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**Министерство науки и высшего образования Российской Федерации**  
**Федеральное государственное автономное образовательное учреждение высшего образования**  
**«СЕВЕРО-КАВКАЗСКИЙ ФЕДЕРАЛЬНЫЙ УНИВЕРСИТЕТ»**  
**Пятигорский институт (филиал) СКФУ**  
**Колледж Пятигорского института (филиала) СКФУ**

## **МЕТОДИЧЕСКИЕ УКАЗАНИЯ ДЛЯ ПРАКТИЧЕСКИХ ЗАНЯТИЙ**

### **Иностранный язык в профессиональной деятельности** **(ЭЛЕКТРОННЫЙ ДОКУМЕНТ)**

**Специальность СПО**

43.02.14 Гостиничное дело

Квалификация: специалист по гостеприимству

Пятигорск 20\_\_

Методические указания для практических занятий по дисциплине «Иностранный язык в профессиональной деятельности» составлены в соответствии с требованиями ФГОС СПО, предназначены для студентов, обучающихся по специальности 43.02.14 Гостиничное дело.

Рассмотрено на заседании ПЦК колледжа Пятигорского института (филиала) СКФУ.  
Протокол № \_ от «\_\_\_\_\_» 20\_ г.

## **Пояснительная записка**

Настоящие методические указания предназначены для студентов колледжа, обучающихся по специальности 43.02.14 Гостиничное дело. Целью данных указаний является развитие у студентов навыков чтения и понимания англоязычного текста по профессиональной тематике, подготовка студентов к реферативному переводу иноязычного текста, закрепление тематической лексики, а также развитие навыков говорения на базе проблематики, представленной в текстах указаний.

Выполнение большей части упражнений связано с многократным анализом. Поэтому представляется целесообразным задавать подготовку такого рода упражнений на дом с последующей проверкой на занятии под руководством преподавателя. Множественность заданий позволяет, выполняя различные задачи, концентрируясь на разных элементах текста, понять и частично запомнить предлагаемую информацию. Многие упражнения могут выполняться как в устной, так и в письменной форме. Проблемные вопросы и темы для дискуссии, содержащиеся в послетекстовых упражнениях, предполагают использование информации, полученной из текста урока, и обеспечивают развитие у студентов навыков свободного говорения.

Исходя из того, что в ходе учебной деятельности студенты должны самостоятельно "добывать" знания, а не получать их в готовом виде, в рамках пособия предполагается самостоятельная работа студентов со словарями, энциклопедическими и справочными пособиями. Фиксация подлежащих усвоению значений осуществляется в специальных упражнениях.

Методические указания предназначены для работы в группах студентов неязыковых вузов с целью повышения их лингвистической компетенции.

В результате освоения учебной дисциплины обучающийся должен **уметь**:

- общаться (устно и письменно) на иностранном языке на профессиональные и повседневные темы;
- переводить (со словарем) иностранные тексты профессиональной направленности;
- самостоятельно совершенствовать устную и письменную речь, пополнять словарный запас.

В результате освоения учебной дисциплины обучающийся должен **знать**:

- лексический (1200 - 1400 лексических единиц) и грамматический минимум, необходимый для чтения и перевода (со словарем) иностранных текстов профессиональной направленности.

### **Перечень формируемых компетенций.**

В результате освоения учебной дисциплины студент должен овладевать:

Общими компетенциями:

ОК 02. Осуществлять поиск, анализ и интерпретацию информации, необходимой для выполнения задач профессиональной деятельности.

ОК 03. Планировать и реализовывать собственное профессиональное и личностное развитие.

ОК 05. Осуществлять устную и письменную коммуникацию на государственном языке с учетом особенностей социального и культурного контекста.

ОК 09. Использовать информационные технологии в профессиональной деятельности.

ОК 10. Пользоваться профессиональной документацией на государственном и иностранном языке.

## **Раздел 1. Повседневная жизнь, быт, семья.**

### **Практическая работа №1**

#### **Тема 1.1. Я и моя семья**

**Цель работы:** Развитие умения говорить на основе прочитанного, формирование лексических и грамматических навыков чтения и говорения;

**Ход работы:** Изучение нового лексического материала. Чтение и перевод текста.

#### **Текст 1. About Myself**

First of all let me introduce myself. My name is Taras.

I'm seventeen years old.

I'm at 11-th grade.

There are two more kids in the family besides me — my elder brother Oleg and my younger sister Marija.

Oleg is twenty-one, he attends a University, he will be a dentist.

Marija is only twelve, she is a schoolgirl.

I forgot to mention one more member of our family.

It's our favourite poodle Tim.

My parents are not old at all.

My Mum is forty, she works for a newspaper.

My Dad is forty-four, he is an engineer in computers.

My parents love their jobs very much.

I'm doing quite well at school.

My parents are proud of my marks.

I go in for sports. I play basket-ball.

In summer time I like yachting and windsurfing.

I take part in different basket-ball competitions.

In a year I shall finish my school and I have to decide what occupation to choose.

I have been studying English for seven years.

I want to be a military interpreter.

My grandparents are already retired.

They like gardening and spend all their time growing tomatoes, potatoes, onions, strawberries, raspberries.

#### **Questions:**

1. Do you go to school?
2. What grade are you at?
3. How old are your parents?
4. Are you the only child in the family?
5. Do you have a pet?
6. Are your grandparents still alive?
7. Do you go in for sports?
8. Do you like reading?

**Vocabulary:**

to introduce — представлять  
let me introduce myself — разрешите представиться  
residential — жилой  
residential areas — жилые районы  
grade — класс в школе  
to attend university — ходить в университет  
kid — ребенок  
favourite — любимец, любимый  
poodle — пудель  
to forget — забывать  
job — работа  
proud — гордый  
to be proud of smth — гордиться чем-то  
to go in for sports — увлекаться спортом  
occupation — занятие, род занятий, профессия  
military — военный  
interpreter — переводчик  
to retire — быть на пенсии

**Текст 2 About My Family**

My family is not very big, just a typical family: Dad, Mom, me, my brother and sister and our cat.

My Mummy is forty-one, she is a teacher of Spanish at the University.

She is a born teacher.

She has teaching abilities.

My Dad is forty-two, he is a professional painter, he works for a design company.

My parents both like their work very much.

My elder sister Natasha is nineteen, she goes to the University, she wants to be a teacher of history.

She is fond of reading books on history and fiction.

My younger brother Igor is only six years old, he goes to the kindergarten.

He is very funny, I like to spend my free time teaching him something.

Igor likes to play with our cat.

My grandparents are retired.

They like gardening.

They spend a lot of their time in the garden.

They grow vegetables and fruits.

We enjoy having fresh vegetables and green on our dinner table.

I love my family very much.

We always help each other.

Everyone in my family is my best friend.

### Questions:

1. How many are there in the family?
2. Do you have a brother or a sister?
3. Where do your parents work?
4. Do your parents understand you?
5. In what way do you help your parents?
6. How old are your grandparents?
7. How do you get along with your family?
8. Which of the parents do you want to be like?

### Vocabulary:

typical — типичный  
Spanish — испанский  
ability — способность  
painter — художник  
fiction — художественная литература  
funny — смешной  
to spend — проводить  
to grow — выращивать  
to enjoy — наслаждаться  
green — зелень  
to be fond of smth. — нравиться кому-либо

## Family and Relatives

### Relatives (= members of your family)

These are the most important relatives (also called relations):

	<i>male</i>	<i>female</i>
Your parents' parents	grandfather	grandmother
Your parents' brother and sister	uncle(s)	aunt(s)
Your aunt's/uncle's children	cousin(s)	cousin(s)
The father and mother of the person you marry	father-in-law	mother-in-law
The brother and sister of the person you marry	brother-in-law	sister-in-law
Your brother's/sister's children	nephew(s)	niece(s)
The person you marry dies, so you are a ...	widower	widow
Your mother or father remarries, so you have a ...	step-father	step-mother

### Family background (= family history)

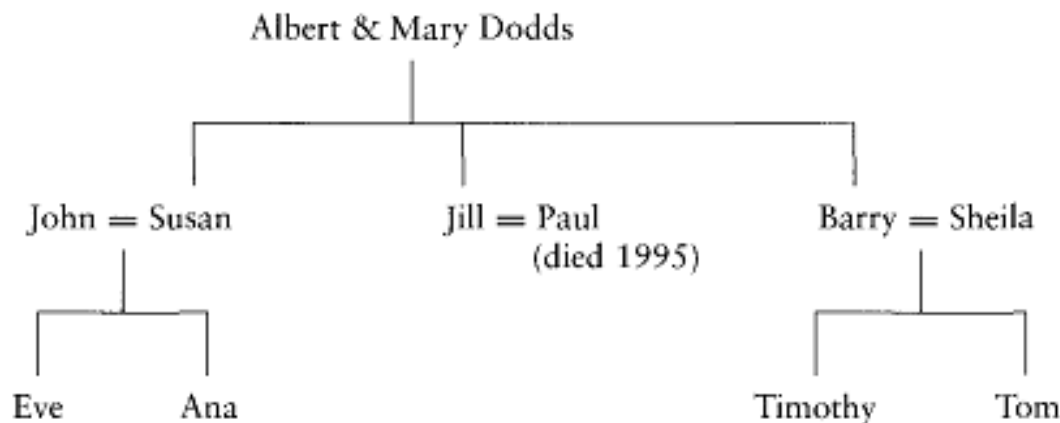
My grandfather was a market gardener in Ireland. He grew flowers, fruit and vegetables, and sold them in the market every day. He worked hard all his life, and when he died, his son (now my uncle) and daughter (my mother) **inherited** a large house and garden (= received this house and garden from my grandfather when he died). They carried on the business together until my mother met my father. They got married, moved to England, and I was born two years later. They didn't have any more children, so I am an **only child**.

## Family names

When you are born, your family gives you a **first name**, e.g. James, Kate, Sarah and Alex are common first names in Britain. Your **family name** (also called your **surname**) is the one that all the family share e.g. Smith, Brown, Jones, and O'Neill are common surnames in Britain. Some parents give their children a **middle name** (like a first name), but you do not usually say this name. Your **full name** is all the names you have, e.g. Sarah Jane Smith.

### Exercises

Look at the family tree and complete the sentences below.



- 1 John is Jill's .....
- 2 Timothy is Jill's .....
- 3 Eve and Ana are Timothy's .....
- 4 Eve is Sheila's .....
- 5 Albert Dodds is Tom's .....
- 6 Barry is Eve's .....
- 7 Susan is Timothy's .....
- 8 As Paul died in 1995, Jill is a .....
- 9 Tom is Mary's .....
- 10 The only two people who are not related are ..... and  
.....

Answer these questions about yourself and your country.

- 1 What's your first name?
- 2 What's your surname?
- 3 Is that a common name in your country?
- 4 Do you have a middle name?
- 5 Are you an only child?
- 6 Who is your oldest friend?
- 7 Do you work? If so, how many of your work colleagues are also your friends?
- 8 Do you have any ex-boyfriends or ex-girlfriends who speak English very well?
- 9 Are single-parent families becoming more common in your country?
- 10 In your country, do more and more people live together without getting married?

Write a composition about your family and prepare it for retelling.

## Практическая работа №2

### Тема 1.2. Местоимения

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

**Местоимение** - это часть речи, употребляемая в предложении вместо существительного или прилагательного, реже - наречия. Местоимение не называет лицо, признак или предмет, а лишь адресует нас к нему (уже упомянутому ранее): Ann asked Peter a question. He answered her. Анна задала Пете вопрос. Он ответил ей.

ЛИЧНЫЕ, ПРИТЯЖАТЕЛЬНЫЕ И ВОЗВРАТНО-УСИЛИТЕЛЬНЫЕ МЕСТОИМЕНЕНИЯ						
ЧИСЛО	ЛИЦО	ЛИЧНЫЕ МЕСТОИМЕНЕНИЯ		ПРИТЯЖАТЕЛЬНЫЕ МЕСТОИМЕНЕНИЯ		ВОЗВРАТНО-УСИЛИТЕЛЬНЫЕ МЕСТОИМЕНЕНИЯ* *
		ИМЕНИТЕЛЬНЫЙ ПАДЕЖ	ОБЪЕКТНЫЙ ПАДЕЖ	ОСНОВНАЯ ФОРМА	АБСОЛЮТНАЯ ФОРМА*	
Ед. ч.	1-е	<b>I</b> я	<b>me</b> меня, мне	<b>my</b> мой	<b>mine</b>	<b>myself</b>
	2-е	<b>you</b> ты, вы	<b>you</b> тебя, тебе	<b>your</b> твой, ваш	<b>yours</b>	<b>yourself</b>
	3-е (м. р.)	<b>he</b> он	<b>him</b> его, ему	<b>his</b> его	<b>his</b>	<b>himself</b>
	3-е (ж. р.)	<b>she</b> она	<b>her</b> ее, ей	<b>her</b> ее	<b>hers</b>	<b>herself</b>
	3-е (неодуш.)	<b>it</b> оно, он, она	<b>it</b> его, ему, ее, ей	<b>its</b> его, ее	<b>its</b>	<b>itself</b>
Мн. ч.	1-е	<b>we</b> мы	<b>us</b> нас, нам	<b>our</b> наш	<b>ours</b>	<b>ourselves</b>
	2-е	<b>you</b> вы	<b>you</b> вас, вам	<b>your</b> ваш	<b>yours</b>	<b>yourselves</b>
	3-е	<b>they</b> они	<b>them</b> их, им	<b>their</b> их	<b>theirs</b>	<b>themselves</b>

\* Абсолютная форма притяжательных местоимений переводится так же, как и основная, и употребляется вместо определяемого существительного во избежание повторения: This is her pen and this is mine. Это ее ручка, а это моя.

**\*\* Возвратно-усилительные местоимения** в зависимости от числа и рода переводятся: сам, сама, само (единственное число), сами, самих (множественное число), себя, себе (единственное и множественное число) и т. п.

### Exercises

**1.** Переделайте предложения по образцу: This is your house - This house is yours.

1. This is my life - ... ;
2. This is his watch - ... ;
3. That's our money - ... ;
4. This is her plan - ... ;
5. These are their clothes - ... ;
6. Is this your land? - ... ;
7. These aren't her children - ... .

**2.** Вставьте в пропуски правильные притяжательные местоимения, выбирая между основными и абсолютными формами:

1. ... (you) friends are very nice;
2. Is that ... (she) hotel?
3. ... (I) country is bigger than ... (you);
4. This car isn't ... (they);
5. ... (he) mother is a teacher and (she) is a judge;
6. Where is ... (they) restaurant?
7. How many people are there in ... (you) city? - About two million and in ... (you)?
8. I'm going to visit a friend of ... (I) tomorrow;
9. These are not ... (you) shoes. Those are ... (you).

**3.** Переведите предложения на английский язык:

1. Наша машина больше вашей;
2. Где его родители? А её?
3. Эта сумка не моя;
4. Мой конь сильный, а твой слабый;
5. Наш отпуск начинается в сентябре, а их?
6. Это твоя шапка? - Да, эта шапка моя;
7. Ваши дедушка и бабушка старые, а наши молодые;
8. Мой телефон сломан, могу я взять твой?
9. Сейчас я разговариваю с одним своим товарищем;
10. Мой отель находится на пляже, а как насчёт твоего?

**4.** Выберите правильную форму указательных местоимений:

1. (That, this) is our house and (that, this) is theirs.
2. (This, these) are books.
3. (This, these) is a red ball and (this, that) is a yellow ball.

4. (That, these) is a cat and (those, this) are mice.

5. I like (this, these) flowers!

6. (That, those) pictures are very beautiful.

7. They live in (these, this) country.

**5. Выберите правильную форму возвратных местоимений:**

1. I do my homework all by (himself, herself, myself).

2. They plan their vacation (ourselves, myself, themselves).

3. We are going to the sea (themselves, himself, ourselves).

4. My dad built this house (himself, herself, ourselves).

5. This dog found (herself, himself, itself) a place under the bench.

6. Yesterday she had a birthday. She bought (herself, itself, ourselves) earrings as a present.

7. You should plan your life (yourself, himself, yourselves).

**6. Заполните пропуски подходящими местоимениями в объектном падеже:**

My husband and I are very lucky. We have many close friends in this city, and they are all interesting people.

Our friend Andrew is a scientist. We see (1) \_\_\_\_\_ when he isn't busy in his laboratory. When we get together with (2) \_\_\_\_\_, he always tells (3) \_\_\_\_\_ about his new experiments. Andrew is a very close friend. We like (4) \_\_\_\_\_ very much.

Our friend Maggie is an actress. We see (5) \_\_\_\_\_, when she isn't making a movie in Hollywood. When we get together with (6) \_\_\_\_\_, she always tells (7) \_\_\_\_\_ about her life in Hollywood. Maggie is a very close friend. We like (8) \_\_\_\_\_ very much.

Our friends Bobby and Marlin are journalists. We see (9) \_\_\_\_\_, when they are not traveling around the world. When we get together with (10) \_\_\_\_\_, they always tell (11) \_\_\_\_\_ about their meetings with famous people. Bobby and Marlin are very close friends. We like (12) \_\_\_\_\_ very much.

**7. Заполните пропуски подходящими местоимениями:**

Jack is hungry. Bring \_\_\_\_\_ a sandwich.

Ann is ill. Take \_\_\_\_\_ these flowers.

Fred and Jane are in the country. Write \_\_\_\_\_ a letter.

I am thirsty. Bring \_\_\_\_\_ a bottle of Coca-Cola.

Jimmy is in class. Give \_\_\_\_\_ this book.

The children are hungry. Bring \_\_\_\_\_ these red apples.

Alan is at home. Ask \_\_\_\_\_ to come to the yard.

We are at table. Give \_\_\_\_\_ tea and cakes.

**Практическая работа №3**  
**Тема 1.3. Внешность и характер**

**Цель работы:** Изучение нового лексического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового лексического материала. Выполнение упражнений.

### **Describing people's appearance**

## General

*Positive:* beautiful is generally used to describe women; handsome is used to describe men; good-looking is used for both; pretty is another positive word to describe a woman (often a girl) meaning 'attractive and nice to look at'.

*Negative:* ugly is the most negative word to describe someone; plain is more polite.

## Height and build



tall and slim



medium height and build



short and fat



medium height and  
very muscular

*Note:* Another word for slim is thin, but slim has a more positive meaning, e.g. John is lovely and slim, but his brother is terribly thin. Skinny also has the same meaning but is very negative. It is not very polite to say someone is fat; **overweight** is more neutral and polite.

## Hair



straight



wavy



curly



## Special features

The man on the left has got very **pale skin** (= white skin). He also has **broad shoulders**, with a small scar at the top of his left arm. The other man has **dark skin**. He also has a **beard** and **moustache** and quite a **hairy chest** and a **tattoo**.



## Asking questions about a person's appearance

Q: What does she look like?

A: She's quite tall, with short fair hair.

Q: How tall is she?

A: About 1 metre 65.

Q: How much does she weigh?

A: I don't know and it may be rude to ask. Probably about 45 kilos.

## Exercises

Complete these sentences in a suitable way. (More than one answer may be possible.)

- 1 She's got blonde .....
- 2 He's got very pale .....
- 3 They've both got curly .....
- 4 I would say he was medium .....
- 5 Her brother has got very broad .....
- 6 She doesn't like men with hairy .....
- 7 Last time I saw him he had grown a .....
- 8 He's got very muscular .....
- 9 Both men were very good-.....
- 10 All of them have got dark .....

Replace the underlined word in each sentence with a word which is either more suitable or more polite.

- 1 He told me he met a handsome girl in the disco last night.
- 2 She's beautiful but her younger sister is really quite ugly.
- 3 I think Peter is getting a bit fat, don't you?
- 4 Most people want to stay slim, but not as skinny as that girl over there.
- 5 I think she's hoping she'll meet a few beautiful men at the tennis club.

You want to know about the following:

- someone's general appearance
- their height
- their weight

What questions do you need to ask? Complete these questions.

What .....?

How .....?

How much .....?

Now answer these questions.

- 1 How tall are you?
- 2 How would you describe your build?
- 3 How much do you weigh?
- 4 What kind of hair have you got?
- 5 What colour is it?
- 6 Would you like it to be different? If so, what would you like?
- 7 Do you think you have any special features?
- 8 Are there any special features you would like to have?
- 9 Do you like beards?
- 10 Can you think of a famous woman you would describe as beautiful, and a famous man you would describe as good-looking?

If possible, ask another person these questions.

## Describing character

Many positive words describing character have clear opposites with a negative meaning.

<i>Positive</i>	<i>Negative</i>
warm and friendly	cold and unfriendly
kind	unkind
nice, <u>pleasant</u>	horrible, unpleasant
generous (= happy to give/share)	mean (= never gives to others)
optimistic (= thinks positively)	pessimistic (= thinks negatively)
<u>cheerful</u> (= happy and smiling)	miserable (= always seems unhappy)
relaxed and easy-going	<u>tense</u> (= nervous; worries a lot; not calm)
strong	weak
sensitive	insensitive (= does not think about others' feelings)
honest (= always tells the truth)	dishonest

Jane is very tense at the moment because of her exams, but she's usually quite relaxed and easy-going about most things.

I think the weather influences me a lot: when it's sunny I feel more cheerful and optimistic; but when it's cold and raining I get very miserable.

He seemed a bit unfriendly at first, but now I've got to know him I realise he's very warm and kind.

The shop assistant told me that the dress I tried on looked better on people younger than me. I thought that was very insensitive of her, but at least she was being honest, I suppose.

## Character in action

People often talk about qualities of character that you may need in a work situation. Again, some of these words come in pairs of opposites: one positive and one negative.

<i>Positive</i>	<i>Negative</i>
hard-working	lazy (= never does any work)
punctual (=always on time)	not very punctual; always late
reliable	unreliable (= you cannot trust / depend on someone like this)
clever, bright ( <i>informal</i> )	stupid, thick ( <i>informal</i> )
flexible	inflexible (= a very fixed way of thinking; unable to change)
ambitious	unambitious (= no desire to be successful and get a better job)

Some pairs of opposites do not have a particularly positive or negative meaning:

He is very shy when you first meet him because he finds it difficult to talk to people and make conversation; but when he knows people quite well he's much more self-confident.

People often say the British are very reserved (= do not show their feelings), but when you get to know them they can be very emotional like anyone else.

## Exercises

Organise these words into pairs of opposites and put them in the columns below.

mean	clever	nice	lazy	relaxed	hard-working
tense	cheerful	generous	unpleasant	stupid	miserable

*Positive*

*Negative*

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

What prefix forms the opposite of each of these words? (You need three different prefixes.)

kind	flexible	friendly	honest
reliable	sensitive	ambitious	pleasant

How would you describe the person in each of these descriptions?

- 1 He never bought me a drink all the time we were together.
- 2 I have to tell her what to do every minute of the working day. She wouldn't even open a window without someone's permission.
- 3 He often promises to do things but half the time he forgets.
- 4 She's always here on time.
- 5 I don't think he's done any work since he's been here.
- 6 She finds it difficult to meet people and talk to strangers.
- 7 He could work in any of the departments, and it doesn't matter to him if he's on his own or part of a team.
- 8 One of the great things about her is that she is so aware of what other people think or feel.
- 9 Bob, on the other hand, is the complete opposite. He is always making people angry or upset because he just doesn't consider their feelings.
- 10 The other thing about Bob is that he really wants to get the supervisor's job and then become boss for the whole department.

What nouns can be formed from these adjectives? Use a dictionary to help you.

*Example: kind kindness*

punctual	optimistic	reliable	lazy
confident	generous	ambitious	stupid
sensitive	strong	flexible	shy

## Feelings

<i>Noun</i>	<i>Adjective(s)</i>
love (≠ hate)	–
happiness (≠ sadness)	happy (≠ sad)
anger	angry
fear	afraid (of) / frightened (of)
pride	proud (of)
jealousy	jealous (of)
embarrassment	embarrassed/embarrassing (see Unit 30)

### *Note:*

- Pride has different meanings, but the most common is the feeling of satisfaction you have because you (or people you are connected with) have done something well.  
He was very proud when his wife became the first President of the organisation.
- Jealousy is a feeling of anger and unhappiness you may have if (a) someone you love shows a lot of interest in others, or (b) if someone has something you want / don't have.  
a) My boyfriend gets very jealous when I talk to other boys.  
b) He's jealous of his brother because his brother is more intelligent and makes more money.
- A common adjective is upset, which means unhappy, sad, and even angry, because something unpleasant has happened, e.g. He was very upset when we didn't invite him.

## Exercises

What nouns can be formed from these adjectives?

angry    sad    happy    proud    jealous    embarrassed

Find the logical ending on the right for each of the sentence beginnings on the left.

- |                                |   |
|--------------------------------|---|
| 1 He was very proud when       | a someone stole his money.                                |
| 2 He was very jealous when     | b his father appeared on TV with the Prime Minister.      |
| 3 He was very embarrassed when | c he heard that his aunt had died.                        |
| 4 He was very angry when       | d he saw those big dogs running towards him.              |
| 5 He was very sad when         | e he bought her a birthday present on the wrong day.      |
| 6 He was very frightened when  | f his best friend went out with the girl he really liked. |

Answer these questions. If possible, ask someone else the same questions.

- 1 Would you feel embarrassed or upset (or both) if you forgot your mother's birthday or your father's birthday?
- 2 Do you ever feel frightened in a car (as a passenger) because you are going very fast?
- 3 Do you get angry when other people want you to do things that you don't want to do?
- 4 If you made a stupid mistake in English, would you feel embarrassed?
- 5 Is there any one thing that you are very proud of?
- 6 Are there any common situations where you sometimes feel embarrassed?

## Тема 1.4. Местоимения some, any, no, every и их производные

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

Неопределенные местоимения some и any служат для обозначения неопределенного (небольшого) количества предметов или вещества.

