say for sure.

18. A: «_____»

B: «Turn right at the corner».

- 1) I say! Tell me how to get to the bus stop.
- 2) How can I get to the bus stop?
- 3) Listen! Can you show me the way to the bus stop?
- 4) Pardon me, sir. Could you tell me how to get to the bus stop?

Выберите правильный вариант ответа:

19. The present British Royal Family's surname is _____ .

- 1) Plantagenet
- 2) Stuart
- 3) Windsor
- 4) Buckingham

20. The biggest state of the USA is _____ .

- 1) Texas
- 2) Hawaii
- 3) California
- 4) Alaska

21. The floral symbol of Canada is the _____ .

- 1) trefoil
- 2) maple leaf
- 3) rose
- 4) thistle

22. A British politician known chiefly for his leadership of the United Kingdom during World War II is _____ .

- 1) Clement Richard Attlee
- 2) Sir Winston Leonard Spencer-Churchill
- 3) James Gordon Brown
- 4) Franklin Delano Roosevelt

Прочитайте текст и выполните задания:

A MIXED ECONOMY

The United States is said to have a mixed economy because privately owned businesses and government both play important roles. Some of the most enduring debates of American economic history focus on the relative roles of the public and private sectors.

The American free enterprise system emphasizes private ownership. Private businesses produce most goods and services, and almost two-thirds of the nation's total economic output goes to individuals for personal use (the remaining one-third is bought by government and business). The consumer role is so great that the nation is sometimes characterized as having a «consumer economy».

This emphasis on private ownership arises, in part, from American beliefs about personal freedom. From the time the nation was created, Americans have feared excessive government power, and they have sought to limit government's authority over individuals — including its role in the economic realm. Americans generally believe that an economy characterized by private ownership is likely to operate more efficiently than one with substantial government ownership.

When economic forces are not regulated, Americans believe supply and demand determine the prices of goods and services. Prices tell businesses what to produce; if people want more of a particular good the price of the good rises. That catches the

attention of new or other companies that, sensing an opportunity to earn profits, start producing more of that good. If people want less of the good, prices fall and less competitive producers either go out of business or start producing different goods. Such a system is called a market economy. A socialist economy is characterized by more government ownership and central planning. Most Americans are convinced that socialist economies are less efficient because government, which relies on tax revenues, is far less likely than private businesses to take note of price signals or to feel the discipline imposed by market forces.

Определите, является ли утверждение:

23. The US Government has always tried to restrict private ownership.

- 1) ИСТИННЫМ
- 2) ЛОЖНЫМ
- 3) В тексте нет информации

24. Socialist economies proved to be ineffective all over the world.

- 1) ИСТИННЫМ
- 2) ЛОЖНЫМ
- 3) В тексте нет информации

25. The role of consumers is extremely important for American economy.

- 1) ИСТИННЫМ
- 2) ЛОЖНЫМ
- 3) В тексте нет информации

26. In the USA most goods and services are produced by privately owned enterprises.

- 1) ИСТИННЫМ
- 2) ЛОЖНЫМ
- 3) В тексте нет информации

27. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

Personal freedom and free enterprise system are inseparable.

- 1) 1
- 2) 3
- 3) 4
- 4) 2

28. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

A socialist economy is not so effective as a market economy.

- 1) 2
- 2) 3
- 3) 4
- 4) 1

29. Определите основную идею текста:

- 1) A socialist economy versus capitalist economy.
- 2) American economic history.
- 3) American system of supply and demand.
- 4) The role of the market in a mixed economy.

30. Расположите части делового письма в правильном порядке:

1) D. Barker
Manager

2) Dear Mr Morrison,

3) Yours sincerely,

4) 17 May 2009

5) 67, Upper Thames Street,
London, EC 4 V 3AH

6) Unfortunately, we have not yet received the computers «OPTIMA 133» which were a part of this order. We would be grateful if you could deliver these as soon as possible or refund our money.

7) Mr Morrison
P. Marlow & CO. LTD
21 Bird Street
London E1 6 TM

ТЕСТ 6

КИБЕРНЕТИКА

Выберите правильный вариант ответа:

1. A British university year is divided into three _____.

- 1) conferences
- 2) sessions
- 3) terms
- 4) periods

2. A _____ is a formal written agreement, drawn up between two sides.

- 1) invoice
- 2) registration
- 3) contract
- 4) declaration

3. Security software programs are used to restrict _____ to a computer or server.

- 1) contact
- 2) power
- 3) access
- 4) control

4. _____ is a unit of related information that a computer can access by a unique name.

- 1) Memory
- 2) Search
- 3) File
- 4) Program

5. The article deals with the problem of our country's economic _____.

- 1) politics
- 2) politician
- 3) policy
- 4) political

6. It is not my book, it is _____.

- 1) them
- 2) themselves
- 3) theirs
- 4) their

7. I have _____ job in the world.

- 1) the best
- 2) better
- 3) a good

8. He knows _____ history of French Revolution well.

- 1) the
- 2) an
- 3) -
- 4) a

9. I had a great time _____ my working holiday.

- 1) to
- 2) by
- 3) on
- 4) -

10. She went to work _____ she had a cold.

- 1) or
- 2) for
- 3) as
- 4) although

11.- You _____ hard today.

- Yes, I've got a lot to do.

- 1) works
- 2) has worked
- 3) are working
- 4) work

12. _____ all his money, Martin asked for a loan.

- 1) Spent
- 2) To have spent
- 3) Having spent
- 4) To spend

13. Dear Tom, Marry and me would like to _____ you _____ your birthday.

- 1) congratulate ... in
- 2) congratulate ... from
- 3) congratulate ... to
- 4) congratulate ... on

14. John _____ take a taxi because he was late.

- 1) had to

- 2) did not have to
- 3) could
- 4) was to

Выберите реплику, наиболее соответствующую ситуации общения:

15. Your friend: «Would you like to come to our house on Sunday?»

You: «_____»

- 1) Will you repeat it, please?
- 2) No, I wouldn't.
- 3) Thanks. I'd love to. That's great.
- 4) Really?

