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АНГЛИЙСКИЙ ЯЗЫК ДЛЯ МЕНЕДЖЕРОВ

ENGLISH FOR MANAGERS

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Учебник призван научить студентов читать и переводить тексты по специальности, воспринимать английскую речь на слух, делать краткие сообщения по предложенной тематике, вести беседу и переписку на английском языке, кратко пересказывать тексты, а также ознакомить с основными правилами перевода и работы со словарем на примерах художественных и профессионально ориентированных текстов.

Предназначен для студентов учреждений среднего профессионального образования, обучающихся по специальности «Менеджмент (по отраслям)». Может быть рекомендован для учащихся педучилищ, курсов иностранных языков, абитуриентов и первокурсников неязыковых вузов.

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ПРЕДИСЛОВИЕ

Данный учебник предназначен для гуманитарных специальностей средних специальных учебных заведений.

Подготовка студентов, обучающихся по данным специальностям, согласно Государственным образовательным стандартам среднего образования, должна обеспечить овладение комплексом знаний по английскому языку в объеме 200 учебных часов с учетом разной подготовки студентов (на базе IX классов и, соответственно, XI классов).

Преимственность в обучении обеспечивается следующим образом: средняя образовательная школа — средняя профессиональная школа — вуз.

Хотя данный учебник предназначен в основном для социально-экономических и юридических специальностей, он может быть использован при подготовке специалистов среднего звена сферы обслуживания, туризма, гостиничного бизнеса, секретарей-референтов, а также в педучилищах, на курсах иностранных языков, на подготовительном отделении и первом курсе неязыковых вузов.

Цель учебника — научить студентов читать и адекватно переводить (понимать) тексты разговорно-бытового характера и тексты по специальности среднего уровня сложности; воспринимать английскую речь на слух; делать краткие сообщения по предложенной тематике, вести беседу (включая телефонные переговоры) на английском языке с иностранцами на повседневные и профессиональные темы; вести переписку на английском языке; кратко излагать основное содержание текста на родном и английском языках в пределах тем, предусмотренных учебником.

Кроме того, учебник знакомит студентов с основными правилами перевода и работы со словарем на примерах оригинальных английских и американских художественных текстов и текстов по специальности.

Тематически материал учебника сгруппирован в восемь разделов (Units): “Social English”; “Career Choice”; “Vocational Training”; “Hotel Industry”; “Business Trip”; “Russia”; “Management”; “World of Law”.

Каждый раздел состоит из учебного текста А, диалога В с небольшим набором упражнений и комплекса лексико-грамматических и речевых упражнений по тематике данного раздела (Practice). Упражнения в большинстве своем носят коммуникативный характер. Весь программный грамматический материал

систематизирован и представлен в учебнике по нарастающей сложности. Задания по развитию навыков письма включены во все разделы. Грамматический справочник в таблицах поможет студентам выполнять грамматические упражнения.

В разделе *Practice* даны образцы разных форм общения: делового обсуждения, телефонных разговоров, рекламы, что позволит обеспечить коммуникативную направленность обучения. Информационно насыщенный материал учебника предусматривает организацию на занятиях парной работы студентов, проведение деловых игр и т.п. Активный терминологический словарь равен примерно 800 лексическим единицам из 2000 лексического минимума.

Пословицы, поговорки, идиомы и шутки рассчитаны на закрепление грамматического и лексического материала, а также на реализацию потребностей студентов в стремлении к самостоятельному чтению для удовольствия.

Каждый раздел завершается тестом, который включает проверку усвоения грамматического материала и тексты с заданиями, предназначенные для развития навыков работы со словарем (*Vocabulary Notes*), техники чтения и перевода иностранных текстов профессиональной направленности, пересказа, подготовки сообщения по теме и т.д. Часть текстов может быть использована для самостоятельной внеаудиторной работы по домашнему чтению наряду с текстами раздела “*Supplementary Reading*”.

При представлении материала учебника соблюдается дифференциация при написании английских слов британского и американского вариантов английского языка, за исключением нескольких целенаправленных упражнений. Студенты смогут увидеть и узнать эти различия в текстах, диалогах, упражнениях. Задача преподавателя — помочь им в этом.

В качестве приложения даны следующие материалы: грамматический справочник в таблицах, краткий свод правил чтения, рекомендации по работе со словарем, методические рекомендации по практике перевода и реферирования текста, тексты для внеаудиторного чтения.

Материалы учебника апробированы в Академии труда и социальных отношений и в Уральском социально-экономическом институте и в Московской финансово-юридической Академии.

Мы надеемся, что содержание учебника будет способствовать профессиональному развитию личности студента. Думаем, что материалы учебника окажут практическую помощь тем, кто занимается профессиональной подготовкой, проблемами занятости, менеджментом, маркетингом и т.д.

Авторы

UNIT ONE

SOCIAL ENGLISH

Grammar: To be, to have (got), there is / are in the Present Simple Tense.
Pronouns. Articles.