МЕСТОИМЕНИЯ И НАРЕЧИЯ, ПРОИЗВОДНЫЕ ОТ SOME, ANY, NO, EVERY				
ОСНОВНЫЕ МЕСТОИМЕНИЯ	ПРОИЗВОДНЫЕ МЕСТОИМЕНИЯ			ПРОИЗВОДНЫЕ НАРЕЧИЯ
	+thing	+body	+one	+where
<b>Some</b>	<b>something</b> что-то, что-нибудь, что-либо, нечто	<b>somebody</b> кто-то, кто-нибудь, кто-либо, ков-кто, некто	<b>someone</b> кто-то, кто-нибудь, кто-либо, ков-кто, некто	<b>somewhere</b> где-то, где- нибудь, куда- то, куда- нибудь, куда-либо, куда угодно
<b>Any</b>	<b>anything</b> что-нибудь, все, что угодно	<b>anybody</b> кто-то, кто-либо, кто- нибудь, всякий, любой	<b>anyone</b> кто-то, кто-либо, кто-нибудь, всякий, любой	<b>anywhere</b> где-нибудь, куда-нибудь, где угодно, куда угодно
<b>No</b>	<b>nothing</b> ничто, ничего	<b>nobody</b> никто, никого	<b>no one</b> никто, никого	<b>nowhere</b> нигде, никуда
<b>Every</b>	<b>everything</b> всё	<b>everybody</b> все	<b>everyone</b> все, каждый	<b>everywhere</b> везде, повсюду, всюду

**Some** употребляется, как правило, в утвердительных предложениях перед исчисляемыми существительными во множественном числе и перед неисчисляемыми существительными, имея значение несколько, некоторые: I've got some interesting books to read. У меня есть интересные книги (=несколько интересных книг) для чтения.

**Any** употребляется, как правило, в вопросительных и отрицательных предложениях: Have you got any interesting books? У вас есть интересные книги?

**Some** и **any** часто не переводятся на русский язык (опускаются при переводе).

## Exercises

**Упр. 1. Вставьте *some, any* или *no*.**

1. There are ... pictures in the book. 2. Are there ... new students in your group? 3. There are ... old houses in our street. 4. Are there ... English textbooks on the desks? - - Yes, there are ... . 5. Are there ... maps on the walls? —No, there aren't ... . 6. Are there ... pens on the desk? - - Yes, there are.... 8. Are there ... sweets in your bag? - - Yes, there are ... . 9. Have you got ... English books at home? -- Yes, I have ... . 10. There are ... beautiful pictures in the magazine. Look at them. 11. There is ... ink in my pen: I cannot write.

**Упр. 2. Вставьте *something, anything, nothing* или *everything*.**

1. Give me ... to read, please. - - With pleasure, 2. I don't know ... about your town. Tell me .., about it. 3. Please give me ... warm: it is cold here. 4. I understand ... now. Thank you for your explanation. 5. There is ... white in the box. 'What is it? 6. Is there ... that you want to tell me? 7. Where is the book? — It is on the table. - No, there is . . there.

**Упр. 3. Вставьте *somebody, anybody, nobody* или *everybody*.**

1. Has ... in this group got a dictionary? 2. ... left a magazine in our classroom yesterday. 3. The question was so difficult that ... could answer it. 4. I am afraid I shan't be able to find ... in the office now: it is too late. 5. ... knows that water is necessary for life. 6. Is there ... here who knows French? 7. You must find ... who can help you. 8. ... knew anything about America before Columbus discovered it. 9. I saw ... in the train yesterday who looked like you. 10. There is ... in the next room. I don't know him. 11. Please tell us the story. ... knows it. 12. Is there ... in my group who lives in the dormitory? 13. Has ... here got a red pencil? 14. ... can answer this question. It is very easy.

**Упр. 4. Вставьте *some, any, no* или их производные.**

1. Here are ... books by English writers. Take ... book you like. 2. There are ... boys in the garden because they are at school. 3. I can see ... on the snow, but I don't know what it is. 4. Are there ... desks in the classroom? - Yes, there are many. 5. There are ... books on this desk, but there are....\_ exercise-books. 6. Did he say ... about it? - - No, he said .... 7. What shall I do now, Mom? I, have done my homework. - You can do ... you\* like.- 8. There was ... in the street because it was Very late. 9. ... wants to see him. 10 Is there ... here who knows this man? 11. Have you ... books on Dickens? I want to read ... about him. I have read ... books by Dickens and I am interested in the life of the writer. 12. Can ... tell me how to get to the Public Library? - - Yes, take ... bus that goes from here towards the railway station and get off at the third stop. 13. Please bring me ... apples, Mary. 14. That is a very easy question - - ... can answer it.

**Упр. 5. Вставьте *somewhere, anywhere, nowhere* или *everywhere*.**

1. I put my dictionary ... yesterday and now I can't find it ....-- Of course, that is because you leave your books ... . 2. You must go ... next summer. 3. Did you go ... on Sunday? 4. Let's go ... . The weather is fine. I don't want to stay at home in such weather. 5. I cannot find my glasses .... I always put them ... and then look for them for hours. 6. Today is a holiday. The streets are full of people. There are flags, banners and flowers ....

**Упр. 6. Переведите на английский язык.**

1. В столовой есть кто-нибудь? 2. В саду никого нет. 3. В нашей комнате есть кто-нибудь? 4. Там есть кто-то. 5. Там никого нет. 6. В библиотеке есть кто-нибудь? 7. За занавеской есть что-нибудь? - Нет, там ничего нет. 8. В сумке что-то есть. 9. В доме есть кто-нибудь? - Да, там есть кто-то. 10. Под столом есть что-нибудь? - Да, там что-то есть. 11. Там ничего нет. 12. В кабинете врача есть кто-нибудь? — Нет, там никого нет. 13. В нашей библиотеке есть кое-какие книги на английском языке. 14. В вашей библиотеке есть какие-нибудь книги Джека Лондона? 15. Мой дядя хочет мне что-то сказать. 16. На другой день мой брат знал всех. 17. Если вы захотите что-нибудь поесть, идите в вагон-ресторан. 18. Расскажите нам всё о вашем путешествии.

**Упр. 7. Вставьте *somewhere, anywhere, nowhere* или *everywhere*.**

1. I put my dictionary ... yesterday and now I can't find it ....-- Of course, that is because you leave your books ... . 2. You must go ... next summer. 3. Did you go ... on Sunday? 4. Let's go ... . The weather is fine. I don't want to stay at home in such weather. 5. I cannot find my glasses .... I always put them ... and then look for them for hours. 6. Today is a holiday. The streets are full of people. There are flags, banners and flowers ....

**Упр. 8. Переведите на английский язык.**

1. На столе лежит что-то круглое. Что это такое? 2. Никто об этом ничего не знает. 3. В городе много парков. Везде деревья и цветы. 4. В той комнате кто-то есть. 5. Анна живет где-то в этом районе. 6. Я никого не знаю в этом городе. 7. Дай мне, пожалуйста, что-нибудь поесть. 8. Кто-нибудь знает адрес нашего учителя? 9. Все в порядке. 10. Кто-нибудь хочет посмотреть телевизор? 11. Мы слышали эту песню повсюду. 12. Он где-то в саду.

## **Практическая работа №5**

### **Тема 1.5. Жизнь в городе и в деревне**

**Цель работы:** Развитие умения говорить на основе прочитанного, формирование лексических и грамматических навыков чтения и говорения;

**Ход работы:** Изучение нового лексического материала. Чтение и перевод текста. Работа с текстом и выполнение лексических упражнений.

#### **1. Прочитайте текст и переведите его на русский язык.**

#### **LIVING IN THE CITY AND IN THE COUNTRY**

As you know, some people enjoy big city life, others prefer to live in the suburbs or even on a farm in the country.

The city is the place where all industrial, cultural and educational centres are situated. People live in cities because all necessary objects are nearby. For example, if you get sick, a hospital or a chemist's shop will be situated near your home in the city. Houses in the city are generally provided with modern conveniences such as electricity, running

water, telephones and all sorts of labour-saving devices. There are plenty of means of transport: buses, trolley buses, mini-buses, trams, taxi-cabs and the underground. City dwellers have more means of broadening their cultural outlook than country people: day schools and evening courses, public and private libraries, societies and exhibitions. There are many places in the city where you can get a bite or a drink: restaurants, cafes, pizzerias, tearooms, fast-food restaurants, quick-service restaurants and food bars. Besides, in big cities you can find all kinds of entertainment such as playgrounds and football pitches, tennis and basketball courts, rinks, museums, cinemas, theatres, concert halls, clubs, parks, and what not. Many people like to spend their free time there because it helps them to relax and brings them a lot of pleasure. All in all, city life is full of bustle and variety and you never feel bored.

At first glance all that is really very comfortable, but nowadays in big cities there is a great amount of cars and factories. Big cities suffer from overpopulation, dirty air and water, the streets are noisy and full of traffic jams, and after a hard working day people cannot relax.

In the country we can live in the midst of nature. Countryside houses are spread out and there is plenty of greenery. The beautiful surroundings with trees and shrubs are pleasing to our eyes. The air is fresh and cool, which is good for a healthy living. Country life is full of charms. The rippling rivers, the grazing cows and the chirping birds give us great pleasure in life. Moreover, country life is cheaper than town life. People living in the country seem to be good-natured and have a warm heart. They share any difficulties, happiness, sadness in order to overcome everything.

However, country people can't find a proper job with high income. There are no state supported farms any more. Now there are agricultural joint-stock companies and individual farming. Russian agriculture has undergone the process of economic changes. It is rather difficult to survive in the conditions of deep economic crisis, especially for individual farmers.

Thus, living in the country as well as that in the city has both advantages and disadvantages. Not without reason it is said that the grass is always greener on the other side of the fence. So, every person should live in the place where he or she feels comfortable and happy.

## **2. Ответьте на вопросы.**

- 1) Do people prefer living in the country or in the city?
- 2) Why do people live in cities?
- 3) What are houses in the city provided with?
- 4) What means of transport are there in the city?
- 5) How can city dwellers broaden their cultural outlook?
- 6) Where can people get a bite or a drink in the city?
- 7) What kinds of entertainment can people find in big cities?
- 8) What do big cities suffer from?
- 9) What is pleasing to our eyes in the countryside?
- 10) Why is country life good for a healthy living?

- 11) What are country people like?
- 12) What are the disadvantages of living in the country?
- 13) Do you find the English proverb “The grass is always greener on the other side of the fence” true to life?

**3. Дайте русские эквиваленты данным словам и выражениям.**

to live in the suburbs, to live on a farm, industrial centre, cultural centre, educational centre, to be situated, to get sick, to be provided with smth, to bring a lot of pleasure, bustle, in the midst of nature, to be spread out, to be pleasing to one’s eyes, healthy living, to be full of charms, proper job, state supported farm, agricultural joint-stock company.

**4. Дайте английские эквиваленты данным словам и выражениям.**

Наслаждаться жизнью большого города; современные удобства; водопровод; бытовые приборы; городские жители; сельские жители; перекусить; на первый взгляд; страдать от загрязнения; здоровый образ жизни; журчащие реки; пасущиеся коровы; щебечущие птицы; высокий доход; подвергаться процессу экономических преобразований; преимущества и недостатки.

**5. Соотнесите слово с его значением.**

1) nearby	a) a long line of vehicles that cannot move forward because there is too much traffic, or because the road is blocked by smth
2) chemist’s shop	b) naturally friendly and warm-hearted
3) traffic jam	c) close at hand, not far away
4) feel bored	d) a place where people can buy medicines, medical goods, toilet articles, etc.
5) feel comfortable	e) to be confident and relaxed, feel at home
6) good-natured	f) to be tired and not enthusiastic, for example, because you have had too much of the same thing

**6. Пользуясь текстом, определите преимущества и недостатки городского и сельского образа жизни. Заполните таблицу.**

**Цель работы:** Развитие умения говорить на основе прочитанного, формирование лексических и грамматических навыков чтения и говорения;

**Ход работы:** Изучение нового лексического материала. Чтение и перевод текста.

### **1. Прочитайте и переведите текст:**

#### **Seasons**

The year is divided into four seasons: winter, spring, summer, and autumn. Each season has its good and bad sides.

The weather in spring is generally mild but sometimes the days are really cold, especially in the beginning of the season. It is the time when everything awakes from its winter sleep.

Summer is the hottest season. It's time for holidays. People go to the seaside to sunbathe, to swim or to have a rest. In our country it usually gets hot in the end of June and July. Summer nights are short, but wonderful, the days are long.

Talking about autumn, I guess it isn't as nice as summertime. It's a season of winds and beautiful sunsets. The weather gets cooler and cooler. The leaves turn yellow and reddish and fall down to the ground and the birds migrate to warm countries.

A spell of sunny weather in September is called Indian summer or «Golden Autumn», In the end of November it sometimes snows. Though some people like autumn, because it is full of colours, but to my thinking it's a dull and rainy season.

Winter is the coldest time of the year. It is time of snow and frost. It is time of New Year and Christmas. In winter the temperature rarely can cross the point of ten or fifteen centigrade below freezing point in our country.

### **2. Ответьте на вопросы:**

1. How many seasons do you know?
2. What is spring weather like?
3. Is it always hot in spring?
4. What weather do we have in summer?
5. What do people prefer to do during summertime?
6. What do you think about autumn?
7. What is the hottest summer month?
8. Are summer nights long?
9. Summer nights are short, aren't they?
10. How do we call a spell of good weather in September?
11. Do you like autumn?
12. What is the coldest season in the year?

### **3. Vocabulary:**

to be divided into — делится на

mild — мягкий

to awake (past awoke, p.p. awaked) — пробуждаться

hot — жаркий

to sunbathe — загорать, принимать солнечные ваяны  
 to have a rest — отдыхать  
 to get hot — становиться жарким  
 wonderful — прекрасный, чудесный  
 to guess — полагать, считать  
 wind — ветер  
 sunsets — закаты солнца  
 cool — прохладный  
 to turn yellow — становиться желтыми  
 reddish — красноватый  
 to fall (past fell, p.p. fallen) down to — падать на  
 to migrate — мигрировать, улетать  
 spell — короткий промежуток времени  
 Indian summer — бабье лето  
 dull — мрачный  
 frost — мороз  
 rarely — редко  
 to cross — пересекать  
 below freezing point — ниже нуля

## Weather conditions

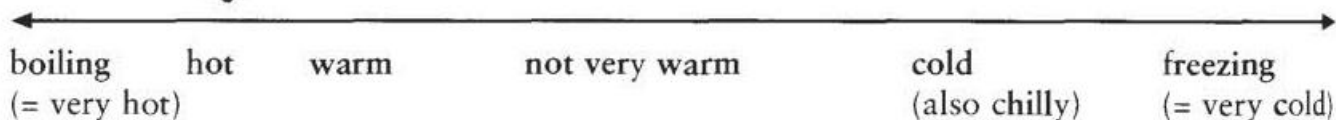
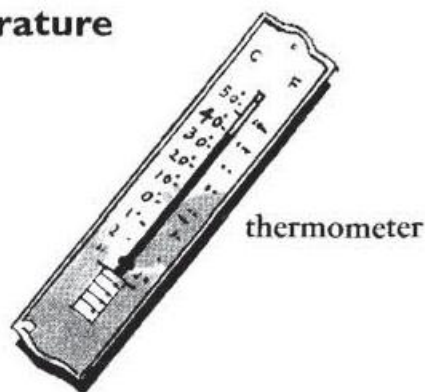
Look at this list of common weather words. Notice that it is very common to form adjectives by adding ‘-y’.

<i>Noun</i>	<i>Adjective</i>	<i>Noun</i>	<i>Adjective</i>
sun	sunny	wind	windy
cloud	cloudy	ice	ic(e)y
fog	foggy	shower	showery
heat	hot	humidity	humid

*Note:* When it rains for a short period of time, we call it a **shower**, e.g. We had several showers yesterday afternoon.

When it is raining a lot we often say it’s **pouring** or it’s **pouring with rain**. This phrase is much more common than ‘it’s raining cats and dogs’, which many students seem to learn.

## Temperature



People round the world have different ideas about temperature:

5°C (five degrees centigrade) is **freezing** for many Brazilians.

-10°C (minus ten degrees *or* ten degrees below zero) is very cold but quite normal in the mountains in Switzerland during the winter when it usually snows a lot.

30-35°C is **boiling** for England and very unusual, but it is very common in parts of Spain during the summer.

## Wind

The first word here is very gentle; the last is more than 100 km per hour and can be very dangerous.

a breeze      a wind      a strong wind      a gale      a hurricane

It was a hot day but there was a lovely breeze.

The **wind** blew my hat off.

The **hurricane** in Florida destroyed trees and buildings.

## Thunderstorms

A **spell** (= period) of very hot weather often ends with a **thunderstorm**. First it becomes very **humid** (= hot and wet), then you get **thunder and lightning**, and finally, very heavy **rain** (= it pours with rain). Afterwards, it is usually cooler and it feels fresher.

## Exercises

*True or false?* If a sentence is *false*, write a *true* sentence about the weather conditions in the sentence.

- 1 It often pours with rain in the desert.
- 2 It gets quite chilly in the desert in the evening.
- 3 Thunder makes a noise.
- 4 Lightning can kill people.
- 5 A shower is a gentle breeze.
- 6 A spell of hot weather may end in a thunderstorm.
- 7 If it is humid, the air will be very dry.
- 8 Below zero, water turns to ice.
- 9 Heavy rain means that it is pouring with rain.
- 10 When it's foggy you need sunglasses.

Complete this text with suitable words.

The single greatest influence on Japanese weather is the wind. During the summer it (1)..... from the Pacific, causing (2)..... and humid weather, but in winter, the north-westerly (3)..... from Siberia are very cold and it (4)..... heavily on the mountains of the north west. The

south-eastern parts receive cold dry air. Between June and mid July, there is a (5)..... of wet weather when the rice fields get the water vital for growth. After that, there is less (6)..... rain, but the air is still (7)..... Autumn, however, is drier, and usually very pleasant.

## Практическая работа №7

### Тема 2.2. Числительные

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

Именем **числительным** называется часть речи, которая обозначает количество или порядок предметов. Имена числительные делятся на *количественные* (Cardinal Numerals) и *порядковые* (Ordinal Numerals).

Количественные числительные обозначают количество предметов и отвечают на вопрос **how many?** *сколько?* Например: **one** один, **two** два, **three** три и т. д.

Порядковые числительные обозначают порядок предметов и отвечают на вопрос **which?** *который?* Например: **first** *первый*, **second** *второй*, **third** *третий* и т. д.

КОЛИЧЕСТВЕННЫЕ ЧИСЛИТЕЛЬНЫЕ			
ПРОСТЫЕ			СОСТАВНЫЕ
0 - 12	13 - 19 (+teen)	20 - 90 (+ty), 100, 1000, 1000000	<p>1. Составные числительные <b>от 20 до 100</b> образуются так же, как и в русском языке: <b>25 - twenty-five, 93 - ninety-three.</b></p> <p>2. В составных числительных после 100 перед десятками, а если их нет, то перед единицами, ставится союз <b>and</b>: 375 (three hundred <b>and</b> seventy-five), 2941 (two thousand nine hundred <b>and</b> forty-one)</p>
0 — zero 1 — one 2 — two 3 — three 4 — four 5 — five 6 — six 7 — seven 8 — eight 9 — nine 10 — ten 11 — eleven 12 — twelve	13 — thirteen 14 — fourteen 15 — fifteen 16 — sixteen 17 — seventeen 18 — eighteen 19 — nineteen	20 — twenty 30 — thirty 40 — forty 50 — fifty 60 — sixty 70 — seventy 80 — eighty 90 — ninety 100 — one (a) hundred 1,000 — one (a) thousand 1,000,000 — one (a) million 1,000,000,000 — a (one) milliard (в Англии); a (one) billion (в США)	

Числительные **hundred, thousand, million** не приобретают окончание **s** как показатель множественного числа, однако если эти слова выполняют функцию существительных, т. е. перед ними нет числительного, то во множественном числе добавляется **s**: *hundreds of people* *сотни людей*, *thousands of words* *тысячи слов*.

Порядковые числительные образуются от соответствующих количественных числительных путем прибавления суффикса *th*: *seven — seventh седьмой*, *twenty-four — twenty-fourth двадцать четвертый*.

ПРАВИЛА ОБРАЗОВАНИЯ ПОРЯДКОВЫХ ЧИСЛИТЕЛЬНЫХ		
№ п/п	ПРАВИЛО	ПРИМЕР
1	В составных порядковых числительных суффикс <i>-th</i> присоединяется к последнему слову	<i>the forty-sixth сорок шестой</i>
2	Перед порядковыми числительными обычно употребляется определенный артикль	<i>the tenth десятый</i>
3	Десятки, имеющие конечное <i>-y</i> , меняют его на <i>-ie-</i>	<i>ninety девяносто - ninetieth девяностый</i>
4	ИСКЛЮЧЕНИЯ	<i>the first первый, the second второй, the third третий, the fifth пятый, the ninth девятый, the twelfth двенадцатый</i>

## ДАТЫ

При чтении обозначения года называют два двузначных числа, соответствующих двум первым и двум последним цифрам обозначения:

ЧТЕНИЕ ОБОЗНАЧЕНИЯ ГОДА	
ПИШЕТСЯ	ЧИТАЕТСЯ
1612	sixteen twelve
1812	eighteen twelve
1941	nineteen forty-one
1960	nineteen sixty
1900	nineteen hundred
1905	nineteen o [əu] five
В таком чтении слово <b>year</b> год не добавляется: Pushkin was born in seventeen ninety-nine. Пушкин родился в 1799 году.	
Годы могут читаться и по-другому: <b>1754 - the year seventeen hundred and fifty-four</b> . Такое чтение иногда встречается в документах.	

<b>N. B.</b>	<b>2000</b> год — <b>the year two thousand</b> Начиная с <b>2001</b> , годы читаются как количественные числительные: <b>2007</b> — <b>two thousand (and) seven</b>
	Начиная с 2010 года всё чаще встречается чтение года как двух чисел: 2014 - <b>twenty fourteen</b> , 2020 - <b>twenty twenty</b>
	Так, к примеру, 2013 год можно прочесть как <b>(the year) two thousand (and) thirteen</b> , либо <b>twenty thirteen</b> .

ОБОЗНАЧЕНИЕ И ЧТЕНИЕ ДАТ		
ПИШЕТСЯ	ЧИТАЕТСЯ	ПЕРЕВОД
25th July, 1976	The twenty-fifth of July, nineteen seventy-six; July the twenty-fifth, nineteen seventy-six	25 июля 1976 года
July 25 (25th), 1976		
25 July 1976		

## Months

- **January** — январь
- **February** — февраль
- **March** — март
- **April** — апрель
- **May** — май
- **June** — июнь
- **July** — июль
- **August** — август
- **September** — сентябрь
- **October** — октябрь
- **November** — ноябрь
- **December** — декабрь

## Days of the week

- Sunday — воскресенье
- Monday — понедельник
- Tuesday — вторник
- Wednesday — среда
- Thursday — четверг
- Friday — пятница
- Saturday — суббота

## Exercises

### Упражнение 1. Write the numbers.

1. The number of Dwarves Snow White lived with — \_\_\_\_\_
2. The Celsius freezing point — \_\_\_\_\_
3. Days in April — \_\_\_\_\_
4. The number of letters in the English alphabet — \_\_\_\_\_
5. An unlucky number — \_\_\_\_\_
6. Teeth in the normal human mouth — \_\_\_\_\_
7. The number of years in a millennium — \_\_\_\_\_
8. The number of months in a year — \_\_\_\_\_
9. Days in December — \_\_\_\_\_
10. Degrees in a right angle — \_\_\_\_\_
11. Books in a trilogy — \_\_\_\_\_
12. Minutes in an hour — \_\_\_\_\_
13. Legs has an octopus — \_\_\_\_\_
14. The number of cents in a half-dollar — \_\_\_\_\_
15. Players in a soccer team — \_\_\_\_\_
16. Number of hours in a day — \_\_\_\_\_
17. Celsius boiling point — \_\_\_\_\_

### Упражнение 2. Choose the correct form.

1. My daughter is still a teenager. She is only fifteen/fifty.
2. He knew it was a painting worth \$10 million/millions.
3. Three hundred/Three hundreds people gathered at the stadium.
4. In the section 2/section 2 we also suggest other topics that need to be researched.
5. The first battle of the American Revolution was fought in year/the year 1775.

6. Hundred/A hundred years ago the principal means of communication was by post and telegraph.
7. How many children are there in the school? About three hundred/three hundreds.
8. The report has got over five hundred/five hundreds pages.
9. It happened in the year two thousand and two/two thousand and second.
10. All International flights are from Terminal One /the Terminal One.

**Упражнение 3.** Write the correct ordinal number.

1. Saturday is the \_\_\_\_\_ day of the week.
2. The \_\_\_\_\_ month of the year is June. .
3. The \_\_\_\_\_ month of the year is March.
4. In a competition the gold medal is for the \_\_\_\_\_ place and the silver medal is for the \_\_\_\_\_ place.

**Упражнение 4.** Choose the correct form.

1. It happened in the middle of the twentyth/twentieth century.
2. I usually go to school by bus six/bus sixth.
3. He is now ranked hundred/hundredth in the world of tennis.
4. 1999 was the second hundred/the two hundredth anniversary of; Pushkin's birth.
5. The car changed the life of people in the 20th/the 20s century.
6. At least two third/two thirds of the novel is about the life of people in the 19th century.
7. He was the third/the thirdth to arrive.
8. 8 The USA ranks third/three in population.
9. I am the one hundred and first/one hundredth and first in this huge line.
10. Vincent Van Gogh's paintings are among the most famous of the 19 century / the 19th century.

### **Практическая работа №8**

Тема 2.3. Время. Мой распорядок дня

**Цель работы:** Изучение нового грамматического и лексического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического и лексического материала.

Работа с текстом.

1. Прочитайте и запомните следующие правила обозначения времени в английском языке:

Спросить время по-английски можно так:

- What time is it? (Сколько времени?)

- Do you have the time? (Время / часы есть?)
- Could you please tell me the time? (Время не подскажете?)
- At what time? (Когда, во сколько?)