16. Woman: «I'm Laura Miles from London office. How do you do!»

Man: «_____»

- 1) Hello, everybody!
- 2) What do you want?
- 3) Pleased to meet you, Ms Miles.
- 4) Hi, Laura!

17. Student: «Have you had time to mark my composition?»

Teacher: «_____»

- 1) Oh, dear, you look awful, what's the matter with you?
- 2) Yes, and I do hope you don't mind my saying this but you've made one or two tiny mistakes.
- 3) Yes, it was quite good, and I've underlined the mistakes you've made.
- 4) Yes, I have.

18. Colleague: «Can you lend me some money?»

Peter: «_____»

- 1) Nobody likes to lend money.
- 2) Sorry, but I'm short of money at the moment.
- 3) You see, money is not everything.
- 4) Yes, do, please.

Выберите правильный вариант ответа:

19. _____ is a very large Gothic church in central London. It is the traditional place of coronation and burial site for English monarchs.

- 1) Southwark Cathedral
- 2) Westminster Cathedral
- 3) Westminster Abbey
- 4) Buckingham Palace

20. The USA consists of 50 _____.

- 1) states
- 2) counties
- 3) republics
- 4) districts

21. The Great Lakes are situated between Canada and _____.

- 1) Cuba
- 2) the USA
- 3) Great Britain
- 4) Mexico

22. The Scottish man who lived most of his life in the USA, _____, invented the telephone.

- 1) Benjamin Franklin
- 2) Christopher O'Donnell
- 3) James Dean
- 4) Alexander Bell

23. Расположите части делового письма в правильном порядке:

1) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special

offer as soon as we have your exact requirements.

2) George Finchley & Sons, 68 Bond Street, London

4 October 2003

3) Yours faithfully,

Sally Blinton

Sales Manager

4) Dear Sirs,

5) Messrs Dickson & King, 9 Newgate Street, London

24. Перед вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

(1) Lancashire Enterprises plc.

(2) 17 Ribblesdale Place – Winkley Square

(3) Preston PRI 3NA

(4) Seaboard Industries plc

(5) Grand Avenue HOVE
(6) BN3 2LS

- a) the ZIP Code in the mailing address
- b) the house number in the return address
- c) the town the letter comes from
- d) the street name in the mailing address
- e) the addressee
- f) the sender's name

25. Определите, к какому виду делового документа относится представленный ниже отрывок:

.....
The goods will be considered as delivered by the Sellers and accepted by the Buyers:

1) as regards the gross weight and the number of cases in accordance with the weight and the number of cases stated in an airway bill.

2) as regards the net weight and the quality – in accordance with the Seller's Specification. The date of an airway bill is to be considered as the date of delivery.

.....

- 1) Memo
- 2) Contract
- 3) CV
- 4) Letter of application

26. Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

(1) _____ : Purchasing & Sales Supervisor
From : (2) _____
(3) _____ : Drinks and Beverages Co
Date : 1 Feb

Drinks and Beverages Co recently delivered our (4) _____. Unfortunately, we ordered 75 kilos of tea and 60 kilos of coffee powder and they only sent us the tea.

Please write and ask them to deliver the coffee powder as soon as possible.

- a) order No.378
- b) Manager
- c) To
- d) Subject

Прочитайте текст и выполните задания:

WHAT IS VOIP?

1. Voice Over Internet Protocol (VOIP) is a new technology that uses broadband Internet and network lines to transmit real-time voice information. This technology has the potential for completely changing the way phone calls are made and making phone companies a thing of the past.

2. To make a phone call on the Internet, several things must happen. On the sending side, analog voice signals are digitized, compressed, divided into packets and transmitted over network lines. On the receiving end, the signals are recombined, uncompressed and converted back into audio. Because the voice signals are digital, they can be transmitted just like any other data packets on a network. VOIP can be relatively inexpensive to implement, although costs rise as the complexity of the system increases.

3. There are currently several problems with this technology. If the computer or network lines fail, then telephone service is interrupted. Though the stability of computer hardware, operating systems and network infrastructure has improved significantly in the last decade, crashes still occur. The «up» time of these systems is still significantly less than with traditional phone systems - which often continue to function even during power outages. Another issue is that tracking the origin of a call is difficult because the signals are transmitted over the Internet. This is especially important to emergency responders to 911 calls. Caller ID service may not function either.

4. Additionally, devices that make calls using phone lines, such as fax machines, cable TV boxes, etc. may not function properly. Law enforcement officials may have difficulty wiretapping phone lines that use VOIP technology. Finally, the quality of VOIP service is lower than that of a traditional phone system. Since the information is transmitted over network lines, VOIP phone calls may break up, hesitate, or cause words to be dropped. All of these issues are being addressed and their significance should be eliminated over time.

Определите, является ли утверждение:

27. With VOIP technology it is easier to track the origin of a call.

- 1) в тексте нет информации

- 2) ложным
- 3) истинным

28. VOIP technology is a possible threat for telephone companies.

- 1) ложным
- 2) в тексте нет информации
- 3) истинным

29. VOIP is not a very expensive technology to implement.

- 1) ложным
- 2) истинным
- 3) в тексте нет информации

30. VOIP technology is especially popular among young people.

- 1) в тексте нет информации
- 2) ложным
- 3) истинным

31. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

The stability of a VOIP call is one of the problems this technology faces.

- 1) 2
- 2) 1
- 3) 3
- 4) 4

32. With VOIP technology voice signals are transmitted as data packets.

- 1) 4
- 2) 1
- 3) 2
- 4) 3

33. Ответьте на вопрос:

What are the problems with VOIP technology?

- 1) To use VOIP the broadband Internet and network lines are needed.
- 2) Voice signals are digitized to be transmitted over the Internet Protocol.
- 3) It is unstable and makes tracking the origin of a call very complicated.
- 4) It is extremely expensive and less stable than traditional phone calls.

