

Україна
НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ БІОРЕСУРСІВ ТА
ПРИРОДОКОРИСТУВАННЯ УКРАЇНИ

Кафедра англійської філології

МЕТОДИЧНІ РЕКОМЕНДАЦІЇ

з вивчення навчальної дисципліни
«Ділова іноземна мова»

для ОС “Магістр ” спеціальності D3 Менеджмент
ОПП “Управління персоналом” і “Управління закладом
освіти”

Київ 2026

Методичні рекомендації розраховані для здобувачів освітнього ступеня «Магістр», спеціальності D3 Менеджмент, ОПП “Управління персоналом” і “Управління закладом освіти” для вивчення нормативного курсу англійської мови та специфіки фаху.

Мета методичних рекомендацій – розвиток комунікативних навичок з фаху, навичок читання та перекладу іншомовних джерел.

Рекомендовано Вченою Радою гуманітарно-педагогічного факультету.

Укладачі:

Шанаєва-Цимбал Л.О., Розгон І.Ю.

Рецензенти:

к. філол. н, доцент кафедри англійської філології НУБіП України Н.П. Зайцева

к. філол. н, доцент кафедри іноземної філології і перекладу НУБіП України
О.М. Тепла

МЕТОДИЧНІ РЕКОМЕНДАЦІЇ

з вивчення навчальної дисципліни
«Ділова іноземна мова»

для ОС “Магістр” спеціальності D3 Менеджмент

ОПП “Управління персоналом” і “Управління закладом освіти”

Видання здійснено за авторським редагуванням.

Відповідальний за випуск: Л.О. Шанаєва-Цимбал

Підписано до друку

Формат 60x84 1/16

Ум. друк. арк.: 10,8

Обл.-вид. арк.: 12,7

Наклад пр.: _____

Зам. №: _____

Видавничий центр НУБіП

Вул. Героїв оборони, 15, Київ, 03041

ПЕРЕДМОВА

Методичні рекомендації розраховані для здобувачів освітнього ступеня «Магістр» спеціальності спеціальності D3 Менеджмент, ОПП “Управління персоналом” і “Управління закладом освіти” для вивчення нормативного курсу «Ділова англійська мова» та специфіки фаху.

Мета методичних рекомендацій – сформувати у здобувачів здатність ефективно використовувати англійську мову в професійному, діловому та міжкультурному контекстах, розвивати іншомовну комунікативну компетентність як невід’ємну складову професійної підготовки фахівця.

Добір навчального матеріалу відповідає меті дисципліни та спрямований на інтеграцію мовної, мовленнєвої, соціокультурної, навчальної та стратегічної компетентностей, необхідних для успішного функціонування у міжнародному бізнес-середовищі, участі в діловому спілкуванні та професійній взаємодії.

Методичні рекомендації спрямовані на:

- розвиток навичок ділового усного та писемного мовлення відповідно до рівня володіння англійською мовою згідно зі стандартами CEFR;
- формування умінь розуміти та аналізувати автентичні ділові тексти різних жанрів (контракти, офіційні листи, звіти, презентації тощо);
- удосконалення навичок аудіювання та читання професійно орієнтованих матеріалів із розумінням ключової та спеціалізованої інформації;
- набуття здатності ефективно взаємодіяти в іншомовному бізнес-середовищі, у тому числі в міжособистісному та груповому професійному спілкуванні;
- розвиток міжкультурної компетентності, розширення знань про ділові традиції, етикет та комунікативні особливості англomовних країн;
- стимулювання самостійної пізнавальної діяльності, критичного мислення та роботи з іншомовними професійними джерелами та електронними ресурсами.

Методичні рекомендації містять основні тематичні тексти за фахом, граматичний матеріал для закріплення знань, а також додаткові матеріали для самостійного опрацювання. Кожен урок спрямований на розвиток професійної комунікативної компетентності та здатності застосовувати знання в практичній діяльності.

Методичні рекомендації можуть бути використані як для аудиторної, так і для самостійної роботи здобувачів магістерського рівня, сприяють розвитку інтегральної, загальної та спеціальної компетентності, а також формуванню здатності ефективно спілкуватися англійською мовою у професійній сфері.

Part I

CV & Cover Letter. Interview: Preparation and Performance

A good CV is very important when you want to get a job. It shows your education, work experience, and skills. Employers usually read a CV before they invite you to an interview. A cover letter is also important. It explains why you want the job and why you are the right person. In a cover letter, you write about your motivation and interest. You usually write the cover letter in a polite and formal style. In the past, people often wrote long CVs with many details. Today, employers prefer short and clear CVs. In 2020, many students sent their CVs by email. Now, most companies use online forms.

Last year, my friend applied for a position in an IT company. He wrote a CV and a cover letter. He also prepared for the interview carefully. During the interview, he answered questions about his experience. He also spoke about his future plans. The employer asked him: "Why do you want to work here?" He replied: "I like your company, and I want to grow with it." The interview was successful, and he got the job. Interviews can be stressful, but good preparation helps. You should read about the company before the interview. You should also prepare answers to common questions. It is important to dress professionally. If you prepare well, you feel more confident.

In the future, I will write my own CV and cover letter. I will use clear language and strong action verbs. I will show my skills and experience. I will also practice answering interview questions. I will be ready to talk about my strengths and weaknesses. I believe that preparation is the key to success.

Exercises

1. True/False

Read the sentences and say if they are True (T) or False (F).

1. A CV is not important for getting a job.
2. Today employers prefer short CVs.
3. A cover letter is always written in an informal style.

4. My friend prepared carefully for his interview.

5. In the future, I will write my own CV and cover letter.

2. Fill in the gaps (use Present Simple, Past Simple or Future Simple)

1. A CV _____ (show) your skills and education.

2. Last year my friend _____ (apply) for a position in an IT company.

3. He _____ (prepare) carefully before the interview.

4. Tomorrow I _____ (write) my first cover letter.

5. Employers usually _____ (read) the CV before the interview.

3. Answer the questions

1. What does a CV show?

2. Why is a cover letter important?

3. What should you do before an interview?

4. What did my friend do last year?

5. What will you do in the future to prepare for an interview?

Professional Self-Presentation (Elevator Pitch). Identification Documents and Digital Profiles

An elevator pitch is a short self-presentation. It usually takes about one minute. The goal of an elevator pitch is to introduce yourself quickly and clearly. You say who you are, what you do, and what you want. For example, a student can say: “I am a master’s student in Innovation Management at NUBiP of Ukraine. I study consulting and project development. I want to work in international business.” A good elevator pitch shows your strengths and goals. It helps you make a positive first impression. In the past, people usually presented themselves only at interviews. Today, self-presentation is important in many situations. You may use it at conferences, workshops, or networking events. Employers like candidates who can speak clearly about themselves.

That is why students should practice their elevator pitch. Identification documents are also important for professional life. A passport or ID card shows your identity. You need these documents when you apply for a job or study abroad. Students also need student ID cards to prove their status. In the past, people carried only paper documents. Now, many documents are digital. Digital profiles are very common today. For example, LinkedIn is a popular professional network. A LinkedIn profile shows your education, skills, and experience. It is like an online CV. Employers often check digital profiles before interviews. That is why students should update their profiles regularly.

A good digital profile has a professional photo. It also has a clear description of your skills and achievements. In the future, digital identification will be even more important. Students will use online profiles for jobs, studies, and projects. That is why professional self-presentation and digital identity go together. They both help young professionals start a successful career. Preparation, clarity, and confidence are the keys to success.

Exercises

True/False

Read and mark **True (T)** or **False (F)**.

1. Self-presentation is usually long and detailed.
2. An elevator pitch should show your strengths and goals.

- 3.Today, self-presentation is not important at conferences.
- 4.LinkedIn is an example of a digital profile.
- 5.A good digital profile needs a professional photo.

Fill in the gaps (Present Simple, Past Simple, Future Simple)

- 1.A student usually _____ (introduce) himself in an elevator pitch.
- 2.In the past, people _____ (carry) only paper documents.
- 3.Last year I _____ (create) my LinkedIn profile.
- 4.Tomorrow I _____ (update) my digital CV.
- 5.Employers often _____ (check) digital profiles before interviews.

Answer the questions

- 1.What is an elevator pitch?
- 2.Where can students use an elevator pitch?
- 3.What are identification documents for?
- 4.What is LinkedIn used for?
- 5.Why should students update their digital profiles?

Personal competences and SWOT analysis

Personal competences are very important for building a career. Students often analyze their competences with the help of a SWOT analysis. They write about their strengths, weaknesses, opportunities, and threats. This helps them to understand their potential and plan their career. For example, a strength can be good communication, and a weakness can be lack of experience. Soft skills are also very important today. Employers want people who are working well in teams and solving problems creatively. They are also looking for workers who are communicating clearly and managing their time. At the same time, motivation plays a key role in success. A motivated person is learning more, trying harder, and achieving better results. Last year, my friend was preparing his SWOT analysis when he was applying for a consulting job. He was thinking about his competences and was writing down his career goals. Now many students are planning their careers in Ukraine and abroad. They are creating CVs, writing cover letters, and updating their digital profiles. Some of them are preparing for interviews every week. When students apply for a job, they usually send a CV and a cover letter. After that, they are waiting for an invitation to an interview. During the interview, employers are asking about experience, skills, and motivation. Good candidates are showing confidence and are giving clear answers. When the interview is successful, the company is offering a contract. In the past, people were signing contracts mostly on paper. Now many companies are signing contracts electronically. Ukrainian students are also applying for jobs in other countries. They are looking at international job websites and contacting companies abroad. Last month, one student was preparing for an interview in Poland while another was sending documents to Germany. In the future, more students will be working in international teams. They will be learning new competences and developing their soft skills every day. Some of them will be preparing for interviews in English, and others will be negotiating contracts in other languages. Career planning is a continuous process. If students are motivated and keep improving their skills, they will be building successful careers in Ukraine and abroad.

Exercises

True/False

Read and mark True (T) or False (F).

- 1.Soft skills are not important for employers.
- 2.A SWOT analysis shows strengths, weaknesses, opportunities, and threats.
- 3.Contracts today are often signed electronically.
- 4.Students never apply for jobs abroad.
- 5.Motivation helps people achieve better results.

Fill in the gaps (Present Continuous, Past Continuous, Future Continuous)

- 1.Right now, many students _____ (plan) their careers.
- 2.Yesterday at 5 p.m. my friend _____ (prepare) for his interview.
- 3.Next week I _____ (work) on my new CV.
- 4.At this moment, employers _____ (look) for candidates with strong soft skills.
- 5.Last year, when he was applying for a job, he _____ (write) his SWOT analysis.

Answer the questions

- 1.Why is a SWOT analysis useful for students?
- 2.What are soft skills?
- 3.How is motivation important for career building?
- 4.What steps are included in the employment procedure?
- 5.What will many students be doing in the future?

Business correspondence

Business correspondence is an important part of professional communication. When people write business emails, they follow special rules. A good business email has a clear structure. It usually begins with a polite greeting. Writers are often using phrases like “Dear Sir or Madam” or “Dear Mr. Smith.” In the main part, they are explaining the purpose of the letter. At the end, they are writing a polite closing such as “Best regards” or “Sincerely.” In the past, people were writing more formal letters on paper. Now, most professionals are writing short and polite emails every day.

Last week, one student was preparing a formal email to a company in Germany. At the same time, another student was writing to a Ukrainian professor. Both of them were following the rules of email etiquette. Email etiquette means polite language, clear sentences, and correct grammar. It also means answering messages on time. Templates of business letters are helping students to write faster. For example, there are templates for applications, inquiries, or thank-you letters. At the moment, many students are practicing business correspondence in English classes. Next month, they will be sending professional emails to real companies.

Besides correspondence, appearance is also very important in the workplace. Professional dress code shows respect for colleagues and clients. There are different types of dress codes. Business formal means suits, ties, and classic shoes. Business casual allows more comfortable clothes but still looks professional. Smart casual is popular for creative industries. Last year, many employees were wearing business casual while they were working from home. Now, companies are paying more attention to culture of appearance. They are checking if employees are looking professional in the office and at meetings. In the future, students will be following international dress code standards. They will be preparing their outfits for interviews and conferences. They will be practicing not only their emails but also their professional image. Good communication and professional appearance are working together for career success.

Exercises

True/False

Mark **True (T)** or **False (F)**.

1. Business emails always start without a greeting.
2. Polite closing phrases are “Best regards” or “Sincerely.”
3. In the past, people were writing letters on paper.
4. Smart casual is the strictest dress code.
5. Appearance is important for professional success.

Fill in the gaps (Present Continuous, Past Continuous, Future Continuous)

1. Right now, many students _____ (practice) business correspondence.
2. Last week at 10 a.m., one student _____ (prepare) a formal email.
3. Next month, students _____ (send) emails to real companies.
4. At this moment, employers _____ (check) if employees look professional.
5. Last year, many employees _____ (wear) business casual at home.

Answer the questions

1. What is the structure of a good business email?
2. What does email etiquette mean?
3. What are templates of business letters used for?
4. What types of dress code are mentioned in the text?
5. What will students be doing in the future?

Business meetings and negotiations

Business meetings and negotiations are important parts of professional life. People have always needed clear rules of behavior in such situations. A good meeting has a clear agenda and structure. Participants have prepared their points before the meeting has started. The chairperson usually decides the order of speaking. This has helped to avoid conflicts and interruptions. In the past, some meetings had failed because participants had not respected the rules. Successful negotiators have always shown respect and patience. They have used polite language and logical arguments. One common technique is to ask questions that make the other side think. Another technique is to present examples of success. When both sides have found agreement, they have achieved their goal. In many cases, meetings have finished with a written protocol. Before the pandemic, many people had never used online meetings. After 2020, professionals have learned how to communicate on Zoom or Teams. They have discovered new rules of netiquette. For example, participants should turn on the camera and mute the microphone when not speaking. They should also dress professionally, even in online meetings. Some students had forgotten this rule and looked unprofessional on screen. Others had spoken without waiting for their turn, and it had created problems. In telephone conversations, people have used short and clear sentences. They have also introduced themselves before starting the discussion. In messengers, professionals have learned to avoid sending too many emojis or late-night messages. Clear and polite language has been important in all digital communication. Last year, many students had improved their skills in business correspondence and online etiquette. By the time they finished their practice, they had written many emails and joined many online meetings. Now, students have prepared better for real professional life. By next year, they will have taken part in many interviews and negotiations. They will have practiced the etiquette of meetings, phone calls, and online communication. By the time they graduate, they will have developed strong skills for international business. This preparation will have helped them build successful careers.

Exercises

True/False

Mark True (T) or False (F).

- 1.A good meeting does not need an agenda.
- 2.Polite language and patience are important in negotiations.
- 3.Before the pandemic, everyone had used online meetings.
- 4.Netiquette means rules for online communication.
- 5.By the time they graduate, students will have strong skills.

Fill in the gaps (Present Perfect, Past Perfect, Future Perfect)

- 1.The participants _____ (prepare) their points before the meeting started.
- 2.Some students _____ (forget) to dress professionally in online meetings.
- 3.By the end of last year, students _____ (write) many business emails.
- 4.Before the interview, I _____ (practice) my self-presentation carefully.
- 5.By next summer, I _____ (improve) my negotiation skills.

Answer the questions

- 1.Why is an agenda important for a business meeting?
- 2.What techniques can help in persuasion?
- 3.What problems appeared when people started online meetings?
- 4.What rules are important for netiquette?
- 5.What will students have achieved by the time they graduate?

Intercultural Etiquette

In modern business, intercultural etiquette is very important. Companies have been working with partners from different countries for many years. People have been learning how to respect cultural differences. This has helped them avoid many conflicts. For example, in some cultures people have been greeting each other with a handshake, while in others they have been using a bow. If managers understand these traditions, cooperation becomes easier. Misunderstandings often happen when people have been speaking too quickly or using jokes. In the past, some companies had been losing clients because they had not been respecting cultural values. For instance, one team had been ignoring time rules in Germany, and the client was unhappy. Another team had been speaking too informally to Japanese managers, and this caused problems. Successful managers have been practicing patience and listening skills. They have been trying to see situations from another perspective. Professional politeness is also very important in everyday communication. Employees have been showing respect to colleagues and supervisors. They have been using polite forms like “Could you, please” or “Would you mind.” Subordination means keeping the right distance with the boss. In the past, some workers had been speaking too directly to their directors, and it had created conflicts. Other employees had been complaining too much instead of offering solutions. Good managers have been teaching their teams how to communicate more effectively. They have been showing that polite behavior improves teamwork. Conflict management is another important skill. Instead of arguing, colleagues should focus on solving the problem. In many companies, employees have been training in conflict resolution. By the end of last year, students had been preparing case studies about workplace conflicts. By the time they finished their practice, they had been learning professional etiquette for months. Now, students have been developing intercultural competence during their studies. By the end of this semester, they will have been practicing polite communication for several months. By next year, they will have been studying intercultural business etiquette for two years. This experience will have been helping them to become successful consultants. Professional politeness and intercultural respect will have been supporting their career growth. Students will have been building a strong base for international cooperation.

Exercises

True/False

Mark True (T) or False (F).

1. Respect for cultural differences helps avoid conflicts.
2. In all cultures people greet each other in the same way.
3. Some companies had been losing clients because they did not respect cultural values.
4. Subordination means ignoring your boss.
5. By next year, students will have been studying intercultural business etiquette for two years.

Fill in the gaps (Present Perfect Continuous, Past Perfect Continuous, Future Perfect Continuous)

1. Many companies _____ (work) with international partners for a long time.
2. Before the project ended, the team _____ (train) in conflict resolution for weeks.
3. By the end of this semester, students _____ (practice) polite communication for several months.
4. He _____ (learn) intercultural etiquette since the beginning of the course.
5. They _____ (complain) too much instead of offering solutions.

Answer the questions

1. Why is intercultural etiquette important in business?
2. What problems happened when people ignored cultural values?
3. What does subordination mean?
4. How can conflicts be managed at work?
5. What will students have been doing by the end of this semester?

Business communication

Business communication is a key element of professional life. It is the process of sharing information, ideas, and feelings in the workplace. Its main functions are to inform, to motivate, to build relationships, and to solve problems. Good communication helps managers and employees work as a team. It also supports innovation and consulting activities. The principles of business communication include clarity, respect, and accuracy. A clear message reduces misunderstandings. Respect in communication builds trust between colleagues. Accuracy makes information reliable. Verbal communication means using words to express ideas. It includes spoken and written language. When we speak, intonation plays a big role. The same words can sound polite or rude depending on the tone.

Nonverbal communication is also very important. It includes gestures, facial expressions, and body language. For example, a smile can show friendliness, while crossed arms may show resistance. Eye contact demonstrates attention and confidence. Distance between speakers also matters. In some cultures, people stand very close, while in others they keep more personal space. Professional communication combines both verbal and nonverbal signals. If the signals do not match, people may feel confused. That is why managers should learn to use them correctly. In consulting, communication builds trust with clients. In innovation, it helps present new ideas effectively.

Exercises

1. True or False

- 1.The main functions of business communication are to inform, motivate, build relationships, and solve problems.
- 2.Intonation has no role in verbal communication.
- 3.Crossed arms may show resistance.
- 4.Distance between speakers is always the same in all cultures.

2. Reported Speech Practice

Change the sentences into reported speech.

- a) The teacher said, "Respect in communication builds trust."
- b) The manager said, "We are discussing a new project."
- c) The client said, "I will send the documents tomorrow."
- d) The consultant said, "Use clear language in presentations."
- e) The supervisor said, "I am happy with your teamwork."

3. Questions for discussion

- 1. Why is clarity important in business communication?
- 2. How do gestures and facial expressions influence communication?
- 3. Why is distance between people important in different cultures?
- 4. How can consulting benefit from effective communication?

Communication

Communication is an important skill for managers and consultants. Traditional communication includes face-to-face meetings, letters, and telephone calls. These tools are still used in many companies. A phone call is direct and personal, but it can be expensive for international talks. Letters are formal, but they are slower than digital communication. Email has become the main professional tool today. It is fast, cheap, and easy to send to many people. However, emails must follow business etiquette. They should be clear, polite, and professional. Messengers such as Viber, Telegram, or WhatsApp are often used for teamwork. They are good for short and quick messages. Still, messages in messengers can look too informal. Social networks like LinkedIn are important for professional image. They help build contacts and show career achievements. Digital communication is growing, but it also creates challenges. People sometimes misunderstand tone in emails or texts. That is why good writing and polite language are essential. In international business, cross-cultural communication is very important. Different cultures have different styles of speaking, writing, and greeting. Barriers may appear because of language, traditions, or communication codes. For example, in some countries people prefer direct answers, while in others they use polite indirect phrases. Managers must adapt their communication style to avoid conflicts. Cultural codes include gestures, eye contact, and distance. What is polite in one culture may be rude in another. Adaptation and respect help to overcome barriers.

Consultants and innovators must always think about the cultural background of their partners. In class, our professor said, “Digital communication is becoming more important than traditional tools.”

Exercises

1. True or False

1. Letters are faster than emails.
2. Messengers are good for short and quick communication.
3. LinkedIn is used only for informal chatting.
4. Cross-cultural barriers can appear because of traditions.

2. Reported Speech Practice

Change into reported speech:

- a) The consultant said, “We are preparing a presentation.”
- b) The director said, “I finished the contract yesterday.”
- c) The client said, “I will visit Ukraine next month.”
- d) The student asked, “Do we need to write a formal email?”
- e) The professor said, “You must respect cultural codes.”

3. Questions for Discussion

- 1.Which communication tools do you use most often? Why?
- 2.What are the advantages and disadvantages of emails?
- 3.How can messengers help in teamwork?
- 4.Why is adaptation important in intercultural communication?
- 5.How can misunderstanding in digital communication be avoided?

Essential tools in business communication.

Computers and the Internet have become essential tools in business communication. They make online meetings possible and connect people across the world. Platforms such as Zoom or Microsoft Teams are used every day. During online meetings, participants can share screens, documents, and presentations. This saves time and travel costs. Digital document management allows companies to store and exchange files safely. It also makes teamwork faster and more transparent. However, data security is very important. Companies must protect sensitive information with passwords and encryption.

Cyberattacks have already caused problems for many businesses. That is why managers are investing in data protection systems. Despite all advantages, communication online has some barriers. Psychological barriers include stress, fear of speaking, or lack of confidence. Language barriers appear when people do not understand each other well. Technical barriers are caused by poor Internet connection or software problems. To overcome psychological barriers, managers encourage a friendly atmosphere. To reduce language barriers, people can use simple words or translation tools. To avoid technical barriers, companies invest in stable Internet and training. Effective communication requires preparation and flexibility.

In consulting, clients expect clear explanations both online and offline. In innovation projects, online teamwork is often the only way to cooperate. A professor once said, “If you do not protect your data, you will face problems.” In reported speech, we say that the professor warned that if we did not protect our data, we would face problems. A manager told his team, “Finish the report before the meeting.” In reported speech, we say that the manager told his team to finish the report before the meeting. A client asked, “Why didn’t you send the files yesterday?” In reported speech, we say that the client asked why they hadn’t sent the files the day before. A student asked the consultant, “What platform should we use for teamwork?” In reported speech, we say that the student asked the consultant what platform they should use for teamwork. The consultant said, “I have been working with digital tools for many years.” In reported speech, we say that the consultant said he had been working with digital tools for many years. Advanced reported speech helps us express not only facts but also conditions, questions, and continuous actions.