В английском языке время обычно измеряется по 12 часов, и к конкретному времени добавляется нужное пояснение:

- in the morning (утра)
- in the afternoon (дня)
- in the evening (вечера)
- in the night (ночи)

Также можно добавлять вот эти два сокращения:

a.m. — [ei em], ante meridiem, до полудня.

p.m. — [pi em], post meridiem, после полудня.

К целым часам (и только к ним) добавляется слово "o'clock", которое имеет значение "ровно". Например, можно сказать так:

It's 7 o'clock in the morning / It's 7 a.m. — "Сейчас 7 утра"

It's at 9 in the evening / It's at 9 p.m. — "Это в 9 вечера"

Если время неровное, с минутами, то нужно будет указать, куда эти минуты относятся. Например, если 10 минут прошло после ровного часа, то так и говорится:

It's 10 minutes past 3 — 10 минут после трех, 10 минут четвертого.

Если же 20 минут осталось до ровного часа, то вместо "past/after" будет использоваться частица "to":

It's 20 minutes to 7 — 20 минут до семи, без двадцати семь.

Если минут 15 или 30, то используются слова "a quarter" и "half" (четверть и половина). Однако, с половиной никогда не используется частица "to", не может быть "без половины 8", может быть только "половина после семи":

It's a quarter after one — четверть после часа, час пятнадцать.

It's a quarter to four — четверть до четырех, без пятнадцати 4.

It's half past six — половина после шести, 6:30.

Можно также ограничиться точными цифрами и указанием половины дня:

It's seven-thirty a.m. — 7:30 утра.

It's ten-forty-five p.m. — 10:45 вечера.

It's eight-twenty a.m. — 8:20 утра.

В случае, когда нужно указать некий период времени, используется предлог "in", который в данном случае переводится как "через":

I'll be back in an hour — Я вернусь через час.

Turn off the oven in 20 minutes — Выключи духовку через 20 минут.

The copies will be ready in a moment — Через минуту копии будут готовы.

2. Прочитайте и переведите следующие тексты. Ответьте на вопросы:

### My Week-day

I get up at a quarter to seven.

I jump out of bed, switch on the radio and do my morning exercises to the radio music.

Then I go to the bathroom, wash myself and clean my teeth with, a tooth-brush.

This does not take me much time, not more than ten or fifteen minutes.  
Then I dress and sit down to table to have my breakfast.  
I usually have a cup of tea or coffee, an egg and bread and butter.  
After breakfast I go to the technical school.  
As I live far away, I go by bus or by metro.  
It takes me more time to go by bus.  
If I have little time, I go by metro.  
My lessons begin at 9 o'clock.  
We have six lessons every day.  
At a quarter to one we have a lunch hour.  
As I cannot get home for lunch, I take it at the diningroom of our technical school.  
For lunch I have meat or fish with potatoes and a cup of strong tea or coffee with a pie.  
At ten minutes to three the lessons are over, and I go home.  
When I get home from the technical school, I have dinner.  
My dinner usually consists of three courses.  
For the first course I have some soup, then some meat or fish.  
For dessert I have stewed fruit or ice-cream.  
After dinner I help my mother to wash up the dishes.  
Then I do my lessons.  
This usually takes me about two hours.  
At eight or nine o'clock I have supper.  
I have some salad, a slice of sausage and bread, sour milk or cereal.  
In the evening I listen to the radio or watch TV.  
If the programme is not interesting, I go to the cinema or to the theatre.  
Sometimes, I go for a walk with my friends.  
We talk about different things and usually have a good time.  
At 11 o'clock I go to bed.

### **Questions:**

1. When do you get up?
2. What do you do in the bathroom?
3. What do you have for breakfast?
4. When do you get home after classes?
5. When do you go to bed?
6. What do you do after dinner?
7. What do you have for dessert?
8. What do you do in the evening?

### **Vocabulary:**

to switch on (off) the radio — включать (выключать)  
радио

to do morning exercises — делать утреннюю гимнастику

bathroom — ванная комната

to clean one's teeth — чистить зубы

to have breakfast (dinner, supper) — завтракать (обедать, ужинать)  
lunch — второй завтрак  
dining-room — столовая  
to consist of — состоять из...  
course — блюдо  
for the first course — на первое  
soup — суп  
dessert — десерт  
to wash up dishes — мыть посуду  
slice — кусок, ломтик  
sausage — колбаса  
sour milk — кислое молоко  
cereal — каша

### **My Week-day**

I am very busy on my week-days.  
My week-days do not differ much one from another.  
On week-days my working day begins early in the morning.  
My school starts at 8 o'clock, so I have to get up at 7, to be ready in time.  
I never wake up myself, my mother always wakes me up.  
Sometimes I do my morning exercises, then I rush to the bathroom.  
I clean my teeth, wash my face.  
The cold water makes me feel not so sleepy.  
Then I go back to my room, make the bed.  
I switch on my radio, usually I listen to radio.  
I put on my clothes, comb my hair, put a little make-ups.  
By that time my breakfast is ready (my mother cooks it for me).  
At a quarter to eight I grab my bag and rush to my school.  
My school starts at 8 o'clock and I don't like to be late.  
Usually I have six or seven lessons a day, it lasts till 3 o'clock.  
After each lesson there is a break, so I can talk to my friends or eat my sandwich.  
When school is over I go home.  
First of all I need to walk my dog.  
Then I have my dinner and a little rest.  
The teachers give us a lot of homework, so I start doing it about 16.30 or 17.00.  
As a rule it takes me two or three hours to do my home assignments.  
My parents get home about six o'clock.  
We watch soapopera on TV, have supper together.  
We share all the news, I tell about the lessons and school.  
After it, I help my mother to do some work about the house — wash dishes, sweep the floor, clean the room.  
Twice a week in evenings I go play tennis.  
When I do not go to play tennis, I stay home and watch TV, listen to the music, read magazines.  
Sometimes my friends call me and we go for a walk.

At eleven o'clock tired after a long working day I go to bed and fall asleep.

**Questions:**

1. What time do you get up on your week-days?
2. Do you usually do your morning exercises?
3. Who cooks your breakfast?
4. What time do you leave your house to go to school?
5. How many lessons do you have a day?
6. Do you usually do your homework?
7. What do you do in the evening?
8. What time do you go to bed?

**Vocabulary:**

to differ — отличаться

to wake up — просыпаться

sleepy — сонный

to switch on — включать

to grab — хватать

rush — мчаться

sandwich — бутерброд

to be over — заканчиваться

rest — отдых

to sweep — подметать

to be tired — устать

**My Day off**

When a school-girl I always envied those students who went to school five but not six days a week, as we did. So you may guess, I had the only day off — Sunday. On Sunday, I didn't have to hurry anywhere, that's why, I got up at nine or ten o'clock. I wasn't an early riser. I did my bed, washed myself and went to the kitchen. In the kitchen the table had already been laid and I always had something tasty on Sunday: fried potatoes, meat salad or my favourite applepies. After breakfast, if the weather was sunny, I usually didn't stay indoors, I went to see my friends. We often played volleyball or basket-ball in the yard and in winter if there was much snow out-of-doors we went skating and skiing in the woods. But sometimes the day happened to be rainy and gloomy. I preferred to be in watching TV, listening to music, reading books, speaking over the phone or just lying on the sofa idling away the time. Some of my classmates could watch all TV-programmes from morning till night, but I think it's rather boring, and I always felt sorry for those TV-addicts. It's much more interesting to play a game of chess with your grandfather, or help your mother about the house, or argue with your father about the latest events at home and abroad. In the evening, when all the family were together, we had some tea with a cake or biscuits, we listened to my younger sister playing the piano, sometimes we sang folk songs. Every Sunday, when I went to bed, I was thinking that the day had flashed past and the next week would bring new problems and their solution.

### Questions:

1. What day was your day off?
2. When did you get up on Sunday?
3. Were you an early riser?
4. What did you have for breakfast on Sunday?
5. What did you do if the weather was sunny?
6. Did you like to stay indoors when the day was rainy and gloomy?
7. Do you think to watch TV from morning till night is rather boring?
8. What did you do in the evening?

### Vocabulary:

to envy — завидовать

to guess — догадываться

I didn't have to hurry — мне не нужно было торопиться

an early riser — человек, поднимающийся рано

to wash oneself — умываться

to lay the table — накрывать на стол

tasty — вкусный

favourite — любимый

pie — пирог

to go skating and skiing — кататься на коньках и лыжах

to happen — случаться

gloomy — мрачный

to speak over the phone — разговаривать по телефону

boring — утомительный, скучный

to feel sorry for smb. — жалеть кого-нибудь

to feel — чувствовать

TV-addicts — "телеманы"; люди, проводящие много времени перед телевизором

to play a game of chess — сыграть партию в шахматы

to argue — спорить

### My Days off

I go to school five days a week, so I have two days off — Saturday and Sunday (I'm lucky, because some other pupils have the only one day off). During the week I am very busy, so I like to have a rest on weekend. I am not an early riser and it is a rare Saturday or Sunday when I get up before 9 o'clock. I enjoy staying in bed, when I don't have to hurry anywhere. We have late breakfast at 10 and watch TV. Usually we have something tasty: meat salad, fried potatoes, chicken, cake or pie. If the weather is fine, I usually do not stay indoors, I and my dog go outside. Often we go to the park and play there. If the weather is rainy and gloomy, I stay at home and watch TV, listen to the music, read, the books. After dinner we go visit our

grandparents or relatives, or just simply take a nap. Sometimes when my friends call me we go roller — skating near the Opera theatre I like roller — skating very much, I think it is a lot of fun. In the evenings I like to watch video and music programs. There is a big armchair in my room right beside the lamp with blue shade. If it is cold I like to sit there with cup of coffee and read. Sometimes I do something special on weekends: go to an art exhibition, to the theatre, to the concert. I always go to bed late on Sundays, and Monday morning is the nastiest thing through all the week. I like weekends very much, because I can rest and gain some energy for the next week.

Questions:

1. How many day offs do you have?
2. When do you get up on Sunday?
3. What do you usually do during weekends?
4. What do you do if the weather is sunny?
5. Do you spend a lot of time with your friends?
6. Do you watch TV a lot?
7. What time do you go to bed?
8. Do you like weekends?

Vocabulary:

lucky — удачливый  
early riser — человек, встающий рано  
to enjoy — наслаждаться  
to hurry — торопиться  
tasty — вкусный  
pie — пирог  
gloomy — мрачный  
relative — родственник  
take a nap — вздремнуть  
exhibition — выставка  
nasty — противный

## Практическая работа №9

Тема 2.4. Прилагательные и наречия.

Степени сравнения прилагательных и наречий.

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

Прилагательные обозначают признаки предметов и отвечают на вопрос: какой?

A wide road. Широкая дорога. A tall tree. Высокое дерево. An interesting book. Интересная книга.

Наречия отвечают на вопрос: как?

He speaks English well. Он говорит по-английски хорошо.

Прилагательные и наречия имеют три формы степеней сравнения: положительную (positive degree), сравнительную (comparative degree), превосходную (superlative degree).

Формы сравнительной и превосходной степеней образуются двумя способами:

**Способ 1.** Если прилагательное односложное, форма его сравнительной степени образуется при помощи суффикса -er, а форма превосходной степени – при помощи суффикса -est.

Положительная степень	Сравнительная степень	Превосходная степень
strong (сильный)	stronger (сильнее)	the strongest (сильнейший)
cold (холодный)	colder (холоднее)	the coldest (самый холодный)

Некоторые двусложные прилагательные оканчивающиеся на -y, -er, -ow образуют степени сравнения так же, как и односложные, с помощью суффиксов -er и -est.

easy (легкий) – easier (более легкий, легче) – the easiest (самый легкий, легчайший)

**Способ 2.** От двусложных прилагательных и прилагательных состоящих из трёх или более слогов, сравнительная степень образуется при помощи слова more (less), а превосходная степень – при помощи слова most (least)

famous (знаменитый) – more (less) famous (более (менее) знаменитый) – the most famous (самый знаменитый)

interesting (интересный) – more interesting (более интересный) – the most interesting (самый интересный)

**Запомните исключения при образовании степеней сравнения прилагательных:**

Положительная степень	Сравнительная степень	Превосходная степень
good (хороший) well (хорошо)	better (более хороший, лучше)	the best (самый хороший, лучший)
bad (плохой)	worse (более плохой, хуже)	the worst (самый плохой, худший)
little (маленький)	less (меньше, меньший)	the least (самый маленький)

much / many (много)	more (больше)	most (больше всего, самый большой)
far (далекий) far (далеко)	farther (более далекий) further (дальше)	the farthest (самый далекий) the furthest (дальше всего)

Существительное, определяемое прилагательным в превосходной степени, всегда имеет определенный артикль.

В предложениях со степенями сравнения прилагательных и наречий используются следующие союзы: as ... as такой же ... как; not so ... as не такой ... как.

### *Exercises*

1. Образуйте сравнительную и превосходную степень от следующих прилагательных и наречий.

1. large, tall, long, easy, hot, big, cold, nice, bad, strong, short, wide, good, happy, high, low, busy, well, little, many, far. 2. wonderful, necessary, quickly, interesting, comfortable, popular, active, famous, pleasant, beautiful, slowly, clearly,

2. Переведите предложения на русский язык.

1. This book is not so interesting as that one. 2. The Baltic Sea is not so warm as the Black Sea. 3. The more you read, the more you know. 4. My brother is not as tall as you are. 5. The earlier you get up, the more you can do. 6. Today the wind is as strong as it was yesterday. 7. Your room is as light as mine. 8. John knows Russian as well as English. 9. Mary is not so lazy as her brother. 10. The longer the night is, the shorter the day. 11. The less people think, the more they talk.

3. Раскройте скобки, употребив нужную степень прилагательного/наречия.

1. Winter is (cold) season of the year. 2. Moscow is (large) than St. Petersburg. 3. Which is (long) day of the year? 4. The Alps are (high) mountains in Europe. 5. Even (long) day has an end. 6. It is one of (important) questions of our conference. 7. Your English is (good) now. 8. Who knows him (well) than you? 9. We have (little) interest in this work than you. 10. Health is (good) than wealth. 11. Your son worked (well) of all. 12. Today you worked (slowly) than usually.

4. Переведите предложения.

1. Чарльз Диккенс – один из самых известных писателей в мире. 2. Этот рассказ интереснее, чем тот. 3. Ваш дом выше нашего? Нет, он такой же высокий, как и ваш. 4. Это – самая прекрасная картина во всей коллекции. 5. Российская Федерация больше Великобритании. 6. Он сделал работу быстрее, чем вы. 7. Чем больше вы работаете, тем легче сдавать экзамены. 8. Его работа лучше вашей, но работа Анны – самая лучшая. 9. Россия – самая большая страна в мире. 10. Я живу не так далеко от института, как мой друг.

11. В июле столько же дней, сколько и в августе. 12. Самолет быстрее, чем поезд.

5. Раскройте скобки, употребляя требующуюся форму прилагательного.

1. This man is (tall) than that one. 2. Asia is (large) than Australia. 3. The Volga is (short) than the Mississippi. 4. Which building is the (high) in Moscow? 5. Mary is a (good) student than Lucy.

6. The Alps are (high) than the Urals. 7. This garden is the (beautiful) in our town. 8. She speaks Italian (good) than English. 9. Is the word "newspaper" (long) than the word "book"? 10. The Thames is (short) than the Volga. 11. The Arctic Ocean is (cold) than the Indian Ocean. 12. Chinese is (difficult) than English. 13. Spanish is (easy) than German. 14. She is not so (busy) as I am. 15. It is as (cold) today as it was yesterday. 16. She is not so (fond) of sports as my brother is. 17. Today the weather is (cold) than it was yesterday. 18. This book is (interesting) of all I have read this year. 19. January is the (cold) month of the year. 20. My sister speaks English (bad) than I do. 21. Which is the (hot) month of the year? 22. Which is the (beautiful) place in this part of the country? 23. This nice-looking girl is the (good) student in our group.

6. Раскройте скобки, употребляя требующуюся форму прилагательного.

1. Oil is (light) than water. 2. We shall wait for a (dry) day to go on the excursion. 3. A bus is (fast) than a tram. 4. Take some of these sweets: they are very (nice). They are (nice) than the sweets in that box. 5. He clearly did not like the explanation, and as he listened to it, he became (angry) and (angry). 6. He worked (hard) and (hard) as the end of the term came nearer. 7. The (tall) trees in the world grow in California. 8. Please be (careful) next time and don't spill the milk again. 9. Bobby was a (quiet) child. He was (quiet) than his sister. 10. Her eyes are (grey) than mine. 11. He was the (fat) man in the village. 12. As he went on, the box became (heavy) and (heavy). 13. My sister is the (tall) girl in her class. 14. Who is the (attentive) student in your group? 15. It is autumn. Every day the air becomes (cold), the leaves (yellow). 16. This is the (beautiful) view I have ever seen in my life. 17. Your handwriting is now (good) than it was last year; but still it is not so (good) as Nick's handwriting. Nick has a (good) handwriting than you. And of course Nellie has the (good) handwriting of all.

7. Переведите следующие предложения на английский язык.

1. Здание Московского университета - самое высокое в столице. 2. Наш город не такой большой, как Москва, но он такой же красивый. 3. Невский проспект — одна из самых красивых улиц Санкт-Петербурга. 4. Кто самый младший ученик в нашей группе? — Петров. Но он самый высокий. 5. Грамматика английского языка трудная, но английское произношение труднее. 6. Магазины на нашей улице больше, чем магазины на вашей улице. 7. Наш телевизор такой же хороший, как этот. 8. Эта комната светлее той. 9. Погода сегодня хуже, чем вчера. Сегодня холоднее, и идет дождь. 10. Моя комната не такая большая, как комната моей подруги, но она светлее и

теплее. 11. Какая из этих книг самая интересная? 12. Ноябрь не такой холодный месяц, как январь. 13. Мой отец — очень занятый человек. 14. Крым - одно из самых лучших мест для отдыха. 15. Сегодня он чувствует себя гораздо лучше.

## Практическая работа №10

Тема 2.5. Моя любимая книга, мой любимый фильм

**Цель работы:** Развитие умения говорить на основе прочитанного, формирование навыков чтения и говорения;

**Ход работы:** Чтение и перевод текста. Беседа по теме.

### *My Favourite Book (Gone with the Wind)*

I've recently read a book which has made a very deep impression on me. It's called *Gone with the Wind* and it makes really unforgettable reading. The author of the book is Margaret Mitchell. She was born in Atlanta, Georgia, into a family of the president of the Atlanta Historical Society. All the family were interested in American history and she grew up in an atmosphere of stories about the Civil War. After graduating from college Margaret Mitchell worked for a time for the Atlanta Journal. In 1925 she got married. In the following ten years she put on paper all the stories she had heard about the Civil War. The result was *Gone with the Wind*. It was first published in 1936 and became the talking point of all America. In 1939 it was made into a highly successful film. Vivien Leigh and Clark Gable played the leading roles. Vivien Leigh won the Oscar. Everyone loved her high-spirited and beautiful heroine, Scarlett O'Hara.

The story is set around the time of the American Civil War (1861-65) when the Southern States went to war with the North to defend their way of life. It was a way of life in which rich gentry lived in large houses and owned huge areas of land, cultivated by black slaves. Scarlett O'Hara was born into one of these rich houses. When this way of life was destroyed and all her family's wealth taken away by the advancing Northerners, the spoilt, willful Scarlet had to grow up and use all her wit and intelligence — and beauty — to build a new life.

But *Gone with the Wind* is also about a love triangle. While Scarlett loves the quiet, gentlemanly Ashley Wilkes, the wild and decidedly ungentlemanly Rhett Butler is in love with her. After Ashley marries someone else, and after many adventures of her own, Scarlett does marry Rhett — but only for money.

The marriage is stormy and eventually Rhett walks out on her, but by that time Scarlett has realized that she loves him after all. Scarlett thinks of some way of getting him back, but we never know if she does.

Margaret Mitchell never wrote a sequel to answer this burning question.

***What is your favourite book? Write a small essay and prepare a presentation.***

### ***My Favourite Film (Titanic)***

As you know, the 3-hour-14-minute film "Titanic" is no mere disaster movie. It's an epic love story about a 17-yearold American aristocrat who is betrothed to a rich and hateful suitor but falls in love with a free-spirited artist, who won his third-class passage in a card game. It's "Romeo and Juliet" on a sinking ship and has become an international sensation. "Titanic" is also a movie about money and its evils. With fine irony, Cameron has spent more dollars than any other filmmaker to make a film that denounces the rich. The \$8,4 million costume budget alone would finance several independent movies. Production designer Peter Lamont copied the real Titanic down to the exact shade of green on the chairs in the smoking lounge. The sumptuous sets have made-to-order replicas of the china, the stained-glass windows — and since all of it was going to be destroyed, nothing could be rented. "To the best of our knowledge, there was no violation of historical truth", says Cameron. "We have a great responsibility. Whatever we make, will become the truth, the visual reality that a generation will accept", says Cameron. The special effects are in the service of the story. In the 80-minute sinking of the ship, you don't wonder what's real and what's computer-generated. What you feel is the horror of the experience, the depths of the folly that left this "unsinkable" ship so vulnerable to disaster. While the women and children are loaded into lifeboats (there were only enough for half the 2,200 passengers), the third-class passengers are locked. Cameron makes terrifying poetry out of chaos with images of the ship breaking in half, the deck rising perpendicular to the water as passengers bounce off the ship's giant propellers into the freezing ocean. But it is the love between the unhappy Rose and the sanguine, openhearted Jack that occupies stage center. Is it the great love story Cameron so desperately wanted to make? Not quite. Visually, his lovers are an odd match: next to DiCaprio's boyish beauty, Kate Winslet looks womanly. And once the disaster strikes, their individual fates become overwhelmed by the communal horror. Our hearts, at least, couldn't but break once these lovestruck kids were surrounded by floating frozen corpses. Cameron's strength is in painting canvases with broad strokes, and for 194 minutes beholds you in his grip. This is one grand entertainment — old-fashioned filmmaking brought up to date with the most spectacular technology available. Cameron says today that if he had known what it would take to bring his vision to the screen, he would have stopped before he started. But "regret" is not in the guy's vocabulary.

***What is your favourite film? Write a small essay and prepare a presentation.***

## **Практическая работа №11**

Тема 2.6. Имя существительное.

Множественное число существительных

Исчисляемые/неисчисляемые существительные

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

**Имя существительное** – это знаменательная часть речи, обозначающая предмет в самом широком смысле. Например, существительные могут обозначать вещи (car, pen), живых существ (cat, human), места (Norway, mountain, Moscow), материалы (copper, cloth), процессы (life, laughter), состояния (rest, sleep), абстрактные понятия (beauty, evil) и качества (kindness, bravery).

Множественное число имен существительных образуется путем:

1. Добавления окончания **-s** к существительному

<i>a cat</i>	<i>cats</i>
<i>a sea</i>	<i>seas</i>
<i>a boy</i>	<i>boys</i>
<i>a book</i>	<i>books</i>
<i>a pen</i>	<i>pens</i>
<i>a girl</i>	<i>girls</i>

2. Добавления окончания **-s** к существительным, оканчивающимся на гласную + **y**

<i>turkey</i>	индюк	<i>turkeys</i>
<i>monkey</i>	обезьяна	<i>monkeys</i>
<i>day</i>	день	<i>days.</i>

3. Замены **y** на **i** и добавления **-es** к существительным, оканчивающимся на согласную + **y**

<i>a fly</i>	муха	<i>flies</i>
<i>a lady</i>	леди	<i>ladies</i>
<i>a body</i>	тело	<i>bodies</i>
<i>a country</i>	страна	<i>countries</i>
<i>a company</i>	компания	<i>companies</i>
<i>a party</i>	партия	<i>parties</i>
<i>a baby</i>	младенец	<i>babies.</i>

4. Добавления окончания **-es** к существительным, оканчивающимся на **s, x, z, ch** and **sh**

<i>mass</i>	масса	<i>masses</i>
<i>class</i>	класс	<i>classes</i>
<i>box</i>	коробка	<i>boxes</i>
<i>buzz</i>	звонок	<i>buzzes</i>
<i>watch</i>	часы	<i>watches</i>
<i>match</i>	спичка	<i>matches</i>
<i>dish</i>	блюдо	<i>dishes</i>
<i>crash</i>	крушение	<i>crashes.</i>

5. Замены **f** на **v** и добавления окончания **-es** к существительным, оканчивающимся на **f** и **fe**

<i>knife</i>	нож	<i>knives</i>
<i>wife</i>	жена	<i>wives</i>
<i>life</i>	жизнь	<i>lives</i>
<i>half</i>	половина	<i>halves</i>
<i>shelf</i>	полка	<i>shelves</i>
<i>wolf</i>	волк	<i>wolves.</i>

Но не всегда. *Исключениями* являются:

<i>belief</i>	вера	<i>beliefs</i>
<i>chief</i>	шеф	<i>chiefs</i>
<i>chef</i>	шеф-повар	<i>chefs</i>
<i>cliff</i>	утес	<i>cliffs</i>
<i>roof</i>	крыша	<i>roofs.</i>

6. Добавления **-s** или **-es** к существительному, оканчивающемуся на **o**

<i>piano</i>	пианино	<i>pianos</i>
<i>potato</i>	картофель	<i>potatoes</i>
<i>tomato</i>	помидор	<i>tomatoes</i>
<i>hero</i>	герой	<i>heroes.</i>

Ряд существительных образуют множественное число **не по общим правилам**:

а) изменяется корневая гласная:

<i>a man</i>	мужчина	<i>men</i>	мужчины
<i>a woman</i>	женщина	<i>women</i>	женщины
<i>a foot</i>	нога	<i>feet</i>	ноги
<i>a tooth</i>	зуб	<i>teeth</i>	зубы
<i>a goose</i>	гусь	<i>geese</i>	гуси
<i>a mouse</i>	мышь	<i>mice</i>	мыши.

б) добавляется окончание **-en**:

<i>an ox</i>	бык	<i>oxen</i>	быки
<i>a child</i>	ребенок	<i>children</i>	дети.