34. Определите основную идею текста:

- 1) VOIP is not a very effective technology.

- 2) VOIP is rather inexpensive to implement.
- 3) VOIP is a new and promising technology.
- 4) Phone companies will soon disappear.

ТЕСТ 7

ТЕПЛОТЕХНИКА

Выберите правильный вариант ответа:

1. A British university year is divided into _____ terms.

- 1) five
- 2) two
- 3) three
- 4) four

2. _____ is a measuring instrument in which the echo of a pulse of microwave radiation is used to detect and locate distant objects.

- 1) Radar
- 2) Sonar
- 3) Aerial
- 4) Sensor

3. The transistor is an arrangement of _____ materials that share common physical boundaries.

- 1) nonconductor
- 2) semiconductor
- 3) conductor
- 4) electronic

4. A _____ is a formal written agreement, drawn up between two sides.

- 1) invoice
- 2) registration
- 3) contract
- 4) declaration

5. I had a great time _____ my working holiday.

- 1) on
- 2) by
- 3) to
- 4) -

6. _____ all his money, Martin asked for a loan.

- 1) Spent
- 2) To have spent
- 3) Having spent

4) To spend

7. I have _____ job in the world.

- 1) bad
- 2) worse
- 3) the worst

8. He knows _____ history of Russian Revolution well.

- 1) a
- 2) an
- 3) -
- 4) the

9. The article deals with the problem of our country's economic _____.

- 1) politics
- 2) politician
- 3) policy
- 4) political

10. Dear Steve, Kate and me would like to _____ you _____ your birthday.

- 1) congratulate ... in
- 2) congratulate ... from
- 3) congratulate ... to
- 4) congratulate ... on

11. - You _____ hard today.

- Yes, I've got a lot to do.

- 1) are working
- 2) work
- 3) works
- 4) has worked

12. It is not my book, it is _____.

- 1) her
- 2) hers
- 3) herself

13. She went to theatre _____ she had a cold.

- 1) although
- 2) for
- 3) or
- 4) as

14. Peter _____ take a taxi because he was late.

- 1) was to
- 2) could
- 3) did not have to could
- 4) had to

Выберите реплику, наиболее соответствующую ситуации общения:

15. Colleague: «Can you lend me some money?»

Peter: «_____»

- 1) Nobody likes to lend money.
- 2) Sorry, but I'm short of money at the moment.
- 3) You see, money is not everything.
- 4) Yes, do, please.

16. Lady: «I'm Laura Miles from London office. How do you do!»

Man: «_____»

- 1) Hello, everybody!
- 2) What do you want?
- 3) Pleased to meet you, Ms Miles.
- 4) Hi, Laura!

17. Mary : «Have you had time to mark my composition?»

Teacher: «_____»

- 1) Oh, dear, you look awful, what's the matter with you?
- 2) Yes, and I do hope you don't mind my saying this but you've made one or two tiny mistakes.
- 3) Yes, it was quite good, and I've underlined the mistakes you've made.
- 4) Yes, I have.

18. Your friend: «Would you like to come to our house on Sunday?»

You: «_____»

- 1) Will you repeat it, please?
- 2) No, I wouldn't.
- 3) Thanks. I'd love to. That's great.
- 4) Really?

Выберите правильный вариант ответа:

19. The Scottish man who lived most of his life in the USA, _____, invented the telephone.

- 1) Benjamin Franklin
- 2) Christopher O'Donnell
- 3) James Dean

4) Alexander Bell

20. The USA consists of 50 _____.

- 1) states
- 2) counties
- 3) republics
- 4) districts

21. The Great Lakes are situated between Canada and _____.

- 1) Great Britain
- 2) Mexico
- 3) Cuba
- 4) the USA

22. _____ is a very large Gothic church in central London. It is the traditional place of coronation and burial site for English monarchs.

- 1) Southwark Cathedral
- 2) Westminster Cathedral
- 3) Westminster Abbey
- 4) Buckingham Palace

23. Расположите части делового письма в правильном порядке:

- 1) We thank you for your letter dated the 29 September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.
- 2) George Finchley & Sons, 68 Bond Street, London
- 4 October 2003
- 3) Yours faithfully,

Sally Blinton
Sales Manager

- 4) Dear Sirs,
- 5) Messrs Dickson & King, 9 Newgate Street, London

24. Перед Вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

- (1) Wilson & Sons 38
- (2) Cherry Road Criswill
- (3) Ohio USA

- (4) Supplies Ltd. Box 49
- (5) Oakville, Ontario L6J7KI

(6) Canada

- a) the town name in the mailing address
- b) the state the letter comes from
- c) the street name in the return address
- d) the sender's company name
- e) the addressee's company name
- f) the country the letter is sent to

25. Определите, к какому виду делового документа относится представленный ниже отрывок:

.....

The goods will be considered as delivered by the Sellers and accepted by the Buyers:

1) as regards the gross weight and the number of cases - in accordance with the weight and the number of cases stated in an airway bill.

2) as regards the net weight and the quality – in accordance with the Seller's Specification. The date of an airway bill is to be considered as the date of delivery.

.....

- a) Memo
- b) Contract
- c) CV
- d) Letter of application

26. Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

(1) _____ : Purchasing & Sales Supervisor

From _____ : (2) _____

(3) _____ : Drinks and Beverages Co

Date _____ : 1 Feb

Drinks and Beverages Co recently delivered our (4) _____. Unfortunately, we ordered 75 kilos of tea and 60 kilos of coffee powder and they only sent us the tea.

Please write and ask them to deliver the coffee powder as soon as possible.