Exercises

1. True or False

1. Online meetings save both time and travel costs.
2. Data security is not important for companies.
3. Psychological barriers can include fear of speaking.
4. Translation tools can help reduce language barriers.
5. Advanced reported speech can show conditions and questions.

2. Reported Speech Practice

Change into reported speech:

- a) The director said, "We are discussing the new project now."
- b) The IT manager said, "We installed the new program last week."
- c) The professor said, "You must improve your digital skills."
- d) The client asked, "Will you send the documents tomorrow?"
- e) The consultant said, "I was preparing the report when the Internet stopped working."

3. Questions for Discussion

1. What are the main benefits of online meetings?
2. How can businesses protect their data?
3. Which communication barriers are most difficult to overcome? Why?
4. How can managers support employees during online teamwork?
5. Why is advanced reported speech useful in business communication?

An important skill for managers and consultants

Writing official documents is an important skill for managers and consultants. A memorandum is used to share information within a company. It usually has a heading, date, recipient, and main message. The style of a memorandum is formal and concise.

A business letter is sent to external partners or clients. It begins with a greeting, explains the purpose, and ends with a polite closing. Examples of business letters include applications, requests, and thank-you notes. When writing, it is important to be clear and professional. If you write a letter incorrectly, the recipient may misunderstand your message. Before sending documents, you should always check grammar and facts. Conditional sentences help express cause and effect. Type 0 is used for general truths, for example: “If you send the memo, the team receives the information.”

Type 1 is used for real future possibilities: “If you prepare a report, the manager will approve it.” Type 2 is used for hypothetical situations: “If I had more time, I would write a longer report.” Conferences and business meetings are also very important in professional life. Preparation is the key to success. Before a meeting, participants should read the agenda and prepare their points. During the conference, everyone should follow the rules of polite behavior. Speaking in turn helps avoid confusion. Taking notes and preparing a protocol is very important. The protocol includes decisions, tasks, and responsible persons. After the meeting, the protocol is sent to all participants. If you follow these rules, meetings are more productive. If employees do not prepare, discussions may be unclear. In some cases, managers say: “If you arrive late, you will miss important information.” In reported speech, we can say that the manager said that if we arrived late, we would miss important information. If I were the meeting organizer, I would prepare clear instructions for participants. If the participants follow the agenda, the meeting will finish on time. Students at NUBiP Ukraine practice writing documents and attending meetings regularly. They know that if they prepare carefully, they will succeed in professional communication.

Exercises

1. True or False

1. A memorandum is used for communication outside the company.
2. A business letter should begin with a greeting.
3. Type 0 conditional expresses general truths.
4. A protocol records decisions and responsibilities.
5. If participants do not prepare, meetings are always successful.

2. Conditional Sentences Practice

Complete the sentences:

- a) If you _____ (prepare) the agenda, the meeting will be productive.
- b) If employees _____ (arrive) late, they miss important information.
- c) If I _____ (have) more experience, I would write better reports.
- d) The manager said, "If you follow the rules, the conference is successful." → Reported speech
- e) The team said, "If we practice, we improve our skills." → Type 0

3. Questions for Discussion

1. What are the main parts of a memorandum?
2. Why is the style of a business letter important?
3. How do conditional sentences help in professional communication?
4. What should participants do before a conference or meeting?
5. Why is the protocol important?

Public speaking

Public speaking is an important skill for managers and consultants. A good speech has a clear structure: introduction, main part, and conclusion. In the introduction, the speaker should greet the audience and state the purpose. The main part presents the key ideas and arguments. The conclusion summarizes the message and gives recommendations. Preparing a speech helps reduce fear and nervousness. Students should practice several times before the real presentation. It is important to make eye contact with the audience. Gestures and body language support the message. Speaking clearly and with confidence improves understanding. Using questions can involve the audience and make the presentation interactive. Presentations are a popular form of business communication. Slides help visualize data and support explanations. Visual elements include charts, graphs, and images. Slides should be clear and not too full of text. Color and font are important for readability. Animations can help highlight key points but should be used carefully. Interactive presentations encourage audience participation. For example, asking questions or using polls increases attention. Technology allows presentations online or in person. Preparation includes checking equipment, software, and Internet connection. Overcoming fear is possible with practice and positive thinking. Many students feel nervous at first, but confidence grows with experience. Timing is important: a good presentation should not be too long or too short. Feedback from teachers or colleagues helps improve future speeches. Rehearsing with slides and notes improves flow and clarity. If speakers know their audience, they can adapt examples and style. Using stories or examples makes presentations more interesting.

Exercises

1. True or False

1. A good speech has an introduction, main part, and conclusion.
2. Visuals are not important for presentations.
3. Practicing helps reduce fear of public speaking.
4. Eye contact and gestures support communication.

5. Timing is not important for presentations.

2. Fill in the gaps

Complete the sentences:

- a) In the introduction, the speaker should _____ the audience and state the purpose.
- b) Slides should be clear and not too full of _____.
- c) Asking questions can make the presentation more _____.
- d) Feedback from teachers helps improve _____ speeches.
- e) Students should practice several times before the real _____.

3. Questions for Discussion

- 1. Why is structure important in public speaking?
- 2. How can speakers involve the audience?
- 3. What are the benefits of using slides?
- 4. How can fear of public speaking be reduced?
- 5. Why is timing important in presentations?
- 4. By practicing, preparing, and thinking positively.
- 5. Timing ensures the presentation is effective and keeps the audience's attention.

Effective communication

Effective communication strategies are very important in negotiations. Managers and consultants must be able to explain their ideas clearly. Argumentation techniques help persuade partners in a discussion. It is important to provide facts, examples, and logical reasoning. Compromise is another key strategy. Both parties should find a solution that satisfies their interests. Active listening helps to understand the other side. It includes paying attention, asking questions, and summarizing what was said. Negotiation is successful when both sides feel heard and respected. Sometimes conflicts appear, but they can be resolved with good communication. Feedback is essential in professional communication. It helps to improve understanding and performance. Managers often ask colleagues or clients for feedback after meetings.

A communication audit is a formal evaluation of communication processes. It identifies strengths and areas for improvement. During a communication audit, specialists analyze emails, meetings, and reports. They check if messages are clear, polite, and effective. Weak points can be improved by training or new strategies. For example, if a team often misunderstands tasks, the manager can provide clearer instructions. Good negotiators adapt their style depending on the audience. They also consider cultural differences in communication. Active listening also helps reduce misunderstandings. When you repeat key points, the other side feels understood. Using polite language and tone improves trust. A manager said, “If you prepare well, negotiations are more successful.” In reported speech, we say that the manager said that if we prepared well, negotiations were more successful. A consultant told the team, “Always ask for feedback after a meeting.” In reported speech, we say that the consultant told the team to always ask for feedback after a meeting. Students at NUBiP Ukraine are learning negotiation strategies and communication assessment techniques. They understand that effective communication supports professional growth.

Exercises

1. True or False

1. Argumentation includes facts, examples, and logic.
2. Active listening is not important in negotiations.
3. Compromise helps both parties find a solution.
4. Feedback is useful for improving professional communication.
5. Communication audits are only about checking grammar in emails.

2. Reported Speech Practice

Change into reported speech:

- a) The manager said, "Prepare your points before the negotiation."
- b) The consultant said, "Active listening improves understanding."
- c) The director said, "We will check emails and reports for clarity."
- d) The team leader said, "Always use polite language."
- e) The client asked, "Did you understand my points?"

3. Questions for Discussion

1. What techniques help make negotiations effective?
2. How can active listening improve communication?
3. Why is compromise important?
4. What is the role of feedback in professional communication?
5. How does a communication audit help improve workplace communication?

Part II

Grammar exercises

1. In this exercise you have to complete the sentences with I'll + a suitable verb.

1. I feel a bit hungry. I thinksomething to eat.
2. It's too late to telephone Tom now. him in the morning.
3. It's a bit cold in this room. Is it?on the hearing then.
4. We haven't got any cigarettes. Oh, haven't we?and get some.
5. Would you like tea or coffee? coffee, please.
6. Did you write that letter to Jack? Oh, I forgot. Thanks for reminding me.it this evening.

2 Complete the following dialogue using Future Simple or Future Continuous.

1. G : Can I phone you tomorrow , Suzy?

S : What time?

G: Well, I'm not working tomorrow so I 1)(phone) you at 9 o'clock in the morning.

S: Oh no! I 2)..... (sleep) then.

G: Ok. I 3).....(call) you at noon.

S: Well, I 4)(wash) my hair.

G: Perhaps I 5)(come) and visit you in the afternoon, then.
What 6)(you/do) around 3 o'clock?

S: I 7)..... (get) ready for my aerobic class.

G: Well, if I phone you at 5 , 8)(you/be) at home?

S: No, I'm afraid not. I 9).....(visit) my aunt in hospital.

G: When can I see you, Suzy?

S: Phone me tomorrow evening. I 10)..... (not/do) anything then.

Ex 3. Put the verbs in brackets into Future Perfect or Future Perfect Continuous.

1. By 7 .00 pm they(play) cricket for eight hours.
2. I (finish) painting your room by the time you get home.
3. By the end of next month I(live) in London for exactly three years.
4. Tom(write) his third novel by the end of this year.
5. By the time he arrives in London, John (drive) for five hours.
6. This film(probably/not/finish) until midnight.
7. How long(you/study) English by the end of this term?
- 8 . Don't worry ! You(forget) all about it this time next year.

9. By Friday I(work) on this project for two weeks.
10. Hopefully, he(cook) dinner for us by the time we get home.
11. I(read) this book by tomorrow night.
12. He hopes he(make) a million pounds by the time he is thirty.
13. By 5 o'clock I(do) this crossword puzzle for three hours.

Revision.

Ex.1 Put the verb into a correct form.

1. Where ... you? — I... in the kitchen. 2. Where ... Fred? — He ... in the garage. 3. Where ... Lisa and John? — They .. at college. 4. ... you busy? — No, I... not. Mike ... busy. He ... the busiest person I've ever met. 5. It... ten o'clock. She ... late again. 6. How ... you? — I ... not very well today. — I ... sorry to hear that. 7. We ... interested in classical music. 8. Vera ... afraid of snakes. 9. My grandmother ... not nervous and she ... rarely upset. She ... the kindest person I've ever seen. My grandmother ... really wonderful. 10. I ... sorry. They ... not at the office at the moment. 11. Where ... the keys? — In your jacket. 12. What... the time, please? — Two o'clock. 13. It ... the biggest meal I've ever had. 14. Which sport do you think ... the most dangerous? 15. Chess and aerobics ... not as exciting as skydiving and figure skating. 16. Debt... the worst kind of poverty. 17. The game ... not worth the candle. 18. Do you have any idea where he ... ? 19. Used cars ... cheaper but less reliable

than new cars. 20. What ... the weather forecast for tomorrow? Art ... long, life .. short. 22. You ... the best friend I've ever had. 23. I don't remember what his telephone number 24. Two heads ... better than one. 25. You ... right. That ... a lot of money! Coffee ... very expensive this week.

Ex.2

1. I (to play) chess tomorrow. 2. I (not to play) chess tomorrow. 3. You (to play) chess tomorrow? 4. He (to play) chess every day. 5. He (not to play) chess every day. 6. He (to play) chess every day? 7. They (to play) chess now. 8. They (not to play) chess now. 9. They (to play) chess now? 10. Nick (to go) to the park now. 11. Nick (to go) to school every day. 12. Nick (to go) to school tomorrow. 13. I (to miss) your excellent cooking! 14. You ever (to buy) presents? 15. You (to think) it (to be) easy or difficult to choose the right presents for people? 16. What present your mother (to receive) for her next birthday? 17. A. The weather (to be) unpredictable these days. B. Well, maybe it (to be) warm and sunny. A. It (to get) cold, and look at those clouds. I (to think) it (to be) cold and damp. B. You (to be right). It (to get) cold. My feet (to freeze). You (to know), it might snow. A. You never (to know). They (say) fog (to cover) the area early tomorrow morning. It (to clear) and (to become) sunny by noon. So it might be beautiful this afternoons, too. B. You (to kid)? I (to freeze). Where (to be) the bus? We (to wait) for the bus now. We always (to wait) for the bus. And tomorrow we (to wait) for the bus, too.

Ex. 3.

1. You (to come) to my place next Sunday? 2. You (to read) this book next week? 3. You (to read) books every day? 4. You (to read) a book now? 5.1

(not to see) him tomorrow. 6. What you (to do) tomorrow? 7. What your friend (to do) tomorrow? 8. Where you (to go) next summer? 9. Where you (to go) every morning? 10. Where you (to go) now? 11. Look! Mary (to dance). 12. She (to dance) every day. 13. She (to dance) tomorrow? 14. He (to go) to the theatre tomorrow. 15. We (to go) to school in the morning. 16. Look! Kate (to go) to school. 17. You (to help) your mother tomorrow? 18. I (not to play) the guitar now. 19. My brother (to play) the guitar every evening. 20. They (not to take) care of the garden next summer. 21. You (to like) apples? 22. You (to eat) apples tomorrow? 23. Nick (to read) many books. 24. Mother (to work) every day. 25. He (not to sleep) now. 26. Your brother (to go) to the exhibition next Sunday? 27. We (not to go) to the zoo tomorrow. 28. I (not to learn) the poem now. 29. She (to live) in San Francisco. 30. My father (to shoot) very well. 31. He is very strong. Look! He (to carry) a very heavy box..

Ex. 4.

1. My sister (not to like) coffee. 2. When you (to go) to bed every day? 3. What he (to read) now? 4. What he (to read) every day? 5. What he (to read) tomorrow? 6. You (to give) me this book tomorrow? 7. Where she (to be) tomorrow? 8. Where she (to go) tomorrow? 9. She (to go) to the country with us tomorrow? 10. They (to stay) at home tomorrow. 11. What you (to do) now? I (to see) that you (not to read). 12. When you (to finish) your homework? It (to be) very late, it (to be) time to go to bed. 13. How you usually (to spend) evenings? 14. What you (to do) in the country next summer? 15. They (not to drink) tea now. I (to think) they (to watch) TV. 16. What your father (to drink) in the evening? When you (to get) up every day? — I (to get) up at seven o'clock. 18. My brother usually (not to get) up at seven o'clock. As a rule, he (to get) up at six o'clock, but tomorrow he (to get) up at seven o'clock.. 21. Our

friends always (to go) to the country for the weekend. 22. Look! The kitten (to play) with its tail. 23. Your parents (to watch) TV now? 24. My sister (not to rest) now. She (to help) mother in the kitchen. She (to help) mother in the kitchen every day.

Ex.5.

1. Before you (to cross) the park, you will come to a supermarket. 2. When you (to cross) the park, you will see the hospital. 3. you (to translate) this article into Russian, I shall use it in my report. 4. If she (to be) in St. Petersburg now, she will meet you at the railway station. 5. If you (not to hurry), you will miss the train. 6. If it (to rain), we shan't go to the country. 7. When my friend (to come) to t. Petersburg, we shall go to the Russian Museum. What will you be doing when he (to come) to your place? 9. Don't forget to pay for your dinner before you (to leave) the canteen. 10. I shall be able to translate this article if you (to give) me a dictionary. 11. You will have to work hard at home if you (to miss) the lesson. 12. Where will you go when you (to come) to London? 13. The child won't be healthy if you (not to give) him much fruit. 14. I shan't have dinner before mother (to come) home. 15. What will you do if you (not to finish) your homework tonight? 16. What will he do if his TV set (to break)?

Ex.6

1. If I (to stay) some more days in your town, I (to call) on you and we (to have) a good talk. 2. He (to go) to the Public Library very often when he (to be) a student. 3. As soon as I (to return) from school, I (to ring) you up. 4. You (to pass) many towns and villages on your way before you (to arrive) in Moscow. 5. I (to stay) at home till she (to come). Then we (to go) to the theatre if she (to bring) tickets. 6. After I (to

finish) school, I (to enter) the University. 7. When he (to return) to St. Petersburg, he (to call) on us. 8. If I (to see) him, I (to tell) him about their letter. 9. We (to gather) at our place when my brother (to come) back from Africa. 10. I (to sing) this song with you if you (to tell) me the words. **11.** I hope you (to join) us when we (to gather) in our country house the next time. 12. What you (to do) when you (to come) home? 13. When they (to cross) the road, they (to see) the hotel. 14. Before she (to get) to the theatre, she (to go) past the shopping centre. 15. What we (to do) if it (to rain) tonight? 16. What she (to do) if she (to see) her best friend again? 17. If the bus (to be) very crowded, you (to be) exhausted by the time you (to get) to work. 18. If it (to be) very cold tonight, our car (not to start) in the morning.

Ex.7

1. If the weather (to be) nice, we probably (to go) to the beach. 2. If he still (to have) a cold and (not to feel) better, he (not to go) to a disco. 3. If you (to decide) to forget about your diet, you (to eat) wedding cake tomorrow. 4. If I (to drink) too much champagne at my friend's wedding, I (to get) a bad headache. 5. If they (to go) to California next year, they (to visit) his friend in San Francisco. 6. If she (not to work) properly, her boss (to fire) her and (to hire) my sister. 7. I (to see) you before you (to start)? 8. What he (to do) when he (to come) home? 9. Where they (to go) if the weather (to be) fine? **10.** He (to ring) me up when he (to return) home. **11.** If it (to rain), we (to stay) at home. 12. She (to walk) home if it (not to be) too cold. 13. I am sure he (to come) to say goodbye to us before he (to leave) St. Petersburg. 14. Please turn off the light when you (to leave) the room. 15. If we (to be) tired, we (to stop) at a small village halfway to Moscow and (to have) a short rest and a meal there. 16. If you (to miss) the 10.30 train, there is another at

10.35. 17. She (to make) all the arrangements about it before she (to fly) there. 18. Before he (to start) for London, he (to spend) a week or two at a health resort not far from here.

Ex.8

1. My grandmother is superstitious. She always says to me: "If you (to spill) salt, you should throw a little salt over your left shoulder. If you (not to do) this, you (to have) bad luck. If you (to break) a mirror, you (to have) bad luck for seven years."

2. I (not to speak) to him until he (to apologize). 3. Peter (to introduce) us to his friends as soon as we (to meet) them. 4. We (to go) to the station to meet Sergei when he (to come) to St. Petersburg. 5. Don't go away until mother (to come) back. Give her the note as soon as she (to come). 6. You (to go) to the library with us? — No, I... I (to stay) here and (to help) Jane with her grammar. I (to come) to the library after I (to finish). 7. Ring me up before you (to come). 8. I (to speak) to Mary if I (to see) her today. 9. If you (to ask) me a difficult question, I (to be) nervous. If I (to be) nervous, I (to make) a mistake. If I (to make) a mistake, the other students (to laugh) at me. If the other students (to laugh) at me, I (to be) embarrassed. And if I (to be) embarrassed, I (to cry). So please don't ask me a difficult question!

Ex.9

1. Don't go out: it (to rain) heavily. 2. Take your raincoat with you. I am afraid it (to rain) in the evening and you (to get) wet through if you (not to put) on your raincoat. 3. Every spring birds (to come) to our garden and (to sing) in the trees. 4. Listen! Somebody (to sing) in the next room. 5. It usually (not to snow) at this time of the year. 6. What the weather (to be) like now? It (to snow)? — No, it 7. We (to

go) out of town to ski on Sunday? — Yes, we ... if it (to snow) this week and if there (to be) a lot of snow everywhere. 8. What you (to do) tomorrow? — We (to go) out of town if the weather (not to change) for the worse. You (to come) with us? — With pleasure if only I (not to have) too much work to do at home. 9. It (to be) cold in autumn. It often (to rain). A cold wind often (to blow). 10. The weather (to be) fine today. It (to be) warm, the sun (to shine) brightly. A soft wind (to blow). Small white clouds (to sail) in the sky. 11. If we (to have) televisions at our supermarket, they (to inform) customers about things in the store. 12. If we (to play) music, it (to produce) the right atmosphere. 13. If we (to put) in cameras, they (to stop) people stealing things. 14. If we (to employ) more assistants, they (to help) our customers.

Ex. 10

1. His sister (to study) English every day. 2. She (to study) English two hours ago. 3. You (to come) home at six o'clock yesterday? — No, I Yesterday I (to come) home from school at half past eight. I (to be) very tired. I (to have) dinner with my family. After dinner I (to be) very thirsty. I (to drink) two cups of tea. Then I (to rest). 4. I (to go) to bed at ten o'clock every day. 5. I (to go) to bed at ten o'clock yesterday. 6. My brother (to wash) his face every morning. 7. Yesterday he (to wash) his face at a quarter past seven. 8. I (not to have) history lessons every day. 9. We (not to rest) yesterday. 10. My brother (not to drink) coffee yesterday. 11. My mother always (to take) a bus to get to work, but yesterday she (not to take) a bus. Yesterday she (to walk) to her office. 12. You (to talk) to the members of your family every day? — Yes, I But yesterday I (not to talk) to them: I (to be) very busy yesterday. 13. Your sister (to go) to school every day? — Yes, she

14. Mary (to like) writing stories. 15. Last week she (to write) a funny story about her pet. 16. You (to tell) your mother the truth about the money? 17. You (to wear) your polka-dot dress to work? — Yes, I I (to wear) it yesterday. 18. We (to like) to go to the beach. We (to enjoy) swimming in the ocean last weekend.

Ex.11

1. Tom always (to eat) breakfast. 2. Yesterday he (not to eat) breakfast because he (to get) up late 3. We (to like) to cook but we (not to like) to wash the dishes. 4. He never (to shout) at his students. He (to be) a wonderful teacher, I remember. 5. My friend (to know) Spanish very well. 6. Who (to ring) you up an hour ago? 7. He (to live) on the third floor. 8. It (to take) you long to find his house yesterday? 9. When your lessons (to be) over on Monday? 10. I (to have) dinner with my family yesterday. 11. Her friends (to be) ready at five o'clock. 12. One of her brothers (to make) a tour of Europe last summer. 13. Queen Elizabeth II (to be) born in 1926. She (to become) Queen of England in 1952. 14. You always (to get) up at seven o'clock? — No, sometimes I (to get) up at half past seven. 15. Antonio Stradivari (to make) wonderful violins. 16. Who (to paint) the world-known picture "Mona Lisa"? 17. She (to know) all the works of Chopin. She (to enjoy) listening to his waltz last night. 18. Steven's friends (to come) to his birthday party last night and (to give) him wonderful presents. His parents (to cook) a special dinner for him. His girlfriend (to promise) to come, but she (not to be) there. He (to try) to phone, but he couldn't get through. He (to be) really upset. Only she (not to wish) him a Happy Birthday.