в) заимствуются формы единственного и множественного числа из латинского и греческого языков:

<i>a formula</i>	формула	<i>formulae (formulas)</i>	формула
<i>a crisis</i>	кризис	<i>crises</i>	кризисы
<i>a criterion</i>	критерий	<i>criteria</i>	критерии
<i>a bacterium</i>	бактерия	<i>bacteria</i>	бактерии
<i>a datum</i>	данное	<i>data</i>	данные
<i>an index</i>	индекс	<i>indices</i>	индексы.

В английском языке есть существительные, которые имеют одну (общую) форму для единственного и множественного числа:

<i>a deer</i>	олень	<i>deer</i>	олени
<i>a sheep</i>	овца	<i>sheep</i>	овцы
<i>a fish</i>	рыба	<i>fish</i>	рыбы
<i>a swine</i>	свинья	<i>swine</i>	свиньи
<i>moose</i>	лось	<i>moose</i>	лоси
<i>bison</i>	бизон	<i>bison</i>	бизоны.

Некоторые существительные могут употребляться в форме только единственного либо множественного числа.

**Только в единственном числе употребляются слова:**

*money* — деньги

*sugar* — сахар

*hair* — волосы

*business* — дело

*information* — информация, сведения

*progress* — прогресс, успехи

*news* — новость, новости

*peace* — мир

*love* — любовь

*knowledge* — знание, знания

*advice* — советы

*furniture* — мебель

*luggage* — багаж

*fruit(s)* — фрукты.

**Только во множественном числе употребляются слова:**

*clothes* — одежда

*goods* — товары

*riches* — богатства

*thanks* — благодарность

*manners* — манеры.

Только во множественном числе употребляются обозначения предметов, состоящих из двух и более частей:

*trousers* — брюки

*glasses* — очки

*scissors* — ножницы

*shorts* — шорты

*pliers* — плоскогубцы.

Исчисляемые существительные легко узнать. Они обозначают предметы, которые мы можем сосчитать. Например: ручка. Мы можем посчитать ручки. Их может быть одна, две, три или большее количество ручек. Вот некоторые примеры исчисляемых существительных:

<i>dog</i>	собака	<i>bottle</i>	бутылка
<i>cat</i>	кот	<i>box</i>	коробка
<i>animal</i>	животное	<i>litre</i>	литр
<i>man</i>	мужчина	<i>coin</i>	монета
<i>person</i>	человек	<i>dollar</i>	доллар
<i>cup</i>	чашка	<i>plate</i>	тарелка
<i>fork</i>	вилка	<i>table</i>	стол
<i>chair</i>	стул	<i>suitcase</i>	чемодан
<i>bag</i>	сумка		

Неисчисляемые существительные обозначают вещества, понятия и т. д., то есть то, что не может делиться на отдельные элементы. Мы не можем посчитать их. Например, мы не можем посчитать «молоко». Мы можем посчитать «бутылки молока» или «литры молока», но мы не можем непосредственно посчитать «молоко». Вот некоторые примеры неисчисляемых существительных:

<i>music</i>	музыка	<i>rice</i>	рис
<i>art</i>	искусство	<i>sugar</i>	сахар
<i>love</i>	любовь	<i>butter</i>	масло
<i>happiness</i>	счастье	<i>water</i>	вода
<i>advice</i>	совет	<i>air</i>	воздух
<i>information</i>	информация	<i>electricity</i>	электричество
<i>news</i>	новости	<i>gas</i>	газ
<i>furniture</i>	мебель	<i>money</i>	деньги
<i>luggage</i>	багаж	<i>currency</i>	валюта

Неисчисляемые существительные обычно употребляются в единственном числе, поэтому используется глагол в единственном числе. Например:

*This news is very important.* — Эти новости очень важны.

*Your luggage looks heavy.* — Ваш багаж выглядит тяжелым.

С неисчисляемыми существительными обычно не используется неопределенный артикль *a/an*. Нельзя сказать «an information» или «a music». Но можно сказать:

*a piece of news*      новость

*a bottle of water*    бутылка воды

*a grain of rice*      зерно риса

Напитки (кофе, вода, чай) обычно неисчисляемые существительные. Но мы можем сказать (напр., в ресторане): *Two teas and one coffee, please.* — Два чая и один кофе, пожалуйста.

### **Much, many, little, a little, few, a few с исчисляемыми и неисчисляемыми существительными**

В английском языке выделяют следующие местоименные прилагательные:

much, many - "много"

little, few - "мало"

**Much, little** определяют неисчисляемые существительные:

There is much snow in the street. На улице много снега

There is little sugar in my tea. В моём чае мало сахара.

**Many, few** - ставятся перед исчисляемыми существительными:

There are many spoons on the table, but there are few knives on it.

На столе много ложек, но мало ножей.

**Little, few в сочетании с неопределённым артиклем образуют устойчивые сочетания со следующими значениями:**

a few - "несколько"

a little - "немного"

A little - "немного" и a few - "несколько" употребляются в смысле "некоторое, хотя и небольшое количество", в то время как little и few - "мало" употребляются в смысле "недостаточно, почти нет".

I've got little time. У меня мало времени.

I've got a little time. У меня есть немного времени.

He has few friends. У него мало друзей.

He has a few friends. У него есть несколько друзей.

Наряду с местоименными прилагательными в значении "много" употребляются сочетания: a lot of, lots of, plenty of - как с исчисляемыми, так и с неисчисляемыми существительными, обозначающими явления природы (snow, rain), вещество (ink, water, salt), абстрактные понятия (love, beauty, inclination):

There are a lot of English books in my library. В моей библиотеке много английских книг.

There is a lot of rain this autumn. Этой осенью много дождей.

There are lots of roses in this garden. В этом саду много роз.

We have lots of snow this winter. Этой зимой много снега.

There are plenty of pictures in his studio. В его студии много картин.

We have plenty of time. У нас много времени.

### Exercises.

1. Распределите следующие существительные на две группы.

paper – bottle – porridge – happiness - pencil - coffee – girl – work – job – plate – dog – meat - news – apricot – toothpaste – time - bedroom – money - magazine – information – honey - metal – child – yoghurt – rice – spaghetti – water – air – spoon – mustard - egg – chair – shampoo – raincoat – flower – flour – bread – soap – toy – food – knowledge – garden – oil – furniture - friend

Исчисляемые:

Неисчисляемые:

2. Поставьте How many? или How much?

1. ... salt do you usually put in the soup?
2. ... cups of tea shall I bring?
3. ... films did you see?
4. ... friends has he got?
5. ... free time do we have?
6. ... juice is there in the fridge?
7. ... money did they spend?
8. ... tomatoes are there in the bag?
9. ... kilos of potatoes did you buy?
10. ... slices of cheese are left on the plate?

3. Вставьте в предложения few/ little:

1. There are students who love you.
2. Where are my possessions?
3. musicians would deny his talent.
4. There's too snow.
5. rain falls at this time of year.
6. I have interests outside my work.

7. You'll have so time tomorrow!
8. There are like her in the group.
9. employees want low-paid jobs.
10. There's very milk in the bottle.

4. Вставьте в предложения few/a few/fewer/little/a little:

1. I suppose she has choice.
2. I will eat bread.
3. We should have used eggs.
4. recent films have been screened.
5. There were more important things I'd like to tell them.
6. I'm so sorry, I'm going to be minutes later.
7. There are elephants than there used to be.
8. There's always snow at this time of year.
9. children have read the article, and even understand it.
10. It was a village of than 500 inhabitants.

**1. Поставьте следующие существительные во множественное число (не забудьте, что перед множественным числом неопределенный артикль нужно опустить),**

A table, a plate, a fox, a room, a lady, a knife, a chair, a bus, a Negro, a match, a way, a house, a family, a flag, a town, a wolf, a country, a lion, a park, a play.

**2. Поставьте следующие существительные во множественное число (обратите внимание на артикли: неопределенный артикль во множественном числе опускается, определенный артикль сохраняется).**

A star, a mountain, a tree, a shilling, a king, the waiter, the queen, a man, the man, a woman, the woman, an eye, a shelf, a box, the city, a boy, a goose, the watch, a mouse, a dress, a toy, the sheep, a tooth, a child, the ox, a deer, the life, a tomato.

**3. Поставьте следующие словосочетания во множественное число.**

This tea-cup, this egg, that wall, that picture, this foot, that mountain, this lady, that window, this man, that match, this knife.

*Запомните:*

*this is — these are that is — those are there is — there are it is — they are*

**4. Поставьте следующие предложения во множественное число.**

1. This is a star. 2. This is a boy. 3. This is a baby. 4. That is a plate. 5. That is a flower, j 6. That is a bookshelf. 7. Is this a sofa? 8. Is this a bookcase? 9. Is this a man? 10. Is that a ball? 11. Is that a train? 12. Is that a plane? 13. Is the window open? 14. Is the door closed? 15. Is the boy near the window? 16. That is not a king, 17. That is not a queen. 18. That is not a bus. 19. This isn't a mountain. 20. That isn't a goose. 21. This isn't a mouse. 22. It is a sheep. 23. It is a cigarette. 24. It is a cat. 25. It is not a girl. 26. It isn't a bag. 27. It isn't a tree. 28. It is not a bad egg. 29. It is a good egg. 30. Is that a flower?

**5. Поставьте следующие предложения во множественное число.**

1. This man is an engineer. 2. That woman is my sister. 3. This child is my son, 4. That goose is big. 5. This mouse is white. 6. This man is a doctor. 7. That woman is my cousin. She is a teacher 8. That girl is my niece. She is a pupil. 9. This girl has a blue sweater. 10. This boy has a good coat. 11. My uncle has a large flat. 12. There is a table in the room. 13. I have a good pen. My pen is in my pocket. 14. There is a flower in the vase. 15. This child's foot is sore.

**Упр. 6. Поставьте следующие предложения во множественное число.**

1. This room is very large. 2. There is a match in the box. 3. Has this lady a knife? 4. There is a man and a woman in the street. 5. This lady is that gentleman's wife. 6. This shoe is too large for my foot. 7. The child is sitting on a bench. 8. My tooth is white. 9. This key is made of steel. 10. A potato is a vegetable and a cherry is a fruit. 11. This is my friend's study. 12. His child studies very well. 13. This man works at our office. 14. There is a new house in our street. 15. This story is very interesting. 16. I have hurt my foot. 17. The wolf has been shot. 18. He keeps his toy in a box. 19. Put this knife on that table. 20. There was a lady, a gentleman, a boy and a girl in the room.

**Практическая работа №12**

Тема 2.7. Еда. Покупки.

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Введение новой лексики. Выполнение упражнений. Работа с текстом.

**1. Распределите слова по группам:**



apples, tomatoes, pears, beans, carrots, strawberries, onions, potatoes, grapes, bananas, grapefruit, lettuce, beer, cucumbers, aubergines, olives, meat, fish, bread, eggs, chocolate, nuts, croissants, cereal, cream, cheese, toast, wine, biscuits, fruit, crisps, sweets, yoghurt, rice, butter, garlic, sweet peppers, salt, vinegar, oil, milk, juice

pizza, pasta, duck, salmon, peaches, prawns, sausages, trout, instant coffee, chicken, honey, jam, soup, beef, water, peas, pie, tuna, courgettes, spinach, oranges, snails, lamb.

fruit	vegetables	meat	fish/seafood	dairy products	drinks	other types of food

## 2. Заполните пропусками предложенными словами:

*Fresh, frozen, home-made, low-fat, raw, spicy, sweet, takeaway*

- 1) I love my mom's cooking. .... food is always the best.
- 2) Indian food like curry is very .....
- 3) Sushi is made with ..... fish.
- 4) Food which is kept very cold is .....
- 5) ..... food is food you buy at a restaurant and take home to eat.
- 6) People on a diet often try to eat ..... food.
- 7) These eggs are ..... , I bought them today.
- 8) This tea's very..... . You've put too much sugar in it!
- 9) Eat plenty of ..... fruit and vegetables.
- 10) These fish are often eaten .....

## 3. Прочитайте тексты и переведите их на русский язык.

**The Celik family (Istanbul, Turkey)** Melahat and her husband live with their three children and Melahat's mother. All meals are freshly prepared by Melahat, and she buys their food at an open-air market in Istanbul's Golden Horn district. She gets fresh fish and beef there, and it's a particularly good place to buy fruit and vegetables which are so important in their diet. In a typical week, Melahat

buys a kilo of peppers and onions, two kilos each of carrots, aubergines, peas, olives and courgettes; five kilos of spinach, ten kilos of potatoes, six kilos of oranges and one of bananas. They eat large quantities of rice and bread – 25 loaves a week. They don't buy any frozen food, but they drink instant coffee and twelve cans of cola a week, plus orange juice, yoghurt drinks and eight bottles of beer.

**The Caven family (California, USA)** Regan and Craig Caven are a typical American family – two incomes, two cars, and two children, Trisha, 5 and Andrew, 3. As they both work, they shop at weekends, usually in supermarkets. They often have salads and there is always a lot of fresh fruit: two kilos each of apples and bananas, and one kilo each of oranges and grapes is typical in the weekly shopping. They eat fresh chicken and beef, but only buy fish (tuna) in cans. They spend a lot on drinks: 340 g of instant coffee, four litres of milk, two litres

each of apple and orange juice, five litres of bottled water and 25 diet colas, but no alcohol. During the week, frozen food is a large part of their diet – three and a half kilos of frozen prepared meals and a family-sized frozen pizza. It is only at weekends that the family makes time for home-cooked meals; pasta is very popular with the children.

**4. Ответьте на вопросы.**

- a. Where do the families buy their food?
- b. Which family eats more fresh food?
- c. Which family's food do you prefer? Why?
- d. What food do you usually buy?

**5. Прочитайте интервью с Элис и Викторией. Соотнесите вопросы 1-6 с ответами А-Е.**

- a. Is food a pleasure for you?
- b. What do you normally eat in a typical day?
- c. Do you ever cook?
- d. Do you ever eat "unhealthy" food? How do you feel about it?
- e. Are you trying to cut down on anything at the moment?
- f. Are people's diets in your country getting better or worse?

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Alice is a lawyer from the United States

A I think people are trying to improve their diets, but they are doing it the

—  
wrong way by following diets like the Atkins diet. Personally, I don't think it's very healthy to cut out entire groups of food like carbohydrates.

B Not very often. I don't have the time or talent to cook full meals. I usually

*heat up* a frozen meal or order a *takeaway*.

C Sometimes I get fast food for lunch. I have to admit that I love French fries. I feel terrible about it afterwards, but I don't do it very often.

D I usually have a bowl of cereal or toast for breakfast. For lunch I eat at a restaurant near my office. I prefer Japanese or Indian food. I usually eat rice with fish and vegetables, *soup* or sushi. I don't eat meat, but I eat a lot of fish. In the evening, I just have something light at home.

E I am trying to cut down on the amount of *fat* I eat. I'm also trying to eat more *wholemeal* bread.

F Not really. I enjoy certain kinds of food, but most meals are just fuel to keep me going through the day.

Victoria is an IT consultant from France

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A Yes, I cook every evening for my family. I often make soup or traditional

French dishes like "boeuf bourguignon", which is a kind of beef and red wine *stew*, and then we have cheese and salad. It may seem a lot but we don't eat big *portions*. What's important for me is quality, not quantity.

B Yes, I'm trying to eat less chocolate.

C I think people's diets are getting worse and worse. It's quite strange because we have a lot of information now about how bad fast food is for you. I'm afraid it's a problem in a lot of European countries.

D Not at home. I think most of the food I cook is healthy, but occasionally when I *eat out* I have something unhealthy, but it doesn't worry me.

E Yes, definitely. For me good meals with the family make me happy!

F I'm quite traditional and I have three main meals a day. For breakfast, I like hot chocolate, and bread and butter with *honey* or jam. For lunch, I often eat in a restaurant with my colleagues. I usually have vegetables and meat or fish but I love pasta and rice too. In the afternoon, I have fruit with biscuits or a piece of chocolate. In the evening, I have a proper meal with my family.

## 6. Прочитайте интервью ещё раз, ответьте на вопросы.

Who ...?

- a. often eats in restaurants
- b. eats quite a lot of sweet things

- c. eats ready-prepared food
- d. cooks big meals at home
- e. enjoys eating
- f. feels bad when she eats unhealthily
- g. is trying to eat less of something
- h. prefers having good food to having a lot of food
- i. is negative about eating habits in her country

**7. Соотнесите выделенные слова и фразы из упр. 5 с их определениями.**

- a. \_\_\_\_\_ to have a meal in a restaurant, not at home;
- b. \_\_\_\_\_ a sweet food made by bees;
- c. \_\_\_\_\_ the quantity you eat of a kind of food during a meal;
- d. \_\_\_\_\_ to make cold food hot;
- e. \_\_\_\_\_ food you buy from a restaurant to eat at home;
- f. \_\_\_\_\_ food from animals or plants used for cooking, e.g. oil, butter;
- g. \_\_\_\_\_ food prepared in a particular way, e.g. sushi, lasagna, etc.;
- h. \_\_\_\_\_ made from brown flour;
- i. \_\_\_\_\_ a liquid food, often made of vegetables, e.g. tomatoes, onions;
- j. \_\_\_\_\_ meat cooked for a long time in liquid, usually with vegetables.

**8. Прочитайте текст и переведите его на русский язык.**

***STREET FOOD AROUND THE WORLD: THE ORIGINAL FAST FOOD!***

**Belgium : Home of French Fries**

You can find French fried potatoes all over the world, but as Belgians will tell you, they, not the French, invented this popular street food, back in the seventeenth century. The Belgian city of Antwerp has the world's only French fries museum. Crispy French fries, eaten from a paper cone with salt and plenty of mayonnaise are the Belgians' favourite snack. They are sold at special kiosks all over major towns. The secret of perfect French fries is that they are fried not once, but twice, in hot oil – the first time to cook the inside, and second time to give a perfect, golden outside.

**Morocco : Food as theatre**

Street food in the main square of Marrakesh, Morocco is like an exciting performance. As the sun sets at the end of the day, street sellers set up their

charcoal grills and the air is filled with smoke and delicious smells of cooking. Crowds of locals and tourists sit on wooden benches and eat off paper plates, surrounded by the sights, smells and tastes of African culture: *harira*, for example, a rich soup made with lamb and spices. Or how about sheep's head or tiny boiled snails, served with a toothpick?

### **Australia : Fancy a pie floater?**

Feeling hungry? No visit to South Australia is complete without trying the local speciality – a pie floater. They are traditionally sold at roadside kiosks, some of which stay open all night. It consists of a meat pie floating (usually upside down) in a thick green pea soup. Finally, the pie is covered with plenty of bright red tomato ketchup. Enjoy!

### **Mexico : The food of the people**

It's lunchtime in Mexico City and everywhere people are queuing up for Mexico's favourite fast food *tacos*. They're soft corn pancakes served with a variety of fillings, such as chicken, beef or vegetables, and then covered with spicy sauce, lettuce and sour cream. "The best Mexican food is the food of the people," says Jose Iturriaga, who has written more than twenty books on Mexican food. And the city's best taco? "It's a taco made from cows' eyes," says Jose. "It's extraordinary".

## **Раздел 3. Англоговорящие страны: особенности и достопримечательности.**

### **Практическая работа №13**

#### **Тема 3.1. Великобритания**

**Цель работы:** Развитие умения поиска специфической информации;

развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Выполнение теста на знание социокультурной информации о стране. Чтение и перевод текста. Составление диалогов.

### **Тест на знание социокультурной информации о стране** ***The United Kingdom of Great Britain and Northern Ireland***

1. Which one is the official name of the country?

- a) England
- b) Great Britain
- c) The United Kingdom of Great Britain and Northern Ireland

2. What channel separates the United Kingdom of Great Britain and Northern Ireland from the continent?
  - a) North Channel
  - b) English Channel
  - c) St. George's Channel
3. What seas is the UK washed by?
  - a) North Sea
  - b) Irish Sea
  - c) Caribbean Sea
4. How many countries does the UK consist of?
  - a) 3
  - b) 4
  - c) 2
5. Match the country of the UK and its capital:
  1. England
  2. Wales
  3. Northern Ireland
  4. Scotland
  1. Belfast
  2. Edinburgh
  3. London
  4. Cardiff
6. Which is the highest mountain in the UK?
  - a) Cape Horn
  - b) Ben Nevis
  - c) Everest
7. What are the most important rivers for the UK?
  - a) the Thames
  - b) the Ohio
  - c) the Severn
8. Who rules Britain officially?
  - a) the Queen
  - b) Prime Minister
  - c) the King
9. How many chambers does the British Parliament have?
  - a) 3
  - b) 5
  - c) 2
10. The capital of the UK is:
  - a) Dublin
  - b) London
  - c) Newcastle
11. Who rebuilt St. Paul's Cathedral?
  - a) Edward the Confessor
  - b) Lord Mayor
  - c) Sir Christopher Wren
12. Traditionally London is divided into ... parts.
  - a) 6
  - b) 4
  - c) 3

13. The Tower has served as ...
  - a) citadel
  - b) palace
  - c) prison
14. What is Buckingham Palace famous for?
  - a) It is the biggest museum in London
  - b) It is the Queen's official London residence.
  - c) There are memorials to Wellington and Nelson.
15. Match the name of the famous English writer and his work:
  - 1) J. Swift
  - 2) R. Burns
  - 3) J. London
  - 4) G. Chaucer
  - a) "The Canterbury Tales"
  - b) "Martin Eden"
  - c) "My heart's in the Highlands"
  - d) "Gulliver's Travels"
16. What holiday do the English celebrate on October, 31?
  - a) Boxing day
  - b) Halloween
  - c) Thanksgiving day
17. For breakfast Englishman always have ...
  - a) porridge
  - b) haggis
  - c) omelet
18. Who sits in the British Parliament on a wool-sack covered with red cloth?
  - a) the Queen
  - b) the Lord-Chancellor
  - c) Prime Minister
19. According to the tradition the faces of Big Ben are light when ...
  - a) New Year comes
  - b) the weather changes
  - c) the Parliament works
20. What park is the most famous in London?
  - a) Kensington Gardens
  - b) St. Jame's Park
  - c) Hyde Park

### **The United Kingdom of Great Britain and Northern Ireland.**

The United Kingdom of Great Britain and Northern Ireland is situated on two large islands called the British Isles. The larger island is Great Britain, which consists of three parts: England, Scotland and Wales. The smaller island is Ireland and there are about five thousand small islands.

The country's shores are washed by the Atlantic Ocean, the North Sea and the Irish Sea. The English channel separate Great Britain from the continent.

The total area of the U.K. is 244.00 square kilometers with a population of 56 million. It is one of the most populated countries in the world. The average density of population is very high: about 220 people per square kilometer. The

greater part of the population is urban. About 80 percent of people live in numerous towns and cities. More than seven million people live in London area. Very often the inhabitants of The United Kingdom and Northern Ireland are called English.

The surface of the British Isles varies very much. There are many mountains in Scotland, Wales and northwest of England but they are not very high. Ben Nevis in Scotland is the highest mountain. The northern part of Scotland is mountainous and is called the Highlands. Scotland is also famous for its beautiful lakes, which are called Lochs.

The mountains in G.B. are not very high. There are many rivers in G.B., but they are not very long. The Thames is the deepest, the longest and the most important river in England.

The climate of G.B. is mild. It is not very cold in winter and hot in summer. The average temperature in January is about 5°C above zero. February is the coldest month in the year. The summers are cool and rainy. July is the warmest month. There is much rain and fog in autumn and winter. October is the rainiest month in the year.

### ***The Union Jack***

This is the popular name given to the flag of Great Britain. Actually it is called the Union Flag and it is a mixture of several flags.

It all began in 1606 when Scotland was joined to England and Wales. The Scottish flag, St Andrew's Cross, blue with a white cross from corner to corner, was joined to the English Flag, St George's Cross, white with a red cross. The flag of St George can still be seen on churches in England.

Later, in 1801, when Ireland was joined to the Union, as it was called, the Irish Flag of St Patrick's Cross was added, white with a red cross from corner to corner.

In this way the English people got the Union Flag, which is red, white and blue. King James the Third (1566—1622) ordered that the Union Flag should be flown on the main mast of all British ships, except on ships of war. Here the flag was flown at the front of the ships, on what was called the bowsprit. The end of the bowsprit was called the Jack Star and so we get the name of Union Jack. A “jack”, by the way, is an old word for the sailor. The Union Jack is also on the flags of Australia and New Zealand.

### ***The British Parliament***

The British Parliament is the oldest in the world. It originated in the 12th century as Witenagemot, the body of wise councillors whom the King needed to consult pursuing his policy. The British Parliament consists of the House of Lords and the House of Commons and the Queen as its head. The House of Commons plays the major role in law-making. It consists of Members of Parliament (called MPs for short). Each of them represents an area in England, Scotland, Wales and Ireland. MPs are elected either at a general election or at a by-election following the death or retirement. Parliamentary elections are held every 5 years and it is the Prime Minister who decides on the exact day of the election. The minimum voting age is 18. And the voting is taken by secret ballot. The election campaign lasts

about 3 weeks, The British parliamentary system depends on political parties. The party which wins the majority of seats forms the government and its leader usually becomes Prime Minister. The Prime Minister chooses about 20 MPs from his party to become the cabinet of ministers. Each minister is responsible for a particular area in the government. The second largest party becomes the official opposition with its own leader and "shadow cabinet". The leader of the opposition is a recognized post in the House of Commons. The parliament and the monarch have different roles in the government and they only meet together on symbolic occasions, such as coronation of a new monarch or the opening of the parliament. In reality, the House of Commons is the one of three which has true power. The House of Commons is made up of six hundred and fifty elected members, it is presided over by the speaker, a member acceptable to the whole house. MPs sit on two sides of the hall, one side for the governing party and the other for the opposition. The first 2 rows of seats are occupied by the leading members of both parties (called "front benches") the back benches belong to the rank-and-file MPs. Each session of the House of

Commons lasts for 160-175 days. Parliament has intervals during his work. MPs are paid for their parliamentary work and have to attend the sittings. As mention above, the House of Commons plays the major role in law making. The procedure is the following: a proposed law ("a bill") has to go through three stages in order to become an act of parliament, these are called "readings". The first reading is a formality and is simply the publication of the proposal. The second reading involves debate on the principles of the bill; it is examination by parliamentary committee. And the third reading is a report stage, when the work of the committee is reported on to the house. This is usually the most important stage in the process. When the bill passes through the House of Commons, it is sent to the House of Lords for discussion, when the Lords agree it, the bill is taken to the Queen for royal assent, when the Queen signs the bill, it becomes act of the Parliament and the Law of the Land. The House of Lords has more than 1000 members, although only about 250 take an active part in the work in the house. Members of this Upper House are not elected, they sit there because of their rank, the chairman of the House of Lords is the Lord Chancellor. And he sits on a special seat, called "Woolsack" The members of the House of Lords debate the bill after it has been passed by the House of Commons. Some changes may be recommended and the agreement between the two houses is reached by negotiations.