TEXT A

ENGLISH IN THE WORLD OF WORK

At the present time foreign languages are socially demanded. Foreign languages are needed as the main and the most efficient means of information exchange of the people of our planet. The question of learning foreign languages is very important today.

English is just one of 6,000 languages in the world. One billion people speak English. That's 20 per cent of the world population. It is also one of the leading languages in the world. About 350 million people speak English as their first language. About the same number use it as a second language. It is the language of aviation, international sport and pop music.

English is the official language in 44 countries, where it is used in education and administration. They are Great Britain, Canada, the United States of America, Australia, New Zealand and some other countries. In many countries it is the language of business, commerce and technology. English is the language of modern computing.

Nearly 50 per cent of all the companies in Europe communicate with each other in English. 75 per cent of the world's mail is in English, too. Standard English is not completely uniform. There are differences between the national standards in Britain, America and Australia.

Russia is integrating into the world community and the problem of learning English for the purpose of communication is especially urgent today. English is very popular in international business of Russia. It is studied at schools, colleges and universities.

Exercise 1. Answer the following questions:

1. What is the role of English among other foreign languages?
2. How many people speak English?

3. Why has English become a world language?
4. Where is English an official language?
5. Why are millions of people learning English today?
6. Why do young people want to learn English?
7. Why do you learn English?
8. What is the necessity of learning English for a specialist?
9. In what careers (jobs) can languages be a tremendous advantage?
10. What do we need foreign languages for?
11. What is the best way to learn a language?
12. What is the most important thing for you in learning a foreign language?
13. Is your written English better than your spoken English?
14. What is your mother tongue?

Exercise 2. a) Say what we call the natives of the following countries and continents.

Africa	England	Mexico
America	Europe	Norway
Asia	Finland	Poland
Australia	France	Romania
Austria	Greece	Spain
Belgium	Holland	Sweden
Brazil	Ireland	Switzerland
Canada	Italy	Turkey
China	Japan	Vietnam
Denmark	Korea	Wales

b) Make sentences according to the model:

Model: Tokyo is the capital of Japan.

Amsterdam, Havana, Dublin, Madrid, Paris, Rome, Kiev, Sofia, Warsaw, Budapest, Athens, Washington, Teheran, Bucharest, Baghdad, Copenhagen, Helsinki, Oslo, Stockholm.

c) Do you know that Canada has two official languages?

English is the mother tongue of about 59 per cent of Canadians; and French is the first language of 23 per cent of the population. A full 18 per cent have either more than one mother tongue or a mother tongue other than English or French, such as Chinese, Italian, German, Pol-

ish, Spanish, Portuguese, Punjabi, Ukrainian, Arabic, Dutch, Greek, Vietnamese or other languages.

Exercise 3. Choose the proper words from the list below.

New Zealand has two ... languages: English and Maori. English is the ... that you usually ... spoken. The Maori ..., long on the decline, is now making a comeback. You can use English to speak to anyone in ..., as Maori people speak English. There are some occasions, when knowing a little ... would be very useful. It's also ... to know it since many places in New Zealand have Maori names.

useful; New Zealand; hear; official; language (2); Maory

Exercise 4. Choose the correct answer.

- How many words are there in English?
a) 10,000 b) 300,000 c) 500,000
- How many words did Winston Churchill use in his writing?
a) 5,000 b) 60,000 c) 120,000
- How many words does the average native speaker use in his every-day speech?
a) 5,000 b) 10,000 c) 2,000
- How many words and expressions are you going to learn each week?
a) 5 b) 10 c) more than 15
- Where and when are you going to learn them?
a) on your way to college b) before dinner c) other
- How often are you going to revise your work?
a) once a week b) once a month c) once a year

Key: 1c; 2b; 3a; 4c; 5c; 6b.

Exercise 5. Think and answer.

1. What countries is English spoken in?
2. What is the native population of America?
3. What is the capital of the United States?
4. Who is the President of the USA?
5. Is English easy for you? What is your problem?
6. Is French a difficult language?
7. What country are you from?
8. What is the capital of Australia?
9. Do you use English in your work?
10. Is Russian your mother tongue?
11. What is the official language of Canada?

12. Are Laurence, Margaret, Arthur, Bernard, Brian, Edgar, Elisabeth, Grace, George, Harry, John, Keith, Mary, Paul, Oscar, Richard, Robert, Rosemary, Silvia, Susan, William real English names?
13. Are the names — Diego, Carmen, Maria, Pablo, Consuelo, Domingo, Laura, Teresa and Ricardo — German or Spanish?