Ex.12

I (to go) to bed at ten o'clock every day. 2. I (to go) to bed at ten o'clock yesterday. 3. I (to go) to bed at ten o'clock tomorrow. 4. I (not to go) to the

cinema every day. 5. I (not to go) to the cinema yesterday. 6. I (not to go) to the cinema tomorrow. 7. You (to watch) TV every day? 8. You (to watch) TV yesterday? 9. You (to watch) TV tomorrow? 10. When you (to leave) home for school every day? 11. When you (to leave) home for school yesterday? 12. When you (to leave) home for school tomorrow? 13. My brother (to go) to work every day. He (to leave) home at a quarter past eight. As the office he (to work) at (to be) near our house, he (to walk) there. He (not to take) a bus. Yesterday he (not to go) to work. Yesterday he (to get) up at nine o'clock. You (to have) a PT lesson yesterday? — No, I 15. What you (to buy) at the shop yesterday? — I (to buy) a book. 16. Yesterday my father (not to read) newspapers because he (to be) very busy. He (to read) newspapers tomorrow.

Ex.13

1. He (to turn) on the television to watch cartoons every morning. 2. He (to turn) on the television to watch cartoons yesterday morning. 3. He (to turn) on the television to watch cartoons tomorrow morning. 4. I always (to go) to the Altai Mountains to visit my relatives there. 5. I (to be) very busy last summer and I (not to go) there. 6. I (not to go) there next year because it (to cost) a lot of money and I can't afford it. 7. They (to enjoy) themselves at the symphony yesterday evening? 8. Who (to take) care of the child in the future? 9. How often you (to go) to the dentist's? 10. We (not to have) very good weather, but we still (to have) a good time during our short stay in London. 11. She (to do) all the

washing in their house. 12. He even (not to know) how to use the washing machine. 13. Two years ago they (to be) rich and money (to be) never a problem. 14. You (to think) you (to be) happy in your new neighborhood? 15. When the cabbage soup (to be) ready? 16. The customs officers at JFK airport in New York (to arrest) that young man when he (to arrive). 17. I (to like) to get on with my friends, so I often (to do) what they (to want). 18. When (to be) your birthday? 19. When you (to get) your watch? 20. Who (to create) Mickey Mouse.

Ex.14

Kate (to cook) dinner every day. 2. Kate (to cook) dinner tomorrow. 3. Kate (to cook) dinner now. 4. Kate (to cook) dinner yesterday. 5. I (not to eat) ice cream every day. 6. I (not to eat) ice cream now-7. I (not to eat) ice cream tomorrow. 8. I (not to eat) ice cream yesterday. 9. He (to spend) last summer in the country. 10. He (not to spend) last summer in the country. 11. He (to spend) last summer in the country? 12. Where he (to spend) last summer? 13. She (to help) mother yesterday. 14. She (not to help) mother yesterday. 15. She (to help) mother yesterday? 16. How she (to help) mother yesterday? 17. You (to go) to school every day? 18. You (to go) to school now? 19. You (to go) to the south next summer? 20. You (to go) abroad last summer? 21. What your brother (to do) every day? 22. What your brother (to do) now? 23. What your brother (to do) tomorrow? 24. What your brother (to do) yesterday.

Ex.15

1. Nellie (to leave) for Moscow tomorrow. 2. I (to be) in a hurry. My friends (to wait) for me. 3. You (to be) at the theatre yesterday. You (to like) the opera? — Oh yes, I (to enjoy) it greatly. 4. You (to go) to London next summer? 5. I (to know) she (to have) a happy life, and she

(to live) a long time. A week ago they (not to know) what to think. She (to worry) a lot at the moment, but the problems (not to be) very great. 8. Last Tuesday he (to be) upset and (to have) no idea where to go. 9. Could you tell me the way to Trafalgar Square? I (to go) the right way? 10. Various kinds of sports (to be) popular in Russia. 11. Both children and grown-ups (to be) fond of sports. 12. What (to be) the matter with her? She (to be) so excited. — I (not to know). 13. Where you (to go)? — I (to go) to the Dynamo stadium to see the match which (to take) place there today. 14. You (to know) that a very interesting match (to take) place last Sunday? 15. He (to go) to the south a week ago. 16. When I (to be) about fifteen years old, I (to enjoy) playing football. 17. Our football team (to win) many games last year. 18. Where (to be) Boris? — He (to play) chess with his friend. 19. I (to be) sorry I (to miss) the match yesterday.

Ex. 16

1. My friend (to go) to the library every Wednesday. 2. He (not to go) to the country yesterday. 3. Why you (to go) to the shop yesterday? 4. We (to grow) tomatoes next summer. 5. What you (to do) now? 6. He (to sleep) now. 7. Where your father (to work) last year? 8. She (to go) to the south next summer? 9. He (not to watch) TV yesterday. 10. Yesterday we (to write) a paper. 11. I (to buy) a very good book last Tuesday. 12. My granny (not to buy) bread yesterday. 13. What you (to buy) at the shop tomorrow? 14. Don't make noise! Father (to work). 15. We (to go) on a tramp last Sunday. 16. Your brother (to go) to the country with us next Sunday? 17. Granny (not to cook) dinner now. 18. We (to cook) our meals on a fire last summer. 19. My sister (to wash) the dishes every morning. 20. When you (to go) to school? 21. What you (to prepare) for

breakfast tomorrow? 22. You (to invite) your cousin to stay with you next summer? 23. How you (to help) your sister last summer? 24. I (to send) a letter to my friend tomorrow. 25. Every morning on the way to school I (to meet) my friends. 26. His grandfather (to listen) to rock' n' roll music. That (to be) strange! He always (to listen) to classical music.

Ex.17

1. Max (not to be) here. He (to wash) his car. He (to wash) it every weekend. 2. He (not to play) the piano tomorrow. 3. We (to see) a very good film last Sunday. 4. Your mother (to cook) every day? 5. We (to make) a fire last summer. 6.1 (to spend) last summer at the seaside. 7. Where you (to spend) last summer? 8. Where he (to spend) next summer? 9. What mother (to do) now? — She (to cook) dinner. 10. I (not to play) computer games yesterday. 11. Last Sunday we (to go) to the theatre. 12.1 (to meet) my friend yesterday. 13.1 (to write) a letter to my cousin yesterday. 14. You (to write) a dictation tomorrow? 15.1 (not to write) a report now. 16. Mother (to cook) a very tasty dinner yesterday. 17. Tomorrow Nick (not to go) to school.

Ex.18.

1. I (to write) an English exercise now. 2. I (to write) an English exercise at this time yesterday. 3. My little sister (to sleep) now. 4 My little sister (to sleep) at this time yesterday. 5. My friends (not to do) their homework now. They (to play) volleyball. 6. My friends (not to do) their homework at seven o'clock yesterday. They (to play) volleyball.

7. She (to read) the whole evening yesterday. She (not to read) now. 9. Now she (to go) to school. 10. What you (to do) now? — I (to drink) tea. 11. You (to drink) tea at this time yesterday?

— No, I (not to drink) tea at this time yesterday, I (to eat) a banana. 12. My sister is fond of reading. She (to read) the whole evening yesterday, and now she (to read) again. 13. Look! My cat (to play) with a ball. 14. When I went out into the garden, the sun (to shine) and birds (to sing) in the trees. 15. You (to eat) ice cream now? 16. You (to eat) ice cream when I rang you up yesterday? 17. What our father (to do) now? 18. What your father (to do) from eight till nine yesterday? 19. Why she (to cry) now? 20. Why she (to cry) when I saw her yesterday?

Ex.19

1.1 (to go) to the cinema yesterday. 2.1 (to go) to the cinema at four o'clock yesterday. 3. I (to go) to the cinema when you met me. 4.1 (to do) my homework the whole evening yesterday. 5. I (to do) my homework when mother came home. 6. I (to do) my homework yesterday. 7.1 (to do) my homework from five till eight yesterday. 8. I (to do) my homework at six o'clock yesterday. 9. I (not to play) the piano yesterday. I (to write) a letter to my friend. 10. I (not to play) the piano at four o'clock yesterday. I (to read) a book. 11. He (not to sleep) when father came home. He (to do) his homework. 12. When I (to go) to school the day before yesterday, I met Mike and Pete. They (to talk) and (to laugh). They told me a funny story. Soon I (to laugh), too. I still (to laugh) when we came to school. After school I (to tell) this story at home. My father and mother (to like) it very much. 13. When we were in the country last summer, I (to go) to the wood one day. In the wood I (to find) a little fox cub. I (to bring) it home. I (to decide) to tame the cub. Every day I (to feed) it and (to take) care of it. I (to tame) it the whole summer. Now the fox cub is quite tame. It lives in my house.

Ex. 20

1. I (to play) computer games yesterday. 2. I (to play) computer games at five o'clock yesterday. 3. He (to play) computer games from two till three yesterday. 4. We (to play) computer games the whole evening yesterday. 5. My brother (not to play) tennis yesterday. He (to play) tennis the day before yesterday. 6. My sister (not to play) the piano at four o'clock yesterday. She (to play) the piano the whole evening. 7. When I came into the kitchen, mother (to cook). 8. She (to cook) the whole day yesterday. 9. We (to wash) the floor in our flat yesterday. 10. We (to wash) the floor in our flat from three till four yesterday. 11. You (to do) your homework yesterday? 12. You (to do) your homework from eight till ten yesterday? 13. Why she (to sleep) at seven o'clock yesterday? 14. He (to sit) at the table the whole evening yesterday. 15. What Nick (to do) when you came to his place? 16. What you (to do) when I rang you up? 17. I (not to sleep) at nine o'clock yesterday. 18. What he (to do) yesterday? — He (to read) a book. 19. What he (to do) the whole evening yesterday? — He (to read) a book. 20. She (to sleep) when you came home?

Ex.21

1. When I (to come) home, my little sister (to sleep). 2. When Nick (to come) home, his brother (to play) with his toys. 3. When mother (to come) home, I (to do) my homework. 4. When father (to come) home, Pete (to sleep). 5. When mother (to come) home, the children (to play) on the carpet. 6. When I (to get) up, my mother and father (to drink) tea. 7. When I (to come) to my friend's place, he (to watch) TV. 8. When I (to see) my friends, they (to play) football. 9. When I (to open) the door, the cat (to sit) on the table. 10. When Kate (to open) the door, the children (to dance) round the fir tree. 11. When Tom (to cross) the street, he (to fall). 12. When we (to go) to the cinema, we (to meet) grandmother. 13. When grandmother (to go) home, she (to see) many

children in the yard. 15. When Henry (to walk) about in the forest, he (to find) a bear cub. 16. When we (to walk) about in the forest, we (to see) a hare. 17. When I (to wash) the floor, I (to find) my old toy under the sofa. 18. When granny (to read) a book on the sofa, she (to fall) asleep. 19. When I (to play) in the yard, I suddenly (to see) my old friend. 20. When Nick (to run) about in the yard, he (to fall).

Ex. 22

1. The girl (to cook) dinner when the lights (to go) out. She (to burn) herself. 2. The boy (to hurt) himself while he (to skate). 3. When the woman (to enter) the room, the children (to feed) the goldfish. 4. When P (to visit) my friends in Denmark, I (to buy) two presents for my family. 5. When it (to start) to rain, we (to bathe) in the river. 6. Yesterday at one o'clock I (to have) lunch at the canteen. 7. When he (to come) in, I (to do) my exercises. 8. What you (to do) at eight o'clock yesterday? At this time yesterday I (to go) home. 10. You (to sleep) when I (to go) out. 11. He (to read) on the sofa when I (to come) in and (to sit) down beside him. 12. I (to walk) along the street with my friend when a tram (to pass). 13. She (to look) out of the window when I (to see) her. 14. We (to answer) the teacher's questions when the headmistress (to enter) the class room. 15. They (to drink) tea when I (to come) home. 16. He (to walk) along the river when a boat (to pass). 17. The old man (to think) about his plan when he (to fall) asleep. 18. We (to listen) to an interesting lecture yesterday. 19. When I (to enter) the classroom, the teacher (to write) words on the blackboard and the pupils (to copy) them into their exercise books. 20. They (to get) ready to go out, when it (to begin) raining.

Ex. 24

1. I (to go) to the theatre yesterday. 2. At seven o'clock yesterday I (to go) to the theatre. 3. What you (to do) at 5 o'clock yesterday? — I (to play) the piano. 4. When I (to come) to school, the children (to stand) near the classroom. 5. We (to play) in the yard the whole evening yesterday. 6. When I (to prepare) breakfast in the morning, I (to cut) my finger. 7. Last year I (to go) to the United States. 8. You (to go) to Great Britain last year? — No, I (to go) to France. 9. What you (to do) yesterday? — I (to translate) a very long article. 10. When I (to ring) up my friend, he (to sleep). 11. When grandfather (to watch) TV, he (to fall) asleep. 12. When my friend (to come) to see me, I (to do) my homework. 13. When I (to go) to the stadium, I (to meet) Kate and Ann. 14. When Nick (to ring) me up yesterday, I (to help) mother. 15. When the children (to walk) through the wood, they (to see) a fox. 16. When I (to come) home, my sister (to wash) the floor. 17. When Mike (to play) in the yard, he (to find) a ball. 18. When I (to draw) yesterday, I (to break) two pencils. 19. When I (to meet) Tom, he (to go) to the shop. 20. When I (to look) out of the window, the children (to play) hide-and-seek.

Ex.25

Father (to watch) TV at ten o'clock yesterday. 2. I (to go) to bed at nine o'clock yesterday. 3. I (to finish) my homework at nine o'clock yesterday. 4. I (to play) the piano at five o'clock yesterday. 5. He (to begin) to do his homework at four o'clock yesterday. 6. She (to wash) the floor at four o'clock yesterday. 7. I (to meet) Nick at three o'clock yesterday. 8. When I (to come) home, Kate (to play) the piano. 9. When I (to meet) John, he (to go) to the railway station. **10.** When I (to go) to the museum, I (to see) a big crowd of people in the street. **11.** They (to play) in the yard in the evening yesterday. **12.** They (to play) in the yard the whole evening yesterday. 13. I (to clean) my teeth at eight o'clock in the

morning yesterday. 14. We (to go) to the wood in summer. 15. When the teacher (to open) the door of the classroom, the pupils (to sit) at their desks. 16. He (to get) up at seven o'clock yesterday. 17. Father (to come) home at six o'clock yesterday. 18. I (to read) a book at six o'clock yesterday. 19. She (to fall) asleep at eleven o'clock yesterday. 20. Mother (to drink) tea at eleven o'clock yesterday.

Ex.25

1. Last Sunday we (to go) skiing in the country. There (to be) already a lot of snow in the fields and we (to enjoy) ourselves. We (to ski) for two hours and a half. 2. They (to meet) at the station two hours ago. 3. Where you (to spend) last Sunday? 4. We (to be) in a hurry because only twenty minutes (to be) left before the beginning of the performance. 5.1 (to play) the violin when my friend (to come) in. He (to invite) me to the theatre and I (to accept) the invitation with pleasure. 6. He (to ring) up his friend and (to ask) him about the homework. 7. When I (to come) to the theatre, my friend already (to wait) for me. 8. When I (to go) to the dentist's, I (to break) my arm. 9. When the teacher (to walk) into the classroom, the boys (to listen) to pop music and the girls (to eat) chips and (to drink) lemonade. 10. She (to go) to the bank when I (to meet) her. She (not to go) to the doctor's. 11. What you (to do) when the accident (to happen)? — I (to walk) out of the hospital. 12. When the thieves (to take) his money, he (to leave) the bank.

Ex.26

1. Lena (to sweep) the floor on Sunday. 2. Lena (to sweep) the floor from eleven till twelve on Sunday. 3. They (to go) to the wood last Sunday? 4. When they (to sail) down the river they (to see) a little island. 5. We (to work) the whole morning yesterday. 6. Mother (to cook)

dinner at three o'clock yesterday. 7. She (to finish) cooking at four o'clock yesterday. 8. At half past four yesterday we (to have) dinner. 9. They (to translate) a difficult text yesterday. 10.1 (to open) the window at six o'clock yesterday. 11. You (to go) to the cinema yesterday? 12. I (not to see) Mike last week. 13. When I (to open) the door, my friends (to sit) around the table. 14. When you (to begin) doing your homework yesterday? 15. We (to discuss) the latest news from three till four yesterday. 16. When I (to read) the newspaper yesterday, I (to find) an interesting article on UFOs. 17. You (to watch) TV yesterday? — Yes, we (to watch) TV the whole evening yesterday. 18. When you (to go) to bed yesterday? 19.1 (to go) to bed at ten o'clock yesterday. 20. At half past ten yesterday I (to sleep). 21. When I (to come) home from school yesterday, my little brother (to sit) on the floor with all his toys around him. He (to play) with them. I (to tell) him to put his toys into the box as he (to make) too much noise.

Ex. 27

1 (to feed) my cat with fish yesterday. 2. What you (to do) at four o'clock yesterday? — I (to feed) my cat. 3. What your brother (to do) yesterday? — He (to play) computer games. 4.1 (to begin) repairing my camera at six o'clock yesterday. 5. At five o'clock yesterday Helen (to cook) soup. 6. What you (to do) when your sister (to come) home yesterday?

7. You (to have) supper at nine o'clock yesterday?
He (not to go) to the shop yesterday. 9. Nick (to go) to bed at ten o'clock yesterday. 10. Rick (to sleep) at eleven o'clock yesterday. 11. When we (to play) in the yard yesterday, it suddenly (to start) raining heavily. 12. I (to see) Mike when he (to cross) the street. 13. He (to begin) repairing

his bicycle in the morning yesterday. 14. He (to repair) his bicycle the whole day yesterday. 15. He (to finish) repairing his bicycle in the evening yesterday. 16. We (to play) badminton from nine till eleven yesterday. 17. Kate (not to go) for a walk yesterday. She (to write) a composition the whole day yesterday. 18. When your father (to come) home yesterday? — He (to come) home at seven o'clock. 19. When my father (to come) home yesterday, my mother (to make) supper. 20. We (not to go) on a tramp last summer.

Ex. 28

We (to walk) down the street in the direction of Mike's house, when we (to see) him in the window of a bus that (to pass) by. He (to recognize) us, too, but he could not get off as the bus (to be) overcrowded. We (to be) very sorry that we (to have) no chance to speak to him. But we could do nothing and (to decide) to go back. At that very moment we (to hear) Mike's voice behind us. "How funny," he (to say), "I (to go) to your place when I suddenly (to see) you here. I am so glad to see you."

Ex.29

The sun (to go) down behind the hills when I (to reach) a village which (to be) only a few miles from the sea. The working day (to be) over, and the villagers (to come) home from the fields. Along the road two boys (to drive) cows and sheep in the direction of the village. I (to approach) a group of people standing near the road and (to ask) them if I could find a place in the village to spend the night. An old man (to say) he would help me. He (to take) me to his small cottage at the far end of the street. A fire

(to burn) in the stove when we (to enter) the house. One girl of about eighteen (to prepare) supper in the kitchen while two other girls still (to

do) something in the kitchen garden near the house. The old man (to invite) me to have supper with them. They all (to seem) to be nice people and we (to have) a friendly talk. After supper my new friends and I (to go) out into the garden. The moon (to shine) high in the sky, and the night (to be) warm and beautiful. That evening (to be) very pleasant, and I shall remember it a long time.

Ex.30

1. Where you (to be) yesterday? — I (to be) at home the whole day. — How strange. I (to ring) you up at two o'clock, but nobody (to answer). — Oh, I (to be) in the garden. I (to read) your book and (not to hear) the telephone. 2. What you (to do) at five o'clock yesterday? — I (to work) in the library. — I (to be) there, too, but I (not to see) you. 3. Nina (to celebrate) her birthday yesterday. Her room looked beautiful, there (to be) many flowers in it. When I (to come) in, somebody (to play) the piano, two or three pairs (to dance). 4. Listen! Somebody (to play) the piano. 5. I (to like) music very much. 6. When I (to look) out of the window, it (to rain) heavily and people (to hurry) along the streets. 7. What you (to do) at seven o'clock yesterday? — I (to have) sup per. 8. When I (to come) home yesterday, I (to see) that all my family (to sit) round the table*. Father (to read) a letter from my uncle, who (to live) in Kiev. 9. Yesterday I (to work) at my English from five till seven. 10. It (to rain) the whole day yesterday. 11. Where your sister (to~be) now? — She (to be) in her room. She (to do) her homework..

Ex.31

1. We (to have) a postcard from them two days ago. They (to say) they (to have) a marvellous time. 2. While she (to shop) this morning, she (to lose) her money. She (not to know) how. 3. They (to announce) our

flight. We (to have) a problem. One of our suitcases (to miss). 4. Who (to speak) there? — I (not to know). 5. He (not to smoke). He (not to smoke) now. When he (to be) at the office yesterday, he (not to smoke), he (to work) hard. 6. When my sister (to wash) her skirt, she (to find) a pound note in the pocket. 7. When you (to learn) German? 8. We (to go) home now because it (to be) late. 9. Who you (to wait) for? 10. Her car (to break) down yesterday while she (to drive) to work. 11. When and where it (to happen)? 12. She always (to wear) nice clothes for work. Today she (to wear) a nice blouse and a dark skirt. 13. What she (to watch) at the moment? 14. I (to see) my friend in the street yesterday, but he (to run) for a bus and he (not to have) time to speak to me. 15. What your son (to do)? — He (to study) computer science. 16. What you (to do) at the weekend? 17. When she (to open) the door, a man (to stand) on the doorstep. It (to be) her uncle, but she (not to recognize) him because he (to wear) dark glasses. 18. Last night we (to go) to a cafe to meet our friends.

Ex.32

1. Where your brother (to work)? — He (to work) at an institute.
2. Your grandmother (to sleep) when you (to come) home yesterday?
3. What your brother (to do) tomorrow?
4. I (not to go) to the shop yesterday.
5. I (to go) to the shop tomorrow.
6. Where Kate (to go) when you (to meet) her yesterday?
7. Look at these children: they (to skate) very well. You (to skate) last Sunday? — Yes, we (to skate) the whole day last Sunday. We (to skate) again next Sunday.
8. My brother can skate very well. He (to skate) every Sunday.
9. What you (to do) now? — I (to wash) the dishes.
10. What you (to do) at three

o'clock yesterday? — I (to have) dinner. 11. You (to have) dinner now? 12. Every day the boss (to enter) the office at nine o'clock. 13. Yesterday the boss (to enter) the office at half past nine. 14. When the boss (to come) tomorrow? 15. At six o'clock yesterday we (to listen) to a very interesting lecture.

Grammar ex-s. Revision

Ex. 33

Last night we (to go) to a football match. We (to take) a bus. The bus (to be) full of people as many people (to want) to see the match. We (to get) off the bus and (to go) in the direction of the stadium. While we (to cross) the road, I (to see) Victor. He (to stand) at the corner. He said he (to wait) for his friend who (to come) to St. Petersburg the day before and (to wish) to see the new stadium. A man (to come) up to me and asked if I (to have) a spare ticket for the match. Victor told us that two boys just (to ask) him whether he (to have) a spare ticket. We (to enter) the stadium just as the football players (to come) out on to the field. At the entrance to the stadium we (to meet) Sergei. He (to show) us to our seats and we (to agree) to meet in the snack bar during the interval. He (to ask) me if I (to play) football in my childhood.