### **London**

London dominates the life of Britain. And it is the greatest and nicest town in the world. Also, the nature of this city is very picturesque. There are a lot of sites and places of interest here. Many parks and theatres, museums and halls, which are always ready to surprise tourists and English with it's beauty and charm. There are about 40 theatres, several concert halls, many museums including the British Museum, and the best art galleries.

Speaking about parks we can always see many people here listening to others or just heaving their rest. Hyde Park with its Speaker's Corner is also in London. Among other parks are Kensington Gardens, St. James Park. In the West End is

Buckingham Palace, which is the Queen's Residence, and the Palace of Westminster the seat of Parliament. The best-known streets here are Whitehall with important Government offices, Downing Street, the London residence of Prime Minister and the place where cabinet meets, Fleet Street where most newspapers have their offices, Harley Street where the highest paid doctors live, and some others. There are many statues and monuments there. I think that the majority is devoted to the famous and outstanding people.

London is situated upon both banks of the River Thames and it is one of the largest cities in the world. Speaking about the West end of London we mean its center where famous parks and tropical places are situated. In Westminster Abbey begins and comes to an end royal destiny: in its walls the British monarchs are crowned, here they find their eternal rest. Besides Westminster Abbey is well known for the "poet's Corner". So... many others memorial boards are established. But the present tombs are far from being all mentioned to the poets.

Well it is safe to say that it is the most famous building in England. It is a fine Gothic building, which stands opposite the Houses of Parliament. It is the work of many hands and different ages and the oldest part of the building dates from the 8th century.

While speaking about a Tower I want to say that the Tower has been part of the capital's history for the past 600 years. The Tower of London is a very old building. It is more than 900 years old. English kings lived in it many years ago, but now it is a museum. People, who come to London, like to go to the Tower. It was a fortress, a royal palace and later a prison.

The White Tower, dating from 1078, contains a spectacular collection of arms. Now The Tower protects the Crown Jewels. The Imperial State Crown and the Crown of Queen Elizabeth both incorporate precious stones whose history goes back centuries. Ceremony is still part of the daily life within The Tower. Following a 700-year tradition, each night the Chief warden locks the gates and hands the keys to the Resident Governor.

And now we can talk about a Tower Bridge of London. London's best known and most distinctive bridge has straddled the Thames for a century. The twin draw-bridges, each weighing about 1,000 tons, have been raised more than half a million times since the bridge was built. It is a working tribute to Victorian engineering genius. The draw-bridges take just 90 seconds to rise. All the original machinery is still in place with just one concession to modern technology: electric motors now replace the steam engines. Between the massive gothic-style towers that rest on the river bed are walkways, giving superb views of the river and the Tower of London.

Now we can talk about BIG BEN!!

Big Ben is the name of the huge clock in one of the tall towers of the Houses of Parliament. People are allowed to get inside the Tower so that they can see the works of Big Ben. There is no lift and there are 340 steps up to Big Ben. The faces of the clock are very large.

The sound of Big Ben is well-known to all British people and the tower of Big Ben is often used as a symbol of Britain. The great bell got its name in 19th century after Sir Benjamin Hall. Big Ben is the voice of London; it shows an exact time since 1859.

Therefore there are many nice squares in London. Trafalgar Square is one of them and it is situated in the center of the West End. There you can see a statue of Lord Nelson named by Nelson's Column, which is situated in the middle of the square. Trafalgar Square commemorates Nelson's naval victory of 1805. It was laid out between 1829 and 1841. There is Nelson's column there, nearly 185 feet high topped by statue of Nelson 17 feet high. The fountains and friendly pigeons make Trafalgar Square a popular place for Londoner and tourists. The building of National Gallery - one of the world famous art museums is situated on the Trafalgar square too.

Now we can tell few words about Buckingham Palace. It has served as the official London residence of Britain's sovereigns since 1837. It evolved from a town house that was owned from the beginning of the eighteenth century by the Dukes of Buckingham. Today it is The Queen's official residence. Although in use for the many official events and receptions held by The Queen, areas of Buckingham Palace are opened to visitors on a regular basis. The State Rooms of the Palace are open to visitors during the Annual Summer Opening in August and September. They are lavishly furnished with some of the greatest treasures from the Royal Collection - paintings by Rembrandt, Rubens, Vermeer, Canaletto and Claude; sculpture by Canova and Chantrey some of the finest English and French furniture in the world.

Visits to Buckingham Palace can be combined with visits to The Queen's Gallery, which will reopen in the spring of 2002. The nearby Royal Mews is open throughout the year.

Well... it is safe to say that I have finished my story about the nicest city in the world, exactly London and about all its sights, beauties and places of interest of course. As for me I'd like to visit it again, to feel everything I felt before, spending there my free spring time and therefore I'd like to know English better and that's why I advise all of you to visit this irresistible city!

### **Exercises.**

Task 1. *Imagine that you happened to be in the United Kingdom. What country would you like to visit – Scotland or Wales?*

*Example:*

P1: I would like to visit Scotland, because Scotland is the land of myths and mysteries. And I want to know more about them.

P2: I would like to visit Wales, because it is famous for its castles. I want to see them.

Task 2. *You came to visit your friend in England. He/she invited you to make a bus-tour round the London. Study the list of the sights and ask your friend about some places of interest. Then swap the roles.*

The Tower of London

St. Paul's Cathedral

The British Museum

The British Museum Library

The Trafalgar Square

The Houses of Parliament

The Westminster Abbey  
The National Gallery  
The Buckingham Palace  
The Victoria and Albert Museum  
The Shakespeare's Globe  
St. James's Park  
Piccadilly Circus  
Hyde Park  
Royal Albert Hall  
Baker Street

*Example:*

P1: Do you know why the National Gallery so famous is?

P2: Its collection covers all schools and periods of painting, but it is especially famous for its examples of Rembrandt and Rubens.

Task 3. *The pupils are divided into 4 groups. Each group gets a text, reads it and makes 3-4 questions to it. Then groups exchange lists of questions and ask each other what they got to know about the countries.*

#### England

England is the largest country in the United Kingdom of Great Britain and Northern Ireland. The capital of England is London. Its land is 130,000 sq. km. The population of England is 48 mln. people. The largest cities are Manchester, Liverpool, Birmingham and Nottingham, Sheffield and others. People who live in England are called the English. They speak only English. The famous River Thames runs through London. The national emblem of England is the red rose. The national flag of England represents a red cross — on a white field. It's Saint George's Cross of England. England is the heart of Great Britain.

#### Scotland

Scotland is smaller than England but larger than Wales. The capital of Scotland is Edinburgh. Scotland is the second part of the UK. Its land is 78,000 sq. km. The population of Scotland is 5,3 mln. people. The largest cities are Glasgow, Aberdeen, and Dundee. People who live in Scotland are called the Scottish or Scots. They speak Scots and English. The biggest rivers are the Clyde and Spey. There are a lot of beautiful lakes in Scotland. But the most famous of them are Loch Lomond and Loch Ness. The lake "Loch Ness" is famous all over the world because of its monster. The greatest mountains are Ben Nevis and Grampian Hills. The national emblem of Scotland is a thistle. The national flag is a blue field with white diagonal crossed stripes. It's Saint Andrew's Cross. In the north west Scotland is washed by the Atlantic Ocean, but in the north east it is washed by the North Sea.

#### Wales

Wales is the smallest country in the UK. The capital of Wales is Cardiff. Its land is 20,800 sq. km. Its population is about 2,8 mln people. The largest cities are Swansea and New Port. The biggest river is Usk and the biggest lake is Wirnwel. One of the biggest mountains is Snowdon. The national symbol is a yellow daffodil. The national flag is white and green with a red dragon on it.

#### Northern Ireland

Northern Ireland is the fourth country in the UK. Its land is about 14,000 sq. km. The population is about 1,5 mln. people. The capital of the Northern Ireland is Belfast. The largest cities are Ulster and Dublin. The biggest rivers are the Shannon and Bun. Northern Ireland is a land of lakes and rivers. The biggest lakes are Lock Neagh and Loch Ney. People who live in Ireland are the Irish. They speak Irish and English. The national flag of Ireland represents a diagonal red cross on a white field. It's Saint Patrick's Cross. The national symbol is a green shamrock.

Task 4. *You have just returned from England. There you lived in a host family and very often you went sightseeing. Your friends want to know about British sights and ask you a lot of questions. Tell them what you know about British sights.*

## **Практическая работа №14**

Тема 3.2. Глагол to be. Оборот There is/There are

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

### **Глагол to be в английском языке**

Значение глагола to be - "быть, находиться". В отличие от других английских глаголов, глагол to be спрягается (т.е. изменяется по лицам и числам).

В отличие от русского языка, в английском языке глагол-связка никогда не опускается, поскольку английское предложение имеет строго фиксированный порядок слов: подлежащее (subject) + сказуемое (verb) + дополнение (object)

I am a doctor. Я врач. (Я есть врач.)

The weather is bad. Погода плохая.

They are from Paris. Они из Парижа.

Глагол to be не требует вспомогательного глагола для образования вопросительной или отрицательной формы.

Чтобы задать вопрос нужно поставить глагол to be перед подлежащим:

Am I happy? Is the book interesting? Is he our teacher?

Для образования отрицательной формы достаточно поставить отрицательную частицу not после глагола to be:

I am not happy. The book is not interesting. He is not our teacher.

**Спряжение глагола to be в настоящем времени Present Simple:**

I am	I am not	Am I?
He is	He is not (he isn't)	Is he?
She is	She is not (she isn't)	Is she?
It is	It is not (it isn't)	Is it?
We are	We are not (we aren't)	Are we?
You are	You are not (you aren't)	Are you?

**Спряжение глагола to be в прошедшем времени Past Simple:**

I was	I was not (I wasn't)	Was I?
He was	He was not (he wasn't)	Was he?
She was	She was not (she wasn't)	Was she?
It was	It was not (it wasn't)	Was it?
We were	We were not (we weren't)	Were we?
You were	You were not (you weren't)	Were you?

**Спряжение глагола to be в будущем времени Future Simple:**

Утвердительное предложение	Отрицательное предложение	Вопросительное предложение
I will be	I will not be (I won't be)	Will I be?
He will be	He will not be (he won't be)	Will he be?
She will be	She will not be (she won't be)	Will she be?
It will be	It will not be (it won't be)	Will it be?
We will be	We will not be (we won't be)	Will we be?
You will be	You will not be (you won't be)	Will you be?
They will be	They will not be (they won't be)	Will they be?

### Оборот **there is/there are** в английском языке

Оборот **there is/there are** в английском языке употребляется, когда нужно указать на наличие какого-либо лица или явления в определенном месте. После оборота **there is/there are** ставится подлежащее.

*There is a lamp on the table. На столе (находится) лампа.*

*There was a storm last night. Прошлой ночью была буря.*

Перевод предложений с этим оборотом начинается обычно с обстоятельства места.

Если подлежащее выражено существительным во множественном числе, то глагол **to be** после **there** ставится также во множественном числе.

*There are two lamps on the table. На столе (находятся) две лампы.*

При изменении времени изменяется форма глагола **to be**:

*There was a lamp on this table. На этом столе была лампа.*

*There were three cars in the yard. Во дворе было три машины.*

*There will be a crystal chandelier over this table. Над этим столом будет хрустальная люстра.*

Отрицательная форма образуется при помощи отрицания **no**, которое ставится после глагола **to be** перед существительным.

*There is no lamp on the table. На столе нет лампы.*

Если перед существительным стоит определение, выраженное местоимениями **any**, **much** и др., то после глагола **to be** ставится частица **not**.

*There is not any lamp on the table. На столе нет (никакой) лампы.*

*There is not much snow in the street. На улице не много снега.*

Вопросительная форма при употреблении глагола *to be* в *Present Simple* или *Past Simple* (или *Present* и *Past Indefinite*) образуется путем постановки глагола *to be* на первое место — перед *there*.

*Is there a lamp on the table? На столе есть лампа?*

При наличии сложной формы глагола (т.е. при наличии вспомогательных или модальных глаголов) вспомогательный или модальный глагол ставится перед *there*, а глагол *to be* — после *there*.

*Will there be an English lesson at 3 o'clock? Будет ли урок английского языка в три часа?*

При постановке вопроса к подлежащему с оборотом *there is/there are* употребляется вопросительное слово *what*, которое является подлежащим предложения. Глагол *to be* в этих случаях всегда употребляется в единственном числе, даже если вопрос ставится в отношении наличия нескольких предметов или явлений.

*What is there on the table? Что на столе?*

НО: В ответе на такой вопрос глагол *to be* употребляется во множественном числе, если констатируется факт наличия нескольких предметов или явлений.

*What is there on the table? Что на столе? There are some books. Несколько книг.*

Вопросы к другим членам предложения с этой конструкцией строятся по общему правилу.

Краткие ответы на вопрос, содержащий оборот *there is/ there are*, также строятся по общему правилу.

*Are there any books on the table? — На столе есть какие-либо книги? —*

*Yes, there are (some). Да, есть. (No, there aren't.) (Нет.)*

### Exercises.

**1. Переведите на английский язык, употребляя глагол *to be* в *Present* или *Past Simple*,**

1. Я ученик. 2. Он летчик. 3. Она доктор. 4. Мы школьники. 5. Вы рабочие. 6. Ты рабочий. 7. Они ученики. 8. Я дома. 9. Он в школе. 10. Она в кино? 11. Мы в парке. 12. Они в театре? 13. Она молодая? 14. Он старый. 15. Она не старая. 16. Они сильные. 17. Она больна. 18. Вы больны? 19. Он болен? 20. Я не болен. 21. Я был болен вчера. 22. Она не была больна. 23. Мы были в кино. 24. Они не были в кино. 25. Они не в школе. 26. Они дома. 27. Вы были в парке вчера? 28. Он был в школе вчера? 29. Он был рабочим. 30. Она была учительницей.

**2. Вставьте глагол *to be* в *Present*, *Past* или *Future Simple*.**

1, My father ... a teacher. 2. He ... a pupil twenty years ago. 3. I ... a doctor when I grow up. 4. My sister ... not ... at home tomorrow. 5. She ... at school tomorrow. 6.

... you ... at home tomorrow? 7,... your father at work yesterday? 8. My sister ... ill last week. 9. She ... not ill now. 10. Yesterday we... at the theatre. 11. Where ... your mother now? — She ... in the kitchen. 12. Where ... you yesterday? — I ... at the cinema. 13. When I come home tomorrow, all my family ... at home. 14. ... your little sister in bed now? — Yes, she ... 15. ... you... at school tomorrow? — Yes I ... . 16. When my granny... young, she ... an actress. 17. My friend K,, in Moscow now. 18. He ... in St. Petersburg tomorrow. 19. Where ... your books now? -- They ... in my bag.

**3. Переведите на английский язык, употребляя глагол *to be* в *Present, Past* или *Future Simple*.**

1. Мой брат сейчас в школе. 2. Мой брат был вчера в кино. 3. Мой брат будет завтра дома. [ 4. Ты будешь дома завтра? 5. Она была вчера в парке? 6 Он сейчас во дворе? 7. Где папа? 8. Где вы были вчера? 9. Где он будет завтра? 10. Мои книги были на столе. Где они сейчас? 11. Моя мама вчера не была на работе. Она была дома. 12, Мой друг не в парке. Он в школе. 13. Завтра в три часа Коля и Миша будут во дворе. 14. Мы не были на юге прошлым летом. Мы были в Москве. 15. Завтра мой дедушка будет в деревне. 16. Когда твоя сестра будет дома? 17. Ты будешь летчиком? — Нет, я буду моряком. 18. Моя

сестра была студенткой в прошлом году, а еел час она врач. — Ты тоже будешь врачом? — Нет, я не буду врачом. Я буду инженером.

**4. Вставьте *is* или *are*.**

There \_\_\_\_\_ two cups of tea on the table.  
 There \_\_\_\_\_ some milk in the cup.  
 There \_\_\_\_\_ an orange in the salad.  
 There \_\_\_\_\_ six balls in the box.  
 There \_\_\_\_\_ some cheese on the plate.  
 There \_\_\_\_\_ a blue chair at the door.  
 There \_\_\_\_\_ five chicks and a hen on the farm.  
 There \_\_\_\_\_ a table and nine desks in the classroom.  
 There \_\_\_\_\_ a big window to the left of the door.  
 There \_\_\_\_\_ three rooms in our country house.  
 \_\_\_\_\_ there three cups on the coffee-table?  
 \_\_\_\_\_ there a carpet on the floor?  
 There \_\_\_\_\_ no cats in the sitting room.  
 There \_\_\_\_\_ a cat on the table.  
 There \_\_\_\_\_ 3 dogs in the box  
 There \_\_\_\_\_ 4 hens in the house.  
 There \_\_\_\_\_ a pot on the table.  
 \_\_\_\_\_ there a bathroom near the kitchen?  
 \_\_\_\_\_ there four rooms in the house?  
 \_\_\_\_\_ there a kitchen under your bedroom?

### 5. Составь и запиши предложения.

1. pears / there / ten / in the / are / bag / .
2. aren't / pupils / there / classroom / in the / .
3. an egg / on the / there / plate / is / ?
4. on the / there / a / cat / chair / is / white / .
5. a turtle / on / there / isn't / farm / this / .
6. at the / two / bikes / door / are / there / ?

### 6. Вставьте is/are, was/were.

There \_\_\_\_\_ two banks in our street.

There \_\_\_\_\_ a cafe behind the supermarket last year. Now there \_\_\_\_\_ a museum there.

There \_\_\_\_\_ a cinema and a sports centre to the right of the park.

Five years ago there \_\_\_\_\_ two shops in Central Square. Now there \_\_\_\_\_ two cafes, a theatre and a cinema.

### 7. Переведите предложения.

1. Рядом с отелем есть чистый пляж.
2. На диване три кошки.
3. В холодильнике есть бутылка молока.
4. В корзине нет клубники.
5. На автобусной остановке есть люди?
6. В твоей сумке есть зеркало?
7. В этом парке нет туалета.
8. В нашем саду много цветов.
9. Под столом зеленый мяч.
10. За дверью никого нет.

### 8. Задайте к предложениям вопросы, начиная с предлагаемых слов.

1. There are four elephants in the zoo. (How many ...?)
2. There is a lot of snow in February. (Is ...?)
3. There is some fish on the plate. (What ... ?)
4. There are no cars in the car park. (Are ... ?)
5. There are ancient walls around the city. (What ... ?)

### 9. Переведите пословицы и поговорки.

1. There is no place like home.
2. Where there is love there is life.
3. There is no bad weather, there are bad clothes.
4. There are plenty of other fish in the sea.
5. There are two sides to every question.

## Практическая работа №15

Тема 3.3. Соединенные Штаты Америки.

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Выполнение упражнений на знание социокультурной информации о стране. Изучение новой лексики. Чтение и перевод текста.

### ***THE USA. Geographical position.***

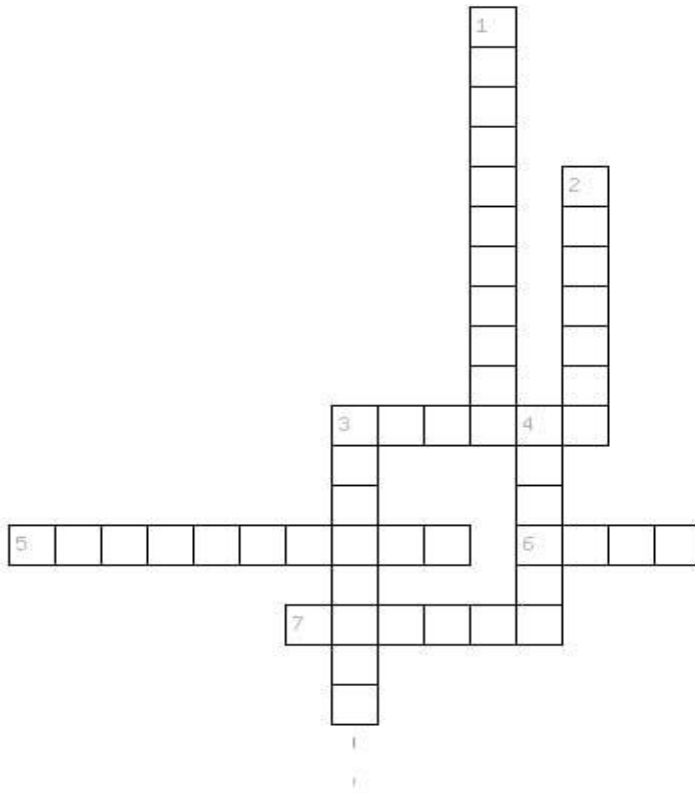
The United States of America is also called the USA, US, United States or sometimes America. The USA is in the central part of North America. It borders on **Canada** and **Mexico**. It is washed by **the Atlantic Ocean**, by **the Pacific Ocean** and by **the Gulf of Mexico**. The capital of the USA is Washington. The area of the country is about 9,400,000 km<sup>2</sup>. Its population is about 324 million people. The US is the 4th largest country in the world by land area and 3rd by population.

The USA is a country of mountains, valleys and deserts. The highest mountains **are the Appalachian Mountains**, the Cordilleras, **the Rocky Mountains** and **the Sierra Nevada Mountains in California**. The tallest mountain the US is Mt McKinley, located in the state of Alaska

**The Great Lakes** are in the north-east of the country. They are Lake Ontario, Lake Huron, Lake Erie, Lake Superior, Lake Michigan. The largest rivers of the USA are the Mississippi and the Missouri.

The most populated city in the US is New York City, followed by Los Angeles and Chicago.

***Do a crossword.***



#### DOWN

- 1/ The longest river in the USA.
- 2/ One of the largest city in the USA.
- 3/ The USA borders on it in the South.
- 4/ The USA borders on it in the North.

#### ACROSS

- 3/ The highest mountain in the USA.
- 5/ The \_\_\_\_\_ of the country is about 324 million people.
- 6/ The \_\_\_\_\_ of the country is about 9,400,000 km<sup>2</sup>.
- 7/ The most northern state of the USA.

#### ***THE USA. States and symbols.***

The USA is a federal republic. It consists of 50 states. The five biggest states are: Alaska, Texas, California, Montana and New Mexico. The capital city – Washington – is situated in a special district — the District of Columbia. One of the national symbols of the country is the flag. It is also called STARS AND STRIPES. There are 50 stars on the flag – one for each state. There are also 13 stripes. The 13 stripes represent the 13 original colonies of the US.

The national bird of the USA is the Bald Eagle. The National mammal is the bison – just like in Belarus. The national flower is the rose like in England, and the national tree is an oak.

***Answer the questions:***

1. How is the national US flag called?
2. What do the 50 stars on the flag stand for?
3. What do the 13 stripes stand for?
4. What does the USA have in common with Belarus and with England?
5. What is the national tree of the USA?
6. What is the national bird of the USA?

**Read the following texts and prepare one of them for retelling**

**Washington**

Washington, the capital of the United States of America, is situated on the Potomac River in the District of Columbia. The district is a piece of land ten miles square and it does not belong to any separate state but to all the states. The district is named in honour of Columbus, the discoverer of America. The capital owes much to the first President of the USA — George Washington. It was G. Washington, who chose the place for the District and laid in 1790 the corner-stone of the Capitol, where Congress sits. Washington is not the largest city in the USA. It has a population of 900 000 people. Washington is a one-industry town. That industry is government. It does not produce anything except very much scrap paper. Every day 25 railway cars leave Washington loaded with scrap paper. Washington has many historical places. The largest and tallest among the buildings is the Capitol with its great House of Representatives and the Senate chamber. There are no skyscrapers in Washington because no other building must be taller than the Capitol. The White House is the President's residence. All American presidents except George Washington (the White House was not yet built in his time), have lived in the White House. It was built in 1799. It is a two-storied, white building. Not far from the Capitol is the Washington Monument, which looks like a very big pencil. It rises 160 metres and is hollow inside. A special lift brings visitors to the top in 70 seconds from where they can enjoy a wonderful view of the whole city. The Jefferson Memorial was built in memory of the third President of the USA, Thomas Jefferson, who was also the author of the Declaration of Independence. The memorial is surrounded by cherry-trees. The Lincoln Memorial is devoted to the memory of the 16th President of the US, the author of the Emancipation Proclamation, which gave freedom to Negro slaves in America. On the other bank of the Potomac lies the Arlington National Cemetery where President Kennedy was buried. American soldiers and officers, who died in World Wars I and II are buried there too.

**Questions:**

1. What city is the capital of the USA?
2. Where is Washington situated?
3. To which state does the city of Washington belong?

4. In whose honour is the district of Columbia named?
5. Who was the first President of the USA?
6. Who chose the place for the District?
7. Is Washington the largest city in the USA?
8. What is the population of Washington?
9. What industries are situated in the city?
10. What do 25 railway cars leave Washington loaded with?
11. Why are there no sky-scrapers in Washington?
12. Where is the President's residence?
13. When was the White House built?
14. In whose memory was the Jefferson Memorial built?
15. Who is the author of the Declaration of Independence?
16. Which document gave freedom to Negro slaves in America?
17. Who was buried at the Arlington National Cemetery?