- a) order No.378

- b) Manager
- c) To
- d) Subject

Прочитайте текст и выполните задания:

MICROELECTROMECHANICAL SYSTEMS (MEMS)

1. Interest in creating MEMS grew in the 1980s, but it took nearly two decades to establish the design and manufacturing infrastructure needed for their commercial development. One of the first products with a large market was the automobile air-bag controller, which combines inertia sensors to detect a crash and electronic control circuitry to deploy the air bag in response. In the late 1990s a new type of electronic projector was marketed that employed millions of micromirrors, each with its own electronic tilt control, to convert digital signals into images that rival the best traditional television displays.
2. Emerging products include mirror arrays for optical switching in telecommunications, semiconductor chips with integrated mechanical oscillators for radio-frequency applications (such as cellular telephones), and a broad range of biochemical sensors for use in manufacturing, medicine, and security.
3. A technical issue in MEMS fabrication concerns the order in which to build the electronic and mechanical components. High-temperature annealing is needed to relieve stress and warping of the polycrystalline-silicon layers, but it can damage any electronic circuits that have already been added. On the other hand, building the mechanical components first requires protecting these parts while the electronic circuitry is fabricated. Various solutions have been used, including burying the mechanical parts in shallow trenches prior to the electronics fabrication and then uncovering them afterward.
4. Barriers to further commercial penetration of MEMS include their cost compared with the cost of simpler technologies, nonstandardization of design and modeling tools, and the need for more reliable packaging. A current research focus is on exploring properties at nanometre dimensions for devices known as nanoelectromechanical systems (NEMS). These devices, however, become increasingly sensitive to any defects arising from their fabrication.
(<http://www.britannica.com>)

27. Определите, является ли утверждение:

Interest in creating MEMS appeared on in the late 1990s.

- 1) ложным
- 2) в тексте нет информации
- 3) истинным

Определите, является ли утверждение:

28. The order in which the electronic and mechanical components should be built is a technical issue in MEMS fabrication.

- 1) в тексте нет информации
- 2) истинным
- 3) ложным

29. Another early application for MEMS was in inkjet printheads.

- 1) в тексте нет информации
- 2) ложным
- 3) истинным

30. The nanoelectromechanical systems are sensitive to defects arising from their fabrication.

- 1) в тексте нет информации
- 2) истинным
- 3) ложным

31. Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

MEMS can be used to develop products that are useful in many spheres of people's lives.

- 1) 1
- 2) 3
- 3) 2
- 4) 4

32. Even though the interest in creating MEMS grew in 1980s, their commercial use and development started much later.

- 1) 3
- 2) 4
- 3) 2
- 4) 1

33. Выберите ответ на вопрос:

What are the barriers to the further commercial expansion of MEMS?

- 1) The cost of MEMS, nonstandardization of design and modeling tools, and the need for more reliable packaging are the obstacles in the way of the further commercial penetration of MEMS.
- 2) The lack of research and the absence of funding are the main obstacles.

3) The question of order in which to build the electronic and mechanical components and the need for more reliable packaging are the barriers that stop the further commercial penetration of MEMS. 4) The only barrier to the further commercial penetration of MEMS is their high cost.

34. Определите основную идею текста:

- 1) MEMS are very easily produced, but not commercially effective.
- 2) MEMS technologies are useful in many aspects, but there are still some problems in both production and commercial expansion.
- 3) The only problem concerning MEMS is the technical issue of fabrication.
- 4) Humanity cannot survive without MEMS technologies.

ТЕСТ 8
МЕНЕДЖМЕНТ

Выберите правильный вариант ответа:

1. The animals and plants that are commodities in international trade must also be protected through international _____.

- 1) consumers
- 2) agreements
- 3) purchases
- 4) needs

2. He knows _____ history of English Revolution well.

- 1) a
- 2) the
- 3) -
- 4) an

3. A British university year is divided into three _____.

- 1) periods
- 2) sessions
- 3) conferences
- 4) terms

4. _____ is the activity or result of distributing or disposing persons or things properly or methodically.

- 1) Board
- 2) Committee
- 3) Council
- 4) Organization

5. - You _____ hard today.

- Yes, I've got a lot to do.

- 1) has worked
- 2) work
- 3) are working
- 4) works

6. _____ all his money, Martin asked for a loan.

- 1) Spent
- 2) To have spent
- 3) Having spent
- 4) To spend

7. I have _____ job in the world.

- 1) better
- 2) a good
- 3) the best

8. A _____ is a formal written agreement, drawn up between two sides.

- 1) contract
- 2) declaration
- 3) invoice
- 4) registration

9. Mary _____ take a taxi because he was late.

- 1) had to
- 2) did not have to
- 3) ought to
- 4) was to

10. She went to University _____ she had a cold.

- 1) or
- 2) for
- 3) as
- 4) although

11. The article deals with the problem of our country's economic _____.

- 1) political
- 2) policy
- 3) politics
- 4) politician

12. It is not my journal, it is _____.

- 1) his
- 2) him
- 3) himself

13. Dear Tom, Marry and me would like to _____ you _____ your birthday.

- 1) congratulate ... in
- 2) congratulate ... from
- 3) congratulate ... to
- 4) congratulate ... on

14. I had a great time _____ my working holiday.

- 1) to
- 2) by
- 3) on
- 4) -

Выберите реплику, наиболее соответствующую ситуации общения:

15. Your friend: «Would you like to come to our house on Sunday?»

You: «_____»

- 1) Will you repeat it, please?
- 2) No, I wouldn't.
- 3) Thanks. I'd love to. That's great.
- 4) Really?

16. Woman: «I'm Laura Miles from London office. How do you do!»

Man: «_____»

- 1) Hello, everybody!
- 2) What do you want?
- 3) Pleased to meet you, Ms Miles.
- 4) Hi, Laura!

17. Student: «Have you had time to mark my composition?»

Teacher: «_____»

- 1) Oh, dear, you look awful, what's the matter with you?
- 2) Yes, and I do hope you don't mind my saying this but you've made one or two tiny mistakes.
- 3) Yes, it was quite good, and I've underlined the mistakes you've made.
- 4) Yes, I have.