Ex.34

1. There (to be) two men in the room. One of them (to write) something while the other (to read) a news- paper. 2. He (not to tell) me that he (to receive) a telegram from her. 3. I (to ask) him if he (to know) where she (to live). I (to say) I (not to know) her address. 4. He (to ask) me if I (can) give him your address. 5. She (to say) that he (to give) her the wrong address. 6. I (to ask) him where he (to put) my letter. 7. He (to tell) us

that they (to spend) all the money. 8. I (to sit) in an armchair and (to think) of my coming trip across the North Sea when the door suddenly (to open) and an old friend of mine whom I (not to see) for a very long time, (to enter) the room. 9. She (to come) to see us just at the time when we (to have) dinner. It (to be) the first time I (to see) her. 10.1 (to see) him just as he (to leave) the hotel. 11.1 (not to see) him before we (to meet) at the concert. 12. He (to leave) the house before I (to have) time to ask him anything. 13. After spending several days in Paris he (to feel) lonely and (to want) to return home. 14.1 (to think) he already (to go) home. 15.1 (to find) the old man in the garden. He (to talk) to some children who (to stand) around listening to him. 16. He (to speak) a language we never (to hear) before. 17. He (to tell) me he (to learn) it from the newspaper. 18. He (to enter) the room, (to take) something from the desk and (to go) out.

Ex.35

1. I (to return) to the hotel only late at night as I (to lose) my way in the fog. When I (to come) up to my room, I (to see) Pete who (to stand) at the door of the room. He (to wait) for me as he (to lose) his key and could not get in. 2. When I (to wake) up, it (to be) already ten o'clock. I (to call) my brother. Nobody (to answer). He already (to leave). 3. I (to go) up to the open window. The rain (to stop) and the sun (to shine) brightly. The birds in the garden (to sing). The morning (to be) fine. 4. When the rain (to stop) I (to look) out of the window and (to see) John who (to stand) under a tree waiting for me. 5. When I called at his house, they (to tell) me that he (to leave) an hour before. 6. When I came to the station, I (not to) find my friend there as I (to be) five minutes late and the train (to leave). 7. He (to want) to visit the place where he (to

live) in his childhood. 8. The telegram (to come) some minutes after he (to leave). 9. She (to look) very tired as she (to work) hard.

Ex.36

1. He (to come) home late yesterday. 2. She is very glad: she (to finish) her composition at last. 3. He (to translate) the whole text by eleven o'clock. 4. I never (to be) to Rome. 5. Last year we (to work) very much. 6. When I (to have) breakfast, I went to school. 7. I (not to see) you for ages! I am very glad to see you. 8. When you (to see) the "Swan Lake"?

9. My sister already (to graduate) from the institute. 10. He repaired the toy which his brother (to break) the day before. 11. I (to see) an interesting TV programme this week. 12. You ever (to be) to Trafalgar Square? 13. They (to cook) the whole day yesterday. 14. I just (to see) Jack. 15. She (to wash) the dishes from five till six. 16. Look! She (to draw) a very nice picture. 17. At this time yesterday I (to talk) to my friend. 18. The TV programme (to begin) before I (to come) home. 19. I (not to eat) ice cream since summer. 20. I understood that she (not to read) my letter. 21. She (to do) the rooms when I (to come) home. 22. It's all right: she (to find) the way out of the situation.

Ex.37

1. Last summer we (to live) in the country and (to go) to the river every day. 2. My sister (to spend) a lot of money yesterday. 3. She is so upset: she (to lose) the key to the front door. 4. By the 1st of September all the children (to return) from the country. 5. Columbus (to discover) America 500 years ago. 6. Columbus (not to know) that he (to discover) America. 7. I already (to read) five English books. 8. He (to discuss) the problem with a lot of people before he (to take) a decision. 9. Mother (to bake) a delicious cake! Sit down at the table and let's eat it! 10. She (to

read) an English book the whole evening yesterday. 11.1 never (to be) to Greece. 12. They (to tell) me yesterday that you (to get) an excellent mark. 13. When you (to receive) a letter from your friend? 14. Our grandmother (to cook) dinner from twelve till three yesterday. 15. Look! What beautiful flowers she (to buy)! 16. They (to travel) along the coast of Africa last year. 17. We (not to see) each other for ages. 18. They (to eat) all the apples which I (to bring). 19. When the children (to have) dinner, they (to go) for a walk. 20. You ever (to be) to the Niagara Falls? 21. At this time yesterday they (to sit) on the sofa and (to listen) to their grandmother who (to tell) them fairy tales. 22. My friend just (to ring) me up from London. 23.1 (to stand) at the tram stop when it (to begin) raining. 24. We (not to skate) since last winter.

Ex.38

1. She is very happy: her son (to finish) school. 2. My brother (to train) at the stadium from six till eight yesterday. 3. My sister (to buy) a pair of nice model shoes this month. 4.1 (not to dance) for ages. 5. When Nick (to come) from school, his friends (to play) in the yard. 6. When your sister (to go) to London? 7. My friend just (to recover) after a serious illness. 8.1 never (to be) to the Bahamas. 9. At this time yesterday we (to talk) about you. 10.1 (to speak) to my friend yesterday. 11. Look! Kate (to wash) all the dishes. 12. Your mother (to return) from work? Can I speak to her? 13. She (to do) her flat the whole day on Saturday. 14. The cat (to drink) all the milk which I (to give) it. 15. You ever (to be) to Piccadilly Circus? 16. He (not to read) Turgenev since he was a pupil. 17. They (to reach) the river by sunset. 18. I (not-yet to receive) an answer to my letter. Only when she was going to bed, she remembered that she (to forget) to ring up her friend. 20. We already (to study) seven English tenses. 21. He (to spend) two weeks in Scotland two years

ago. 22.1 (to buy) a lovely fashionable dress. Now I shall look smart at the party. 23. He (to learn) English before he (to go) to the USA. 24. When she (to spend) all her money, she (to go) home

Ex.39

1. My friend (to like) pies. He (to eat) pies every day. When I (to meet) him in the street yesterday, he (to eat) a pie. He (to tell) me that he (to buy) that pie at the corner of the street. Look at my friend now! He (to eat) a pie again. 2.1 always (to come) to school at a quarter to nine. 3. Yesterday I (to come) to school at ten minutes to nine. 4. Tomorrow Nick (not to go) to the cinema because he (to go) to the cinema yesterday. He already (to be) to the cinema this week. Look! He (to cry). 5. What your brother (to do) now? 6. My father (to work) in an office. It (to be) Sunday now. He (not to work), he (to read) at home. 7.1 (not to see) you for a while! You (to be) busy at work? — I (to have) an awful week, you (to know). 8. What he (to do)? — He (not to do) anything really. He just (to look) at some magazines. 9. We (to have) rather a difficult time at the moment. — I (to be) sorry to hear that. 10. Something awful (to happen). Her little daughter (to swallow) a coin.

Ex.40

1. We (to bring) a lot of berries from the wood. Now we shall make jam. 2. Look! Jane (to swim) across the river. 3. What you (to do) at six o'clock yesterday? 4. You ever (to see) the Pyramids? 5.1 (to go) to the Caucasus two years ago. 6. We (to go) to school every day. 7. Nick (to do) his homework by seven o'clock yesterday. 8. You (to help) your father tomorrow? 9. When Nick (to come) home yesterday, his mother (to return) and (to cook) dinner in the kitchen. 10. When I (to go) to school yesterday, I suddenly (to remember) that I (to forget) to take

my English exercise book. 11. Yesterday grandfather (to tell) us how he (to work) at the factory during the war. 12. When Mr. and Mrs. Smith (to arrive) home, they (to discover) that someone (to break) into their house. Their video recorder and television (to disappear). They (not to know) what they (to do) to deserve this bad luck. 13. The man (to get) off the bus without paying while the conductor (to collect) fares upstairs.

Ex.41

Don't go to Nick's place now, he (to work). He (to finish) his homework at seven o'clock. If you (to come) after seven, he (to be) very glad. 2. Pete (to go) to the cinema? — Yes, I (to think) so. He usually (to play) in the yard at this time, and now he (not to be) there. 3. He (to read) a book at five o'clock yesterday. 4. You (to go) for a walk with me? — I (to be) sorry, I can't. I (to do) my homework. I (not yet to write) the English exercise. If you (to wait) for me, I (to go) with you in half an hour. I (to want) to go for a walk very much, because I (not to go) for a walk yesterday. 5. Yesterday the children (to do) all their homework before mother (to come) home and when she (to come), they (to play) with the cat. 6. I (to lose) my key when I (to play) in the yard yesterday. 7. Ring me up as soon as you (to come) home. 8. Where you usually (to take) books for reading.

Ex.42

1. Mike (to eat) ice cream every day. Look, he (to eat) ice cream now. When I (to see) him in the morning, he (to eat) ice cream, too. He (to say) he (to eat) one ice cream already by that time. I think he (to fall) ill if he (to eat) so much ice cream. 2. They (to walk) along the street and (to talk). Suddenly Nick (to stop) and (to say): "Oh, what shall we do? I (to

lose) the key to the door." "If you (not to find) it," said Pete, "we (to have) to wait for mother in the street." 3. When I (to come) to the station yesterday, I (to learn) that my train already (to leave). 4. What he (to do) when you (to see) him yesterday?

Ex.43

1. Let's go for a walk. The rain (to stop) and the sun (to shine). 2. If you (to help) me, I (to do) this work well. 3. I always {to get) up at eight o'clock, but tomorrow I (to get) up a little later. 4. What you to read) now? — I (to read) Tom's book. I (to be) in a hurry. Tom soon (to come), and I (to want) to finish reading the book before he (to come). 5. As soon as you (to see) your friend, tell him that I (to want) to see him. 6. When I (to come) home yesterday, my brother (to sleep). 7. When you (to come) to see us? — I (to come) tomorrow if I (not to be) busy. 8. I (not to like) apples. 9. He (to come) home at five o'clock yesterday. 10. I (to ring) you up as soon as I (to come) home tomorrow. 11. I (to show) you my work if you (to like). 12. He (to come) home by six o'clock yesterday. 13. Pete certainly (to help) you with your English if you (to ask) him. 14. This little boy never (to see) a crocodile. 15. Send me a telegram as soon as you (to arrive).

Ex.44

Yesterday I (to put) five apples into the vase. Where they (to be) now? — I (to eat) them. You (to bring) some more tomorrow? — Yes, if you (not to make) noise when granny (to sleep). 2. You ever (to be) to the Hermitage? 3. What Nick (to do) when you (to ring) him up yesterday? — He (to play) the piano. He (to tell) me that he already (to write) his composition. 4. Why she (to sleep) now? It (to be) too early. She never (to sleep) at this time_M. 5. You (to go) to the library

tomorrow? — No, I already (to be) to the library this week. I (to be) there on Monday. As a rule I (to go) to the library every Wednesday. But yesterday I (not to go) there, because I (not to read) the book. I (to read) it now. I (to go) to the library on Saturday if I (to finish) the book by that time. 6. As soon as I (to receive) a letter, I shall go to Moscow.

Ex.45

1. Autumn (to come). It (to be) November now. It (to get) colder, the days (to get) shorter. It often (to rain). Soon it (to be) very cold. 2. When I (to do) my homework yesterday, I quickly (to run) to the yard, because my friends (to wait) for me there. 3. We (to have) a good time last summer. 4. What you (to learn) for today? — I (to be) sorry, I (not to prepare) my lesson. I (to be) ill yesterday and (not to know) what to do. I (to prepare) my lesson tomorrow. — If you (not to prepare) your lesson tomorrow, you (to get) a bad mark. 5. What you (to do) at five o'clock yesterday? 6. Mike always (to do) his homework in the evening, but today he (to begin) doing it as soon as he comes from school, because his father (to promise) to take him to the theatre. 7. When Mary (to come) home, her brother (to read) the book which she (to bring) him two days before.

Ex.46

1. Hello! Where you (to go)? — Nowhere in particular. I just (to take) a walk. 2. Our students (to do) all kinds of exercises and now they (to be) sure that they (to know) this rule well. They (to hope) they (to make) no mistakes in the paper. 3. The expedition (to cover) hundreds of kilometres, but they still (to be) far from their destination. 4. You (to go) to Great Britain next year? 5. Yesterday Nick (to say) that he (to read) much during his summer vacation. 6. At the age of twenty my father (to combine) work and study. 7. A great number of students (to study) in the

reading room when I (to enter) it last night. 8. The storm (to rage) the whole night, and the sailors (to try) to do their best to save the ship. 9. Mike's friends could hardly recognize him as he (to change) greatly after his expedition_ to the Antarctic. 10. When I (to enter) the hall, the students (to listen) to a very interesting lecture in history.

Ex.47

1. It was eight o'clock in the morning and time for me to go to work. I (to look) out of the window. It (to rain) hard. "You (to get) wet through if you (to go) out now," said my mother. "No, I ... , 1 «I (to take) an umbrella." We (to have) five umbrellas in the house, but when I (to want) to take one, I (to find) that there (to be) not one that I could use: they all (to be) torn or broken. So I (to take) them all and (to carry) them to the umbrella maker, saying that I would call for the umbrellas on my way home in the evening. When I (to go) to have lunch in the afternoon, it still (to rain) very hard. I (to go) to the nearest cafe, and (to sit) down at a table. A few minutes later a young woman (to come) in and (to sit) down at the same table with me. When I (to finish) my lunch and (to be) ready to leave, I absent-mindedly (to take) her umbrella and (to start) for the exit. She (to stop) me saying that I (to take) her umbrella. I (to return) the umbrella with many apologies. In the evening I (to go) to the umbrella maker, (to take) my five umbrellas and (to get) on the tram to go home. It so happened that the woman I (to meet) at the cafe (to ride) in the same tram. When she (to see) me with my five umbrellas, she (to say): "You (to have) a successful day today, (to have not) you?"

Ex.48

This man (to be) a writer. He (to write) books. He (to write) books since he was a young man. He already (to write) eight books. 2. What

you (to do) here since morning? 3. Lena is a very good girl. She always (to help) her mother about the house. Today she (to help) her mother since morning. They already (to wash) the floor and (to dust) the furniture. Now they (to cook) dinner together. 4. He (to run) now. He (to run) for ten minutes without any rest. 5. What they (to do) now? —• They (to work) in the reading room. They (to work) there for three hours already. 6. Where he (to be) now? — He (to be) in the garden. He (to play) volleyball with his friends. They (to play) since breakfast time. 7. I (to live) in St. Petersburg. I (to live) in St. Petersburg since 1990. 8. This is the factory where my father (to work). He (to work) here for fifteen years. 9. You (to find) your notebook? — No! I still (to look) for it. I already (to look) for it for two hours, but (not yet to find) it. 10. You (to play) with a ball for three hours already. Go home and do your homework already (to do) her homework for two hours; but she (not yet to do) half of it. 14.1 (to wait) for you since two o'clock. 15. What you (to do)? — I (to read). I (to read) for two hours already. I already (to read) sixty pages. 16. It is difficult for me to speak about this opera as I (not to hear) it. 17. I just (to receive) a letter from my granny, but I (not yet to receive) any letters from my parents. 18. The weather (to be) fine today. The sun (to shine) ever since we got up. 19. Every day I (to wind) up my watch at 10 o'clock in the evening. 20. Come along, Henry, what you (to do) now? I (to wait) for you a long time. 21. Where your gloves (to be)? — I (to put) them into my pocket. 22. I (to stay) with some American friends in Chicago. I (to stay) with them for two weeks now. I (to have) a great time here. I (to take) the opportunity to improve my English. I already (to see) the towering skyscrapers of Chicago which are reflected in the rippling water of Lake Michigan. I just (to take) a picture of Chicago's Sears Tower which (to rise) 1,707 feet and (to provide) a panoramic

view from the skydeck. 23.1 (to go) to give that cat some food. I (to be) sure it (to starve). — But Jane already (to feed) the cat. You needn't do it.

Passive Voice

Ex 1. Open the brackets using the verbs in Active and Passive Voice.

1. Nobody (to see) him yesterday. 2. The telegram (to receive) tomorrow. 3. He (to give) me this book next week. 4. The answer to this question can (to find) in the encyclopedia. 5. We (to show) the historical monuments of the capital to the delegation. 6. You can (to find) interesting information about the life in the USA in this book. 7. Budapest (to divide) by the Danube into two parts: Buda and Pest. 8. We (to call) Zhukovski the father of Russian aviation. 9. Moskow University (to found) by Lomonosov. 10. Yuri Dolgoruki (to found) Moskow in 1147.

Ex 2. Put the following sentences in Active Voice. Use the appropriate subjects.

1. The room was cleaned and aired. 2. Have all these books been read? 3. Whom were these letters written by? 4. The letters has been just typed. 5. She showed me the picture which had been painted by her husband. 6. I shall not be allowed to go there. 7. He has been told everything, so he knows what to do now. 8, All the questions must be answered. 9. The door has been left open. 10. Betty was met at the station. 11. The girl was not allowed to go to the concert. 12. She said that the new timetable had not been hung up on the notice board. 13. The chicken was eaten with appetite. 14. The papers had been looked through and corrected by the next lesson. 15. This article will be translated at the lesson on Tuesday.

Ex 3. Open the brackets using the verbs in Passive Voice.

1. Two reports on Hemingway's stories (to make) in our group last month. Both of them were very interesting. 2. He said that Grandmother's letter (to receive) the day before. 3. Two new engineers just (to introduce) to the head of the department, 4. Don't worry, everything will be all right: the children (to take) to the theatre by the teacher and they (to bring) back to school in the evening. 5. I am sure I (to ask) at the lesson tomorrow. 6. They told me that the new student (to speak) much about. 7. The hostess said that one more guest (to expect). 8. The newspaper said that an interesting exhibition (to open) in the Hermitage the next week. 9. This new dictionary (to sell) everywhere now. 10. All the texts (to look) through yesterday and not a single mistake (to find). 11. Why have these cups been put in this cupboard? 12. Nick was told to go home at once. 13. This mountain has never been climbed before. 14. After the facts had been thoroughly explained to her, she no longer felt worried. 15. The Greeks were attacked by the Persians from the sea.

Ex 4. Translate into English using the passive Voice.

1. Де зараз ваш брат? – Його послали у Францію. 2. Про вас тільки що говорили. 3. У дома з неї посміялися. 4. Хто написав цього листа? 5. Ці квіти щойно зірвали. 6. Тебе вчора просили прийти раніше? 7. Собор святого Павла будував архітектор Рен. 8. За лікарем пошлють завтра. 9. Вірші Роберта Бернса знають у багатьох країнах світу. 10. Цей міст ще будується. Він будувався, коли я його побачив вперше. 11. Коли Чарльз Діккенс був маленьким хлопчиком, його батька посадили до боргової в'язниці. 12. Коли я почав їм допомагати, статтю вже переклали. 13. Це оповідання обговорили на уроці літератури. 14. Коли я повернувся додому, усі мої валізи будуть уже складені. 15. Твори англійських і американських письменників видають у всьому світі. 16. За лікарем пошлють

завтра. 17. Мене відрекомендували його батьку вчора. 18.Ця опера написана сто років назад.19. Про цей епізод багато говорять у нашому будинку.

Translation

Conditionals

Ex.1 Open the brackets using the verbs in appropriate forms.

1. If you (not to buy) coffee, we shall drink tea. 2. If he is free tomorrow, he certainly (to come) to our party. 3. My brother would not have missed so many lessons if he (not to hurt) his leg. 4. If my friend (to work) in my office, we should meet every day. 5. If you spoke English every day, you (to improve) your language skills. 6. If I were a famous singer, I (to get) a lot of flowers every day. 7. If my brother (to be) in trouble, I shall help him, of coarse. 8. If I don't manage to finish my report today, I (to stay) at home tomorrow. 9. If she were more careful about her diet, she (not to be) so stout. 10. If you had not put the cup on the edge of the table, it (not to get) broken. 11. I should be very glad if he (to come) to my place. 12. If you (to do) your morning exercises every day, your health would be much better. 13. If he is not very busy, he (to agree) to go to the museum with us. 14. If a dog (to bite) in her leg, she would go straight to hospital. 15. If he had known it was going to rain, he (to take) his umbrella to work today.

Ex 2. Open the brackets using the verbs in appropriate forms after I wish.

1. The unfortunate pupil wished he (not to forget) to learn the rule. 2. I wish I (to have) a season ticket to the Philharmonic next winter. 3. I wish I (to consult) the teacher when I first felt that mathematics was too difficult for me. 4. I wish I (can) give up smoking. 5. She wishes she (to see) him at yesterday's party. 6. I wish I (not to forget) my friend's birthday yesterday. 7. I wish I (to bring) my camera last summer. 8. Do you wish you (to be) in the Guinness Book of Records? 9. Some people wish they (can) appear on a TV game show and become famous. 10. She often wishes things (to be) different.

Ex 3. Form the conditionals.

1. He is busy and does not come to see us. If ... 2. The girl did not study well last year and received bad marks. If ... 3. He broke his bicycle and so he did not go to the country. If ... 4. He speaks English badly: he has no practice. If ... 5. I had a bad headache yesterday, that's why I did not come to see you. If ... 6. The sea is rough, and we cannot sail to the island. If ... 7. It is late, and I have to go home. If ... 8. I was expecting my friend to come, that's why I could not go to the cinema with you. If 9. He always gets top marks in maths because it is his favourite subject and he works a lot at it. If 10. We lost our way because the night was pitch-dark. If 11. The travelers had no camera with them, so they could not take photos of the beautiful scenery. If 12. Naturally she was angry, because you were in her way. If 13. Why didn't you watch the cat? It ate all the fish. If 14. A huge black cloud appeared from behind the forest, so we had to turn back and hurry home. If 15. You left the child alone in the room, so he hurt himself. If

Grammar ex-s Reported Speech

Ex 1. Remake the sentences changing Direct Speech into Indirect Speech.

1. The mother said: "The children are in the nursery, doctor". 2. "I have no time for lunch today," said the boy to his mother. 3. "You speak English very well," said the woman to me. 4. My brother said to me: "I am going to become a doctor". 5. My uncle said to us: "I buy several newspapers every day." 6. The teacher said to the pupils: "Next week we shall have six hours of English a week." 7. The student said: "I can't answer this question. I don't understand it. " 8. He said to me: "They are staying at the "Europe" hotel." 9. He said: "They are leaving next Monday." 10. He said: "I shall not stay with my friends too long." 11. Boris said: "I go to the south every year." 12. He said: "I am going to a health resort tomorrow." 13. Nick said: "I have never been to London."

Ex 2. Renew Direct Speech in the sentences.

1. Tom said he would go to see the doctor the next day. 2. He told me he was ill. 3. He told me he had fallen in love. 4. They told me that Tom had not to come to school the day before. 5. I told my sister that she might catch cold. 6. She told me she had caught cold. 7. He said that while crossing the English Channel they had stayed on deck all the time. 8. The woman said she had felt sick while crossing the Channel. 9. She said she was feeling bad that day. 10. The old man told the doctor that he had pain in his right side. 11. He said he had just been examined by a good doctor. 12. He said he would not come to school until Monday. 13. The man said he had spent a month at a healthy resort. 14. He said that his health had greatly improved since then.