#### Vocabulary:

separate — отдельный

to be named in honour — быть названным в честь

except — кроме, за исключением

scrap paper — макулатура

hollow — полый, пустой

to enjoy a wonderful view of — любоваться прекрасным видом

cherry-trees — вишневые деревья

on the other bank — на другом берегу

#### **New York**

New York is the largest city in the USA and the biggest seaport. It is the business centre of the United States. New York is situated in the mouth of the Hudson river. In comparison with such ancient historical cities as, say, Rome, London, Moscow or Paris, New York is quite young. It was founded in 1613 by Dutch settlers. There are five districts in the city: Manhattan, the Bronx, Queens, Brooklyn and Richmond. Manhattan is the central and the oldest part of the city. It is the district of business and finance. It is here in Wall Street that many business offices, banks and the world famous New York stock exchange are situated. The New York stock exchange dominates business life of many countries. The total area of New York is 365 square miles or 900 square kilometres. Its population together with the population of its suburbs amounts to 16 million people. Among the inhabitants of New York one can meet people of almost all nationalities. They settled here during the immigration in the 19th and at the beginning of the 20th century. A traveller who visits New York for the first time wonders at the modern architecture. The Statue of Liberty, which is on Liberty Island, was a present from France in 1876 on the occasion of the 100th anniversary of American independence. This statue and a

few 18th and 19th century churches, hospitals, newspaper offices and other buildings are the only examples of "old" architecture in New York. Wherever your eyes travel, everywhere you can see sky-scrappers. New York, one of the USA leading manufacturing cities, is the home of great firms and banks. The most important branches of industry are those producing vehicles, glass, chemicals and all kinds of machinery. The city has very busy traffic. Its streets and highways are full of cars and buses. The mouth of the Hudson river makes an excellent harbour for numerous passengers and cargo ships from all over the world. Speaking about New York one can't but mention the outstanding role, the city plays, in the cultural life of the country. New York has many museums and art galleries which have collected works of art of many peoples and of all times. Many of them are on constant display in the Metropolitan Museum of Art, the Whitney Museum of Art. Most of the theatres and cinemas are in or near Broadway, the longest street and the biggest shopping district in New York. The Metropolitan and Modern Arts Museums attract many visitors.

#### Questions:

1. What is the largest city in the USA?
2. Where is New York situated?
3. When was the city founded?
4. How many districts are there in New York?
5. What is the central and the oldest part of New York?
6. In which district are many offices situated?
7. What is the population of New York?
8. People of how many nationalities live in the city?
9. What does a traveller who comes to New York for the first time wonder at?
10. How and when did the Statue of Liberty appear in New York?
11. Which industries are situated in New York?
12. What is situated in the mouth of the Hudson river?
13. What are the names of art museums situated in New York?
14. In what street are most of the theatres and cinemas situated?

#### Vocabulary:

to be founded — быть основанным  
Dutch settlers — датские поселенцы  
stock exchange — биржа  
the total area — общая площадь  
suburbs — пригороды  
to amount to — составлять  
to settle — поселиться  
to wonder at smth. — любоваться чем-либо  
sky-scrappers — небоскребы

vehicle — автомобиль, средство передвижения  
highway — автострада  
harbour — пристань  
cargo ships — грузовые корабли  
to be on constant display — постоянно экспонироваться

### **San Francisco**

San Francisco is a special place, very different from most American cities. It lies on a small finger of land with the Pacific Ocean on one side and a huge harbour on the other. San Francisco's population is only about 700 000 but it is the biggest business center in the west of the USA. It is also America's most international city with newspapers in thirty different languages. The city is known as "the Paris of the West". Most people enjoy the climate in San Francisco. It's never too hot and never really cold. The sea winds are healthy and they make you hungry. And it's good to be hungry in San Francisco because the food is fabulous with more than 2600 restaurants serving food from all over the world. There are at least three small cities in San Francisco: "Little Italy", with its pizzerias and restaurants, "Chinatown" with wonderful shops and exciting food and "Japantown". And everywhere you go you will see boats out on the sea, smell fresh and salt and feel the sea wind on your face. If you live in San Francisco you get plenty of exercise, because it's a city of hills. Perhaps that's why the famous cablecars are so popular. And of course the views from the hills are spectacular.

#### **Questions:**

1. Where does San Francisco lie?
2. What is the population of this city?
3. Most people enjoy the climate in San Francisco, don't they?
4. How many small cities are there in San Francisco?
5. What is San Francisco famous for?

#### **Vocabulary:**

finger of land — участок земли  
harbour — гавань  
fabulous — потрясающий  
pizzeria — пиццерия  
cablecar — фуникулер  
spectacular — захватывающий

### **Практическая работа №16**

Тема 3.4. Настоящее продолженное время

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

### **Present Continuous - Настоящее продолженное время**

Времена группы Continuous указывают на процесс, действие, длящееся в определенный момент в прошлом, настоящем или будущем.

Время Present Continuous обычно указывает на процесс, длящийся непосредственно в момент речи. На это могут указывать контекст или такие слова, как now (сейчас), at the moment (в текущий момент) и т.п.:

*Sally is doing her homework at the moment.*

*Салли сейчас делает домашнее задание.*

*Dad and me are fishing now.*

*Мы с папой сейчас рыбачим.*

#### **Образование Present Continuous**

Утвердительные предложения:

I am playing

He / she / it is playing

You are playing

We are playing

They are playing

Вопросительные предложения:

Am I playing?

Is he / she / it playing?

Are you playing?

Are we playing?

Are they playing?

Отрицательные предложения:

I am not playing

He / she / it is not playing

You are not playing

We are not playing

They are not playing

Для того, чтобы поставить глагол в форму времени Present Continuous, требуется вспомогательный глагол to be в настоящем времени и причастие настоящего времени (Participle I) смыслового глагола.

Примечание:

Личные местоимения и вспомогательный глагол часто сокращаются до I'm, he's, she's, it's, we're, you're, they're.

Причастие настоящего времени (Participle I) можно получить, прибавив к начальной форме значимого глагола окончание -ing:

jump – jumping, live – living

В вопросительном предложении вспомогательный глагол выносится на место перед подлежащим, а значимый глагол остается после него:

*Why are you laughing? Почему ты смеешься?*

*Are you using this dictionary? Вы используете этот словарь?*

В отрицательных предложениях за вспомогательным глаголом следует отрицательная частица not. Формы is и are при этом могут быть сокращены до isn't и aren't соответственно.

*Radio is not (isn't) working. Радио не работает.*

### **Случаи употребления Present Continuous**

- Указание на процесс, происходящий непосредственно в момент речи:

*The doctor is conducting an operation now.*

*Врач сейчас проводит операцию.*

- Действие длится ограниченный период времени:

*Robert is on vacation. He's hitchhiking.*

*Роберт в отпуске. Он путешествует автостопом.*

*She is staying in London for a couple of weeks.*

*Она будет в Лондоне пару недель.*

- Когда новое состояние контрастирует с предыдущим:

*Most women aren't staying home these days.*

*В наше время большинство женщин не сидит дома.*

- Когда что-либо меняется, растет или развивается:

*Your son is growing quickly.*

*Твой сын быстро растет.*

*Life is changing fast.*

*Жизнь быстро меняется.*

- Описание характерных свойств человека, часто с негативной окраской:

*Why are you always interrupting people?*

*Почему ты вечно перебиваешь людей?*

- Запланированное действие в будущем, часто с глаголами движения:

*We are landing in Heathrow in 20 minutes.*

*Мы приземляемся в Хитроу через 20 минут.*

### **Примечание:**

Английские глаголы, связанные с восприятием (notice, hear, see, feel ...), эмоциями (love, hate, like ...), процессами умственной деятельности (think,

believe, understand ...), владением (have, possess ...) не используются во временах группы Continuous, потому что они сами по себе обозначают процесс. Вместо них используется время Present Simple:

*I hear you, don't shout.*

*Я слышу тебя, не кричи.*

*I love pancakes.*

*Я люблю блинчики.*

### **Exercises.**

#### **1. Раскройте скобки, употребляя глаголы в Present Continuous.**

(NOW) 1.. Timothy (to feed) his dog. 2. Mr. Jones (to clean) his yard. 3. Nancy (to paint) her kitchen. 4. Our neighbours (to wash) their car. 5. I (to wash) my hair. 6. Who (to fix) your sink? 7. What she (to do) now? – She (to dance). 8. The children (to brush) their teeth. 9. What he (to do) at the moment? – He (to fix) his bicycle. 10. They (to have) a big dinner together. 11. The boys (to run) about the garden. 12. I (to do) my homework. 13. John and his friends (to go) to the library. 14. Ann (to sit) at her desk. She (to study) geography. 15. A young man (to stand) at the window. He (to smoke) a cigarette. 16. The old man (to walk) about the room. 17. The dog (to lie) on the floor. 18. You (to have) break? 19. What language you (to study)? 20 Who (to lie) on the sofa? 21. What they (to talk) about? 22. It still (to rain). 23. I (to open) an umbrella. 24. John (to play) computer games.

#### **2. Переведите на английский язык, употребляя глаголы в Present Continuous.**

(СЕЙЧАС) 1. Я читаю. 2. Он не пишет. 3. Мы не работаем. 4. Вы читаете? 5. Он спит? 6. Коля и Миша играют в футбол. 7. Катя играет на рояле. 8. Она не поет. 9. Моя сестра спит. 10. Папа пьет чай? 11. Твои родители пьют чай? 12. Я не сплю. 13. Она сидит за столом. 14. Мы делаем упражнение. 15. Мы не купаемся. 16. Они играют во дворе? 17. Нина и Аня моют пол. 18. Коля помогает маме. 19. Ты помогаешь папе? 20. Моя сестра читает интересную книгу. 21. Они идут в школу. 21. Вы идете в школу? 22. Он работает? 23 . Твоя бабушка идет в магазин? 24. Он покупает конфеты. 25, Что делает твоя сестра? 26. Где играют дети? 27. Почему ты смеешься? 28. Куда они идут? 29. Что несут эти мальчики?

#### **3. Раскройте скобки, употребляя глаголы в Present Continuous.**

1. My book (to lie) on the table. 2. They (to work). 3. The doctor and her patient (to talk). 4. We (to cook) dinner. My mother (to make) a salad. 5. A young man (to drive) a car. He (to listen) music. 6. My grandfather (to read) a book. 7. The pen (to lie) on the floor. 8. What language you (to study)? 9. She still (to sing). 10. The boys (to run) about in the garden. 11. I (to do) my homework. 12. John and his friends (to go) to the library. 13. Ann (to sit) at her desk. She (to study) geography. 14. A young man (to stand) at the window. He (to smoke) a cigarette. 15. The old man

(to walk) about the room. 16. The dog (to lie) on the floor. 17. What they (to talk) about? 18. It still (to rain).

## **Практическая работа №17**

### **Тема 3.5. Австралия**

**Цель работы:** Развитие умения поиска специфической информации;

развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Выполнение упражнений на знание социокультурной информации о стране. Изучение новой лексики. Чтение и перевод текста.

#### **Australia. The Land of Blue Mountains**

The Great Barrier Reef on the coast of Queensland is a garden under the sea. There are 1,400 different kinds of fish, and more than 300 kinds of coral. Tropical fruit and flowers grow on the beautiful islands. It's not surprising that more holiday-makers come to Queensland every year. Tasmania, the island south of Australia, is small. It is the same size as England. It is also very different from the other states. There are no deserts in Tasmania. It often rains, both in winter and summer. Only a half of million people live in Tasmania, and a large part of the island is still covered with wild, beautiful wild forests. These forests are full of wonderful flowers and interesting animals. In the Northern Territory you will find the red heart of Australia. And it really is red, with red rocks, red sand, and red skies in the evening. Every year, thousands of tourists visit Ayers Rock and a strange group of huge red stones called "the Olgas". But these places are also holy to the Aborigines. They believe that the land itself has life. Sydney is the best known place in New South Wales. In fact, it's the best known place in Australia. But New South Wales has more than cities. There are, for example, the Blue Mountains. They are covered with forests of blue coloured eucalyptus trees. The air above the forest contains millions of microscopic drops of eucalyptus oil. When the sun shines, the air of the Blue Mountains is a real, beautiful blue. Less than a hundred years ago, there was nothing except sheep in Canberra. But then Australians decided to build a capital city. The Work began in 1913. Now, Canberra is an international city, full of diplomats and government offices. It's a beautiful place, with parks, lakes, big open streets and fine buildings. Australia is sometimes called "the lucky country". One reason is the wonderful riches under the earth: gold, silver, iron, coal and many precious metals. The Bass Strait, of the coast of Victoria, has been one of the country's biggest oil fields for many years. South Australia is the driest of all the states, but it does have Murrey River. The river brings greenness and life to the south-east corner. In the early of Australian history, the Murrey River was South Australia's main road. Before real roads and railways came, the river carried people and goods from the east up into the country. Some towns on the Murray still keep the old river boats, and visitors can ride on them. There are two kinds of gold in Western Australia. First, there's real kind — the kind that comes out of the ground. Gold was found in Kalgoorlie in 1893, and the "Golden Mile" was for a time the most expensive piece of land in the world.

Kalgoorlie still exports some gold, but the new gold of Western Australia is wheat. Big farms grow millions of tons of wheat every year, and wheat has become Australia's second biggest export.

Questions:

1. How many kinds of fish are there on the coast of Queensland?
2. What grows on the beautiful islands?
3. Where will you find the red heart of Australia?
4. What is the best known place in New South Wales?
5. Why is the air above the forests blue?
6. Why is Australia sometimes called "the lucky country"?
7. What state is the driest of all?
8. What is the new gold of Western Australia?

Vocabulary:

holiday-maker — отпускник

island — остров

wild — дикий

eucalyptus — эвкалипт

riches — богатства

industry — промышленность

oil — нефть

wheat — пшеница

### **Australian cities**

Complete the passage using the following words:

CHURCHES - MILLION - CITY - PARLIAMENT - PARKS - CAPITAL -  
1973 - OLDEST - BANKS - NEW - SUMMER - BUSIEST - YEAR -  
HARBOUR - ABORIGINAL - SHIP - SEAPORT

### **Sydney, Canberra, Adelaide and Brisbane**

Sydney is a very big \_\_\_\_\_. It is the \_\_\_\_\_ and largest city in Australia. It is also the capital of \_\_\_\_\_ South Wales. Over three \_\_\_\_\_ people live in Sydney. The \_\_\_\_\_ Olympic Games in the \_\_\_\_\_ 2000 were in Sydney. Sydney is located in a beautiful \_\_\_\_\_ called Sydney Harbour. You can see the Sydney Opera House there. It was built in \_\_\_\_\_ and it looks like a big \_\_\_\_\_. Canberra is an \_\_\_\_\_ word. It means "meeting place". Canberra is the \_\_\_\_\_ of Australia. You can see the \_\_\_\_\_ House, the National Library, the National Gallery and the Academy of Science there. \_\_\_\_\_ Adelaide is called the "City of \_\_\_\_\_" because there are a lot of churches there. There are also many nice buildings and \_\_\_\_\_ in Adelaide. Brisbane is a big city and a \_\_\_\_\_ in eastern Australia. Brisbane River flows through Brisbane. The city is situated on both \_\_\_\_\_ of the river. It is Australia's \_\_\_\_\_ river port.

## **The Animals of Australia**

There are many animals in Australia that you cannot see anywhere else. Did you know that? Of course, you did! I personally divide Australian animals into three categories: the good, the bad, the ugly. I think, it's reasonable. Talking of the good animals, we should mention kangaroos in the first place. There are many different types of kangaroo. The biggest are the great grey kangaroos. They are 213 centimetres tall and can run at 56 kilometres per hour. Some run from you then stop and stare. Though we have put kangaroos in the "Good" category, farmers might disagree. Wombats and koalas have many similarities and are probably related. Both have pockets inside their mouths to store food and neither has a tail. The number of koalas is getting smaller. This is partly because of fumes from bush fires. Rescue teams help the koalas by catching them, putting them on respirators, then returning them to their original location when they are better. Australia also has a lot of native marsupial mice that live in the desert. Many of these only come out at night. You know, there are many animals that are "unpopular" in Australia including spiders which are dangerous. You can find these in Sydney. If they are hungry, they will attack anything that moves. They have sharp teeth and poison. Luckily, there is an antidote if you can get to hospital quickly. There have been 12 deaths since 1927. Another animal with sharp teeth and a fatal bite is the shark. However, there are normally a lot of beach patrols and protective nets to stop these from eating you for breakfast. Other animals that are a problem for beach lovers are jellyfish. They look like bubbles of blue bubble gum and they have a painful sting therefore people do not swim when there are many in the water. Other "unpopular" animals include dingoes. These are a cross between wolves and dogs. They are unpopular because they eat farmers' animals. Now what about the ugly animals? A word that people often use to describe a cane toad is ugly! Other words include fat, noisy and disgusting. They are also as big as footballs! The Queensland Government brought cane toads to Australia to eat cane beetles. Unfortunately cane toads can't fly but cane beetles can. Now the toads are more of a problem than the beetles. Hundreds of thousands are born every year. The toads eat everything including rare Australian animals. The toads are also poisonous to eat. Animals that eat them die. Though they are unpopular animals, some people like them and keep them as pets or write songs about them. There are a number of types of crocodiles found in northern Australia, ranging from the potentially dangerous saltwater crocodiles to smaller, more shy, harmless varieties. They have got snakes too although fears of the poisonous types are largely exaggerated. They are generally shy creatures, only too ready to avoid trouble. Thaipan and the tiger are worth keeping away from. That is only a small selection of the creatures of the country. Others include penguins, turtles, seals and possums. In the dry areas, you can see an amazing variety of lizards; some grow to a very hefty size.

### **Questions:**

1. What animals are popular in Australia?
2. What animals have pockets inside their mouths?

3. How do rescue teams help koalas?
4. What animals are "unpopular" in Australia?
5. What words do people often use to describe a cane toad?
6. Are dingoes in the "Good" category?
7. How many cane toads are born every year?
8. Why do animals that eat cane toads die?
9. What snakes are worth keeping away from?
10. What other animals live in Australia?

#### Vocabulary:

ugly — безобразный  
 wombat — вомбат  
 kangaroo — кенгуру  
 to disagree — не соглашаться  
 similiarity — сходство  
 pocket — карман  
 fume — дым  
 rescue team — спасательная команда  
 marsupial — сумчатое животное  
 spider — паук  
 shark — акула  
 dangerous — опасный  
 poison — яд  
 antidote — противоядие  
 jellyfish — медуза  
 sting — укус, жало  
 a cane toad — тростниковая жаба  
 beetle — жук  
 rare — редкий  
 harmless — безопасный  
 to exaggerate — преувеличивать  
 to avoid trouble — избежать опасности  
 taipan — тайпан (ядовитая змея)  
 possum — опосум  
 seal — тюлень, морской котик  
 lizard — ящерица

#### Страноведческий тест

1. What is the capital of Australia?  
a) Canberra; b) London; c) Sydney
2. Australia has an area of about...  
a) 10 mln. sq. km; b) 5 mln. sq. km; c) 8 mln. sq. km.
3. The greatest river of Australia is...  
a) the Murray; b) the Severn; c) the Thames
4. Australia is rich in...  
a) oil; b) gas; c) minerals

5. What is the main occupation in Australia?  
a) agriculture; b) fishing; c) swimming
6. The population of Australia is about...  
a) 10 mln.; b) 15 mln.; c) 5mln.
7. The Commonwealth of Australia consists of...  
a) 6 states; b) 2 states; c) 4 states
8. The Federal Parliament consists of the Senate and...  
a) the House of Commons; b) the House of Representatives; c) the House of Canberra
9. Who is formally the head of the state?
10. The federal government is headed by...  
a) the Prime Minister ; b) King of England; c) the President
11. The eastern part of Australia was discovered by...  
a) Livingston; b) Captain Cook; c) Brown
12. The strangest animals of Australia are...  
a) the echidna; b) the lion; c) the platypus; d) the elephant.
13. Which bird is represented on the coat-of-arms (герб)?  
a) the kivi b) the emu c) the duck
14. A typical Australian is ....  
a) a fishman b) a farmer c) townsman
15. Which sports are popular in Australia?
16. What do the aborigines like to do?

### **Практическая работа №18**

#### **Тема 3.6. Простое настоящее время**

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

#### **Present Simple - простое настоящее время**

Время Present Simple обозначает действие в настоящем в широком смысле слова. Оно употребляется для обозначения обычных, регулярно повторяющихся или постоянных действий, например, когда мы говорим о чьих-либо привычках, режиме дня, расписании и т. д., т. е. Present Simple обозначает действия, которые происходят в настоящее время, но не привязаны именно к моменту речи.

## Образование Present Simple

Утвердительные предложения:

I play

He / she / it plays

You play

We play

They play

Вопросительные предложения:

Do I play?

Does he / she / it play?

Do you play?

Do we play?

Do they play?

Отрицательные предложения:

I do not play

He / she / it does not play

You do not play

We do not play

They do not play

Английский глагол во временной форме Present Simple почти всегда совпадает со своей начальной, то есть указанной в словаре, формой без частицы to. Лишь в 3-ем лице единственного числа к ней нужно прибавить окончание -s:

*I work – he works*

Если глагол оканчивается на -s, -ss, -sh, -ch, -x, -o, то к нему прибавляется окончание -es:

*I wish – he wishes*

К глаголам на -у с предшествующей согласной тоже прибавляется окончание -es, а -у заменяется на -i-:

*I try – he tries*

Если же глагол оканчивается на -у с предшествующей гласной, то -у сохраняется и добавляется только окончание -s:

*I play – he plays*

Для того, чтобы построить вопросительное предложение, перед подлежащим нужно поставить вспомогательный глагол. Время Present Simple используется без него, поэтому в этом случае добавляется вспомогательный глагол do (или does в 3 л. ед. ч.):

*Do you like rock? Тебе нравится рок?*

*Does he speak English? Он говорит по-английски?*

В отрицательных предложениях тоже используется вспомогательный глагол do/does, но не перед подлежащим, а перед глаголом. После него

прибавляется отрицательная частица not. Do/does и not часто сокращаются до don't и doesn't соответственно:

*I do not like black coffee. Я не люблю черный кофе.*

*She doesn't smoke. Она не курит.*

### **Случаи употребления Present Simple**

- Регулярные, повторяющиеся действия:

*I often go to the park. Я часто хожу в парк.*

*They play tennis every weekend. Каждые выходные они играют в теннис.*

- Действие в настоящем в широком смысле слова:

*Jim studies French. Джим изучает французский.*

*We live in Boston. Мы живем в Бостоне.*

- Общеизвестные факты:

*The Earth goes round the Sun. Земля вращается вокруг солнца.*

*The Volga is the longest river in Europe. Волга – самая длинная река в Европе.*

- Перечисление последовательности действий:

*We analyse what our clients may need, develop a new product, produce a sample, improve it and sell it. Мы анализируем, что может понадобиться нашим клиентам, разрабатываем новый продукт, изготавливаем образец, дорабатываем его и продаем.*

- Некоторые случаи указания на будущее время (если имеется в виду некое расписание или план действий, а также в придаточных предложениях времени и условия):

*The airplane takes off at 2.30 p.m. Самолет взлетает в 14:30.*

*When you see a big green house, turn left. Когда вы увидите большой зеленый дом, поверните налево.*

### **Exercises**

#### **1. Раскройте скобки, употребляя глаголы в *Present Simple*.**

(USUALLY) 1. My sister (to get) up at eight o'clock. 2. She (to be) a school-girl. She (to go) to school in the afternoon. 3. Jane (to be) fond of sports. She (to do) her morning exercises every day. 4. For breakfast she (to have) two eggs, a sandwich and a cup of tea. 5. After breakfast she (to go) to school. 6. It (to take) him two hours to do his homework. 7. She (to speak) French well. 8. My working day (to begin) at seven o'clock. I (to get) up, (to switch) on the radio and (to do) my morning exercises. It (to take) me fifteen minutes. At half past seven we (to have) breakfast. My father and I (to leave) home at eight o'clock. He (to take) a bus to his factory. My mother (to be) a doctor, she (to leave) home at nine o'clock. In the evening we (to gather) in the living-room. We (to watch) TV and (to talk).

#### **2. Дополните предложения, используя следующие глаголы:**

*cause(s) connect(s) drink(s) live(s) open(s) speak(s) take(s)*

- 1 Tanya .. .... German very well.
- 2 I don't often ..... .. coffee.
- 3 The swimming pool . . .... at 7.30 every morning.
- 4 Bad driving ... . . . . many accidents.
- 5 My parents ..... in a very small flat.
- 6 The Olympic Games .. ..... place every four years.
- 7 The Panama Canal ..... the Atlantic and Pacific Oceans.

### 3. Поставьте глаголы в правильную форму:

- 1 Julie ..... (not *I* drink) tea very often.
- 2 What time ..... (the banks *I* close) here?
- 3 I've got a car, but I ..... (not *I* use) it much.
- 4 'Where ... . . . . (Ricardo *I* come) from?' 'From Cuba.'
- 5 'What . . . . . (you *I* do)? I'm an electrician.'
- 6 It ..... (take) me an hour to get to work.  
How long..... (it *I* take) you?
- 7 Look at this sentence. What ..... (this word *I* mean)?
- 8 David isn't very fit. He .... . . . . . (not *I* do) any sport.

### 4. Задайте специальные вопросы, используя слова в скобках:

1. Paul plays tennis very well. (How)
2. Many birds fly south every summer. (How often)
3. Jack usually goes to work on Saturdays. (When)
4. France has a lot of high mountains. (What)
5. You always wear glasses. (What)
6. Most of the students study well. (How many)
7. He thinks that school is boring. (Who)
8. The Volga flows into the Caspian Sea. (Where)
9. We drink coffee very often. (Who)
10. My children usually skate on the skating ring in our yard. (Whose)

### 5. Раскройте скобки, употребляя глаголы в Present Simple:

- 1) They \_\_\_\_\_ hockey at school. (to play)
- 2) She \_\_\_\_\_ e-mails. (not/to write)
- 3) \_\_\_\_\_ you \_\_\_\_\_ English? (to speak)
- 4) My parents \_\_\_\_\_ fish. (not/to like)
- 5) \_\_\_\_\_ Anne \_\_\_\_\_ any hobbies? (to have)
- 6) Andy's brother \_\_\_\_\_ in an office. (to work)
- 7) Leroy \_\_\_\_\_ very fast. (can/not/to read)
- 8) \_\_\_\_\_ Jim and Joe \_\_\_\_\_ the flowers every week? (to water)
- 9) Yvonne's mother \_\_\_\_\_ a motorbike. (not/to ride)
- 10) \_\_\_\_\_ Elisabeth \_\_\_\_\_ cola? (to drink)

### 6. Сделайте отрицательные предложения:

1. This book costs much.

2. I like this hotel.
3. His mother works in the garden.
4. My friend comes from Australia.
5. His parents learn Spanish.
6. My friends speak English fluently.
7. Her aunt works on Saturdays.
8. We buy English magazines.
9. Your husband cooks very well.
10. Paul lives in the UK.