18. Colleague: «Can you lend me some money?»

Peter: «_____»

- 1) Nobody likes to lend money.
- 2) Sorry, but I'm short of money at the moment.
- 3) You see, money is not everything.
- 4) Yes, do, please.

Выберите правильный вариант ответа:

19. The Great Lakes are situated between Canada and _____.

- 1) Cuba
- 2) the USA

- 3) Great Britain
- 4) Mexico

20. The Scottish man who lived most of his life in the USA, _____, invented the telephone.

- 1) Benjamin Franklin
- 2) Christopher O'Donnell
- 3) James Dean
- 4) Alexander Bell

21. _____ is a very large Gothic church in central London. It is the traditional place of coronation and burial site for English monarchs.

- 1) Southwark Cathedral
- 2) Westminster Cathedral
- 3) Westminster Abbey
- 4) Buckingham Palace

22. Great Britain consists of 55 _____.

- 1) states
- 2) counties
- 3) republics
- 4) districts

23. Расположите части делового письма в правильном порядке:

1) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.

2) George Finchley & Sons, 68 Bond Street, London
4 October 2003

3) Yours faithfully,

Sally Blinton
Sales Manager

4) Dear Sirs,

5) Messrs Dickson & King, 9 Newgate Street, London

24. Перед Вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

Mr. Kevin Kennedy

2107 (1) Packer Drive
(2) Amarillo, TX (3) 79108

Mr. and Mrs. George Smith
(4)800 (5) Park Avenue, 3C
New York, (6) New York 10025

- a) Name of the city
- b) ZIP code
- c) Street name in the return address
- d) Name of the state
- e) Street name in the mailing address
- f) Suite number

25. Определите, к какому виду делового документа относится представленный ниже отрывок:

I am seeking a position in your engineering department where I may use my training in computer sciences to solve Taylor's engineering problems. I would like to be a part of the department that developed the Internet Selection System but am unsure whether you have a current opening. If there is a position open at Taylor Inc., please let me know whom I should contact for further information.

- 1) Contract
- 2) CV
- 3) Letter of apology
- 4) Letter of application

26. Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

(1) _____ : Purchasing & Sales Supervisor

From _____ : (2) _____

(3) _____ : Drinks and Beverages Co

Date _____ : 1 Feb

Drinks and Beverages Co recently delivered our (4) _____. Unfortunately, we ordered 75 kilos of tea and 60 kilos of coffee powder and they only sent us the tea.

Please write and ask them to deliver the coffee powder as soon as possible.

- a) order No.378
- b) Manager
- c) To
- d) Subject

Прочитайте текст и выполните задания:

TRAINING AND PROMOTION

1. In all industrialised countries managers are typically recruited from university or postsecondary technical school. It is becoming rare for blue-collar workers without a college or technical school degree to rise beyond the level of first-line supervision into the ranks of higher management. As few graduates fresh out of a university or technical school have the experience necessary to assume broad-based or high-level managerial responsibilities, most organizations invest heavily in systematic management training and development efforts.

2. An initial part of the training involves socialization into the practices, values, and culture of the organization. Another source of training and development lies in the career paths and job rotation policies of the firm. A large multinational firm devised a 10-year management development plan for all its junior managers, assuming that within those 10 years the manager would change jobs at least five times. Each job change was expected to expose the junior manager to a different functional area, such as marketing, finance, technology or product development, and manufacturing and increase the number of people the manager supervised or the level of responsibility. This firm, like an increasing number of others, attempted to include international experience in the career path, especially for those young managers targeted early in their careers as having the potential to rise to the level of senior management.

3. Researchers have shown that managerial career patterns can be predicted quite accurately by the results of these early promotional outcomes. Some have used the analogy of a tournament to describe the process, in which «losing» at any step along the way significantly reduces one's chance of «winning» – that is, getting to the top of an organization or profession. Thus, a failure to get a promotion one expects often is a signal for the manager to look for opportunities in another organization.

«The work careers of managers and workers», Encyclopaedia Britannica Deluxe Edition, 2004 CD-ROM

27. Определите, является ли утверждение:

Higher education is an obligatory condition for promotion.

- 1) истинным
- 2) в тексте нет информации
- 3) ложным

Определите, является ли утверждение:

28. Most firms set up special courses for professional training of their staff.

- 1) в тексте нет информации
- 2) ложным
- 3) истинным

29. There are firms which consider it necessary for their young managers to acquire international experience.

- 1) истинным
- 2) ложным
- 3) в тексте нет информации

30. Only international experience in management can help office workers to get a promotion.

- 1) истинным
- 2) в тексте нет информации
- 3) ложным

Укажите, какой части текста (1, 2, 3, 4) соответствует следующая информация:

31. New functional duties and responsibilities laid upon managers help firms to discover their potentials.

- 1) 2
- 2) 1
- 3) 3

32. Any young manager is supposed to learn all he can about the company he is working for.

- 1) 1
- 2) 2
- 3) 3

33. Ответьте на вопрос:

What are the main sources of professional training and development for young managers?

- 1) Socialization into the practices of the organization and job rotation.
- 2) Post-graduate course.
- 3) University education.
- 4) Working for various international companies.

34. Определите основную идею текста:

- 1) Variety of managerial duties and responsibilities.
- 2) Professional growth of managers and upgrading.

- 3) University education as a precondition for professional career.
- 4) Predictions of managerial career patterns.

BUSINESS CORRESPONDENCE IN ENGLISH

ДЕЛОВАЯ ПЕРЕПИСКА НА АНГЛИЙСКОМ ЯЗЫКЕ

BUSSINESS LECTURE STRUCTURE СТРУКТУРА ДЕЛОВОГО ПИСЬМА

В структуре делового письма различают следующие части:

заголовок, содержащий название и адрес организации, отправляющей письмо, либо только адрес отправителя, являющегося частным лицом; иногда в этой части письма указываются номера телефонов; дата написания письма; название / имя и адрес получателя письма (внутренний адрес); вступительное обращение; текст письма (основная часть); заключительная формула вежливости; подпись.