Ex 3. Answer the questions using Indirect Speech.

1. "My favorite books are "Gulliver's Travels" and "Robinson Crusoe"," answered Vera. "And now I am reading a novel by Walter Scott."

What did Vera answer Nina?

2. "Last year we learnt some poems by Byron and Shelley, they are so beautiful," said Nina.

What did Nina say?

3. "I know many poems by these great poets. I have read some books about Byron and Shelley, too," said Vera.

What did Vera tell Nina?

4. "This year we shall read a play by Shakespeare in English," said Nina.

What did Nina say?

Part III

TYPES OF COMPANIES

As you know, there are different companies in the world of business-companies, which operate only on domestic market, and big multinationals with subsidiaries all over the world. There are companies, which employ thousands of people, and companies with only one person. And the type of a company depends on its form of ownership.



Read the text about different kinds of companies in the UK.

Before reading study the following words:

Public limited company (plc) – акціонерна компанія відкритого типу

Private limited company – акціонерна компанія закритого типу

Sole trader – приватний підприємець

Partnership – товариство

Share – акція

To share – ділитись

Shareholder – акціонер

Stock Exchange – фондова біржа

Debt – борг

Losses – збитки

Many of the larger businesses in the UK are **public limited companies**. It means that the public is able to buy and sell shares on the Stock Exchange. The examples of such companies are Marks and Spencer, Guinness and the National Westminster Bank. However, it is very expensive to set up this kind of company (minimum \$ 100.000). That's why small businesses take one of the following forms:



Sole trader or Sole proprietor

This is the simplest way of starting a business. You work on your own and entirely responsible for all aspects of running your business. This is especially suitable for small retail businesses.



Partnership

When two or more people want to start a business together they can set up a partnership and agree on how the business will be operated. All partners are responsible for the debts of the partnership and profits and losses are shared between them.



Private Limited Company

A company can be formed with minimum by two people becoming its shareholders. If the company goes out of business the responsibility of each shareholder is limited to the amount of money that he has

contributed. A private limited company has the letters Ltd. (Limited) after its name.

? Answer the following questions:

- ***Where are shares bought and sold?***
- ***Who is entirely responsible for running his business?***
- ***What type of company has the letters Ltd. after its name?***
- ***How many people are needed to set up a partnership?***

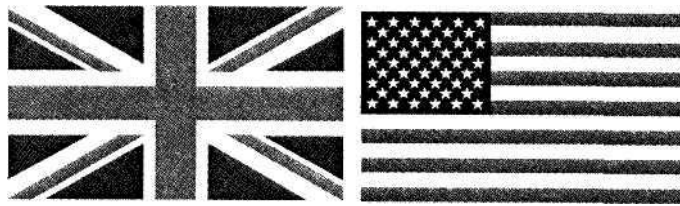
2. Match the verbs on the left with the nouns on the right to form business expressions.

- | | |
|---------------|-------------|
| a) establish | 1. profits |
| b) pay | 2. business |
| c) buy | 3. company |
| d) contribute | 4. debts |
| e) run | 5. money |
| f) share | 6. shares |

3. Fill in the gaps with the word combinations from the previous exercise. Put them in the proper form.

a) If you want to get more profit, you need to more

- b) My uncle was a very wealthy man because he of the profitable companies on the Stock Exchange.
- c) I don't like with someone else. That's why I am a sole proprietor.
- d) Nowadays it is very difficult to for small companies because of great competition.
- e) Before you need to decide what form of ownership it will have.
- f) We all together with my partner when our company went bankrupt.



British

Sole proprietor

Public limited company (plc)

Private limited Company (Ltd)

American

- individual (single) proprietor

- Corporation (Inc)

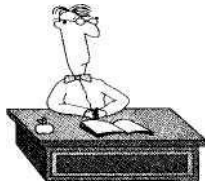
- Close Corporation

Choosing the form of ownership is very serious and responsible decision. Before making this decision businesses should take into account not only money matters but also all advantages and disadvantages of these forms of companies.



Reading

Read about pluses and minuses of running a sole proprietorship and decide what is the biggest advantage and disadvantage in this form of ownership.



Sole proprietorship

<i>advantages</i>	<i>disadvantages</i>
• It is easy to start. • It is inexpensive to start. • It is flexible, because the sole proprietor himself/herself holds all the authority. • It is best adapted to a small business because it can provide individualized products and services to their	• “Unlimited liability”- if the owner gets into debt he risks losing his money and property to pay bills. • If the owner is ill or dies it is difficult for the business to continue. • Typically there are long working hours and few holidays. • There are not much money to

Listening

Listen to a business expert describing the positive and negative sides of setting up a partnership. Complete the table below.

Partnership

Advantages	Disadvantages

--	--

Tapescript 3

Well, partnership is very common type of organization. As you know, it's impossible for one person to know everything about business, so partners can help each other and specialize in certain areas. And one more important fact that responsibilities can be also shared and each partner can have more free time. It's also easier to expand business because there is more capital to invest.

But if you have chosen a bad partner, it's really a pity because it's very hard to get rid of a bad partner and disputes or arguments about the business are unavoidable. And in addition partnerships have unlimited liability.



Corporation

<i>advantages</i>	<i>disadvantages</i>
• It is easy to attract investments. • Corporation does not die with the death of a founder or partner, and ownership rights can be easily passed on to other people. • It provides the opportunity of using talents, knowledge, and experience of an unlimited number of people. • It has the financial power to research, develop, and produce new goods.	• It is difficult and expensive to start. • It is difficult to control. • The management usually takes great care of the principal stockholders' interests, while the rights of those who have a small number of shares are often neglected. • It's more strictly regulated legally than a sole proprietorship or partnership is.

6. Match words from each column to make common word combinations.

- | | |
|------------|----------------|
| 1. provide | a. investments |
| 2. raise | b. control |
| 3. invest | c. money |
| 4. keep | d. service |
| 5. attract | e. profits |

7. Make up five sentences with these word combinations.

8. Fill the gaps in the sentences below with words from the box.

a) Headquarters b) partnership
c) Corporations d) private limited company e)
shareholder f) owned g) Stock
exchange i) sole proprietor

1. Theof this corporation have greatly increased in value during the last two weeks.
2. Theof their office is in Portland, Oregon.
3. A a person who owns his or her business himself (herself) with no other.....
4. If a business is by several partners, it is a
5. sell their stock at the
6. All owners of a corporation are called
7. Business people their money, efforts, and talents to organize partnerships.
8. When the shares of a corporation are not freely sold at the Stock Exchange, it is a
- .

9. Make up questions to suit the answers.

1. ?

A partnership can have up to 20 partners.

2. ?

Shareholders are people who own shares in a company.

3. ?

The Stock Exchange is a place where shares are bought and sold.

4. ?

It's easy and inexpensive to start.

5. ?

Greater influence belongs to shareholders who have more shares because they have more votes at the annual stockholders' meetings.

10.You are a business consultant. A visitor comes to your office asking for advice. He or she wants to set up a sole proprietorship. Fill in the answers to your visitor's questions.

You: Hello! How can I help you?

Visitor: Good morning! My name isI want to setup a sole proprietorship! I plan to open a small shop selling shirts and ties. Could you please give me some recommendations?

You: With pleasure. What would you like to know?

Visitor: What must I have and know to start a sole proprietorship?

You:

Visitor: But what if I don't have enough capital to invest?

You:

Visitor: Is it very difficult and expensive to start a sole proprietorship?

You: No,.....

Visitor: I know that, besides money, I should invest some personal assets. I don't understand what "personal assets" mean. Could you explain it to me, please?

You: Personal assets are

Visitor: Can anybody else, besides me, own and operate my business?

You: No, only the sole proprietor can

Visitor: I have a lot of objectives for my business. But can you tell what I should consider as the main objective?

You: There is only one main objective in every business. It is

Visitor: Thank you. But I think I'll have to come again.

You: You are very welcome.

? Discuss the problem:

Josef Stanley is a very good designer. He thinks about starting his own business. He plans to provide different services in designing and decorating offices and apartments. But he

doesn't know what to start with and what form of business to choose. ***What would you recommend him?***

Case study.



John has always wanted to have his own restaurant. He is a wonderful cook and likes good homemade food very much. He worked for a big company, but one day when he thought he had enough money, he decided to leave his job and work for himself. He rented the bottom floor in a large house to open his restaurant, but soon realized that he didn't have enough money to purchase all the equipment he needed. Yet, he managed to get a loan from the bank, and the restaurant was opened as planned. Unfortunately, he had no money left for an advertising campaign. Since few people knew about the new restaurant, there were few customers. The food was very good, but rather expensive because it was prepared by John himself. He had to raise prices even higher to pay the expenses because he had so few regular customers. Soon even they stopped visiting John's restaurant since there were cheaper restaurants and cafes in the neighborhood - a lot of fast-food restaurants among them. Very soon John's expenses were higher than his profits. He could not repay the bank for his loan or even its interest. His rent was overdue. Within a year he went bankrupt, the restaurant was sold, and John had to look for another job.

? Answer the following questions:

- Why did John fail? List the reasons of his failure.

- If you were a business consultant, what would you recommend John to do before opening his restaurant?

Role play

Student A	Student B
You are John. You have come to a business consultant for recommendations. Answer the consultant's questions and discuss his/her recommendations with him/her.	You are a business consultant. A man has come to your office for recommendations. He wants to open his own restaurant. Ask him all the questions you need to ask: investment capital, location of the planned restaurant, kinds of food to be served, opportunities for advertising, etc. Then give him your recommendations.

PROJECT WORK

You have already created your own company. Now you need to decide what type of organization to choose. In groups conduct a discussion; give reasons for your decisions.

COMMUNICATION WORKSHOP

INVITATIONS

Inviting	We'd like to invite you to... Would you like to come to...? We wondered if you could come to...? What about...?
Accepting	Thank you... I'd love to. That would be nice.

Declining	I'd be delighted. I'd love to, but... I'm sorry, but I've got another engagement
Place	I'm afraid I can't come. I'm going to... Is it far? What's the best way to get there?
Time	I'd recommend you to take a taxi. I'll send you a map. Would Tuesday evening suit you? What sort of time? Shall we say 8 o'clock?
Confirming	Let's say 8 to 8.30 So, that's 7.30 on Wednesday? Let me just confirm that. Tuesday at 8.00, at your I look forward to seeing you.

1. Helen Connell wants to invite her business partner Josef Green to visit her house. Complete Josef's half of the dialogue with sentences *a* to *d*.

Helen: We'd like to invite you to our house before you return to England.

Josef:

Helen: Could you manage Saturday?

Josef: ?

Helen: Well for drinks, and then for dinner.

Josef:?

Helen: That's fine. There will probably be a few other people, but we'll keep it nice and informal.

Josef:.....

a) That's really very kind, Helen.

b) Yes...what sort of time?

c) So about 7.30?

d) Great. I look forward to it.

2. Complete sentences *a* and *b* so they mean the same as the sentence in italics.

1. *What day do you prefer?*

a What day.....you?

b What day is for you?

2. *How about Wednesday?*

a Wednesday convenient?

b Wednesday suit you?

3. *Sunday's convenient for me.*

a Sunday..... me.

b Sunday..... fine for me.

4. *I can't make it on Friday.*

a Fridayconvenient for me.

b Fridaysuit me.



3. Pair work

Prepare five invitations of your own (for dinner at your house, for a drink after work, for a game of golf or tennis). Then, in pairs, take it in turns to make and respond to the invitations.



4. Pair work

Student A

You are a visitor to Student's B company. You will be invited out to dinner. You are only in the country for four days and you only have one evening free (Thursday). Respond to the invitation positively and politely. Make sure you understand the arrangements.

Student B

Student A is visiting your country and you are responsible for looking after him/her. You would like to invite your guest to dinner at your home, if possible on Monday evening. Other evenings are possible but not so ideal. If you can, organize the dinner and make all the arrangements, including picking him/her up, etc.



5. Pair work

Student A

You are visiting Student B's country for a training course. He/she will invite you to the theatre tomorrow evening. Unfortunately, you have already arranged to go out to dinner with some friends.

Student B

Student A is on training course in your city. Invite him/her to the theatre tomorrow evening.



Cultural corner

The Business of Gifts

Being invited out to someone's home in a foreign country poses questions about what to wear, what to take, when to arrive and leave and what gifts to give. Everyone likes to get gifts, and business people are no exception – but what gifts are appropriate?



Reading

1. Read the information about the culture of gift-giving in different countries. Can you guess what country is described?

Match each paragraph with a country where these customs are used.

- | | |
|----|----------------|
| 1. | a) Brazil |
| 2. | b) Japan |
| 3. | c) U.S.A. |
| 4. | d) Switzerland |

_____1_____ Gifts are given frequently and are important part of all relationships. Politeness may require that the recipient first decline the gift; the giver may have to offer it three times. Since gifts are never opened in the presence of the giver, the presentation is of equal importance. Proper gift-wrapping is vital. Gadgets are popular gifts.

_____ 2_____ businesspeople in this country give out many promotional

items, which are not gift-wrapped. Formal gift giving among U.S. executives is usually limited to Christmas and commemorative events. Some executives who deal with foreigners have learned to give gifts on other occasions. Gadgets are popular, and gifts may display a corporate logo. Gifts are opened immediately.

_____3_____ Gift-giving habits vary among three major linguistic groups.

Quality and craftsmanship are appreciated, but gifts must not be mistaken for a bribe. Small, tasteful gifts are preferred over the large and ostentatious. Crafts or folk art from your home region are respected. Gifts are usually opened immediately.

_____4_____ Hospitality is important, but gift giving is not universal among

businesspeople. Secretaries at companies can be very helpful, and a gift of a scarf or perfume is a good way to express appreciation. However, gifts to members of the opposite sex can be misinterpreted; a man should say: «This is from my wife» when giving a gift to a woman. Be cautious about gifts with a green-and-yellow color scheme, which represents the national colors. Gifts should be stylish.

? Discuss the following questions.

- ***Are gifts important in business communication in your country?***
- ***What gifts are common?***
- ***Are there any special traditions connected with gift giving?***

3. Write a short report about the culture of gift giving in Ukraine.

4. Do the following quiz to find out more about different cultures and different gifts.

Beware Businessmen Not Bearing Gifts

1. Match the occasion when a gift is absolutely required with the country.

- | | |
|--------------------------|-------------------------|
| A. July 15 and January 1 | 1. United Arab Emirates |
| B. Every stage of a deal | 2. Nicaragua |
| C. Secretarial services | 3. Japan |

2. Your Singaporean client looks stricken when he sees the gorgeous hand-made cowhide boots you had bought especially for him. **True or false:** Your client is probably a practicing Hindu.

3. **True or false:** A gift should always be wrapped in its country of origin.

4. **True or false:** In Asia, the recipient of a gift will place the gift aside, rather than opening it in the presence of the giver.

5. Sport-related gifts are often appreciated. Of course, you need to know your client's sport. In the Caribbean, you'll find golf, tennis, snorkeling, and fishing, but other sports are present as well.

Match the following sports and countries:

- | | |
|---------------------|-------------|
| a. Cricket and polo | 1. USA |
| b. Football | 2. Russia |
| c. Bowling | 3. Barbados |

d. Baseball

4. Aruba

e. Billiard

5. Brazil

COMPANY STRUCTURES



In business organization structure means the relationship between positions and people who hold the positions. Organization structure is very important because it provides an efficient work system as well as a system of communication. Most companies are made up of three groups of people: the shareholders (who provide the capital), the management, and the workforce. The management structure of a typical company is shown in the following organization chart.

The organizational chart of the company

Chairman



Managing Director



Financial Director	Marketing Director	Production Director	Personnel Manager
-----------------------	-----------------------	------------------------	----------------------

↓		↓
Chief	Public	Advertising
Accountant	Relations	Manager
	Manager	



Reading

Read how things are organized in a company.

Before reading study the following words:



Hierarchy – ієрархія

Board of Directors – рада директорів

Chairperson – голова ради директорів

Managing Director – директор

Senior managers – головні менеджери

Advertising (publicity) – реклама

CEO – виконавчий директор

To appoint (to the position) – призначати на посаду

At the top of the company **hierarchy** is the **Board of Directors**, headed by the **Chairperson** (or **President**). The Board is **responsible for** making **policy decisions** and for determining the company's strategy. It usually **appoints a Managing Director** (or **Chief Executive Officer**) who has overall

responsibility for the running of the business. **Senior managers** head the various **departments** or functions within a company, which may include **Marketing, Production, Finance** etc.

Answer the following questions.

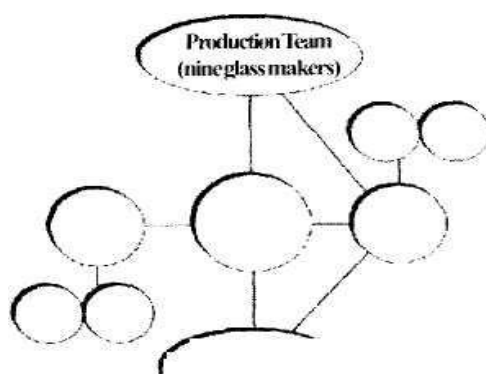
- *What is headed by the Chairperson or President?*
- *What is the Board of Directors responsible for?*
- *What is Managing Director responsible for?*
- *What do Senior managers head?*
- *Who provides capital for a company?*

1.Fill the gaps with the necessary prepositions.

1. Our company is headed the President.
2. We deal producing and selling cosmetics.
3. Our Marketing Manager is responsible promotion of goods and reports directly the President.
- 4.Marketing Department usually consists two divisions - Sales and Advertising.
- 5.As to Human Resources Department, it takes carethe personnel, its recruitment, and training.
- 6.Our subsidiary is composed five Regional departments.

2. Below you see the organization chart of **Royal Swedish Crystal**. Find where you are in the chart.

RSC is a small company, which produces high-quality glasses and sells these all around the world. There are 18 employees and the Managing Director. He is responsible for sales and marketing and has under him a sales team of three:



one Export manager and two sales representatives. The office staff deals with orders and gives secretarial help to the Managing Director. As Chief Designer, you are in charge of the design department and your job is to make new designs and

organize the work of the production department. There are two other designers under you. There is no Production Manager: The team of nine glass makers report to you and to the Managing Director.

Listening

Listen to Peter Sharon describing the structure of his company.

Use his description to complete the organization chart below.

Before listening study the following



words:

to be divided – підрозділятися

to supervise – контролювати

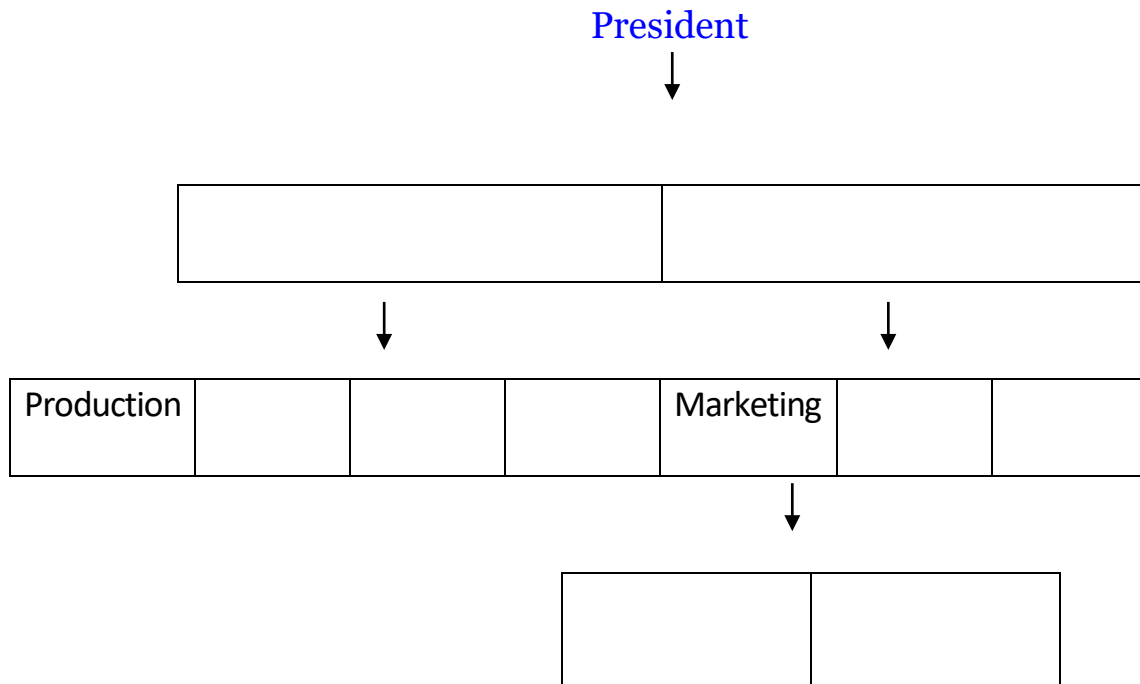
supervisor – начальник

subordinate – підпорядкований

to be subordinated to – підпорядковуватись

to hold a position – займати посаду

Johnson & Johnson



Tapescript 4

My name's Peter Sharon I work for Johnson & Johnson. Johnson & Johnson is the world's known manufacturer of health care products, as well as a provider of related services. I suppose that if I'm going to describe how things are organized in this company I'd better start at the top. That's where you can find Mr Rodgers who is the President of our company and everybody's boss here. The President is the nominal head of the company, and is elected at the annual shareholders' meeting. But the President does not **supervise** the day-to-day running of the company. That's the **duty** of Managing Director. There are two Managing Directors at our company and they report directly to

the President. The first Managing Director, Mrs Taylor is responsible for production. Mr Brown who is in charge of promotion of our products **holds the position** of the second Managing Director. The work of the company **is divided** among seven departments. Mrs Taylor supervises Production, Finance, R&D and Law. Marketing, Personnel and Public Relations **are subordinated to** Mr Brown. Marketing Department is subdivided into two sections - Advertising and Sales.



BUSINESS WITH FUN

Main Vice President

Tom was so excited about his promotion to Vice President of the company he worked for and kept bragging about it to his wife for weeks. Finally she couldn't take it any longer, and told him, «Listen, it means nothing, they even have a vice president of peas at the grocery store!».

«Really?» he said. Not sure if this was true or not, Tom decided to call the grocery store. A clerk answers and Tom says «Can I please talk to the Vice President of peas?

The clerk replies «Canned or frozen?»

Individual assignment

Read the text about alternative organization structures and do the exercises after it.

Can you imagine a place of work where you don't have to go every day? What kind of company or organization can it be?

Reading

Read the text about different types of business organization.



Alternative forms of Business Organization

Contingency workforce

Individuals are hired by companies to work on short-range projects or to cover unexpected demands that cannot be met by a permanent core group of employees. One out of five Americans is now a member of the contingency workforce.

As a result of the process of downsizing there appeared a demand for interim professionals or freelance. They have created a new class of professional temporaries who are different in education and professional experience from clerical temporary workers.