**7. Переведите на английский язык, употребляя глаголы в форме Present Simple.**

1. Я изучаю английский язык
2. Его младший брат ученик
3. Она не работает
4. Он всегда очень занят
5. Он разговаривает по-немецки?
6. Моя мама любит классическую музыку
7. Они не хотят идти в кино
8. Где ваши родители?
9. Она не играет в шахматы
10. Он никогда не просыпается рано
11. Она делает зарядку каждый день?
12. Они ходят в театр раз в месяц
13. Я помогаю маме по хозяйству очень часто
14. Вы пьете кофе утром?
15. Он редко ходит в кино
16. Она не читает газет
17. Эти девочки не работают, они учатся

**8. Переведите на английский язык, употребляя глаголы в форме Present Simple.**

Мой дядя инженер. Он очень занят. Его рабочий день начинается рано утром. Он встает в семь часов. Он умывается, одевается и завтракает. После завтрака он идет на работу. Он работает в институте. Он любит свою работу. Он женат. Его жена врач. Она работает в больнице. Вечером она изучает французский язык. Она посещает курсы французского языка. Мой дядя не говорит по-французски. Он говорит по-русски и по-немецки. Он изучает английский язык. Вечером он посещает курсы английского языка. Сын моего дяди ученик. Он ходит в школу. В школе он изучает английский язык.

**Практическая работа №19**

Тема 3.7. Новая Зеландия

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Выполнение упражнений на знание социокультурной информации о стране. Изучение новой лексики. Чтение и перевод текста.

### **New Zealand**

New Zealand is an island country in the Southwest Pacific Ocean. It lies about 1 600 km southeast of Australia and about 10 500 km southwest of California. New Zealand belongs to a large island group called Polynesia. The country is situated on two main islands — the North Island and the South Island — and several dozen smaller islands. Most of the smaller islands are hundreds of kilometers from the main ones. Wellington is the capital of New Zealand and Auckland is the largest city. English is the official language of New Zealand and is spoken throughout the country. Many native people speak their own language, Maori, in addition to English. The country once belonged to the British empire. Today it is an independent member of the Commonwealth of Nations, an association of Britain and a number of its former colonies. New Zealand is a constitutional monarchy. The British Monarch, Queen Elizabeth II of the United Kingdom, is the monarch of New Zealand. She appoints a governor general to represent her, but the governor general has little power. The legislation, prime minister, and Cabinet run the national government. Britain gave New Zealand a constitution in 1852, when it was a British colony. But through the years the New Zealand legislature has changed almost all its provisions. Today, the nation has no written constitution. The first people who settled in New Zealand were a brown-skinned people called Maoris. They came from Polynesian islands located northeast of New Zealand. The country was discovered by Europeans in 1642, but they did not start to settle in the islands until the late 1700's. Today, most New Zealanders are descendants of the early European settlers. Maoris make up about 12% of the country's population. New Zealand has one of the highest standards of living in the world. For many years, the economy of the country depended largely on agriculture. Today agriculture, manufacturing, and service industries are all important to the economy. New Zealand's economy depends on trade with many countries - Australia, Britain, Japan and the United States.

### **Questions:**

1. Where is New Zealand situated?
2. What city is the capital of New Zealand?
3. What languages do people in New Zealand speak?
4. What is the official language in New Zealand?
5. Who is New Zealand's head of state?
6. Who runs the national government?
7. Who were the first people to live in New Zealand?
8. What are the main industries of the country?

## Vocabulary:

to lie — находиться  
is situated — расположена  
the North Island — Северный остров  
the South Island — Южный остров  
dozen — дюжина  
capital — столица  
official language — государственный язык  
Maori — маорийский язык  
the Commonwealth of Nations — Содружество  
the United Kingdom. — Соединенное Королевство  
to appoint — назначать  
governor general — генерал-губернатор  
to represent — представлять  
legislation — законодательная власть  
prime minister — премьер-министр  
Cabinet — кабинет  
government — правительство  
provision — положение  
brown-skinned — с коричневой кожей  
to settle — селиться  
New Zealander — новозеландец  
descendant — потомок  
settler — поселенец  
to make up — составлять  
population — население  
standard of living — уровень жизни  
agriculture — сельское хозяйство  
manufacturing industry — обрабатывающая промышленность  
service industry — сфера услуг  
trade — торговля

## New Zealand Way of Life

New Zealand have a high standard of living. New Zealanders eat more butter and meat per person than do the people of any other country. The government's medical program provides excellent health care. About 70% of New Zealand people own their houses. Almost every family has a car. Most New Zealanders live in singlefamily houses with a small vegetable gardens. In the larger cities, some people live in highrise apartment buildings. Almost in every New Zealand home there are refrigerators, wash mashines, and other modern electrical appliances. But air conditioning and central heating are rare because the weather rarely becomes extremely hot or extremely cold. In summer, New Zealanders prefer to keep windows open. In winter, fireplaces or electric heater keep the homes warm. Although about fourfifths of New Zealand's population live in urban areas, cities

are uncrowded. Traffic jams seldom occur, even in downtown areas. Large cities have excellent restaurants, milk bars, theatres, concert halls, and other places of entertainment. City life in New Zealand tends to be rather quiet. However it is changing in larger cities, where international tourism is developing rapidly. Near a fifth of New Zealand's people live in rural areas — in some of them, small settlements are linked by good roads. But in other areas, rancher's nearest neighbours may live kilometers away. Some ranchers live almost in isolation. Nevertheless, most farms and ranches have electricity. Many farm families run their farms with little or no hired help.

Questions:

1. Who pays for health care in New Zealand?
2. How many New Zealanders own their houses?
3. Where do the most New Zealanders live?
4. Are central heating and air conditioning popular in New Zealand? Why?
5. What does city life in New Zealand look like?
6. How do New Zealand farmers live?

Vocabulary:

New Zealander — новозеландец  
standard of living — уровень жизни  
government — правительство  
to provide — предоставлять  
health care — здравоохранение  
to own — владеть  
single-family — на одну семью  
vegetable garden — огород  
high-rise apartment building — многоэтажный жилой дом  
refrigerator — холодильник  
wash mashine — стиральная машина  
electrical appliances — бытовая техника  
air conditioning — кондиционирование  
central heating — центральное отопление  
extremely — слишком  
to prefer — предпочитать  
fireplace — камин  
electric heater — электрический обогреватель  
urban — городской  
uncrowded — малонаселенный  
traffic jams — пробки на дорогах  
downtown — центр города  
entertainment — развлечение  
to tend — иметь тенденцию быть  
rapidly — быстро  
rural — сельскохозяйственный

settlement — поселок, деревня  
to link — связывать  
rancher — фермер  
nevertheless — тем не менее  
electricity - электричество  
hired help — наемная рабочая сила

### Страноведческий тест

1. What are the aboriginal people of New Zealand called?
2. What does New Zealand consist of?
3. What can you say about the climate of New Zealand?
4. What is the national emblem of New Zealand?
5. Name the main cities in North Island.
6. Name the main cities in South Island.
7. What is the capital of New Zealand?
8. Which natural resources of New Zealand do you know?
9. New Zealand is sometimes called ..... .
10. When has Wellington been the capital of New Zealand?
11. Who was "Tara" (Maori legend)?
12. Where are parliament and government buildings situated?
13. How did the aborigines call New Zealand?
14. Which island is larger and very beautiful?
15. What is New Zealand famous for?
16. How long did the Maori Wars last?
17. What did the Maoris defend?
18. How did the Maori Wars end?
19. Which sports in summer and winter are very popular in New Zealand?
20. The Maori children learn ..... as soon as they can walk.
21. How much is the population of New Zealand?
22. What kind of state is New Zealand?
23. Who represents the King or Queen of England?
24. The Parliament of New Zealand consists of ..... .
25. What are the main political parties of New Zealand?

### Практическая работа №20

Тема 3.8. Сравнение времен Present Simple и Present Continuous

**Цель работы:** Закрепление пройденного грамматического материала;

**Ход работы:** Повторение времен Present Simple и Present Continuous.

Выполнение упражнений.

### Exercises.

**1. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

I (to read) now. He (to sleep) now. We (to drink) tea now. They (to go) to school now. I (not to sleep) now. She (not to drink) coffee now. I (to read) every day. He (to sleep) every night. We (to drink) tea every morning. They (to go) to school every morning. I (not to sleep) in the daytime. She (not to drink) coffee after lunch. We (not to watch) TV now. They (not to eat) now. My mother (not to work) now. You (to work ) now? He (to play) now? They (to eat) now? Your sister (to rest) now? What you (to do) now? What you (to read) now? What they (to eat) now? What your brother (to drink) now? We (not to watch) TV in the morning. They (not to eat) at the lesson. My mother (not to work) at an office. You (to work) every day? He (to play) in the afternoon? They (to eat) at school? Your sister (to rest) after school? What you (to do) every morning? What you (to read) after dinner? What they (to eat) at breakfast? What your brother (to drink) in the evening?

**2. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

1. I (not to drink) coffee now. I (to write) an English exercise. 2. I (not to drink) coffee in the evening. I (to drink) coffee in the morning. 3. Your friend (to do) his homework now? 4. Your friend (to go) to school in the morning? 5. Look! The baby (to sleep). 6. The baby always (to sleep) after dinner. 7. My grandmother (not to work). She is on pension. 8. My father (not to sleep) now. He (to work) in the garden. 9. I usually (to get) up at seven o'clock in the morning. 10. What your sister (to do) now? - - She (to wash) her face and hands. 11. When you usually (to come) home from school? — I (to come) at three o'clock. 12. Where your cousin (to work)? -- He (to work) at a hospi-taJ. 13. Your *sister (to study) at an institute?* - No, she (to study) at school. 14. My cousin (to go) to school every day. 15. My mother (not to play) the piano now. She (to play) the piano in the morning.

**3. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

1. I (to read) books in the evening. 2. I (not to read) books in the morning. 3. I (to write) an exercise now. 4. I (not to write) a letter now. 5. They (to play) in the yard now. 6. They (not to play) in the street now. 7. They (to play) in the room now? 8. He (to help) his mother every day. 9. He (to help) his mother every day? 10. He (not to help) his mother every day. 11. You (to go) to school on Sunday? 12. My friend (not to like) to play football. 13. I (not to read) now. 14. He (to sleep) now? 15. We (not to go) to the country in winter. 16. My sister (to eat) sweets every day. 17. She (not to eat) sweets now. 18. They (to do) their homework in the afternoon. 19. They (not to go) for a walk in the evening. 20. My father (not to work) on Sunday. 21. He (to work) every day.

**4. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

1. They (to read) many books. 2. They (to read) many books? 3. They (not to read) many books. 4. The children (to eat) soup now. 5. The children (to eat) soup now? 6. The children (not to eat) soup now. 7. You (to play) volley-ball well? 8. When you (to play) volley-ball? 9. What Nick (to do) in the evening? 10. He (to go) to the cinema in the evening? 11. We (not to dance) every day. 12. Look! Kate (to dance). 13. Kate (to sing) well? 14. Where he (to go) in the morning? 15. He (not to sleep) after dinner. 16. My granny (to sleep) after dinner. 17. When you (to sleep)? 16. Nina (not to sleep) now. 19. Where John (to live)? - - He (to live) in England.

**5. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

1. I (to write) a composition now. 2. I (not to drink) milk now. 3. I (to go) for a walk after dinner. 4. I (not to go) to the theatre every Sunday. 5. He (not to read) now. 6. He (to play) now. 7. He (to play) now? 8. My mother (to work) at a factory. 9. My aunt {not to work) at a shop. 10. You (to work) at an office? 11. My friend (to live) in St. Petersburg. 12. My cousin (not to live) in Moscow. 13. The children (not to sleep) now. 14. The children (to play) in the yard every day. 15. They (not to go) to the stadium on Monday. 16. She (to read) in the evening. 17. She (not to read) in the morning. 18. She (not to read) now. 19. Your father (to work) at this factory? 20. You (to play) chess now? 21. Look at the sky: the clouds (to move) slowly, the sun (to appear) from behind the clouds, it (to get) warmer. 22. How is your brother? - - He is not well yet, but his health (to improve) day after day. 23. Listen! Who (to play) the piano in the next room?

**6. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

1. What you (to do) here now? - - We (to listen) to tape-recordings. 2. You (to want) to see my father? - Yes, I ... 3. Michael (to know) German rather well. He (to want) to know English, too, but he (to have) little time for it now. 4. What magazine you (to read)? - - It (to be) a French magazine. There (to be) good articles on sports here. You (to be) interested in sports? - - Yes, I .... But I (not to know) French. 5. We (to have) an English lesson now. 6. Lena usually (to prepare) her homework at the institute? - - No, she ... . As a rule, she (to work) at home. — And what she (to write) now? -Oh, she (to write) an article for our wall newspaper. 7. Who that man (to be) who (to stand) in the doorway? - - You (not to recognize) him? It (to be) John, my cousin. 8. I (to have) no time now, I (to have) dinner. 9. Your family (to leave) St. Petersburg in summer? - Yes, we always (to go) to the sea-side. We all (to like) the sea. Mother (to stay) with us to the end of August, but father (to return) much earlier. 10. Where Tom and Nick (to be) now? — They (to have) a smoke in the garden.

**7. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

1. It (to take) me forty minutes to get to school. 2. Hello, Pete, where you (to go)? — I (to hurry) to school. 3. When your lessons (to begin) on Monday? — They (to

begin) at nine o'clock. 4. Where your sister (to be)? — She (to do) her homework in the next room. 5. It usually (to take) me an hour to do my written exercises. 6. Where Boris (to be)? I (to look) for him. - - He (to have) dinner. 7. In the evening I often (to go) to see my friends. 8. On Sunday we sometimes (to go) to the cinema or to a disco club. 9. Andrew (to get) up very early as he (to live) far from school, He (to be) never late. 10. It (to be) six o'clock in the evening now. Victor (to do) his homework. His sister (to read) a book. His mother and grandmother (to talk). 11. I (to write) a letter to my grandmother who (to live) in Novgorod. I (to write) to her very often.

### **8. Раскройте скобки, употребляя глаголы в *Present Continuous* или в *Present Simple*.**

One Sunday Agnes and her mother went to the zoo. Agnes was very excited. She was interested in everything she saw. "Mother, look," she said. "There (to be) a monkey in this cage. It (to eat) an apple. Now it (to give) a bite to another monkey. I (to think) monkeys (to like) apples very much." "Yes, dear," said her mother. "Now I (to want) to go and see the lions and tigers. Where they (to live), mother?" "In that big house over there. Come along." Agnes enjoyed herself very much in the lion house. "Mother," she said, "the tiger (to want) a drink: it (to go) to the dish of water there in the corner. And the lion (to look) right at me. You (to think) it (to want) to eat me up? When the lions and tigers (to have) their dinner, mother?" "The keepers (to bring) them great pieces of meat every day at four o'clock. And they (to make) a big noise before their dinner time, so everybody (to know) they (to be) hungry."

### **9. Переведите на английский:**

1. Позвони ему сейчас. Мы думаем, он еще не спит. 2. Она сейчас много учит. Она сдает экзамены завтра. 3. Мэри не видит, что мы на нее смотрим. Она читает газету с большим интересом. 4. Где Ника и Джон? — У них урок французского языка. У них всегда французский язык по вторникам. 5. Давайте покатаемся на велосипедах. Дождя нет. 6. Мои братья работают инженерами на фирме. Они говорят, им очень нравится их работа. 7. Ваш сын ходит в садик? — Да, она в старшей группе. — Вы помогаете ей? — Постоянно. 8. Моя мама хорошо знает математику. Она помогает студентам решить контрольные работы. 9. Послушай. Звонит телефон. 10. Мой сын хорошо успевает в университете. Он тратит слишком мало времени на спорт и слишком много времени на уроки. 11. Где ты обычно проводишь отпуск? — В Белоруссии. Мои родители живут там. — Там есть река или озеро? — Там есть большое и красивое озеро. Я хорошо провожу там время. 12. Мой брат живет далеко от меня. Я не часто его вижу. 13. Куда ты торопишься? — В кино. Мой друг ждет меня около кинотеатра. 14. Кому принадлежит этот дом? — Это дом моего дяди. 15. Сколько стоит этот смартфон? — 200 долларов. 16. С кем она разговаривает? — Со своим начальником. 17. Мой брат дипломат. Он часто ездит за границу. 18. Мужчина так пристально смотрит на вас. Вы его знаете? 19. Что ты слушаешь? — Я слушаю народные песни, я очень люблю их. 20. У моего брата есть автомобиль, но я никогда им не пользуюсь. Я хочу купить свой автомобиль. 21. Позвони на вокзал и

узнай, когда приходит поезд из Берлина. 22. Я не люблю ее. Она постоянно ворчит. 23. Ты часто пишешь своим родителям? — Каждую неделю. 24. Не бери эту книгу. Мой брат читает ее, 25. Темнеет. Включи свет 26. Я никогда не езжу на работу. Я всегда хожу пешком 27. Ты идешь в университет? — Нет. Я иду в библиотеку. 28. Она очень рассеянная. Она постоянно теряет вещи. 29. Моя сестра живет сейчас в Москве. Она там учится в Московском университете. 30. Дождь все еще идет? — Да.

#### **10. Переведите на английский:**

1. Мы уезжаем в среду в 9 часов утра. Мы встречаемся на вокзале в 8.30 2. За что он ей так нравится? — Она говорит, что он добрый и умный. 3. Вы помните меня? Мы вместе учились в университете. 4. Почему бы нам не поехать на велосипеде за город в Субботу? — Хорошая идея. 5. Джон сейчас очень занят. Он строит гараж. 6. Когда приезжает твой отец? — Через неделю. 7. Что ты думаешь об этом фильме? — Он скучноват. 8. О чем ты думаешь? — Я думаю о своем детстве. 9. В котором часу закрывается магазин? — В восемь. 10. Когда начинается спектакль? — В семь часов вечера. 11. Какие товары экспортирует ваша страна? 12. Над чем вы смеетесь? — Том рассказал нам смешную историю. 13. Он никогда не пропускает занятия без уважительных причин. 14. Мои родители сейчас на море. Они хорошо проводят время. 15. Что ты ищешь? — Ключи от машины. 16. По - чему ты меня не слушаешь? Это очень важно. 17. Неужели ты не любишь футбол? Это такая захватывающая игра. 18. Я завтра встречаюсь с Аней. Мы играем в теннис. 19. Что ты здесь делаешь? — Просматриваю новые журналы. Я делаю это каждую неделю. 20. Почему вы изучаете английский? — Собираюсь поехать за границу на несколько месяцев. Кроме того, английский мне нужен для научной работы. 21. О чем они говорят? — Думаю, они обсуждают итоги конференции. 22. Ты мажешь выключить телевизор. Я не смотрю его. 23. Кто присматривает за твоими детьми, когда ты на работе? — Как правило, моя мать. Она сейчас не работает. 24. Почему ты так сердит? Почему ты кричишь на меня? 25. Она не любит мясо, она предпочитает рыбу. 26. В ее диктанте много ошибок, хотя обычно она делает мало ошибок. 27. Конференция начинается 8 июня и заканчивается 14 июня. 28. Где Аня? — Она принимает душ. 29. Почему ты не пишешь ей? — Я не знаю ее адреса. 30. Она не знает, когда приедет ее брат.

### **Практическая работа №21**

#### **Тема 3.9. Канада**

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Выполнение упражнений на знание социокультурной информации о стране. Изучение новой лексики. Чтение и перевод текста.

## CANADA

Canada is an independent federative state. It is one of the most developed countries. Canada consists of ten provinces and two territories.

It is situated on the North American continent. The country is washed by the Pacific Ocean in the west, by the Atlantic Ocean in the east and by the Arctic Ocean and its seas in the north. About 2 percent of the Canadian territory is covered by glacier ice.

The eastern parts of the country are mainly valleys and plains. The western territories are occupied by the Cordilleras.

The main Canadian islands are Newfoundland, Victorian Island, Baffin Island and others. There are a lot of rivers and lakes in Canada. The largest rivers are the Nelson, the Ottawa, the Mackenzie and the Yukon.

In size Canada is the second in the world after Russia. Its area is almost 10 million km<sup>2</sup>. The capital of Canada is Ottawa, which is situated on the bank of the Ottawa River. It is famous for its beautiful parks. It is also known as the city of bridges.

The most developed industries are timber, mining, chemical, meat and milk and food industries. Canada grows wheat, barley, flax, potatoes, vegetables and fruit. Fishing is also one of the prosperous industries.

Official languages of Canada are English and French. Canada is a founding member of the United Nations. It has been active in a number of major UN agencies.

### **Vocabulary:**

independent federative state – независимое федеративное государство

the most developed – наиболее развитый

provinces - провинции

territories - территории

the west - запад

the east - восток

percent - процент

is covered - покрыты

glacier ice - ледник

are occupied by - заняты

bank - берег

bridge - мост

timber – лесная промышленность

mining – горная промышленность

chemical – химическая промышленность

wheat - пшеница

barley - ячмень

flax - лен

prosperous - процветающий

founding member - основатель

United Nations – Организация Объединенных Наций

major UN agencies – основные учреждения ООН

**1) Make up these sentences.**

- 1) on the North American continent / is / it / situated.
- 2) a lot of / there are / in Canada / rivers and lakes .
- 3) of Canada / are / English and French / official languages.
- 4) consists of / Canada / ten / territories / and / provinces / two.

**2) Answer the questions.**

1. What does Canada consist of?
2. Where is it situated?
3. What oceans is Canada washed by?
4. What are there in the eastern part of the country?
5. What are the main Canadian islands?
6. What are the largest rivers?
7. What is the size of Canada?
8. What is its area?
9. What is the capital of Canada? Where is it situated? What is it famous for?
10. What are the most developed industries?
11. What are grown in Canada?
12. What are the official languages?

**3). Fill in the missing words.**

Largest / flax / continent / an / eastern / Ocean / parks / provinces / developed western
--

Canada is 1) ... independent federative state. It is one of the most 2) ... countries. Canada consists of ten 3) ... and two territories. It is situated on the North American 4) .... The country is washed by the Pacific 5) ... in the west. The 6) ... parts of the country are mainly valleys and plains. The 7) ... territories are occupied by the Cordilleras. The 8) ... rivers are the Nelson, the Ottawa, the Mackenzie and the Yukon. Ottawa is famous for its beautiful 9) .... Canada grows wheat, barley, 10) ..., potatoes, vegetables and fruit.

**4) True or false.**

- 1) Canada is the most developed country.
- 2) Canada consists of two provinces and ten territories.
- 3) It is situated on the South American continent.
- 4) The country is washed by the Arctic Ocean in the south.
- 5) The largest rivers are Newfoundland, Victorian Island, Baffin Island and others.
- 6) In size Canada is the first in the world.

**5) Quiz.**

- 1. Canada is surrounded by \_\_\_\_ oceans.  
A. 1 B. 2 C. 3 D. 4
- 2. What is the capital of Canada?  
A. Ottawa B. Québec C. Vancouver D. Montreal
- 3. Canada's national animal is the...  
A. Grizzly bear. B. Moose. C. Beaver. D. Eagle.
- 4. Canada owns \_\_\_\_% of the world's forests.  
A. 5 B. 10 C. 15 D. 20
- 5. Who were the first inhabitants of Canada?  
A. American people B. Aboriginal people C. European people D. Eskimos
- 6. Ice hockey is the national winter sport of the country. What is the national summer sport?  
A. Lacrosse B. Basketball C. Football D. Rugby
- 7. Niagara falls belongs to...  
A. Canada. B. The USA. C. Both of them. D. None of them.
- 8. How big is the population of the country?  
A. More than 10 million people B. More than 20 million people C. More than 30 million people  
D. More than 40 million people
- 9. In 2010 the Winter Olympic Games were held in Vancouver. There was another occasion when Canada was a host for the games. When was it?  
A. 1948 B. 1956 C. 1972 D. 1988

## **Canada**

Canada is the second largest country in the world. Only Russia has a greater land area. Canada is situated in North America. Canada is slightly larger than the United States, but has only about a tenth as many people. About 28 million people live in Canada. About 80% of the population live within 320 km of the southern border. Much of the rest of Canada is uninhabited or thinly populated because of severe natural conditions. Canada is a federation of 10 provinces and 2 territories. Canada is an independent nation. But according to the Constitution Act of 1982 British Monarch, Queen Elizabeth II of the United Kingdom is recognized as Queen of Canada. This symbolizes the country's strong ties to Britain. Canada was ruled by Britain completely until 1867, when Canada gained control of its domestic affairs. Britain governed Canada's foreign affairs until 1931, when Canada gained full independence. Canada's people are varied. About 57% of all Canadians have some English ancestry and about 32% have some French ancestry. Both English and French are official languages of the country. French Canadians, most of whom live in the provinces of Quebec, have kept the language and customs of their ancestors. Other large ethnic groups are German, Irish and Scottish people. Native people — American Indians and Eskimos — make up about 2% of the country's population. 77% of Canada's people live in cities or towns. Toronto and Montreal are the largest urban areas. Ottawa is the capital of the country. Today, maintaining a sense of community is one of the major problems in Canada because of differences among the provinces and territories. Many Canadians in western and eastern parts of the country feel that the federal government does not pay enough attention to

their problems. 80% of Quebec's population are French Canadians. Many of them believe that their province should receive a special recognition in the Canadian constitution.