Пример задания:

Расположите части делового письма в правильном порядке:

(1) Manufacturers Trust Company, 55 Broad Street, New York 27
N.Y. October 15 2005

(2) Messrs. A. Smith&Co., Ltd., 28 Moorgate St., London, E.C.2, England

(3) Dear Sirs

We must apologize for sending you the cheque for the wrong amount of money

(4) In order to correct this error, we are sending enclosed the cheque for the...

(5) Please rest assured that we shall make every effort not to repeat such mistakes in the future

Faithfully yours

Готовое письмо:

(1) Manufacturers Trust Company,
55 Broad Street, New York 27
N.Y. October 15 2005

(2) Messrs. A. Smith&Co., Ltd.,
28 Moorgate St.,
London, E.C.2, England

(3) Dear Sirs

We must apologize for sending you the cheque for the wrong amount of money.

(4) In order to correct this error, we are sending enclosed the cheque for the...

(5) Please rest assured that we shall make every effort not to repeat such mistakes in the future.

Faithfully yours

HOW TO ADDRESS AN ENVELOPE

КАК ОФОРМИТЬ АДРЕС НА КОНВЕРТЕ

Чтобы правильно написать адрес на конверте, следует изучить правила его оформления.

Формат конверта:

Имя/название организации отправителя

№ дома, улица отправителя

Город, графство (штат), индекс отправителя

Страна отправителя

Имя/название организации получателя

№ дома, улица получателя

Город, графство (штат), индекс

получателя

Страна получателя

Перед вами конверт. Соотнесите информацию под определенным номером на конверте с тем, что она обозначает:

- (1) Lancashire Enterprises plc.
- (2) 17 Ribblesdale Place – Winkley Square
- (3) Preston PRI 3NA

- (4) Seaboard Industries plc
- (5) Grand Avenue HOVE
- (6) BN3 2LS

- () the ZIP Code in the mailing address (*почтовый индекс адреса получателя*)
- () the house number in the return address (*номер дома отправителя*)
- () the town the letter comes from (*город отправителя*)
- () the street name in the mailing address (*название улицы получателя*)
- () the addressee (*адресат/получатель*)
- () the sender's name (*имя отправителя*)

Решение:

- (6) the ZIP Code in the mailing address
- (2) the house number in the return address
- (3) the town the letter comes from
- (5) the street name in the mailing address
- (4) the addressee
- (1) the sender's name

HOW TO MAKE A MEMO

КАК ОФОРМИТЬ СЛУЖЕБНУЮ ЗАПИСКУ

Для того чтобы правильно оформить служебную записку, следует знать принципы организации текста электронного сообщения, факса, меморандума (служебной записки).

Структура служебной записки, факса, электронного сообщения:

Кому (*с указанием фамилии, имени и должности адресата*);

От кого (*с указанием фамилии, имени и должности автора*);

Дата (*название месяца – словами, можно использовать принятые сокращения, но не цифры*);

Тема;

Основная часть служебной записки;

Подпись (*допустимо только имя автора*).

Выберите слова или словосочетания для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки.

Укажите соответствие для каждого нумерованного элемента задания:

(1): Mark Willow, Purchase Manager

From: Michael Simpson, (2)

Date: October 24, 20__

Subject: Chip sets and drives purchasing

_____ (3),

I receive the production schedule from the factory that assembles our computers. Yesterday I talked to Ms. Chen, (4), and told her that our stock date had to be 10 days before our assembly start dates. She said she'd waive shipping costs and give us a 10 % discount.

Please make up a purchase order for the chip sets and drives and order today.

MS

() Mark

() our supplier

() To

() production supervisor

Решение:

(3) Mark

(4) our supplier

(1) To

(2) production supervisor

HOW TO WRITE A CV OR RESUME

A resume of your career, sometimes called a Curriculum Vitae or CV, informs the employer about the experience and skills you have.

A good resume should:

1. Attract attention.
2. Create a positive impression.
3. Present your skills and qualities clearly and concisely.

The purpose of your resume is to tell the employer why you should be hired. A good resume is the first step to a job interview.

The resume may be photocopied and sent off to many employers. You can change the sections of the content according to the different needs of the organizations.

Resume writing tips

As you write your resume, keep in mind the following:

1. Use concise language.
2. Minimize or omit everything that is irrelevant.
3. Place the most important information at the beginning of your resume.
4. There must be no grammatical errors in your resume.
5. Let an experienced person read your resume.
6. Print your resume on good paper.

КАК ПИСАТЬ РЕЗЮМЕ

Резюме вашей карьеры, называемое автобиографией, сообщает работодателю об умениях, навыках и опыте, которыми вы обладаете.

Хорошее резюме должно:

1. Привлечь внимание.
2. Создать положительное впечатление.
3. Представить ваши навыки и качества ясно и кратко.

Цель вашего резюме состоит в том, чтобы сообщить нанимателю, почему именно вы должны быть приняты на работу.

Резюме может быть фотокопировано и отослано многим работодателям. Вы можете менять разделы содержания, согласно различным потребностям организаций.

Советы как писать резюме

Когда вы пишете ваше резюме, имейте в виду следующее:

1. Не будьте многословны.
2. Сведите к минимуму или опустите все, что не относится к делу.
3. Поместите наиболее важную информацию в начале вашего резюме.
4. В вашем резюме не должно быть грамматических ошибок.
5. Дайте прочитать ваше резюме опытному человеку.
6. Напечатайте ваше резюме на хорошей бумаге.

An example of Curriculum Vitae Образец резюме

Энн Джексон решила подать заявление о приеме на работу в фирму Future GmbH.

Прочтите ее резюме, обращая внимание на то, как она кратко сообщает необходимую информацию о себе.

1. Personal Details

Ann Jackson

52 Hanover Street

Edinburgh EH2 5LM

Scotland

Phone – 01957487004

E-mail: annJackson@mid.net

2. Education

1981-1988

Broadfield School, Brighton. A levels in German(A), English(B), History(B) and Geography(C).