Horizontal corporation

When a company reduces hierarchy it creates cross-functional teams made up of members from different departments to run them.

This organization structure is opposite to the vertical corporation where information and execution of orders are tightly controlled from above. The horizontal corporate world, in contrast, is networked internally and focused on its customers. Hierarchical and department boundaries are eliminated, supervision is minimized, and self-managing teams become the building blocks of the new enterprise.

Shamrock organization

Shamrock organization is an example of information- age corporation. The leaves of shamrock symbolize three different segments of activity and workforce.

One leaf of the shamrock or segment of the new organization represents the core workforce, which includes managers, technicians, and qualified professionals. This group owns the knowledge that distinguishes a company from its competitors. They are full time workers committed to the company and in return receive high salaries and generous benefits.

The second leaf of the shamrock represents organizations outside the company to whom work is contracted. These are nonessential workers or units that can be replaced without damage to a company. They are normally self-employed and are specialists in a certain kinds of work. They deal with data processing operations, cleaning services that maintain buildings, and supply of raw materials or even deal with parts in a manufacturing process.

The third leaf of the shamrock is the temporary or part-time, flexible labor force of just-in-time employees. The company saves money because it only employs these people when it needs them.

Virtual corporation

One more model for the new organization. It is described as the de-organized, disembodied and borderless organization. It has been associated with alliances, federations, partnerships. The virtual corporation is an innovative business structure organized around a few core modules and key skills and supported by a network of independent people. Its objective is to keep productivity high. The ability to satisfy the customer becomes the driving force behind this organizational architecture.

- ? 1. Outline the advantages and disadvantages of being a freelance.

Would you like to work for a virtual corporation?

2. Compare the shamrock organization with a traditional company. What are the advantages and disadvantages of the shamrock organization for the following? Fill in the table.

	ADVANTAGE	DISADVANTAGE
For the company		
For the core workers		
For the self-employed people		

3. A traditional computer company has decided to reorganize as a shamrock organization in order to cut costs. Discuss the following points. In each case give your reasons.

? a) Which of these jobs should you keep in the core? Choose them from the box.

Accountant computer programmer lawyer
Advertising manager secretary

What other jobs do you think should be in the core?

b) *Is it better to use self-employed workers or a flexible labor force to do the non-core jobs?*

c) *Which of these functions should you keep in the core?*

Cleaning strategic planning sales catering
administration training organizing holidays for staff

4. In the written form explain your choice to work for this or that organization. Your essay should not be more than 180 - 210 words.

COMPANY DEPARTMENTS

Cotto Bros, is divided into a number of departments, which all work together to keep the company working properly. Each of these departments has a particular role to play.

1. Unjumble the letters in brackets to give the names of departments in a company.

(nodurpocit)

This department is responsible for manufacturing the goods. It has to make sure that the quality is high and the cost per item is at a certain level.

(imetgarkn)

This department decides how much of the goods should be made by department A, and once they have been manufactured, this department is responsible for advertising and selling them.

(nfacine)

This department prepares the budget for the company, and decides how much money should be given to each department, and also how much of the profits should be spent on investment.

(laleg)

This department prepares contracts, guarantees, patents and other legal documents and also represents the company if it is involved in a court case.

(enorpsnel)

This department is responsible for the people in the company. They deal with hiring and firing staff, and also any problems that staff have with their health or their personal lives.

2. Now look at people who work in different departments. Identify their professions.

1. Mr Scott works in the finance department. His job is to make sure that the company's financial records are correct.

- a. Accountant b. Shop Steward c. Engineer d. Director



2. Mrs Cameron

is in charge of a department or part of a department. Her job is to tell people what to do and when to do it.

- a. Accountant b. Personal Assistant c. Director d. Manager

3. Mr Boswell works in the legal department. His job is to know how the law affects the company.

- a. Accountant b. Majority shareholder c. Director. d.
Lawyer

4. Mr Mc Fee works in Research and development. His job is to design machinery.

- a. Director b. Shop Steward c. Engineer d. Manager



5. Mr Glasgee works in the factory. He represents the local trade union in its dealings with the management.

- a. Engineer b. Shop Steward c. Lawyer d. Personal

Assistant

6. Mrs Gonergill is one of the senior members of the company. She and her associates decide the future of the company, and elect the chief executive officer.

- a. Engineer b. Shop Steward c. Director d. Manager



7. Mr Brown is one of the owners of the company. He owns the most shares of the company in the stock market.

- a. Majority shareholder b. Engineer c. Director. d.

Lawyer



8. Miss Phearson helps her boss organize her day, and prepare for meetings. She reminds her of appointments and works closely with the secretary.

- a. Majority Shareholder b. Personal Assistant c. Lawyer. d. Director

3. Now write the short descriptions of the following jobs: *secretary, computer programmer, sales manager, trainer, tax expert, representative*. The vocabulary given below may be useful for you.

To be responsible for:

- buying, (selling) products
- training staff
- quality control
- organizing training courses
- dealing with customers
- keeping everything in good working order
- systems administration and in-house programming for special company tasks
- dealing with different system errors
- contacts a firm makes promoting company's business
- keeping a minute book
- economic analyses
- annual marketing planning

4. Use this information to complete the sentences. First describe the person's job and then say what he is doing now. Pay special attention to the use of the present simple and present continuous tenses.

Example: The managing director (/run the firm /speak to the bank manager)

The managing director runs the firm. At the moment he is speaking to the bank manager.

1. Receptionist (give out keys/talk to a client)

2. Office manager (give orders/write a memo)
3. Post room clerk (sort out letters/make coffee)
4. Personnel officer (employ people/interview applicant for a job)
5. Head of the accounts department (count money/read report)
6. Sales manager (find new markets/phone client)
7. Managing director's secretary (organize the office work/file papers)

5. Translate into English

1. Наш директор керує компанією вдало.
2. Рада директорів банку складається з 17 персон.
3. Містер Вільямс, голова ради директорів, контролює діяльність нашої фірми. Відділ маркетингу та фінансовий відділ знаходяться у підпорядкуванні керуючого директора.
5. Керуючий директор доповідає про свою діяльність безпосередньо президенту компанії.
6. Усі обов'язки з виробництва товарів розділяються між двома відділами – виробничим відділом та відділом з дослідження та розвитку.

5. Complete the sentences below with an appropriate adverb or adjective from the box.

Polite/politely

tactful/ tactfully

competent/competently

efficient/efficiently

accurate/accurately

Example: A typist must be able to type *accurately* (without mistakes)

1. The receptionist must look ... (well-dressed)
2. She must dress ... (well)
3. She must answer the phone ... (with politeness)
4. Her typing must be ... (free from mistakes)
5. A personnel officer needs to talk to people ... (without making them feel embarrassed)
6. The office manager must run the office ... (well, without wasting time)
7. The sales manager needs to speak ... (with force)
8. All the staff need to be ... (able to do their work)

PROJECT WORK

In groups or individually draw the organization chart of the company you have created. Decide how many departments your company will have, what functions they will perform and who will be responsible for these departments.

COMMUNICATION WORKSHOP

Eating out

? Answer the following questions:

- *Where can you eat out in Ukraine?*
- *What cuisine do you prefer?*
- *What restaurant would you choose to invite your business*

partner to? Why?

<i>Restaurant</i>	<i>language</i>
<i>Asking for information</i> What would you like? What do you recommend? What exactly is that'?	<i>Complaining</i> I think this bill is wrong. That's not what I ordered. Can you change it please?
<i>Giving advice</i> I suggest... I recommend... It's a local dish. It's made of... It's very spicy.	<i>Paying</i> Do you take (Visa cards)? Shall we split the bill? I'm paying. Please, I insist. Is service included? Can I have a receipt please?

Ordering

To start / as a starter

To follow ... / as a main course

For dessert

1. Listening

Sally Dillon and Charles Damon are having lunch in The Bull's Ring. Listen to the dialogue. What do they order?

The Bull's Ring

Grilled Texan Steaks

Food

Grilled Steak \$12.50

BBQ Ribs \$11.50

Drink

Coffee \$1.00

Beer ... \$1.25

Tapescript 5

S: Ok. Are you ready to order?

C: Not yet. What do you recommend?

S: I suggest Fajitas. I like it very much.

C: What exactly is that?

S: Well, its Mexican dish - minced meat cooked with vegetables.

C: Is it spicy?

S: No, its delicious.

C: Ok. I'll have Fajitas then.

S: And I'd like grilled steak.

C: What would you like to drink?

S: I'd like a cup of coffee, strong with milk.

C: I don't drink coffee. I'll have orange juice.

S: So, let's call a waiter.



2. Look at the menu below and discuss with your partner what you want to eat.



4. Discuss the following questions.

- *If you visited countries where people ate the following foods, would you try any of them: monkey, snake, dog, insects? Why, why not?*
- *What is the most unusual thing you've ever eaten? Did it taste good or bad?*

4. Listening

Jane Tucker, a businesswoman, is ordering breakfast in a small restaurant.

Listen to the dialogue. Fill in the gaps with the missing words.

Ms. Tucker: Excuse me! Could I order now? I'm in a little bit of a hurry. **Waiter:** Certainly. Would you like to start with some 1_____?

Ms. Tucker: No, thanks. I'll have some orange juice.

Waiter: Sure. What would you like to have as a (2) _____ ?

Ms. Tucker: I'll have French onion (3) _____. And what would you recommend as a main (4) _____ ?

Waiter: I recommend you the New York steak with mashed potatoes.

Ms. Tucker: Ok. I'll take it.

Waiter: Anything to (5) _____ ?

Ms. Tucker: Yes. Could you bring me a glass of (6) _____ please?

Waiter: Red or white?

Ms. Tucker: Red wine, please.

Waiter: Very good. I'll be right back with your (7) _____ .

Tapescript 6

Ms. Tucker: Excuse me! Could I order now? I'm in a little bit of a hurry.

Waiter: Certainly. Would you like to start with some coffee?

Ms. Tucker: No, thanks. I'll have some orange juice.

Waiter: Sure. What would you like to have as a starter?

Ms. Tucker: I'll have French onion soup. And what would you recommend as a main course?

Waiter: I recommend you the New York steak with mashed potatoes.

Ms. Tucker: Ok. I'll take it.

Waiter: Anything to drink'?

Ms. Tucker: Yes. Could you bring me a glass of wine, please?

Waiter: Red or white?

Ms. Tucker: Red wine, please.

Waiter: Very good. I'll be right back with your order.



5. Pair work

Look at the menu below. Student A is a waiter, Student B is a client. Role play the dialogue "In a cafe".

<i>Dartes Deli</i>			
<i>Sandwiches from Paradise</i>			
Food		Drink	
BLT\$3.50 (Crispy bacon with lettuce		Coffee\$1.00	
And tomato.With or without cheese)		Milk\$ 1.25	
Ham & Cheese \$ 2.25 / Fresh ham		Juice \$ 1.50	

5. Complete the following passage putting the verbs in brackets in the Present Perfect or the Present Perfect Continuous.

Robin : I think the waiter (forget) 1. _____ us. We (wait) 2 _____ here for over half an hour and nobody (take) 3 _____ our order yet.

Michele: I think you`re right. He (walk) 4 _____ by us at least twenty times. He probably thinks we (order,already) 5 _____ .

Robin: Look at that couple over there, they (be, only) 6 _____ here for five or ten minutes and they already have their food.

Michele: he must realize we (order, not) 7 _____ yet ! We (sit) 8 _____ here for over half an hour staring at him.

Robin: I don't know if he (notice, even) 9 _____ us. He (run) 10 _____ from table to table taking orders and serving food.

Michele: That's true, and he (look, not) 11 _____ in our direction once.

6. Here are some restaurant complaints. Fill in the gaps with one of the words from the box.

- | | |
|----------|-----------|
| a) Clean | f) rare |
| b) Cold | g) stale |
| c) Some | h) dirty |
| d) Hot | i) strong |

1. This soup isand I'd like my soup very Can you change it, please?
2. This knife is Can you bring me a one, please?
3. This glass is Can you bring me another one, please?
4. This bread is Can you bring me fresh bread, please?
5. This coffee is very weak and I like coffee. Can you bring me another , please?
6. This steak is very well done, but I asked for Can I have another one, please?

8. It is the end of the meal. What do you think Robert says in these situations?

1. He wants a bill.
2. He wants to pay for everyone.
3. He wants to pay by MasterCard.
4. He wants a receipt.

Put the words of the answers into the correct order

- a) please the have can bill I ?

b) my are is on this me you guests (2 sentences)

c) take you do MasterCard ?

d) Please I a have could receipt ?



CULTURAL CORNER

Going out for a meal or drink can present some difficulties. It is not always clear from the invitation who is going to pay. Questions like "Do you fancy a drink?" or "What about meal?" could mean you are offering to buy a drink or a meal. Alternatively, they could mean you are simply looking for a company. In the UK, people often buy drinks "in rounds" - one person buys drinks for everybody, on the basis that the next round of drinks will be bought by somebody else. At the end of a meal for which all the dinners are paying, they often "split it down the middle", in other words, take the total bill and divide it by the number of people present. Insisting that you would like to pay can also be difficult. You hear expressions like "This one on me", "Let me get this", or "This is my treat."



Pair work

Do the **AROUND THE WORLD** quiz. Circle the answer you think is correct.

AROUND THE WORLD

1. Sweden

You go out for a meal. How many glasses of wine can you drink before driving back to your hotel?

- a) Two
- b) Any amount - there are no drink-driving laws
- c) None

2. Spain

You'd like to try the local cuisine. How late can you eat?

- a) You have to finish your meal by 9 p.m. Restaurants close early
- b) Spanish restaurants stay open all night
- c) You can eat very late. Spaniards often eat after 11 p.m.

3. India

An Indian business partner invites you to a traditional meal. How should you eat?

- a) With your left hand only
- b) With your right hand only
- c) With both hands

4. Brazil

If you're invited to a meal in Brazil, you should arrive:

- a) Shortly before the stated time

b)Some time after the stated time

c)Arrive much earlier

5. Poland

Which flowers should you never take to a dinner party in Poland?

a)Carnations

b)Chrysanthemums

c)Tulips

Listen and check you answers.

Tapescript

1.Drinking and driving is forbidden in Sweden, so if you want to try a local wine, we recommend you to go to a restaurant by foot.

2.If you suffer from insomnia, the ideal country for visiting is Spain because the restaurants stay open very late here.

3.Indians traditional eat with their right hand, as the left hand is considered unclean.

4.Your Brazilian hosts will expect you about half an hour after the stated time. Never arrive early in case they are busy with last minute

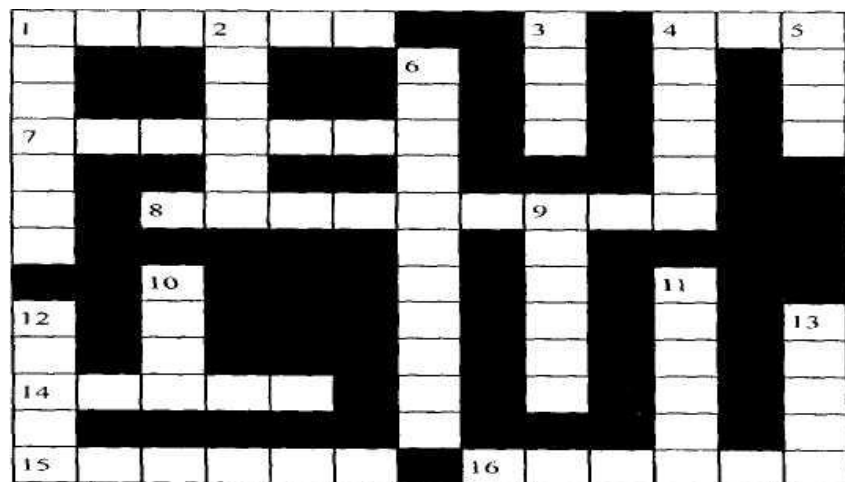
prepara-
tion.

5. Chrysanthemums are only given at funerals, so taking these flowers to a dinner party is considered the bad manners.

PROJECT WORK

Work in groups of 5-7 students. You are going to conduct an interview. Divide the group into two parts: two or three students are interviewers and the rest are applicants. The task is to choose the best candidate for the position. You may use job advertisements, CVs, covering letters that you have written before or role-play another situation.

1. Do the puzzle below. All the words in this crossword are to do with personnel.



Across

I. A job or profession, for which someone is trained and intends to

follow for most of his/her life.

4. During a recession, some employees may be made redundant or laid ...

7. Someone who teaches a skill.

8. Employees, staff, workforce, management,, everyone who works

for a company.

14. If you change the wording on a contract, you it.

15. Use the services of a person to perform work in return for pay.

16. If a dispute is brought to an end by negotiation, the two sides are
said to the dispute.

Down

1. A company restaurant is a

2. When a short-term contract reaches the end of its term, it is said to

3. A short-..... is drawn up showing the names of people to be interviewed for a vacant post.

4. If a doctor, fireman or maintenance worker is , he or she is available in an emergency.

5. When someone applies for a job, he or she usually fills in an application

6. Sometimes pay is-related.

9. This is usually a written statement, giving an indication that an employee wishes to terminate his/her contract.

10. Information about an employee is usually kept in a personnel

11. If a post becomes, it is normally advertised internally and in the press.

12. If an employee is promoted, he or she will usually go up one on the salary scale.

13. Employees are often organized in.....unions which represent them to the management.



CULTURAL CORNER

Get a Job!

If your goals include a new international job, get ready by testing your knowledge of some of the differences in interviewing around the world. Good luck!

- 1. True or false?** During the interview process in South Korea, your potential employer may ask you to have a “face reading”, i.e. viewing your facial features.
2. You apply for a job with a German company. Your potential new boss conducts your interview in fairly good English. He tells you that the firm was "grounded" two years ago, that he will "prove" your resume, and that he will be in his office "until" 9 am on Friday if you would like to call. What does he mean?
- a. *The firm is located in an underground facility. He intends to check the dates on your resume for numerological significance and he is inviting you to contact him by Friday.*
- b. *The firm went bankrupt two years ago. He is a mathematician and will prove or disprove every date and number in your resume, and he is testing you to see if you will call before Friday.*
- c. *The firm was founded two years ago. He will check your references; and he will be back in his office on Friday at 9 am if you would like to call.*

3. You are the most qualified candidate for a job in Bolivia. However, you feel that your interview didn't go well and you don't get the job. What went wrong?

a. *The job probably was given to another person who may have been less qualified, but was a relative of the boss.*

B *Your interview was on a Tuesday the 13th — a bad luck day.*

c. *When you were filling out your application, the interviewer saw that you were left-handed.*

d. *All of the above are possible reasons for losing the job.*

4. When you schedule an interview in Thailand, you might want to

double-check the time of your appointment. Why?

a. Foreigners are so enraptured by Thailand that they lose all track of time.

b. Thai people divide the day into seven segments, which can be confusing to foreigners.

c. The government of Thailand keeps changing the schedule for daylight savings time.

5. TRUE or FALSE? The study of handwriting is an accepted employment evaluation tool in France.

6. In which country will your family and social standing be key to a

new job?

a. The USA

b.Mexico

c.Australia

7.TRUE or FALSE? If you're trying to hire new employees for your facility in India, your candidates may expect you to provide a job for their young children as well.

Tapescript 9

1.ANSWER: True — «Kwan - Sang,» the reading, or viewing of facial features, is an accepted practice with many South Korean employers. The facial characteristics of a person are analyzed and matched against job requirements.

2.ANSWER: C — These are common mistakes made by Germans speaking English. They use «grounded» to mean, «founded;» «prove» to mean «check up on;» and «until» to mean «by.»

ANSWER: D — As in many Hispanic countries, many Bolivians consider relatives to be the trust worthiest employees, even if they are less qualified. Tuesdays in general are viewed as unlucky; as the aphorism goes, «En martes, ni te cases ni te embarques.» («On Tuesday, neither marry nor embark.») Tuesday the 13th is especially unlucky, as it's the Hispanic equivalent of the English Friday the 13th. There is also a bias against left-handed people («zurdos»). Not all Bolivians adhere to

all three of these beliefs, but many believe in one or more.

4. ANSWER: B — Thai people divide the day into seven segments, including two morning and two afternoons.

Early morning—1 am to 6:59am

Late morning — 7 am to 11:59 am

Noon—12 pm to 12:59 pm

Early afternoon — 1 pm to 3:59 pm

Late afternoon — 4 pm to 6:59 pm

Evening — 7 pm to 11:59 pm

Midnight — 12 am to 12:59 am

If a Thai tells you to meet him at one o'clock in the afternoon, this could mean 1 pm (the first hour of early afternoon) or 4 pm (the first hour of late afternoon). To avoid confusion, use a 24-hour military clock (4 pm is 16 00 hours) or physically point to your watch and ask.

5.ANSWER: True — The French look at handwriting analysis as a valid means of evaluating personality characteristics and their related job skills.

6.ANSWER: B — In Mexico, along with most of Latin America, India, Asia and many other parts of the world, your

family name and your social standing are important assets in your job search. Your family and friends are a significant part of who you are. It's common for a sales candidate to be asked more about his or her family and network of friends/contacts than his or her income.

ANSWER: True — Employing the workers' young children is a benefit that Indian firms provide. As a US employer, child labor is against the law, but some US companies overcome that problem by offering tuition for employees' children to attend school until they are old enough to work.