TEXT B

DIALOGUE

- Manager:** Good morning, Mr Gordon.
Customer: Good morning.
Manager: Please sit down.
Customer: Thank you.
Manager: Now, one or two questions...
Customer: Yes, of course.
Manager: How old are you, Mr Gordon?
Customer: Twenty-nine.
Manager: And you're Scottish, aren't you?
Customer: Yes, that's right.
Manager: Are you married?
Customer: Yes, I am.
Manager: What is your wife's name?
Customer: Mary.
Manager: And your wife's age, Mr Gordon?
Customer: Pardon?
Manager: How old is Mrs Gordon?
Customer: Oh, she is twenty-seven.
Manager: And is she Scottish, too?
Customer: No, she is Canadian.
Manager: Canadian, yes. Have you got any children?
Customer: Yes, two. A boy and a girl.
Manager: And what are their names?
Customer: Sam and Alice.
Manager: And their age?
Customer: Seven and five.
Manager: I see. Now one more question, Mr Gordon. What is your job?
Customer: I'm a university teacher.

Exercise 1. Read and memorize the following speech patterns:

MEETING PEOPLE

- What's your name, please?
- What's your occupation/job?

ЗНАКОМСТВО

- Как вас зовут?
- Кем вы работаете?/Чем занимаетесь?

- | | |
|---|---|
| — Are you a student/teacher? | — Вы студент/учитель? |
| — How old are you? | — Сколько вам лет? |
| — Where are you from? | — Откуда вы? |
| — I'm twenty-one (years old). | — Мне 21 год. |
| — I am from Russia/Canada/the USA. | — Я из России/Канады/США. |
| — I'm on business/on holiday/vacation here. | — Я здесь в деловой поездке/на каникулах/провожаю отпуск. |

GREETING

- How do you do?
- Hello/Hallo/Halloa!
- Hi!
- Good morning/afternoon/evening.
- How are you?
- How are things with you?
- Fine, thanks.
- Everything is OK, thank you.
- So-so.

ПРИВЕТСТВИЕ

- Здравствуй(те) (*при знакомстве, первой встрече*).
- Здравствуй(те)./Привет.
- Привет!
- Доброе утро/день/вечер.
- Как поживаешь?/Как дела?
- Спасибо, прекрасно/хорошо.
- Спасибо, все хорошо.
- Неважно./Так себе.

Exercise 2. Memorize the following dialogues:

1

A: Hi, meet my friend Ann. She is Russian.

B: Hello, Ann!

A: Ann is a student from the Academy of Labour and Social Relations.

B: Nice to meet you.

A: I'm glad to meet you, too.

2

A: Hello, Mr Brown. This is Nick Black. He is a student of French.

B: How do you do!

A: How do you do!

B: Nick is from London.

A: Pleased to meet you.

B: I'm glad to meet you, too.

3

A: Hello! How are you?

B: I'm fine, thank you, and you?

A: Very well, too. Thanks. See you later.

B: Bye.

4

A: Where are you from?

B: I am from England.

A: What's the climate like in your country?

B: It's mild, but it's not always pleasant. The weather is often cold in the North and windy in the East. It's often wet in the West and sometimes warm in the South.

A: Which season is the best one?

B: I like spring and summer. The days are long and the nights are short. Our climate is not very good, but it's certainly interesting. It's our favourite subject of conversation.

5

A: Who are you?

B: I am Jim Brown.

A: And who is that boy?

B: It's Tom Brown, my brother.

A: And who is that girl reading a newspaper?

B: The girl who is reading a newspaper is Mary Brown, my sister.

6

A: Is James Brown any relation to you?

B: Yes, he is my son.

A: Is Alice Hall any relation to your wife?

B: Yes, she is her niece.

A: Are you any relation to Sam Brown?

B: Oh, no! We are just namesakes! (однофамильцы).

Exercise 3. Match the questions on the left with the answers on the right.

- | | |
|--------------------------|--------------------------|
| 1. Where are you from? | a. How do you do? |
| 2. Where is my pen? | b. Fine, thank you. |
| 3. Who's your doctor? | c. 32 Green Street. |
| 4. What's your name? | d. Not bad, thanks. |
| 5. What do you do? | e. It's under your book. |
| 6. How do you do? | f. John Harris. |
| 7. How are you? | g. Spain. |
| 8. And you? | h. Doctor Wagner. |
| 9. What is your address? | i. I'm a student. |

Exercise 4. Read the text and ask as many questions as you can.

Biography

My first name is Ann. My last name is Nilova. I am seventeen. I was born in a small town near Moscow. Both my father and my mother are

employees. I went to school in my native town. After finishing school I entered the Teachers Training College in Moscow. Now I am a Muscovite.

We have a good three-room apartment in a new district. The rooms are large and sunny, we have a living room, a bedroom and a children's room. We like our district, there is a supermarket and a cinema across the street, and there are many shops around. There is a park there. Our house is not far from the metro station.

My brother's name is Pete. He is nineteen. He is also a student. He entered the Higher Militia School two years ago. Our family is not very large. We are four. Our mother has much work at home. She is a fine housekeeper and an excellent cook.

Sometimes we go to the country where my grandparents live. They are very glad to see their grandchildren. Their house is near the river. Behind the house there is a large garden.