1988-1991

University of London. BA (Honours) in Journalism and Media Studies (Class 2).

1991-1998

London Chamber of Commerce and Industry. Diploma in Public Relations.

3. Professional Experience

1998- Present

Public Relations Officer, Scottish Nature Trust. Editor of the Trust's monthly journal.

1999-2000

Press Officer, Highlands Tourist Board. Preparation of promotional materials and brochures.

Co-ordination of media coverage. Summers of the News Herald newspaper.

1990 and 2000 Two three-month training periods as assistant to the Sports Editor.

Arranging and conducting interviews.

Preparation of articles covering local community sports events.

4. Skills

Windows, MS Office 2000, Excel, Internet

Languages

Fluent German and proficient in French.

Additional

Driving license.

5. Activities

Skiing and swimming. Ski instructor (grade 2).

6. References

Herbert Lindsay

Diane Swans

Professor of Journalism

Sports Editor

London University

The News Herald

THE LETTER OF APPLICATION (COVER LETTER) **СОПРОВОДИТЕЛЬНОЕ ПИСЬМО**

The letter of application can be as important as the CV because it is the first direct contact between a candidate for a position and an employer. This letter must be well written and presented to make a good impression. The letter of application normally contains four parts on which you should:

1. Confirm that you wish to get the job and say where you learned about the vacancy.
2. Say why you are interested in this position and that your interests are the same as those of the company.
3. Show that you can contribute to the job by highlighting your skills and experience.
4. Indicate your willingness to attend an interview (and possibly say when you would be free to attend).

Bellow you will find Ann Jackson's letter of application:

ЗАЯВЛЕНИЕ (СОПРОВОДИТЕЛЬНОЕ ПИСЬМО)

Сопроводительное письмо может быть так же важно, как и резюме (CV), поскольку это первый прямой контакт между кандидатом на должность и предпринимателем. Это письмо должно быть хорошо написано и представлено, чтобы произвести хорошее впечатление. Письмо обычно содержит четыре части, в которых вы должны:

1. Подтвердить ваше желание получить работу и сообщить, где вы узнали о вакансии
2. Сообщить, почему вы заинтересованы в этой работе, и что ваши интересы совпадают с интересами компании
3. Показать, что вы можете внести свой вклад в работу, выдвигая на первый план ваши умения и опыт
4. Указать на вашу готовность прийти на собеседование (и возможно, сообщить, когда вы сможете прийти).

Ниже приводится сопроводительное письмо Энн Джексон:

Ann Jackson
52 Hanover Street
Edinburgh
EH2 5LM
UK

8th January, 2010

Emily Stark
Future GmbH
Blumenstrasse 120
8000 Munich 22

Dear Ms Stark:

I'm writing to apply for the position, which was advertised last month in The Daily News.

Although I am presently employed, it has always been my intention to work in commercial environment. I would like to work for your company as I have long admired both the quality of the products that it provides and its position as a defender of environmental causes. As you notice on my enclosed CV, the job you are offering suits both my personal and professional interests.

My work experience allows me to work in public relations today. I'm sure that this, together with my understanding of needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I'm fluent in this language and would enjoy working in German-speaking environment.

I would be pleased to discuss my resume with more detail at an interview.

In the meantime, please don't hesitate to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely
Ann Jackson
(Ann Jackson)

MODEL JOB ADVERTISEMENT
ПРИМЕР ОБЪЯВЛЕНИЯ В ГАЗЕТЕ О ВАКАНСИИ

Job opportunity: Executive Secretary to the Managing Director

Prestigious western financial institution seeks an executive secretary to the managing director to provide full administrative support to the director, to maintain contacts with major clients according to high professional standards, to fulfil secretarial duties and handle PR matters in the office.

Main requirements: fluent English, age 24-30, good typing skills, PC literature, solid secretarial experience with top executives for at least 2 years. Please fax (095 222 22 22) your resume to Mrs. Jane Brown, Personnel manager.

Управляющему директору требуется исполнительный секретарь

Престижной западной финансовой организации требуется исполнительный секретарь управляющего директора, в обязанности которого будет входить обеспечение полной административной поддержки директору, установление и развитие контактов с главными клиентами на высоком профессиональном уровне, выполнение всех секретарских функций и поддержание связей с общественностью.

Основные требования к кандидату: свободное владение английским языком, возраст от 24 до 30 лет, хорошая скорость машинописи, владение компьютером, солидный опыт секретарской работы на уровне первых лиц не менее 2-х лет. Просьба высылать резюме по факсу 095 222 22 22 на имя Jane Brown, менеджера по подбору персонала.

MEMORANDUM

МЕМОРАНДУМ, ИЛИ ПАМЯТНАЯ ЗАПИСКА

Меморандум, или сокращенно мемо – тип документа, используемый для обмена информацией внутри компании. Как правило, мемо не кладут в конверты; исключения составляют личные и конфиденциальные меморандумы.

В меморандумах нет необходимости приводить подробный адрес получателя, однако следует обязательно указать его имя и название отдела, в котором он работает. Подпись отправителя также не нужна, а вот ваша фамилия и название отдела, в котором вы работаете, являются обязательными элементами оформления мемо.

Мемо пишутся в следующих случаях:

- если нужно зафиксировать основные моменты или спорные вопросы, обсуждавшиеся в ходе собрания;
- когда нужно сохранить информацию любого рода;
- когда нужно зафиксировать задания, порученные конкретному человеку;
- если мемо служит только объяснительной запиской.

Model

MEMO

To: ALL STAFF
Date: 25 September 2012
From: Tony Brown
Dept: Personnel
Extn: 5564

General Staff Meeting

There will be general staff meeting at 10.00 a.m. on 5 October 2012 in the conference room on the 7th floor. Paul Paddington, Director General, who came with a short visit to us, would like to make a speech. Further details will be circulated next week. Those unable to attend, please, let me know before 4 October.