Individual assignment

Do the test and check your knowledge of business English vocabulary. Choose the answer a ,b ,c, d

1. A job can be advertised as a -

a. free space b. work gap c. empty posting d. position vacant

2. A job which can develop into a career is said to have -

a. prospects b. aspects c. respects d. conspectus

3. A job where you work sitting down in an office is a -

a. seat job b. floor job c. desk job d. chair job

4. If you get an acceptable level in an examination, you -

a. superate b. pass c. flunk d. get over

Experience you get from doing a job is called -

a. work experience b. job knowledge c. career practice d.
employment history

6.A person who can do his job without any difficulty is -

a. ambitious b. reliable c. competent d. resourceful

7.A person who wants to do as well as possible at work is -

a. ambitious b. reliable c. competent d. resourceful

8.A person who will do as he is expected to do is -

a. ambitious b. reliable c. competent d. resourceful

9.A place where people go when looking for a new job is an employment-

a. agency b. market c. center d. point

10. Work done for no pay (often for a charity) is called -

a. gratis labour b. free work c. benefit effort d. volunteer work

11. If you do temporary work only for while you are needed you are -

a. pitching in b. moonlighting c. aid agencying d. helping out

12.The formal proof that you are able to do your job is your -

a. ability b. experience c. work record d. qualification

13.The part of a business that keeps track of the money is called the -

a. petty cash b. accounts c. ledger d. bank

14. The part of a business that deals with the people who work there is called -

- a. the people part b. the body count c. management d.
human resources

15. Another word for "firing" (telling someone they must leave their job) is -

- a. hiring b. dismissal c. vacating d. promotion

16. Money you are given regularly to do something is an -

- a. investment b. allowance c. earning d. income

17. If you work evenings or weekends you work-

- a. overtime b. long hours c. reverse time d. unsociable hours

18. Government insurance for pensions and health is called -

- a. secure society b. socially secure c. security social d. social security

19. A request for a job is called a job -

- a. appointment b. application c. appliance d. appeal

20. A job in a company can be called a -

- a. position b. site c. postponement d. proposition

21. Keeping order and punishing when necessary is part of-

- a. sadism b. control-freaking c. discipline d. rigour

22. If you put something in a letter with the envelope, you ... it. –

- a. encrypt b. encase c. enclose d. encapsulate

23. Making sure that products are of a high standard is the job of –

a. standardization b. quality control c. shop stewards d. trademarks

24. If you get something extra (like more money), this is a -

a. bonus b. bargain c. betterment d. boon

25. Pay for working extra hours is called pay for -

a. in time b. up-time c. overtime e d. time plus

—

SUPPLEMENT 1

IRREGULAR VERBS



ARISE (виникати)arose arisen

AWAKE (будити)..... awoke... awoke

awaked.. awaked

BE (бути)..... was..... been

BEAR (народжувати)..... bore..... born

BEAT (бити)..... beat beaten

BECOME (ставати) . became .. become

BEGIN (починати) ... began ... begun

BEND (гнути, згинати) .. bent... bent

BITE (кусати) bit bitten

BLEED(стікати кров'ю) . bled.... bled

BLOW (дути) blew blown

BREAK (ломати)..... brokebroken

BRING (приносити)..... brought .brought

BUILD (будувати)..... builtbuilt

BURN(горіти) burnt.... burnt



BURST (розривати) burst burst

BUY (купувати).... bought . . bought

CATCH (ловить) caught... caught

CHOOSE (вибирати).. chose....
chosen

COME (приходити)... came come

COST (коштувати).....COST COST

CUT (різати) CUT Cut

DEAL (торгувати)... dealt dealt

DIG (копати).....dug dug

DO (робити) did done

DRAW (малювати)... drew drawn

DREAM (мріяти)... dreamt .. dreamt

dreamed. dreamed

DRINK (пити) drank ... drunk

DRIVE (їхати) drove ... driven

EAT (їсти).....ate eaten

FALL (падати).....fell fallen

FEED (годувати).... fed fed

FEEL (відчувати) . . feltfelt



fight (боротися) fought

.....fought

Find (знаходити)..... found found

Fly (літати) flew flown

Forbid (забороняти) forbade.....forbidden

Forget (забувати)forgotforgotten

Forgive (прощати) forgaveforgiven

Freeze (замерзати) frozefrozen

Get (отримувати)gotgot

Give (давати)gave.....give

Go (йти).....went....gone

Grind (точити)..... ground....ground

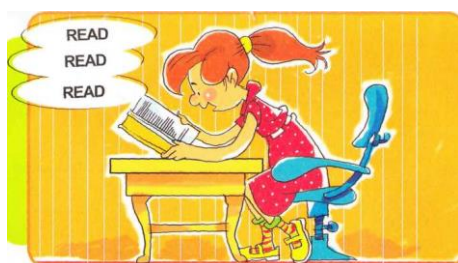
Grow (зростати).....grewgrown

Hang (висіти).....hung.....hung

Have (мати)hadhad

Hear (чути).....heard.....heard

Hide (ховати)hid.....hidden



Hit (ударяти)hit.....hit

Hold (тримати)held.....held

Hurt (вдаритися)hurt.....hurt

Keep (зберігати)keptkept

Know (знати)knew.....known

Lay(класть)laid....laid

Lead (вести)led.....led

Learn (вчитися)learntlearnt

Learned.....learned

Leave (залишати)leftleft

Lend (давати в борг)lentlent

Let (дозволяти)let.....let

Lie (лежати)laylain

Light(висвітлювати).....lit.....lit

(lighted.....lighted)

Lose (втрачати).....lost.....lost

Make (робити)made.....made

Mean (значити)meant.....meant

Meet (зустрічати)met.....met

Pay (платити)paidpaid

Put (класти)put.....put

Read (читати)read.....read

Ride (їздити верхи)

.....rode.....ridden

Ring (їздити верхи)rang.....rung

Rise (підніматися)roserisen

Run (бігти)ranrun

Say (говорити)said.....said

See (бачити)saw.....seen

Seek (шукати)sought.....sought

Sell (продавати)sold.....sold

Send (відсилати)sent.....sent

Set (поміщати)set.....set

Shake(трясти)shookshaken

Shave(трясти) ...shaved.....shaven

Shine (сяяти)shone.....shone

Shoot(стріляти)shot.....shot

Show(показувати) showed ...shown

Shut (закривати)shutshut



Sing (співати)sang.....sung

Sit (сидіти)satsat

Sleep (спати)sleptslept

Smell (пахнути)smeltsmelt (smelled.....smelled)

Speak (говорити)spoke

.....spoken

Speed (поспішати)sped

.....sped

Spell (вимовляти по буквах)spelt

.....spelt (Spelled...spelled)

Spend (витрачати).....spent.....spent

Spoil (псувати)spoiltspoilt (spoiled..spoiled)

Spread (поширювати)...spread ...spread

Spring (стрибати)

.....sprang.....sprung

Stand (стояти)stood.....stood

Steal (красти)stole.....stolen

Stick (приклеювати)stuck

.....stuck

Strike (ударяти)struckstruck

Strive (прагнути)strovestriven

Swim (плавати)swamswum

Swing (гойдатися)swungswung



Take (брати)took.....taken

Teach (навчати)taught.....taught

Tear (рвати)toretorn

Tell (розповідати)toldtold

Think (думати)thoughtthought

Throw (кидати)threw.....thrown

Understand (розуміти)understood.. understood

Wear (носити)wore.....worn

Weep (плакати)weptwept

Win (вигравати)wonwon

Wind (заводити)wound....wound

Write (писати)wrotewritten

English - Ukrainian vocabulary

Умовні скорочення

a- прикметник

adv. – прислівник

n- іменник

v. - дієслово

pl. - множина

past p. - дієприкметник минулого часу

pres.p. - дієприкметник дійсного часу

Am. — американський варіант

comp. — комп'ютерний термін

fin. - фінансовий термін

див. - дивитися

тел. — телефонія

accept - *v.* приймати, бути згодним; **to accept an offer** - прийняти пропозицію

acceptable - прийнятний

account - *1 . n.* рахунок; **deposit account** - депозитний рахунок; **current account** - поточний рахунок; **to take into account** - браги до уваги

3. v. **account for** - відповідати;

acquire – v. придбати

action – n. дія; **action points** - пункти подій; **to put into action** – вводити в дію

advantage - n. перевага; **competitive advantage** - конкурентна перевага;

commercial advantage - комерційна перевага; **cost advantage** - перевага вартості

advertise - v. рекламувати

advertising-n. рекламування; **advertising campaign**-рекламна кампанія

advertisement, ad , advert n. - реклама

aim - n. ціль

achieve - v. досягати; **achieve goal** - досягати цілі

achievement - n. досягнення

agenda - n. порядок денний; **item of the agenda** - пункт порядку денного

allowance — n. грошове утримання на визначений термін, добо́ві

annual – а. щорічний

answering machine - u. автовідповідач

amount – n. кількість

apologize - v. вибачатися

appearance - n. зовнішній вигляд; **to maintain professional appearance** - підтримувати професійний вигляд

apply for - v. звертатися з заявою

application - n. заява; **application form** - анкета, бланк заяви **applicant**
- n. кандидат, претендент

appoint - v. призначати (на посаду);

appointment - *n.* призначення на посаду, посада; **to make an appointment for** — домовитися о зустрічі; **to keep (break) an appointment** - прийти (не прийти) на зустріч у визначений час, місце

asap = as soon as possible - *adv.* щонайшвидше

attitude - *v.* відношення

available - *a.* доступний, наявний

average - *n.* середня величина

avoid - *v.* уникати

awareness - *n.* свідомість; **cultural awareness** - культурна свідомість

background -- *n.* історія, справка

bankruptcy - *n.* банкрутство

be aware of- *v.* бути усвідомленим

be based - *v.* базуватися

be best qualified person for the job - *v.* бути найкраще кваліфікованою людиною

be busy - *v.* бути зайнятим

be concise - *v.* бути стислим, лаконічним, **be hard up** - бути у скрутному становищі

be familiar with - *v.* добре знати

be fired - *v.* бути звільненим (роз.)

behaviour - *n.* поведінка

be in favour of- *v.* бути на користь

be involved in - *v.* бути залученим

be open minded - *v.* мати сприйнятливий розум

benefits - *n.* пільги; **benefits package** - пакет пільг

bribe - *n.* хабар; **bribery** - хабарництво

be reasonably priced - *v.* мати розумну ціну

be sacked - *v.* бути звільненим;

be short of capital; be short of money - *v.* відчувати нестаток коштів, бракувати коштів

be successful - *v.* бути успішним

be sympathetic - *v.* співчувати

be underpaid - *v.* бути мало сплаченим

be under pressure - *v.* бути під тиском

be undervalued - *v.* бути мало оцінюваним

beneficial - корисний

billboard - *n.* дошка для оголошень, рекламний щит

board - *n.* правління, керівництво, рада; **Board of Directors** - рада директорів, правління; **Board meeting** - збори членів правління; **Board member** - член правління

bonus - *n.* премія; **bonus scheme** - преміальна схема

brand - *n.* заводське клеймо, маркірування; **brand image** образ бренду;

brand leader - лідер бренду; **brand manager** - менеджер, що просуває товар до ринку; **classic brand** - класичний бренд; **brand name** - торгова марка

branding- *n.* постачання торговою маркою;

branded goods - *n.* фірмові товари; **budget** - *n.* бюджет

buy - *v.* купувати, **buyer** — покупець

call - 1. *n.* 1. ВИКЛИК; 2. телефонний дзвінок; **to give smb. a call** - подзвонити; **to make a call to smb.** - подзвонити кому-небудь 2. *v.* 1. кричати, окликати; 2. телефонувати, говорити по телефону; **to call back** - передзвонити; 3. заходити, наносити візит; 4. називати, давати ім'я

campaign - *n.* кампанія, **to launch a campaign** - почати кампанію

cancel - *v.* анулювати; **cancel a debt** - анулювати борг; **cancel a flight** - анулювати рейс; **cancellation** - анулювання

cashier - *n.* касир

CDROM (compact disk read-only memory) - компакт диск, сідіром

(*комн.*); **writable CDROM** - перезаписуваний компакт диск

chain - *n.* ланцюг; **supermarket chain** - ланцюг супермаркетів

challenging - *pres.p.* стимулюючий, той що перемагає

Chamber of Commerce - *n.* Торгова палата

change - *n.* зміна; **to resist change** - чинити опір змінам, **to adapt to change** - адаптуватися до змін

charge — - *n.* 1. 1. зобов'язки, 2. витрати; **be in charge of** — бути відповідальним за 2. *v.* стягувати плату

charity - *n.* добродійність

choice - *n.* ; вибір; **to make a choice** – робити вибір

claim - *n.* вимога

client- *n.* клієнт, **potential client** - потенційний клієнт

clip - *n.* ; скріпка; **paper clip** - скріпка до паперу

code - - *n.* код, шифр; **bar code** - штрих код; **zip code** - поштовий індекс

collaborate- *v.* співробітничати

company - *n.* компанія; **limited company** - товариство, компанія з обмеженою відповідальністю; **limited liability company** - товариство, компанія з обмеженою відповідальністю; **public limited company** - відкрита публічна компанія з обмеженою відповідальністю; **run the Company** — керувати компанією; **set up** - заснувати компанію, організацію; **establish a company, an organization** - заснувати компанію, організацію;

compare - *v.* порівнювати

compete – *v.* конкурувати

competition - *n.* конкуренція

competitive - *a.* конкурентноспроможний

communicate -- *v.* .спілкуватися

communication - - *n.* комунікація, спілкування

conclude - *v.* заключати

conclusion - *n.* висновок; **to come to a conclusion** - прийти до висновку

consequence - *n.* наслідок, результат; **consequences** - наслідки

confident - *a.* упевнений

confrontation - *n.* протиборство, протиріччя

connect - *v.* з'єднувати, сполучити;

connection - *n.* 1. зв'язок, зв'язування; 2. ділові зв'язки

consider - *v.* вважати; **consideration** - міркування

considerate - *a.* уважний, тактовний

consist (of) - - *v.* складатися (з)

consumer - *n.* споживач

control - *n.* контроль; **to gain control (over)** - придбати контроль (над); **to get control (over)** - одержати контроль (над); **to keep tight control over** — утримувати твердий контроль над

commercial - 1. *n.* реклама; 2. *a.* комерційний; **commercial success** - комерційний успіх;

commission - *n.* . комісійна винагорода

common - *a.* загальний; звичайний; **in common** - спільно

consignment - *n.* партія товару

conference - *n.* конференція; **to hold a conference** - проводити конференцію

compete - *v.* конкурувати; **competitive** - конкурентноздатний; **competition** конкуренція; **strong competition**-сильна конкуренція; **fierce**-жорстка конкуренція; **unfair** - несправедлива конкуренція; **intense competition** - інтенсивна конкуренція

consortium - *n.* консорціум

corporation - *n.* корпорація

company - *n.* компанія; **local company** - місцева компанія; **recruitment company** - компанія з підбору кадрів; **parent company** - головна компанія; **sister company** - дочірня компанія

compensation - *n.* компенсація

complaint - *n.* скарга; **complain of, about** - скаржитися; **to make a complaint** - оскаржити

confidence - *n.* довір'я, впевненість; **to gain confidence** - придбати довір'я, **to lose confidence** - втратити довір'я

confirm - *v.* підтверджувати

consumption - *n.* споживання; **consumption goods** - *n.* товари широкого вжитку

contract - *n.* контракт;

contractor - *n.* підрядчик

cope with - *v.* справлятися з

copy - *n.* копія; **legal copy** - законна копія; **illegal copy** - нелегальна копія

copying machine - *n.* копіювальний апарат

copyright - *n.* авторські права; **copyright abuse** - зловживання авторських прав

corporation - *n.* корпорація

correcting fluid - *n.* коригувальна рідина

cost - 1. *n.* вартість; 2. *v.* . - коштувати; **cost a fortune** - коштувати багато

грошів; **to lower costs** - знизити витрати; **estimated costs** - кошторис

витрати; **production costs** - витрати виробництва

cover - *v.* покривати; **cover expenses** - покривати витрати

create - *v.* створювати, творити; **to create a job** - створити робоче місце

creative - *a.* творчий

Customs - *n.* митниця

currency - *n.* валюта

customer - *n.* покупець

damage - *n.* пошкодження

deadline - *n.* крайній термін; **to meet the deadline** - устигнути до терміну

deal with - *v.* мати справу з

debt - *n.* борг; **outstanding debt** - заборгованість

decline - *n.* зниження; **to halt the decline** - зупинити зниження

defect - *n.* дефект

delay - *n.* затримка

delivery - *n.* поставка; **meet delivery date** - поставити товар у термін; **to**

speed delivery - прискорити поставку

demand - *n.* попит

describe - *v.* . описувати

design - 1. *n.* . проект, дизайн; **classic design** - класичний проект, дизайн;

v. проектувати

designer - . *n.* конструктор, дизайнер

develop - *v.* розвивати, розробляти

development - *n.* розвиток

dial - *v.* набирати номер, дзвонити

digital - *a.* цифровий

directory - *n.* довідник

disadvantage - . *n.* недолік

discount - . *n.* знижка

disk drive - *n.* дисковод (комп.)

diskette - *n.* . дискета (комп.)

dismiss - *v.* звільнювати; **dismissal** - . *n.* звільнення; **unfair dismissal** -

несправедливе звільнення

dispatch — . *n.* відправка; *v.* відправити по призначенню

display - . *n.* 1. показ, прояв; 2. екран, дисплей; *v.* показувати,

демонструвати

distinguish -*v.* . розрізняти

distribute - *v.* розповсюджувати

distributor - *n.* розповсюджувач

distribution - *n.* розповсюдження; **distribution chain** - ланцюг розповсюдження; **distribution channels** - канали розповсюдження

desktop - *n.* ноутбук; *a.* настільний

downsizing - *n.* зниження в посаді

entrepreneur - *n.* підприємець, бізнесмен

economics - *n.* економіка (наука), народне господарство

economy - *n.* господарство, економіка, народне господарство

economic - *a.* економічний

economical - *a.* ощадливий

efficient — *a.* ефективний, кваліфікований

employ - *v.* наймати на роботу

employer - *n.* працедавець

employee - *n.* працівник

employment - *n.* зайнятість

enlarge - *v.* збільшуватися, розширятися

ensure - *v.* гарантувати

enter the business - *v.* вступати до бізнесу

envelope - *n.* конверт

environment - *n.* оточення;

establish - *v.* встановлювати, засновувати

exchange - *n.* обмін; **exchange** - *v.* обмінювати; **exchange business cards**

- обмінятися візитками; **exchange rate** - обмінний курс

executive - 1. *n.* адміністратор; 2. **chief executive** - *n.* 1. президент, голова виконавчої влади; 2. голова фірми; **chief executive officer (CEO)**

- виконавчий вищого рангу; 2. *a.* виконавчий

exhibition - *n.* виставка

exist - *v.* Існувати

expand - *v.* розширятися; **expand overseas** - розширятися за кордон

extend - *v.* розширятися

extension - *n.* додатковий, внутрішній номер

export - *n.* експорт

expensive - *a.* дорогий

experience - *n.* досвід

fail - *n.* невдача, провал; бракуваги, не вистачати; **failure** - невдача, провал;

fail to deliver - не виконати поставку

fair - *n.* ярмарок; **trade fair** - торговельний ярмарок

fall - *n.* падіння; падати; **fall dramatically** - різко падати; **fall sharply** - різко падати

fax machine - *n.* факс, факсів апарат

female - 1. *n.* жінка 2. *a.* жіночий

file - *n.* 1. папка, швидкозшивач; **file folder** - папка-реєстратор

2. файл (комн.) 3. справа, дос'є

filing cabinet - *n.* 1. шафа для документів; 2. картотека, каталог

fill - *v.* обіймати посаду; **fill in, fill out** - заповнювати анкету

fix - *v.* 1. встановлювати; 2. лагодити, ремонтувати; **fix the time** - встановити час

flexible - гнучкий; **flexi time** - гнучкий час (роботи)

floppy disk -- *n.* дискета, гнучкий диск

found - *v.* засновувати, встановлювати

forecast - *n.* прогноз

fortune - *n.* статок, багатство; **to make a fortune** - нажити статок

free - *n.* безкоштовний; **free port** - франко порт

freelance — *n.* позаштатний співробітник

fuel - *n.* паливо

gesture - *n.* жест

gift- 1. *n.* подарунок, презент; 2. подарувати, презентувати

goal - *n.* ціль; **to achieve a goal** - досягати цілі

goods - *n.* товари; **to deliver goods** - поставити товари; **range of goods** - асортимент товарів; **white goods** - побутова техніка білого кольору(холодильники, пральні машини, тощо)

hardworking — *a.* працьовитий

headhunter - *n.* мисливець за головами; мисливець з професіоналами

head office - *n.* головний офіс

headquarters - *n.* штаб-квартира

hold - *v.* 1. тримати; 2. Міс-тити, зберігати, укладати в собі; **to hold on** -чекати у телефону; **Will you hold?** - Ви почекаєте?

image - *n.* образ, **to lose image** - втратити образ

imagination - *n.* уява

impact - *n.* сильний вплив

implement - *v.* виконувати

import - *v.* імпортувати

impression — *n.* враження; **professional impression** — професійне враження

improve — *v.* поліпшити, **improve sales** - поліпшити продаж

increase - *v.* зростати; **to increase steadily** - зростати поступово, **increase**

dramatically - різко зростати

inflation - *n.* інфляція, **inflation rate** - ступінь інфляції

influence - *n.*., вплив; *v.*., впливати

initiative- *n.* ініціатива, заповзятливість; *a* ініціативний, вихідний

interest - *n.* процентна ставка; **controlling interest** - контрольний пакет

interview - *n.* інтерв'ю, співбесіда

institution - *n.* установа

introduction- *n.* 1. офіційне представлення; 2. перша зустріч, знайомство;

to make an introduction - представляти кого-небудь; **letter of introduction**

рекомендаційний лист

insurance - *n.* страховка

invent - *v.* винаходити; **invention** - винаходження

investment - *n.* інвестиція; **invest** - інвестувати

invite - *v.* запрошувати

invitation - *n.* запрошення

invoice - *n.* рахунок фактура

involve - *v.* утягувати

job - *n.* робота, праця; **best candidate for the job** - найкращий претендент

до роботи

joint venture - *n.* спільне підприємство; **to set up a joint venture** - заснувати спільне підприємство

key - *n.* 1. ключ; 2. розгадка; 3. клавіша, кнопка

key-board - клавіатура

label - *n.* ярлик, етикетка

laptop - *n.* ноутбук, портативний комп'ютер

lack - *n.* нестаток

launch - *v.* запускати; **launch a product** - запускати продукт; **launch a new production line** - запускати виробничу лінію

leader - *n.* лідер, керівник; **leadership** - керівництво

leaflet - *n.* листівка

lend - *v.* давати в борг

letter of credit (*L/C*) - *n.* акредитив; **irrevocable letter of credit** - безвідкличний акредитив

liability - *n.* обов'язки, відповідальність; **limited liability** - обмежена відповідальність

license - *n.* ліцензія; **driving license** - права водія

line - *n.* 1. рядок, записка, короткий лист; 2. партя товару; 3. лінія зв'язку; **line of communication** - лінія зв'язку; **to be on the line** - бути на проводі (тел); **The line is engaged!** - лінія зайнята(тел); **Hold the line!** - не вішайте трубку (*тел*); **hot line** - гаряча лінія; **long distance line** - міжміська лінія

list - *n.* список; **short list** - короткий список претендентів на посаду; **be on the list** - бути в списку

lifestyle - - *n.* спосіб життя

level - - *n.* рівень

load - - *n.* вантаж

logo - - *n.* див. logotype

logotype - - *n.* 1. логотип, 2. фірмовий або товарний знак, 3. емблема (графічний символ), девіз

local - *a.* місцевий

location - розміщення

mail - 1. *n.* пошта (Am.), **incoming mail** - вхідна кореспонденція, **outgoing mail** - вихідна кореспонденція, **mail shot**-поштове розсилання, **voice mail** — голосова пошта; 2. *v.* посилати поштою

male - 1. - *n.* чоловік, 2. *a.* чоловічий

manage - *v.* 1. вдаватися, 2. керувати;

manager - - *n.* керівник, менеджер; **junior manager**- керівник нижчого рівня, **middle manager** - керівник середнього рівня, **senior manager** -старший менеджер

management-- *n.* 1.керівництво ; 2. правління, адміністрація

man-made - *a.* штучний

marital status - - *n.* родинний стан

market - - *n.* ринок; **foreign market** – зовнішній ринок; **external market** - зовнішній ринок; **home market** - внутрішній ринок, **domestic market** - внутрішній ринок; **market survey** - дослідження ринку; **carry out a market survey** - проводити дослідження ринку; **break into the market** - прорватися на ринок; **to flood the market** - наводнити ринок

marketing - *n.* торгівля, продаж, збут, маркетинг

mass media - *n.* засоби масової інформації

meet — v. 1. зустрічати; 2. збиратися (на зустріч, збори); **meet a delivery date**-дотриматись терміну поставки, **meet one`s needs** – задовольнити потреби, **meet one`s requirements**-відповідати вимогам

meeting - n. збори, **annual meeting** - щорічні збори, **general meeting** - загальні збори

mention - v. згадувати.