Exercise 5. Make up your own story. These questions may help you:

1. Are you a student now? 2. Is your friend a worker? 3. Is your mother an economist? 4. Are your parents retired? 5. Where are your grandparents? 6. Who is your father's chief? 7. Who is your chief/teacher of English? 8. What is your sister's name? 9. How old is your brother? 10. Where is your friend now? 11. Are your parents old? 12. How many rooms are there in your flat? 13. Is your flat in the centre of Moscow? 14. Are you married? 15. Where are you from? 16. Are you fond of reading (music, sport)? 17. What are you good at? 18. What is your hobby? 19. How many people are there in your family? 20. Have you got a computer?

PRACTICE

Exercise 1. Train your pronunciation. Read the following sentences after the teacher:

This is the thing that...
This is the theory that...
This is the story that...
This is the song that...

Is this the thing that...?
Is this the same thing?
Is this the same zone?
Is this the Zoo?

* * *

What's this?
What's that?
What's the matter?
What's the idea?
What's the difference?

What's the problem?
What's the trouble?
What's the reason?
What's the difficulty?
What's the objection?

Exercise 2. a) Put in the verb *to be* in the correct form.

1. I ... a student. 2. He ... an economist. 3. We ... workers. 4. They ... doctors. 5. You ... a lawyer. 6. She ... a secretary. 7. You ... managers. 8. It ... a cat. 9. These girls ... very strange. Where ... they from? 10. I ... fond of sports. 11. Jane ... married, but Nick and John ... single. 12. You and Kate ... here for the first time. 13. We ... at the lesson now. 14. He ... a businessman and his wife ... a model. 15. They ... my friends, but who ... he? 16. Where ... your car? 17. I ... an artist, and what ... you? 18. Here ... all the money I've got on me. 19. Helen ... Russian. She ... twenty. She ... a good student. She ... not married. She ... single. Her eyes ... blue. She ... beautiful. She ... from the Urals. She ... fond of music. She ... interested in foreign languages. She ... good at swimming. Her favourite seasons ... spring and summer. Her friend's name ... Nick. He ... twenty. He ... not a student. He ... a singer. He ... tall and handsome. His hair and eyes ... black. His new car ... red. They ... good friends.

b) Answer the following questions:

1. Are we in London? 2. Is Mrs Smirnova a teacher of English? 3. Is he a student or a banker? 4. Is Helen a student? 5. Are you 18? 6. Are you a manager? 7. Who is this man? 8. Where is his car? 9. What colour is it? 10. Is your friend tall or short?

Exercise 3. Match the questions with the answers.

- | | |
|-----------------------|-----------------------------|
| 1. Are you Russian? | a. Fine, thank you. |
| 2. What's your name? | b. No, I'm single. |
| 3. How are you? | c. Yes, I am. I am Russian. |
| 4. Who is that girl? | d. My name is Alex. |
| 5. What do you do? | e. She is Helen. |
| 6. Are you married? | f. I'm an economist. |
| 7. What does she do? | g. I'm twenty. |
| 8. Where is she from? | h. That's a pen. |
| 9. How old are you? | i. She's a doctor. |
| 10. What's that? | j. She is from Minsk. |

Exercise 4. Complete the dialogues, translate the sentences into English where necessary.

- Добрый день! Как дела?
— Fine, thank you. And you?
— Все в порядке, благодарю вас.
- Let me introduce my friend to you. This is Mr Brown.
— Здравствуйте, господин Браун.
— I'm happy to meet you, too.
- It's a fine day today.
— Вы правы, сегодня прекрасный день.

Exercise 5. Make the following sentences interrogative and negative:

1. It is 10 o'clock now. 2. They have got five children. 3. You are late. 4. He is hard-working. 5. We have got a small cottage. 6. I have much time. 7. We are students. 8. She has got many English books. 9. There are 14 floors in their house. 10. I am from Kiev. 11. His name is Steve. 12. He is a first-year student. 13. He is twenty. 14. They are at home. 15. It is warm today. 16. There are 15 employees in his office. 17. The office is large. 18. They are lawyers. 19. Her eyes are green. 20. They are friends.

Exercise 6. Make up 10 questions beginning with: *what, how old, how many, where, what colour, who, what kind of.*

Exercise 7. a) Write down the following nouns in the plural:

mouse	box	roof	foot	dress
city	month	mountain	knife	country
man	pen	eye	house	ox
company	child	formula	match	bus
goose	leaf	crisis	potato	
star	tooth	woman	glass	
shelf	wife	story	waiter	

b) Use them in sentences of your own.

Exercise 8. Use the verb *to be* in the correct form. Translate the sentences into Russian.

1. Paper ... very expensive today.
2. How many pieces of furniture ... there?
3. His watch ... ten minutes slow.
4. No news ... good news.
5. These trousers ... too small.
6. The furniture ... very old.
7. There ... mice in my country house.
8. Where on earth ... the scissors?
9. My friend says that physics ... a very interesting subject.
10. Good wines ... the best buys before Christmas.
11. His staff ... very efficient.
12. Statistics ... the study of figures.
13. Clothes ... part of the image.
14. My knowledge of English ... very limited.
15. English money ... not accepted here.
16. Say how many members ... there in your family? — There ... five persons.