Tony Brown
Secretary

МЕМО

Кому: Всем сотрудникам
Дата: 25 сентября 2012 года
От: Тони Браун
Отдел: По подбору персонала
Внутр.тел.: 5564

Общее собрание

Настоящим сообщаем, что в 10.00 утра 5 октября 2012 года в конференц-зале на седьмом этаже состоится общее собрание. На собрании выступит Пол Пэдингтон, наш генеральный директор, который прибыл к нам с кратким визитом. Более подробная информация будет доведена до вашего сведения на следующей неделе. Сотрудникам, которые не смогут присутствовать на собрании, просим сообщить об этом до 4 октября.

Тони Браун
Секретарь

BUSINESS DOCUMENTS ДЕЛОВЫЕ ДОКУМЕНТЫ

Contract

Contract is an agreement between the parties that creates obligations. Contracts may be either oral or written. Certain kinds of contracts must be written and signed. Usually these are contracts of the sale and transfer of real estate, and contracts in export trade. A contract is the basis of a transaction between the Buyers and the Sellers.

Контракт (договор)

Контракт (договор) – это соглашение между сторонами, которое создает обязательства. Контракты могут быть или устными или письменными. Некоторые виды контрактов должны быть в письменном виде и подписаны. Обычно это контракты о продаже и передаче недвижимости и контракты в экспортной торговле. Контракт является основанием при сделке между Покупателями и Продавцами.

LETTER OF ADJUSTMENT
ПИСЬМО-УРЕГУЛИРОВАНИЕ ПРЕТЕНЗИИ

Letters that are written in response to claims may be called adjustments. These letters are the most difficult to write as they require under all circumstances patience, tact, and diplomacy. You will not lose your customer if you react to his claim promptly.

Письма, которые написаны в ответ на претензии, могут называться письмами-урегулированиями. Эти письма наиболее трудно писать, поскольку они требуют при всех обстоятельствах терпения, такта и дипломатии. Вы не потеряете вашего клиента, если отреагируете на его требования быстро.

JACKSON & MILES
118 Regent Street
London W1C 37D
UK

2nd December, 2010

HOWARD & PRATT
Ladies' Clothing
306, 30 Avenue
Chicago, Ill. 60602
USA

Dear Sirs:

The colour of the dresses about which you complain is indeed lighter than it should be. Please accept our apologies.

We are sending you a new lot by air this week, and would ask you to return the faulty clothes. Alternatively you may keep this lot for sale as seconds at a reduced price of \$1,120.

You are perfectly correct in saying that packing and insurance costs are normally less for cargo sent by air. May we remind you however, that your request to send the goods by air was made at short notice. It was not possible for us to use the lighter air freight packing materials, as most of the dresses were ready for shipment by sea freight.

Furthermore, our insurance is on an open policy at a flat rate, and depends on the value of the goods, not the method of transport. For these reasons our invoice No.14596 dated 15th Nov., 2010 is still valid, and we look forward to receiving your remittance when due.

Yours faithfully,

D.A. Leary
Manager Export
Department
Sellers

LETTER OF INQUIRY ПИСЬМО-ЗАПРОС ИНФОРМАЦИИ

Многие рассылаемые каждый день письма представляют собой запросы информации. Очень важно правильно составить такой запрос. В письме вы должны уметь объяснить, какая конкретно информация вам требуется.

При составлении письма можно объяснить вкратце, для чего вам нужна эта конкретная информация, или просто задать возникшие у вас вопросы. Старайтесь придерживаться тех вопросов, которые позволят человеку понять, что вы от него хотите.

Письма-запросы в деловой корреспонденции пишутся в следующих случаях:

- если вы желаете получить информацию о товарах;
- если вам требуется узнать об их наличии на складе;
- если вам необходимо узнать об условиях поставки, скидках, видах транспортировки;
- если вы хотите, чтобы вам выслали каталоги, проспекты, брошюры и образцы товара.

В письме-запросе следует указать источник информации, четко сформулировать суть вопроса, кратко представить вашу компанию или себя лично. Завершить письмо лучше фразой, выражающей надежду на плодотворное и взаимовыгодное сотрудничество в будущем.

Model

Dear Sir

I should be grateful if you would send me information about the regulations for admission to the University of Bradford Management Centre. Could you also tell me whether the Centre arranges accommodation for overseas students?

Yours faithfully

Van Lee

LETTER OF APOLOGY ПИСЬМО-ИЗВИНЕНИЕ

Бывают такие ситуации, когда совершенно очевидно, что вы не правы и должны извиниться. Вне зависимости от ситуации необходимо извиниться сразу и лучше в письменном виде.

Формулировка письма-извинения зависит от ситуации. Необходимо быть искренним, выразить готовность нести полную ответственность за свои действия. Письмо должно быть кратким и вежливым.

Model

Dear Mr. Shaw

You may remember that when we last met I offered to send you details of our Packard Bell 425 model computer. I have been looking back at our records and have seen that I failed to make a note, and so have not sent you the information required by you.

I am enclosing the brochure. Please accept my apologies for this oversight. I hope the delay has not inconvenienced you.

Yours sincerely

Bob Bright

Определите, к какому виду делового документа относится представленный ниже отрывок:

.....
The goods will be considered as delivered by the Sellers and accepted by the Buyers:

1) as regards the gross weight and the number of cases - in accordance with the weight and the number of cases stated in an airway bill.

2) as regards the net weight and the quality – in accordance with the Seller's Specification. The date of an airway bill is to be considered as the date of delivery.

.....
- Memo

- Contract

- CV

- Letter of application

Решение:

- **Memo** (для сохранения информации, для фиксации задания, объяснительная записка)
- **Contract** (соглашение между сторонами, которое создает обязательства)
- **CV** (жизнеописание)
- **Letter of application** (сопроводительное письмо о приеме на работу, заявление).

В представленном отрывке речь идет о соглашении между сторонами, следовательно, вид делового документа – Contract.

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