merchandise - n. товари

merge (with) - v. зливатися; **merger** - злиття

message -1.n. повідомлення, послання; **to deliver a message**- доставляти повідомлення; **to take a message** — приймати повідомлення; 2. v. надсилати повідомлення

method - n. метод, спосіб, засіб; **to apply a method, to use a method** - застосовувати метод

middleman - n. посередник

minutes - n. протокол зборів

modification - n. модифікація

modify - v. модифікувати

money - n. гроші, **to borrow money** - брати гроші в борг; **to change money** змінювати гроші; **to earn money** - заробляти гроші; **make money** -- заробляти, робити гроші; **to lend money** давати гроші в борг; **to save money** - збирати, заощаджувати гроші; **to raise money** - займати гроші, одержувати позичку

motivate - n. мотивувати

mouse - n. мишка (комп.)

multinational - a. багатонаціональний, **multinational companies** - багатонаціональні компанії

need - *n.* 1. необхідність, нестаток; 2. *pl.* потреби 3. *v.* вимагатися, бути необхідним

negotiations - *n.* переговори, **to conduct negotiations** - проводити переговори, **to hold negotiations** - проводити переговори

network - *n.* мережа

number - *n.* кількість, номер, **a number of** - деяка кількість; **extension number** - додатковий номер, внутрішній номер (*тел.*) **nutshell** - *n.* щось маленьке, незначне; **in a nutshell** - коротко, двома словами

occupation - *n.* 1. заняття, справа; 2. зайняття, робота

objective - *l. n.* мета, прагнення; **to achieve an objective** - досягнути мети, **set an objective** - поставити мету; 2. *a.* об'єктивний, безсторонній **offensive** - 1. *n.* наступ; **global offensive** - глобальний наступ; 2. образливий

offer - *n.* пропозиція, **fair offer** - чесна пропозиція; **to accept an offer** - прийняти пропозицію

operate - *v.* робити, функціонувати

opportunity - *n.* зручний випадок, сприятлива можливість; **business opportunities** - ділова можливість

origin - *n.* походження; **country of origin** - країна походження **order** - 1. *n.* 1. порядок; 2. справність, добрий стан; наказ, інструкція; замовлення; **to accept an order** - прийняти замовлення; **to fulfill, to execute an order** - виконувати замовлення; **to cancel an order** - виконувати замовлення; **to place an order (with)** - зробити замовлення; **in order to** - для того, щоб; 2. *v.* 1. розтушувати в порядку; 2. наказувати; 3. замовляти

ordinary - *a.* звичайний, простий

outgoing - *a.* чуйний

outlet - *n.* торговельний пункт; магазин; **retail outlet** - пункт роздрібної торгівлі

overseas - *a.* заморський; **overseas trade** - заморська торгівля

owe - *v.* 1. володіти; 2. бути належним

own - *v.* володіти; **to own a company** - володіти компанією **outline** -

v. окреслити; намітити загалом

overtime - *a.* понаднормовий; **to work overtime** - пнацювати падурочно **paper**

- 1. *n.* 1. папір; **carbon paper** - копіювальний папір; **wrapping paper** -

обгортковий папір 2. документ; 3. наукова доповідь 2. *a.* паперовий

paperwork -*n.* канцелярська робота, робота з документами

participant --*n.* учасник

partner - *n.* партнер; **business partner** - діловий партнер

participate (in) - *v.* брати участь

partnership -*n.* 1 .співробітництво; 2. компанія, товариство; **limited part-**

nership - командитне товариство з обмеженою відповідальністю; **unlimited**

partnership - повне товариство, товариство з необмеженою

відповідальністю

pass - 1. *n.* 1. прохід; 2. пропуск, паспорт; 2. *v.* 1. йти, проходити; 2. скласти

екзамен; 3. передавати

pay -1. *n.* 1. плата, оплата; 2. платня; *a.* платний; 2. **pay a fine** - заплатити штраф;

pay a visit - нанести візит; **pay attention to smb.** - звертати увагу до когось; **pay**

by check - заплатити чеком; **pay in advance** - платити аванс; **pay in cash** -

платити готівкою; **pay costs** - оплатити витрати; **pay debts** - оплатити борги;

pay duty - оплатити податок; **pay for overtime (work)** - оплатити

понаднормову роботу; **pay the bill** - оплатити рахунок; **sick pay** - оплата

лікарняного листа

payment - *n.* сплата, платіж; **advance payment**-авансовий платіж; **interest**

payment - виплата процентів; **method of payment** - спосіб оплати; **terms of**

payment - умови оплати; **cash payments** - оплата готівкою; **make payments** -

здійснювати платежі

personal - *a.* особистий

personnel - *n.* штат, співробітники

persuade - *v.* переконувати

photocopying machine -- *n.* копіювальний апарат

power — *n.* сила, міць, могутність

position -- *n.* 1. положення; 2. посада 3. відношення, точка зору; **to apply for**

position - шукати роботу; **high position** - висока посада ; **hold a position** — обіймати посаду

powerful — міцний, могутній

presentation - - *n.* презентація, **to conduct a presentation** – проводити презентацію; **to hold a presentation** - проводити презентацію

price - - *n.* ціна; **price list** - прейскурант, прайс-лист; **at the price of**— за ціною; **to reduce the price** - знизити ціну; **to cut the price** - знизити ціну; **to fix a price** - встановити ціну; **to quote a price** - назначити ціну

printer -- *n.* принтер

probationary period -- *n.* іспитовий термін

produce - *n.* вироби; **home produce** - вітчизняні вироби *v.* виробляти **product** - *n.* продукт

production - *n.* 1. виробництво 2. продукція

profit - 1. *n.* прибуток; **to make a profit** - приносити прибуток; **to get a profit (out of)** - діставати прибуток; **to receive a profit (from)** - діставати прибуток; **to gain profit** - діставати прибуток; **net profit**- чистий прибуток; **gross profit** — валовий прибуток; **to increase profits** - збільшити прибуток; 2. *g.* діставати прибуток

promise - *v.* обіцяти

promising- багатообіцяючий

promotion - *n.* 1. просування по службі 2. просування товару до ринку

problem - *n.* проблема; **to consider a problem** - розглянути проблему; **to set a**

problem -поставити задачу; **to solve a problem** - вирішити проблему **project** -

n. проект; **to back projects** - підтримати проект

proposal - *n.* пропозиція; **to consider a proposal** - розглянути пропозицію

propose - *v.* пропонувати

proprietor - *n.* власник; **individual proprietor**- одноосібний власник **protect**

(from) - *v.* захищати; запобігати

provide - *v.* забезпечувати

public relations (PR) - *n.* відношення з громадкістю **punctual** -

a. пунктуальний

purpose - *n.* мета

purchase - 1. *n.* покупка; **purchase department** - відділ постачання; **purchase**

price - покупна ціна; **purchase tax** - податок з купівлі; 2.

v. купувати

quality - *n.* якість; **high quality** - висока якість; **poor quality** - низка

якість; **personal quality**-особиста якість

quotation - *n.* вартість, ціна, розцінки

quote a price - *v.* призначити ціну

queue - 1. *n.* черга; 2. *v.* стояти в черзі

questionnaire - . *n.* анкета; **to fill in a questionnaire** - заповнювати анкету; **to**

fill out a questionnaire заповнювати анкету

range - 1. *n.* ряд, ланцюг; **range of goods** - асортимент товарів; 2.*v.*

класифікувати

rate - 1. . *n.* 1. норма, ставка, тариф; 2. пропорція, коефіцієнт, відсоток;

inflation rate - відсоток інфляції; **interest rate**- ставка відсотка; **tax rate** -

податкова ставка 3. курс (фін.) **exchange rate, rate of exchange** - валютний курс;

2.v. оцінювати

real estate - *n.* нерухомість

recession. *n.*- спад, регрес

reckless - *a.* безтурботний

recruit - *v.* наймати (на роботу)

recruitment - *n.* Набір (на роботу)

redundant - *a.* 1 .надлишковий, надмірний; 2. звільнений по скороченню штатів; **make redundant** - скоротити

reduce- *v.* скорочувати; **reduce costs-** скорочувати витрати; **reduce price-** зменшувати ціну; **to reduce the staff** - скорочувати штат

reference- *n.* 1. посилення; 2. рекомендація

refuse - *v.* відмовляти, відхиляти

relation - *n.* відношення; **in relation to** - відносно, що стосується

relationship - *n.* взаємини; **long-term relationships** - довгострокові відносини

reliable - надійний; **reliable firm** - солідна фірма

reliability- *n.* надійність

report - *n.* 1. доповідь; 2. звіт; **annual report** - щорічний звіт

rep - *див.* representative

representative - *n.* представник; **sales representative** - торговельний представник

requirement - *n.* вимога; **to establish requirements** - визначити вимоги; **to set requirements** визначити вимоги; **to meet requirements** - відповідативимогам

research - *n.* дослідження; **market research** дослідження ринку

resign – v.іти у відставку

retail - *n.* роздрібний продаж; **retail outlet**-роздрібна торговельна точка;

retail sales - роздрібний продаж

resistance - *n.* опір

respect - 1. *n.* повага; 2. *v.* поважати

retailer - *n.* роздрібний торговець

reward - *n.* нагорода

rival - *n.* суперник, конкурент

rise - *v.* подиматися; **rise dramatically** - різко подиматися

risk - 1. - *n* ризик; *v.* ризикувати **to take risks** - ризикувати;

run – *v* бігти ; **run the company** - керувати компанією

sales -- *n.* обсяг продажів; **sales agent** - агент по збуту; **sales department**-
відділ збуту; **salesman** - продавець

save - *v.* 1. заощаджувати; 2. *коми.* зберігати

scanner - - *n.* сканер

Scotch tape = adhesive tape - *n.* скотч, стрічка, що клеїть

screen - - *n.* екран

security - - *n.* 1. безпека, надійність; 2. захист, охорона; 3. гарантія

secure -- *n.* 1. охороняги, захищати; 2. забезпечувати; 3. гарантувати; 4.*фин.*

Страхувати seek - *v.* шукати; розшукувати; **to seek for** - добиватися,
домагатися

segment - - *n.* сегмент; **segment of the market** - сегмент ринку

sell - *v.* продавати; sell (at, for) - продаватися (по який-небудь ціні)

seller - - *n.* продавець, торговець

self-employed - *n.* той, хто працює на себе

sensitive - *a.* чутливий

service - 1. - *n.* 1. служба; service record - послужний список; 2. обслуговування; **after sales service** - обслуговування після продажу ;2. *v.* обслуговувати; проводити огляд;

set - 1. *n.* набір, комплект; 2. *v.* встановлювати; **set up a company** -- засновувати підприємство

shake - *v.* трясти(ся); shake hands - пожати руки

share - - *n.* 1. частина, частка; **market share** - частка ринку; **to gain market share** - придбати частку ринку; **lose market share** - втратити частку ринку 2. акція, пай; **share price** - ціна акції shareholder - власник акції 2. *v.* поділяти(ся)

sheet - *n.* 1. лист (паперу); 2. таблиця, відомість

shipment - *n.* 1. вантаж, партія товару; 2. навантаження, відправлення товару; 3. постачання товару

size - *n.* розмір

skill - *n.* майстерність, вміння; **professional skills** – професіоналізм, **to master a skill** - здобувати вміння

slogan - *n.* гасло, девіз, заклик

shift- *n.* 1. зміна, переміщення 2. робоча зміна **day shift** денна зміна **shop** - *n.* 1. магазин; 2. цех; 3. майстерня; **shop assistant** — продавець; **shop keeper** - власник магазину; **shop window** - вітрина ; **to manage a shop** - керувати магазином

short - *a.* короткий; **short list** - короткий список

society - *n.* суспільство

software - *n.* комп'ютерні програми

sole - *a.* єдиний, одноособовий;

sociable - *a.* товариський

spare - *a.* запасний; **spare time** - вільний час

spell - *v.* вимовляти або писати слово по буквах

spend (*spent, spent*) - *v.* витратити час, гроші

sponsor - *n.* гарант, спонсор; *v.* фінансувати

sponsorship - *n.* спонсорство

staff - *n.* штат службовців, персонал; **staff turnover** - плинність кадрів; *to join the staff* - влитися в колектив; **to cut the staff** - скоротити штат **standard** - *n.* норма, стандарт; **living standard** - життєвий рівень

stapler -- *n.* степлер

statement — *n.* 1. заява, ствердження; 2. звіт, баланс; **statement of expenses** - звіт про витрати

stationery - *n.* канцелярські товари

steady - *n.* 1. стійкий, сталий; 2. рівномірний; **steady job** - постійна робота; **steady rise** - неухильний підйом

strategy - *n.* стратегія; **corporate strategy** - корпоративна стратегія **stick to the rule / stick together**

stock - *n.* 1. акціонерний капітал, основний капітал, фонди; 2. частка акцій; *Am.* акції; **stock exchange** - фондова біржа; **stock market** - біржовий ринок, фондова біржа

strike - *n.* страйк; *to be on strike* - страйкувати; **to go on strike** - оголошувати страйк

strength - *n.* сила; **to build up the strength** - нарощувати силу;

stress - 1. *n.* тиск, натиск, напруга; **under stress** - в умовах стресу; **to reduce stress** - зменшувати стрес; 2. *v.* підкреслювати

structure - *n.* структура; **company structure** - структура компанії

style - *n.* стиль

subordinate - *a.* підлеглий; **be subordinate to** - підпорядковуватися

subsidiary - **1.** *n.* дочерня компанія (= subsidiary company) **2.** *a.* допоміжний, другорядний;

succeed - *v.* **1.** впливати за чим-небудь, змінювати; **2.** досягати мети;

succeed in doing smth. - процвітати в чому-небудь

sue - *v.* подавати в суд, учиняти позов;

supervise -- *v.* спостерігати, завідувати, керувати;

supplier - *n.* постачальник

supply - *v.* постачати

survey - *n.* огляд, дослідження; - дослідження ринку; **field survey** - дослідження на місці

sympathetic - *a.* співчутливий

takeover - *v.* узяття під контроль та управління; поглинання компанії; злиття компаній

take over - *v.* **1.** приймати (посаду), **take over a business** - приймати (на себе) керівництво; **2.** успадкувати; **3.** захопити владу; **take over a firm** - приєднувати фірму; **take over bid** - пропозиція щодо покупки контрольного пакету акцій

tape - *n.* плівка

tariff - *n.* **1.** тариф, податок, мито; **to impose, to levy a tariff** - вводити податок, мито; **2.** розцінка, плата за послуги

target - *n.* мета, ціль; **target price** - намічена ціна; **target customers** - потенційні покупці

tax- *n.* тариф, податок, збір; **to impose, to levy a tax** -обкладати податком; **to collect taxes** - збирати податки; **to pay taxes** - платити податки; **income tax** - прибутковий податок; **free of tax/tax free** - не оподатковуваний; **value added tax (VAT)**- податок на додану вартість

team - *n.* команда; **to work in a team** - працювати в команді

teller - *n.* банківський службовець, касир

term - *».* 1.термін, визначений період; 2. термін; 3. *pl* умови угоди, договору; 4.*pl* умови платежу; **terms of payment** - умови платежу

tip - *n.* 1. чайові; 2. порада

trade - - *n.* торгівля; **to build up a trade, to develop a trade** - розвивати торгівлю; **to conduct a trade** - вести торгівлю; **foreign trade, international trade** - зовнішня торгівля; **home trade** - внутрішня торгівля; **wholesale trade** - оптова торгівля;

trader - - *n.* торговець; **sole trader** - одноособовий торговець

trade union - - *n.* професійний союз; **trade union representative**- представник професійного союзу

trademark - *n.* торгова марка

train - *v.* тренувати, навчати, готувати

training - *n.* навчання; **training courses** - навчальні курси; **training costs**- витрати на навчання

threat - *n.* погроза

transfer - *n.* 1. переведення, переміщення; 2. переведення(грошів)

turnover - *n.* 1. плинність кадрів; 2. товарообіг

type - *n.* тип, вид

unemployment - *n.* безробіття

uniform - *n.* уніформа; **to wear a uniform** - носити форму

unique - *a.* унікальний

value - *n.* вартість, ціна; **to place, set value** - призначити ціну; **good value**

for money - то, що коштує витрачених грошів

valuable - *a.* коштовний, корисний

vehicle - *n.* транспортний засіб, автомобіль

voice mail - *n.* голосова пошта

wages - *n.* заробіток, дохід, винагорода

warehouse - *n.* товарний склад

warranty - *n.* гарантія

waste - 1. *n.* 1. марнотратство, непотрібна витрата; 2. утрата, збиток; 3. відходи, покидьки; **nuclear wastes** - радіоактивні відходи; **toxic wastes** - токсичні відходи *v.* утратити даром 2. *v.* витратити даремно (гроші, час)

waste paper bin - *n.* корзина для відходів

weight - *n.* вага, маса; **gross weigh** - вага брутто; **net weight** - вага нетто

well known - *past p.* добре зроблений

wholesale - *a.* оптовий; **wholesale house, firm** - оптова фірма;

wholesale price - оптова ціна; **wholesale trade** - оптова торгівля; **to**

buy wholesale - купувати оптом

word processor - *n.* текстовий процесор (*комн.*)

work - 1. *n.* 1. робота, праця; **hard work** - тяжка праця; **paper**

work - канцелярська робота; 2. місце роботи; 3. підприємство, завод

2. *у.* робити, виготовляти; **to work as** - працювати в якості кого-

небудь; **to work for a large firm** - працювати на фірму; **to work hard** - працювати завзято

workforce - *n.* робоча сила; **skilled workforce** - кваліфікована робоча сила

write - *v.* писати; **to write off a debt, a loss** - списати борг, утрати; **to write shorthand** – стенографувати

ЗМІСТ

Part 1.

Part 2.

Part 3.

Supplement 1.

English–Ukrainian Vocabulary

References

СПИСОК РЕКОМЕНДОВАНИХ ДЖЕРЕЛ

Основна література

1. Christina Latham-Koenig, Clive Oxenden & Jerry Lambert. (2019). English File. 4th edition. Pre-Intermediate E-Book. Oxford University Press, Oxford.
2. Christina Latham-Koenig, Clive Oxenden & Jerry Lambert. (2019). English File 4th edition Pre-Intermediate Workbook. Oxford University Press, Oxford.
3. Clare, A., & Wilson, J. (2022). *Speak Out B1+* (3rd edition). Pearson Education Limited.
4. Antonia Clare & JJ Wilson. (2023). *Speakout A2 Third Edition Student's Book and eBook with Online Practice*. Pearson Education. Pearson.
5. Dooley, J., & Evans, V. (2008). *Enterprise (Levels 2–4)*. Express Publishing.
6. Dooley, J., & Evans, V. (2004). *Upstream*. Express Publishing.
7. Evans, V. (2011). *Round-Up Grammar Practice (Levels 3–4)*. Pearson Education Limited.
8. Foley, M., & Hall, D. (2014). *MyGrammarLab (Levels 1–2)*. Pearson Education Limited.
9. Шанаєва-Цимбал Л.О., Манелюк А.В. (2019) Навчальний посібник з ділової англійської мови «Business studies».
10. Comfort J. *Effective Telephoning*. - Oxford University Press, 2020.
11. Comfort J. *Effective Socializing*. - Oxford University Press, 2020.
12. Comfort J. *Effective Presentations*. - Oxford University Press, 2020.
13. *Enterprise 4*. Virginia Evans-Jenny Dooley, Express Publishing.

ДОПОМІЖНА ЛІТЕРАТУРА

1. Bell, J., & Gower, R. (2005). *New Total English*. Pearson Longman.
2. Campbell, R. G. (2010). *Vocabulary in Use*. Cambridge University Press.
3. Evans, V. (2008). *Successful Writing*. Express Publishing.
4. Gairns, R., & Redman, S. (2020). *Oxford Word Skills*. Oxford University Press.
5. Hancock, M. (2013). *English Pronunciation in Use*. Cambridge University Press.
6. Mann, M., & Taylore-Knowles, S. (2016). *Destination Grammar*. Macmillan Education.
7. Mann, M., Taylore-Knowles, S. (2020). *High Note 2: Pre-Intermediate Student's Book with E-Book and Digital Resources*. Pearson Education. Pearson.
8. Murphy, R. (2019). *English Grammar in Use* (5th edition). Cambridge University Press.
9. Murphy, R. (2022). *Essential Grammar in Use: A Self-study Reference and Practice Book for Elementary Learners of English*. 5th ed., with answers. Cambridge. Cambridge University Press.
10. Puchta, H., Stranks, J., & Lewis-Jones, P. (2019). *Think*. Cambridge University Press.
11. Vince, M. (2020). *Elementary Language Practice: English Grammar and Vocabulary*. New ed. London. Macmillan Education.
12. Redston, C., & Cunningham, G. (2021). *Face2Face* (2nd edition). Cambridge University Press.
13. Soars, J., & Soars, L. (2018). *Headway* (5th edition). Oxford University Press.

14. Жлуктенко, Ю. О., Жлуктенко, Я. Ю. (2021). Великий англо-український українсько-англійський словник. Вид. 3-тє, доповн. Київ. Живе Слово.

ІНТЕРНЕТ ДЖЕРЕЛА

1. Goman K. The Silent Language of Leaders: How Body Language Can Help-or HurtHow You Lead. London: Jossey Bath. 2019. 169 p.

URL:<http://dspace.vnbrims.org:13000/jspui/bitstream/123456789/4923/1/The%20Silent%20Language%20of%20Leaders%20How%20Body%20Language%20Can%20Help--or%20Hurt--How%20You%20Lead.pdf>

2. British Council. Business English. URL:
https://www.britishcouncil.org.ua/english/coursesadults/businessenglish?gclid=Cj0KCQiAuqKqBhDxARIsAFZELmJ2Jwn4ha686dimsTCi6oD8wtT15RegJDuA7-H8nCx_HuTa2p0tbOYaaAqWIEALw_wcB

3. Business English for Success. URL:
<https://www.freebookcentre.net/business-books-download/Business-English-forSuccess.html>

4. Кошіль Н., Рибіна Н., Собчук Л. Business English (Навчальний посібник) – Тернопіль: Видавництво ТНЕУ «Економічна думка», 2010. – 250 с. URL:
<http://dspace.wunu.edu.ua/bitstream/316497/19544/1/Business%20English.pdf>

5. Cambridge English Business Activities. URL:
<http://ilawiki.ilavietnam.com/wikiplus/indexdatafile/Cambridge%20Business%20English%20Activities.pdf>

Додатки й гейміфікація

1. Duolingo <https://www.duolingo.com/>
2. Memrise <https://www.memrise.com/>
3. HelloTalk. <https://www.hellotalk.com/>