Exercise 9. Use *to be* or *to have/to have got* in the present simple tense.

1. How ... you? 2. What ... her name? 3. How old ... you? 4. There ... many mistakes in the text. 5. My friend ... bad habits. 6. You ... welcome. 7. Sam and John ... friends. 8. She ... a little child. 9. He ... out. 10. The metro station ... far from my house. 11. They ... a new flat. 12. Who ... at home? 13. What country ... you from? 14. He ... a big car. 15. We ... late. 16. Her name ... Mary. 17. Her eyes ... grey. 18. I ... happy. 19. She ... many aunts and uncles. 20. It ... a nice day.

Exercise 10. Use the right possessive pronoun.

1. What is this? — This is (*I*) bag.
2. Is Mr Bell (*he*) teacher or (*you*)?
3. These are our flowers and those are (*they*) apples.
4. These pictures are (*they*) and those are (*he*).
5. These are (*we*) coats and those are (*they*).
6. Whose books are these? — They are (*I*).
7. Is this (*you*) watch? — No, it isn't. This watch is (*she*).
8. This house is high. (*It*) windows are large.
9. These are (*he*) pencils and those are (*we*).
10. That is not (*I*) bag, that is (*she*) bag.
11. There is milk in (*I*) glass.
12. There is no salt on (*we*) table.
13. Is (*he*) textbook new or old? — It is new.
14. Are (*they*) dresses short or long? — They are short.
15. Whose things are these? — They are (*we*).

Exercise 11. Match the Russian sentences with their English equivalents.

- | | |
|--|--|
| 1. Он твой брат? — Да. | a. Is he a good lawyer? |
| 2. Она хорошая или плохая студентка? | b. I am a happy person. |
| 3. Я их знаю, они наши студенты. | c. He is my friend. |
| 4. Я из Сочи. | d. I know them. They are our students. |
| 5. Ее книга очень интересная. Прочти ее. | e. Which of them is our teacher? |
| 6. Где твоя книга? — Она на твоём столе. | f. I am from Sochi. |
| 7. Он хороший юрист? | g. Is she a good or a bad student? |
| 8. Где их дети? — Они в саду. | h. Is London a large city? |
| 9. Ты ученик? — Да, я ученик. | i. My father is a worker. |
| 10. Я счастливый человек. | j. Are you a pupil? — Yes, I am. I am a pupil. |

- | | |
|---------------------------------|--|
| 11. Мой папа — рабочий. | k. Is Ann a doctor? — No, she is a lawyer. |
| 12. Кто из них наш учитель? | l. Her book is very interesting. Read it. |
| 13. Лондон — большой город? | m. Is he your brother? — Yes, he is. |
| 14. Он мой друг. | n. Where is your book? — It is on your table. |
| 15. Аня врач? — Нет, она юрист. | o. Where are their children? — They are in the garden. |

Exercise 12. Put in the right form of the verb *to be*. Translate the sentences into Russian.

1. English ... an international language.
2. My family ... in Africa.
3. Russian ... my native language.
4. January ... the first month of the year.
5. Geography ... an easy subject.
6. London ... the capital of Great Britain.
7. New year ... my favourite holiday.
8. Washington ... the capital of the USA.
9. May and June ... beautiful months in Moscow.
10. History ... an interesting subject.
11. Cigarettes ... not good for your health.
12. Coffee ... expensive.
13. Moscow ... the capital of Russia.
14. A tiger and lion ... wild animals.
15. A dog ... a man's friend.
16. My friend ... from St. Petersburg.

Exercise 13. Put the verb *to be* in the plural and change the sentence accordingly:

1. I am always glad to see them. 2. When is he free? — He is free in the evenings. 3. She is so happy! 4. When is he at home? — He is at home in the morning. 5. Who is ill? — My mother is. 6. Are you hungry? — No, I am not. 7. Is your sister at school? — No, she isn't. She isn't at school. 8. Who is away? — Petrov is away. 9. Am I right? — Yes, you are. 10. How are you? — I'm quite well, thank you. 11. Are you tired? — Yes, I am. 12. There is a woman in the room. 13. Who is absent? — Ivanov is. 14. I am thirsty. 15. She is wrong.

Exercise 14. Translate these sentences into English:

1. Он студент. Его зовут Виктор.
2. Вы бизнесмен? — Нет, я преподаватель.
3. Она сейчас не в Лондоне. Она в Париже.
4. Меня зовут Петр. Я юрист.

5. Английский язык очень трудный. Это официальный язык Великобритании, США, Канады, Австралии и Новой Зеландии.
6. Кто вы по профессии? — Я юрист.
7. Английский — ваш родной язык?
8. Откуда вы родом?/Из какой вы страны?
9. На этой улице нет библиотеки.
10. Сколько комнат в вашей квартире? — Три.
11. У меня нет автомобиля.
12. Я никогда не опаздываю.
13. Я всегда рад их видеть.
14. Когда он свободен? — Он свободен по вечерам.
15. Она так счастлива!
16. Когда они бывают дома? — Они бывают дома по утрам.
17. Кто болен? — Моя мама больна.
18. Ты голоден? — Нет.
19. Твоя сестра в школе? — Нет, она не в школе.
20. Кто отсутствует? — Петров.
21. Я прав? — Да, ты прав.
22. Как вы себя чувствуете? — Хорошо, спасибо.
23. Вы устали? — Да.
24. Какая погода сегодня? — Холодно.
25. Кто отсутствует? — Все присутствуют.
26. Я хочу пить.
27. Ты не прав.

Exercise 15. Match the English sentences with their Russian equivalents.

- | | |
|---|--|
| 1. They have much old furniture in their new flat. | a. У меня есть компьютер на столе. |
| 2. There are few computers in the office. | b. На моем столе телефон. |
| 3. There are four employees in the accounts department. | c. Сколько сыра в холодильнике? |
| 4. We have a fridge in our office. | d. В вашей библиотеке есть английские книги? |
| 5. There are five markers on her desk. | e. В вашем новом офисе нет сканера. |
| 6. Are there any English books in your library? | f. У него на столе книги. |
| 7. There is a telephone on my desk. | g. В офисе мало компьютеров. |
| 8. Is there a fax machine in your office? | h. На ее столе пять маркеров. |
| 9. How much cheese is there in the fridge? | i. У них много старой мебели в новой квартире. |

10. He has some books on the desk. j. У нас есть холодильник в офисе.
 11. I have a computer on my desk. k. В вашем офисе есть факс?
 12. There is no scanner in your new office. l. В бухгалтерии четыре сотрудника.

Exercise 16. a) Read the text and use the articles where necessary. Retell the text.

Paris

There are many ... big cities in ... France. They are Paris, Marseilles, Lyon and others. Paris is ... capital of ... country. It is ... large political, cultural and trade centre of France. There are a lot of historical buildings, monuments and ... museums there. They are in ... centre of ... city.

Paris is ... green city. There are beautiful parks, squares and wide streets in ... city. There is ... underground there, too. It is ... big industrial centre of France. There are many plants, banks and offices there.

There are many modern buildings, institutes and universities in ... Paris. There are some new and some old districts there. There are many interesting monuments in ... old districts, too.

b) Ask all types of questions according to the models:

- Models:** 1. **Are there** many museums in Paris?
 2. **Is** Paris a green city?
 3. **What is** the capital of the country?
 4. **Are there** many new or old buildings in France?
 5. **There are** many monuments in the old districts, **aren't there?**
 6. **What is there** in France?
 7. **Why is there** an underground in Paris?

Exercise 17. Make sentences putting the words in the correct order.

1. got / you / brothers / any / have?
2. are / brother / in / my / London / and / friend / her
3. me / is / Ann / name / excuse / your / Smith?
4. from / where / Philip's / is / father?
5. Lucy / are / her / students / and / brother?
6. English / am / school / a / at / student / language / I / an
7. good-looking / and / are / very / they / tall

Exercise 18. Use the articles *a*, *an*, *the* where necessary. Translate the sentences into Russian.

1. Warsaw is ... capital of ... Poland.
2. Is this worker ... Englishman or ... German? — He is a Frenchman.

3. ... Urals are ... oldest mountains on the Earth.
4. ... English prefer to have their own houses.
5. My friend has ... black horse of his own whose name is "Star".
6. ... poor (pensioners and elderly people) are socially unprotected in this country.
7. In my opinion, ... unemployment is one of ... most serious social problems in ... Russia nowadays.
8. Have you got any English book in ... original in your library?
9. The dollar, which is ... monetary unit in ... USA, today has ... slang name "a buck".
10. There is ... very interesting museum of ancient and modern toys in ... town of Chester, which is situated in ... northwest of England.
11. The capital of ... Scotland is Edinburgh. It is ... ancient city which is famous for its wonderful castles.
12. Wales is ... small mountainous country in the east of ... Great Britain.
13. The people whose English is fluent can read ... works of ... greatest writers in the original.
14. There are practically no traffic jams on ... New Zealand's roads.
15. The deepest rivers in Russia are ... Yenisei and ... Lena in Siberia, but ... deepest river in the world is ... Amazon.
16. There are more than 80 Federation Subjects in ... Russian Federation.
17. Mary is afraid of ... dogs.
18. ... coffee is more expensive than ... tea.
19. ... great many persons speak English.
20. Out of ... sight, out of ... mind.
21. Hi there, ... friends! ... my name is Grace Gusto. I am ... actress. I'm from ... Paris. I've got ... flat in ... Paris and ... house in ... Hollywood with ... swimming pool. I've got ... new Rolls-Royce and ... lot of ... money in ... bank. I've got ... husband and ... three wonderful children in ... Hollywood.

Exercise 19. a) Memorize the following adjectives. Use a dictionary to find the meaning of the words you don't know.

active	clever	intelligent	punctual
calm	friendly	interesting	serious
capable	generous	kind	sincere
careful	good-humoured	nice	sympathetic
charming	hard-working	patient	wise
cheerful	helpful	practical	unselfish

b) Write out ten adjectives to describe a good teacher/manager.

Exercise 20. a) Read the text and make up questions.

Appearance

My friend's father is tall. He has large hands and his feet are size 44. He has short, dark hair. He is a cheerful person. He wears glasses. His eyes are steel grey. He is 45. His name is Ivan Ivanovich Ivanov. He is a book-keeper.

His mother is a very different person. She is good-looking. She's short and slim. She has small hands and feet. She has long straight fair hair. Her cheeks are rosy. She has long eyelashes which she darkens with mascara. Her favourite colours are red and light-blue. Her name is Ivanova Mariya Nikolayevna. She is 40. She is a teacher of English.

His 20-year-old sister is a secretary at a large business. She uses lots of make-up, and has fantastic hairstyles. She is tall and slim. Her full lips are always red. She's hard-working and nice.

Her boss is an elderly man, rather short and stout. His hair is grey and thin and he's bald on top. He's always clean-shaven. He dresses very well: a white shirt, a dark suit with a matching tie and black leather shoes. He is a serious and punctual man.

b) Describe the appearance of your boss, friend or relative. You may need the questions:

1. What does he/she look like?
2. What's his/her hair like?
3. What does he/she usually wear?
4. What's his/her favourite colour? etc.

Exercise 21. Read and reproduce the following dialogues. Work in pairs.

1

A: I'm very busy and haven't the time to meet my aunt. Could you meet her?

B: Well, I have time all right, but I've no idea what she looks like.

A: Oh, that's easy. She's the first person you see in a crowd. She likes loud colours and she wears wide-brimmed hats with a pile of flowers on top. It's impossible not to notice her. She usually has a big trunk and a number of small bags. She wears shoes with extremely high heels.

B: Oh, she isn't a nice person, is she?

A: Oh, no. That's only her appearance. She's really a wonderful person, with a good sense of humour. She is very interested in other people. My aunt is very generous and helpful. She has a lot of friends who would die for her. By the way, she may have a couple of them along with her.

B: Oh, Lord! Have mercy on me!

A: Mind you! Take a large car to meet her.

A: What must he wear at the party?

B: Formal dress: a white shirt, a dark suit and tie and black shoes.

A: He doesn't like formal clothes. He prefers to dress in jeans, pull-overs, sweaters and trainers.

B: Well, this time he has to dress up.

Exercise 22. a) Choose the proper words from the list below:

1. Mr Hawk is not a very ... person. He is a clerk. He is a ... in an office in London. He is a man ... imagination. He is a dreamer.

2. Mr Baxter is a very important He is a manager and believer in strict He is always ...-dressed and punctual. Mr Baxter is a ... of great energy and he is very successful, but he is not very happy. He is ... little too ambitious. He would like to become an

3. Miss Clara Flight is a pretty ... with a good figure and an interesting face. She is ... well-dressed. Miss Flight is a secretary in an ... in London. ... is a hard-working girl. Clara is fond of ... and films. She would like to be a ... star, and to visit Paris and

4. Mr Baxter ... very well-off. He has a big ... and a very nice house. The car is new and very The house is ... and comfortable, but it is not new. It is Victorian House with all the ... facilities installed: central heating, gas, electricity and air-conditioning. Mr Baxter has (got) a ... in the house.

girl; with; modern; ambassador; always; clerk; expensive; a; Hollywood; important; car; well; man; computer; film; she; large; office; person; music; discipline; is

b) Answer the questions:

1. What sort of man is Mr Hawk? 2. Is he an ordinary clerk? 3. What sort of man is Mr Baxter? 4. What would he like to become? 5. What sort of girl is Clara? 6. What is she fond of?

Exercise 23. Read the following proverbs and sayings and give their Russian equivalents. Learn the proverbs by heart.

1. Nothing is impossible to a willing heart.
2. A friend in need is a friend indeed.
3. There is no smoke without fire.
4. There is no place like home.
5. If there is a will, there is a way.
6. It's Greek to me.
7. It's too good to be true.
8. A cat has nine lives.

9. Time is money.
10. East or West, home is best.

Exercise 24. Read and reproduce the jokes and sayings.

1

Sign seen in a store window. “English spoken — American understood.”

2

Where’s Your Rifle?

- Where’s your rifle, soldier?
- I haven’t got it.
- Haven’t got it? What’s the good of you? What do you call a soldier without a rifle?
- An officer, sir!

3

How Big?

- How big is an aircraft carrier?
- What kind of aircraft carrier?
- A big one.
- How big?

4

The jack of all trades is master of none.
The workman is known by his work.

TEST 1

Task 1. Choose the suitable word(s). Keep in mind that only one variant is correct.

- 1) **A:** Hullo, Janet. 1 you today?
B: 2 fine. And you?
A: Very 3, thank you.
B: 4 your mother today?
A: 5 London.

1	A Who are	B How are	C Who is	D How is
2	A I’m	B Am	C I	D Am I
3	A good	B fine	C well	D best
4	A When is	B Where is	C When are	D Where are
5	A On	B At	C In	D Of

- 2) **A:** Is this 6 car?
B: No, it's 7. He is 8 there.
A: Is he 9?
B: Yes, but his car 10 American.

6	A you're	B you	C your	D yours
7	A of Mr Brown	B to Mr Brown	C Mr Brown's	D a Mr Brown
8	A this man	B that man	C this men	D that men
9	A England	B English	C an English	D a English
10	A it	B it's	C is	D its

- 3) **A:** Where are Tony and Mary?
B: They 11 the bus stop. They're going 12 school.
A: Have they got 13 books?
B: Yes, Mary is reading 14 book, and Tony 15 books in his bag.

11	A are at	B are	C is at	D is to
12	A in	B on	C at	D to
13	A there	B they're	C their	D they
14	A her	B she	C she's	D hers
15	A have her	B has her	C have his	D has his

- 4) **A:** There's an English book 16 the table. 17 it?
B: It's 18. Have you got 19?
A: No, I haven't got 20.

16	A in	B on	C into	D onto
17	A Who is	B Whose	C Who's	D Whose is
18	A of me	B me	C my	D mine
19	A dictionary	B some dictionary	C any dictionary	D a dictionary
20	A a	B one	C some	D any

Task 2. Translate the sentences into English:

1. Английский язык — международный язык.
2. Том и Мэри сейчас в Москве.
3. Русский язык — мой родной язык.
4. Январь — первый месяц года.
5. Твой брат студент? — Да.
6. Они ведь сейчас не в Лондоне, не так ли?
7. Новый год — мой любимый праздник.
8. Вашингтон — столица США.
9. Май и июнь — прекрасные месяцы в Москве.

10. История — интересный предмет.
11. Сигареты вредны для вашего здоровья.
12. Кофе дорогой.
13. Он сейчас в Лондоне или в Париже?
14. Собака — друг человека.
15. Ее муж бухгалтер или инженер?
16. Кто твой друг? — Он студент.
17. Кто бизнесмен? — Я. И мои друзья тоже.
18. Интересно, твой отец банкир? — Да.
19. Они молоды и счастливы.
20. У них есть компьютеры на столах.
21. На моем столе телефон.
22. В нашем офисе есть холодильник.
23. Чем он увлекается?
24. У них новая машина и старый дом в деревне.
25. Кто этот джентльмен? И откуда он?
26. Вы женаты/замужем?
27. Чем он занимается? Кто он по профессии? — Он работает бухгалтером.
28. Вы находитесь в родстве с Элис Холл? — Да, мы брат и сестра.
29. Как их зовут?
30. Они музыканты?

Task 3. a) Read and translate the text into Russian.

Wales (Уэльс) is one of the four countries that make up the United Kingdom of Great Britain and Northern Ireland. Cardiff is the capital of Wales. Its surface is mountainous. The main rivers are the Severn and the Wye. South Wales is a highly industrialized part of the country. Tourism industry is important in the North. But overseas visitors to Wales are fewer than they are to other parts of the British Isles.

In some ways, Wales is the most foreign of the four lands that make up the United Kingdom. The Welsh language is spoken by about two out of ten people in Wales. It is very difficult for English people to spell and pronounce some of Welsh place names such as Llŵchwr or Pwllheli.

The survival of the Welsh language is helped and encouraged by local radio and television stations. Welsh is also used for official purposes, for example on government forums, is valid in the law courts, and is taught in most schools. All stations in Wales have their names in both Welsh and English. Many official documents are also in English and Welsh. There are special TV and radio programmes in Welsh.

b) Ask ten questions on the text.

Task 4. Translate the following text into Russian in writing using a dictionary.

The English used in different parts of the world differs in many ways. There are differences in pronunciation and spelling of the British and American terms. For example, Americans and Englishmen will pronounce differently the words *clerk*, *dance*, *necessary*, etc. Americans write *labor*, the British write *labour*, Americans write *center*, the British write *centre*. And in the many countries where English is used, the slang and idiomatic expressions are different, too.

The English language is interesting because it varies from place to place, and because it is a living, ever-changing language. Nevertheless, Americans, Englishmen, Canadians and people from many other parts of the far-spread English-speaking world have little or no difficulty in understanding one another.

Nowadays more and more agreements are made in English, for English is universal business language. Joint ventures, bank loans, and trademark licenses are frequently written in English.

Business letters may be divided into official and semi-official. The first kind of letters is characteristic of those people working in business: an executive, a department manager, a salesman, a secretary or a specialist in business and technology. But also many people want to buy something, to accept an invitation or to congratulate somebody — this is a kind of semi-official letters.