Questions:

1. Where is Canada situated?
2. How many people live in Canada?
3. Where do most Canadians live?
4. Who is the head of state in Canada?
5. When did Canada gain its independence?
6. What are the official languages in Canada?
7. What people live in Canada?
8. What is the main problem facing Canada today?

Vocabulary:

land area — площадь

population — население

border — граница

uninhabited — незаселенный

thinly populated — малонаселенный

severe — суровый

natural conditions — природные условия

independent — независимый

Constitution Act — конституционный акт

to recognize — признавать

ties — связи

to rule — править

domestic affairs — внутренние дела

to govern — управлять

foreign affairs — иностранные дела

ancestry — происхождение

official language — государственный язык

custom — обычай

ancestors — предки

Indians — индейцы

to make up — составлять

urban — городской

to maintain — сохранять

community — общность

to pay attention — уделять внимание

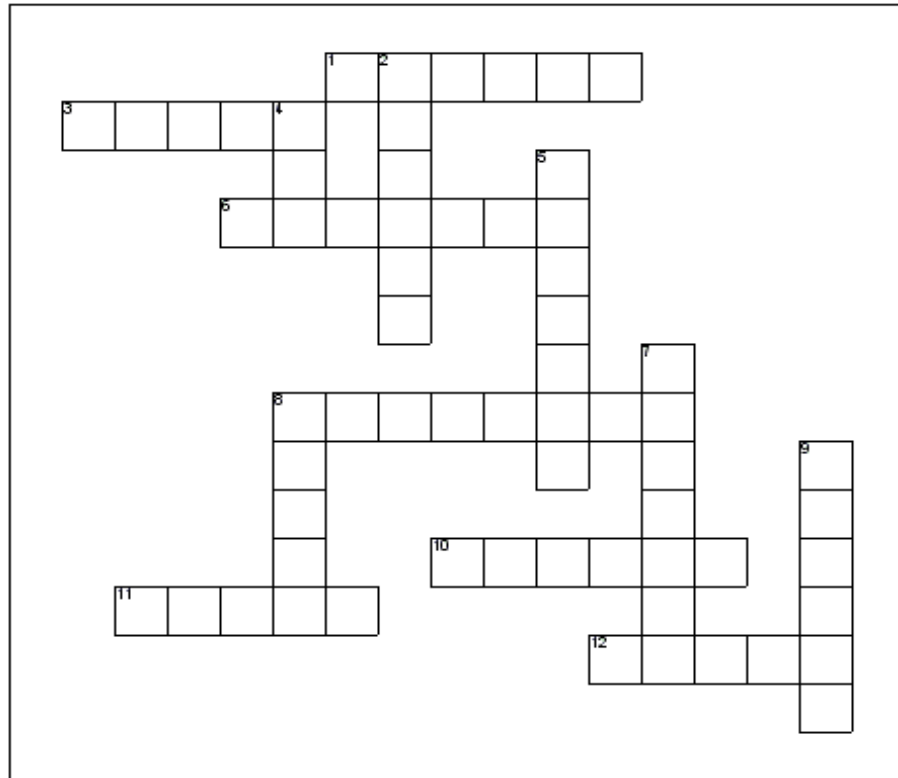
recognition — признание

### **Страноведческий тест**

1. What is the capital of Canada?  
a) London; b) Montreal; c) Ottawa

2. The British queen is also the queen of Canada. What official is the real head of the Canadian government?
3. Canada has an area of nearly ... square km.:  
a) 10 mln.; b) 20 mln.; c) 15 mln.
4. Its western coast is washed by ....  
a) the Pacific Ocean; b) the Indian Ocean; c) the Atlantic Ocean.
5. Who was the first settlers in Canada?  
a) Indians; b) Pilgrims; c) Eskimos; d) Maori people
6. How many Canadians speak French?
7. Kings and navigators begun to dream of .... across the sea.  
a) fish; b) the riches; c) ships
8. .... became the first important industry of Canada.  
a) ship-building; b) motor-car building; c) fishing
9. What has the Eskimo invented?
10. On the prairies children from distant farms go .... , to big schools.  
a) by air; b) by car; c) by train; d) by bus
11. What games and sports do the children and grown ups play?
12. What official languages does Canada have?  
a) English and Canadian b) French and English c) Latin and English
13. .... is the home of the French Canadian nation.  
a) Ottawa b) Halifax c) Quebec.
14. .... is the second largest French city in the world.  
a) Quebec b) Ontario c) Montreal
15. The population of Canada is .... people.  
a) 30mln. b) 34mln c) 10mln. d) 24mln.
16. Canada is rich in ....
17. The mountains of Canada are ...  
a) The Rocky mountains b) the Cordilliera c) the Blue Montains
18. Why is Canada a country of lakes?
19. The Federal Parliament consists of ...  
a) The Senate b) the House of Commons c) the House of Representatives
20. A legislative assembly is elected by the people for ....  
a) 1year b) 5years c) 4years
21. Ottawa is the federal capital and ....
22. What parties are represented in Parliament?

# Canada



## Across

1. The basic unit of currency in Canada is the Canadian \_\_\_\_\_.
3. The Eskimos of Canada are now called the \_\_\_\_\_.
6. \_\_\_\_\_ has the largest population out of all the Canadian provinces.
8. The prime \_\_\_\_\_ is the head of Canadian government.
10. Canada borders three oceans--the Atlantic Ocean, the Pacific Ocean, and the \_\_\_\_\_ Ocean.
11. The southern border of Ontario touches the five great \_\_\_\_\_.
12. The colors on the Canadian flag are red and \_\_\_\_\_.

## Down

2. The capital of Canada is \_\_\_\_\_.
4. Canada has \_\_\_\_\_ provinces and three territories.
5. \_\_\_\_\_ is the capital of Ontario, and also the largest city in the country.
7. The monarch of Canada is also the \_\_\_\_\_ monarch.
8. Canada's national symbols are the beaver and the \_\_\_\_\_ leaf.
9. Most French Canadians live in the province of \_\_\_\_\_.

## Раздел 4. Культура и наука стран изучаемого языка

### Практическая работа №22

#### Тема 4.1. Простое прошедшее время

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

#### Past Simple - простое прошедшее время

Время Past Simple используется для обозначения действия, которое произошло в определенное время в прошлом и время совершения которого уже истекло. Для уточнения момента совершения действия в прошлом при использовании времени Past Simple обычно используются такие слова, как *five days ago* (пять дней назад), *last year* (в прошлом году), *yesterday* (вчера), *in 1980* (в 1980 году) и т.п.

##### Образование Past Simple

Утвердительные предложения:

I played

He / she / it played

You played

We played

They played

Вопросительные предложения:

Did I play?

Did he / she / it play?

Did you play?

Did we play?

Did they play?

Отрицательные предложения:

I did not play

He / she / it did not play

You did not play

We did not play

They did not play

Для того, чтобы поставить английский глагол во время Past Simple, нужно использовать его «вторую форму». Для большинства глаголов она образуется прибавлением окончания **-ed**:

examine – examined, enjoy – enjoyed, close – closed

Однако есть также достаточно большая группа неправильных английских глаголов, которые образуют форму прошедшего времени не по общим правилам, для них форму прошедшего времени нужно просто запомнить.

*We **saw** your dog two blocks from here.*

*Мы видели вашу собаку в двух кварталах отсюда.*

В вопросительном предложении перед подлежащим нужно использовать вспомогательный глагол **do** в прошедшем времени – **did**, а после подлежащего поставить основной, значимый глагол **в начальной форме**:

*Did you wash your hands? Ты помыл руки?*

*Did they sign the contract? Они подписали контракт?*

В отрицательных предложениях перед глаголом нужно поставить вспомогательный глагол **did** и отрицательную частицу **not**:

*We did not find our car. Мы не нашли свою машину.*

*I did not understand this question. Я не понял этот вопрос.*

### Случаи употребления Past Simple:

- Указание на простое действие в прошлом:

*I saw Jeremy in the bank. Я видел Джереми в банке.*

- Регулярные, повторяющиеся действия в прошлом:

*The old man often visited me. Старик часто меня навещал.*

*I noticed this charming shop girl each time I went to buy something.*

*Я замечал эту очаровательную продавщицу каждый раз, когда шел за покупками.*

- Перечисление последовательности действий в прошлом:

*I heard a strange sound, looked back, and saw a huge cat sitting on the table.*

*Я услышал странный звук, обернулся и увидел здорового кота, сидящего на столе.*

## Exercises

### 1. Образуйте отрицательные и вопросительные предложения, исходя из данных.

Образец: She wrote this letter two days ago. – She **didn't write** this letter two days ago. – **Did** she **write** this letter two days ago?

1. It was very cold yesterday.
2. I arrived home late last night.
3. My boss left for London two weeks ago.
4. We had a good time at that party.
5. He got an excellent mark for his test.
6. Everybody laughed at him when he was at school.
7. It was very difficult for her to study two foreign languages.
8. My brother bought a new car yesterday.
9. My parents were at home last night.
10. We passed our last exam two days ago.
11. There were many students at the lecture of this famous professor.
12. She brought a lot of souvenirs from her trip.

### 2. Задайте вопросы к подчёркнутым частям предложений.

1. They came to visit his friend yesterday. 2. Robert took his driving test last week. 3. Last year he didn't go to the South because of the exams. 4. These students were usually late for their lectures last term because they had transport problems. 5. Yesterday we went to the concert together. It was great! 6. My friends stayed at this hotel for two weeks last year. 7. I passed five exams last term and I got excellent marks.

### 3. Поставьте глагол в скобках либо в *Present Indefinite (Simple)*, либо в *Past Indefinite (Simple)*.

1. I often (*see*) my friend at the university. Yesterday I (*see*) him in the dean's office. 2. We always (*meet*) on Sundays. Last month we (*meet*) not only on Sundays, but also on Saturdays. 3. Dan usually (*walk*) to his office. Yesterday he (*take*) a taxi, because he (*be*) late for his work. 4. My sister usually (*have*) English lesson twice a week. Last week she (*have*) three English lessons. 5. They always (*watch*) TV in the evening. Yesterday evening they (*watch*) a football match. 6. She often (*lose*) things. Yesterday she (*lose*) her purse. 7. Our teacher of English always (*give*) us a lot of homework. At the last lesson she (*not / give*) us any task to be done at home. 8. I usually (*go*) to the club with my friends. Last night I (*go*) there alone, because my friends (*be*) out of town.

## Практическая работа №23

### Тема 4.2. Правильные и неправильные глаголы

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

### Список неправильных глаголов

VERB	PAST SIMPLE	PAST PARTICIPLE	ПЕРЕВОД
arise [ə'raɪz]	arose [ə'rəʊz]	arisen [ə'rɪz(ə)n]	Возникать, происходить
awake [ə'weɪk]	awoke [ə'wəʊk]	awoken [ə'wəʊkən]	Будить, проснуться
be [bi:]	was [wɒz], were [wɜ:]	been [bi:n]	Быть
bear [beə]	bore [bɔ:]	borne [bɔ:n]	Нести, выносить
beat [bi:t]	beat [bi:t]	beaten ['bi:tn]	Бить
become [bi:kʌm]	became [bi:keɪm]	become [bi:kʌm]	Становиться
begin [bi'gɪn]	began [bi'gæn]	begun [bi'gʌn]	Начинать
bend [bɛnd]	bent [bɛnt]	bent [bɛnt]	Сгибать
bet [bet]	bet [bet]	bet [bet]	Поспорить
bite [baɪt]	bit [bɪt]	bitten [bɪtn]	Кусать, клевать
bleed [bli:d]	bled [bled]	bled [bled]	Кровоточить

blow [blou]	blew [blu:]	blown [bloun]	Дуть
break [breik]	broke [brouk]	broken ['brouk(e)n]	Ломать
bring [brɪŋ]	brought [brɔ:t]	brought [brɔ:t]	Приносить
build [bild]	built [bilt]	built [bilt]	Строить
burn [bɜ:n]	burnt [bɜ:nt]	burnt [bɜ:nt]	Гореть
buy [bai]	bought [bɔ:t]	bought [bɔ:t]	Покупать
catch [kætʃ]	caught [kɔ:t]	caught [kɔ:t]	Ловить, хватать, успеть
choose [tʃu:z]	chose [ʃəuz]	chosen [tʃəuz(ə)n]	Выбирать
come [kʌm]	came [keim]	come [kʌm]	Приходить
cost [kɔst]	cost [kɔst]	cost [kɔst]	Стоить
creep [kri:p]	crept [krept]	crept [krept]	Ползать
cut [kʌt]	cut [kʌt]	cut [kʌt]	Резать
deal [di:l]	dealt [dɛlt]	dealt [dɛlt]	Иметь дело
do [du:]	did [did]	done [dʌn]	Делать
draw [drɔ:]	drew [dru:]	drawn [drɔ:n]	Рисовать, тащить
dream [dri:m]	dreamt [dremt]	dreamt [dremt]	Мечтать, дремать
drink [drɪŋk]	drank [dræŋk]	drunk [drʌŋk]	Пить
drive [draiv]	drove [drouv]	driven ['drɪvn]	Водить
eat [i:t]	ate [eit]	eaten ['i:tn]	Есть
fall [fɔ:l]	fell [fel]	fallen ['fɔ:lən]	Падать
feed [fi:d]	fed [fed]	fed [fed]	Кормить
feel [fi:l]	felt [felt]	felt [felt]	Чувствовать
fight [fait]	fought [fɔ:t]	fought [fɔ:t]	Бороться
find [faɪnd]	found [faund]	found [faund]	Находить
fit [fit]	fit [fit]	fit [fit]	Подходить по размеру
flee [fli:]	fled [flɛd]	fled [flɛd]	Убегать, исчезать
fly [flai]	flew [flu:]	flown [floun]	Летать
forbid [fə'bɪd]	forbade [fə'beɪd]	forbidden [fə'bɪdn]	Запрещать
forget [fə'get]	forgot [fə'gɔt]	forgotten [fə'gɔt(ə)n]	Забывать
forgive [fo'gɪv]	forgave [fo'geɪv]	forgiven [fo'gɪvn]	Прощать
get [get]	got [gɔt]	got [gɔt]	Получать
give [gɪv]	gave [geɪv]	given [gɪvn]	Давать
go [gou]	went [went]	gone [gɔn]	Идти
grow [grou]	grew [gru:]	grown [groun]	Расти
hang [hæŋ]	hung [hʌŋ]	hung [hʌŋ]	Вешать
have [hæv]	had [hæd]	had [hæd]	Иметь
hear [hiə]	heard [hɜ:d]	heard [hɜ:d]	Слышать
hide [haɪd]	hid [hid]	hidden ['hɪdn]	Прятать
hit [hit]	hit [hit]	hit [hit]	Попадать в цель
hide [haɪd]	hid [hɪd]	hidden [hɪdn]	Скрывать, прятать
hold [hould]	held [held]	held [held]	Держать
hurt [hɜ:t]	hurt [hɜ:t]	hurt [hɜ:t]	Ушибить
keep [ki:p]	kept [kept]	kept [kept]	Содержать
knit [nɪt]	knit [nɪt]	knit [nɪt]	Вязать, штопать

know [nou]	knew [nju:]	known [noun]	Знать
lay [lei]	laid [leid]	laid [leid]	Класть
lead [li:d]	led [led]	led [led]	Вести
learn [lɜ:n]	learnt [lɜ:nt]	learnt [lɜ:nt]	Учить
leave [li:v]	left [left]	left [left]	Оставлять
lend [lend]	lent [lent]	lent [lent]	Занимать
let [let]	let [let]	let [let]	Позволять
lie [lai]	lay [lei]	lain [lein]	Лежать
light [lait]	lit [lit]	lit [lit]	Освещать
lose [lu:z]	lost [lɒst]	lost [lɒst]	Терять
make [meik]	made [meid]	made [meid]	Производить
mean [mi:n]	meant [ment]	meant [ment]	Значить
meet [mi:t]	met [met]	met [met]	Встречать
mistake [mis'teik]	mistook [mis'tuk]	mistaken [mis'teik(e)n]	Ошибаться
overcome [əʊvə'kʌm]	overcame [əʊvə'keɪm]	overcome [əʊvə'kʌm]	Преодолеть, побороть
pay [pei]	paid [peid]	paid [peid]	Платить
put [put]	put [put]	put [put]	Положить
read [ri:d]	read [red]	read [red]	Читать
ride [raid]	rode [roud]	ridden ['ridn]	Ездить верхом
ring [rɪŋ]	rang [ræŋ]	rung [rʌŋ]	Звенеть
rise [raɪz]	rose [rouz]	risen ['rizn]	Подниматься
run [rʌŋ]	ran [ræŋ]	run [rʌŋ]	Бежать
say [sei]	said [sed]	said [sed]	Говорить
see [si:]	saw [sɔ:]	seen [si:n]	Видеть
sell [sel]	sold [sould]	sold [sould]	Продавать
send [send]	sent [sent]	sent [sent]	Посылать
set [set]	set [set]	set [set]	Ставить
shake [ʃeɪk]	shook [ʃuk]	shaken ['ʃeɪk(ə)n]	Встряхивать
show [ʃəʊ]	showed [ʃəʊd]	shown [ʃəʊn]	Показывать
shut [ʃʌt]	shut [ʃʌt]	shut [ʃʌt]	Закрывать
sing [sɪŋ]	sang [sæŋ]	sung [sʌŋ]	Петь
sink [sɪŋk]	sank [sæŋk], sunk [sʌŋk]	sunk [sʌŋk]	Тонуть
sit [sit]	sat [sæt]	sat [sæt]	Сидеть
sleep [sli:p]	slept [slept]	slept [slept]	Спать
smell [smel]	smelt [smɛlt]	smelt [smɛlt]	Пахнуть, чувствовать
speak [spi:k]	spoke [spouk]	spoken ['spouk(e)n]	Говорить
spend [spend]	spent [spent]	spent [spent]	Тратить
spin [spɪn]	spun [spʌn]	spun [spʌn]	Крутить, вертеть
split [splɪt]	split [splɪt]	split [splɪt]	Разделять, разбивать
spoil [spɔɪl]	spoilt [spɔɪlt]	spoilt [spɔɪlt]	Портить
stand [stænd]	stood [stu:d]	stood [stu:d]	Стоять
steal [sti:l]	stole [stoul]	stolen ['stəʊlən]	Красть
strike [straɪk]	struck [strʌk]	struck [strʌk]/ stricken [stri:kən]	Бить, бастовать
swear [swɛə]	swore [swɔ:]	sworn [swɔ:n]	Клясться,

swell [swel]	swelled [sweld]	swollen ['swoul(e)n]	присягать
swim [swim]	swam [swem]	swum [swʌm]	Разбухать
take [teik]	took [tuk]	taken ['teik(ə)n]	Плавать
teach [ti:tʃ]	taught [tɔ:t]	taught [tɔ:t]	Брать, взять
tear [tɛə]	tore [tɔ:]	torn [tɔ:n]	Учить
tell [tel]	told [tould]	told [tould]	Рвать
think [θɪŋk]	thought [θɔ:t]	thought [θɔ:t]	Рассказывать
throw [θrəu]	threw [θru:]	thrown [θrəʊn]	Думать
understand [ʌndə'stænd]	understood [ʌndə'stud]	understood [ʌndə'stud]	Бросать
undertake [ʌndə'teɪk]	undertook [ʌndə'tʊk]	undertaken [ʌndə'teɪk(ə)n]	Понимать
wake [weɪk]	woke [wʊk]	woken ['wʊk(e)n]	Предпринимать, совершать
wear [wɛə]	wore [wɔ:]	worn [wɔ:n]	Просыпаться
win [wɪn]	won [wʌn]	won [wʌn]	Носить
write [raɪt]	wrote [rʊt]	written ['rɪtn]	Выигрывать
			Писать

## Exercises

### 1. Заполните пропуски глаголами в форме *Past Indefinite (Simple)*.

Используйте глаголы из данного списка.

#### Text 1

**start, want, have, continue, be, see, hit, become, wake**

Ludwig van Beethoven ... born in 1770 in Bonn, Germany. He ... a difficult and miserable childhood. His father, Johann, was a musician for the king. Johann ... to give Ludwig piano lessons before he was four years old. Ludwig was so small that he had to stand on the piano seat to reach the piano. When Johann ... how quickly Ludwig learned, he knew that his son had talent. He ... to make Ludwig into a concert performer, and he was very demanding. He ... Ludwig's hand when he made a mistake and often ... him up in the middle of the night to make him play for friends. Ludwig ... to study, and, in 1782, he ... the assistant organist for the king. He was only 12 years old!

#### Text 2

**go, draw, fill, be, study, grow, design, have, admire, write, marry**

Leonardo da Vinci ... born in 1452 in the town of Vinci, near Florence, Italy. His parents never ..., so Leonardo lived with his father in Florence. Over the years, he ... four stepmothers and eleven stepsisters and stepbrothers. At the age of 15, Leonardo ... to work with a famous artist. He ... painting, sculpture, music, mathematics, and science. By 20, he was a master painter.

Da Vinci was a great inventor, too. He ... more than 1,000 inventions. For example, he ... a flying machine 400 years before the airplane was invented. He also designed an air conditioner, an alarm clock, a submarine, a bridge, and many other things. Da Vinci ... down all his ideas and observations in notebooks. He also ... the notebooks with more than 5,000 drawings of plants, animals, and the human body.

As da Vinci ... older, he stayed alone more and more. Although people ... him, many didn't understand him because his ideas were far ahead of his time.

**2. Переведите предложения на английский язык, используя *Past Simple*.**

1. Когда ваш сын поступил в университет? – Он поступил в прошлом году. 2. Она вчера не пришла, так как была очень занята. 3. Кто встречал вас на вокзале? – Мой брат. 4. Сколько раз в неделю у вас был английский в прошлом семестре? – Два раза в неделю. 5. Вчера все студенты нашей группы сдали экзамен по физике, кроме Зорина: он был не готов. 6. С кем вы обсудили этот вопрос? – Мы обсудили его с ректором. 7. Вы познакомились с этим мужчиной на работе, не так ли? – Да, мы познакомились месяц назад. 8. На прошлой неделе мы никуда не выходили по вечерам. 9. Он окончил университет три года назад. 10. Куда вы ездили в отпуск летом? – Мы ездили на Украину. – Какая там была погода? – Было очень жарко. 11. Разве она не хотела принять участие в концерте? – Она хотела, но заболела пару дней назад. 12. Кто оставил эту записку? – Наш сосед. 13. Где ты достал этот словарь? – Взял в библиотеке. 14. Джон Кеннеди стал президентом США, когда ему было 43 года; а Дмитрий Медведев стал президентом России в 42 года.

**3. Перепишите следующий текст в прошедшем времени.**

Boris wakes up when it is already quite light. He looks at his watch. It is a quarter to seven. Quick! Boris jumps out of bed and runs to the bath-room. He has just time to take a cold shower and I drink a glass of tea with bread and butter. He is in a hurry to catch the eight o'clock train. At the railway station he meets three other boys from his group. They all have small backpacks and fishing-rods. In less than an hour they get off the train at a small station near a wood. They walk very quickly and soon find themselves on the shore of a large lake. The boys spend the whole day there fishing, boating and swimming. They return home late at night, tired but happy.

**4. Используйте слова в скобках для образования предложений в *Past Simple*.**

- 1) They \_\_\_\_\_ football at the institute. (to play)
- 2) She \_\_\_\_\_ emails. (not / to write)
- 3) \_\_\_\_\_ you \_\_\_\_\_ English? (to speak)
- 4) My mother \_\_\_\_\_ fish. (not / to like)
- 5) \_\_\_\_\_ Ann \_\_\_\_\_ any friends? (to have)
- 6) His brother \_\_\_\_\_ in an office. (to work)
- 7) She \_\_\_\_\_ very fast. (cannot / to read)
- 8) \_\_\_\_\_ they \_\_\_\_\_ the flowers every 3 days? (to water)
- 9) His wife \_\_\_\_\_ a motorbike. (not / to ride)
- 10) \_\_\_\_\_ Elizabeth \_\_\_\_\_ coffee? (to drink)

## Практическая работа №24

### Тема 4.3. Традиции и праздники англоговорящих стран

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Выполнение упражнений на знание социокультурной информации о стране. Изучение новой лексики. Работа с текстом.

#### CUSTOMS AND TRADITIONS IN THE USA AND GREAT BRITAIN

People all over the world like holidays very much. Halloween, St. Valentine's Day, Christmas, Thanksgiving, New Year's Day are modern holidays descended from the red-letter days, and seasonal celebrations. People have invented and reinvented them over the years. But why do we celebrate them? For the British and Americans any holiday is an opportunity for the whole family to get together. It is a very old, but still quite popular tradition to have a holiday dinner. People usually make particular meals for each holiday. Christmas pudding and Thanksgiving turkey, for example, are known all over the world. The British and Americans always congratulate their close friends and relatives on holidays. They usually send colourful cards, give presents. Many people decorate their homes. The most famous and the most favourite holiday is Christmas.

Christmas, or Christ Mass, is the day when we celebrate the birth of Jesus Christ. People celebrate it on the 25th of December. Christmas is the biggest holiday of the year and the one that many people – especially children – enjoy very much. The main tradition of this holiday is a Christmas tree. In Britain this tradition began in 1841. Queen Victoria's husband, Prince Albert, brought this German tradition (he was German) to Britain. A few years after, nearly every house in Britain had one. Traditionally people decorate their trees on Christmas Eve – that is December 24th. One more custom is connected with this winter holiday: every year the people of Norway give the city of London a present. They want to say "Thank you" for British help in World War II. It is a big Christmas tree and it stands in Trafalgar Square.

An older tradition is Christmas mistletoe. People put a piece of this green plant with its white berries over a door. Mistletoe brings good luck, people say. Also, at Christmas British and American people kiss their friends and family under the mistletoe.

One more tradition is Christmas carols. Before Christmas, groups of singers go from house to house. They collect money and sing traditional Christmas songs or carols.

British and American children do not open their presents on December 24th. Some children hang a stocking at the end of their bed. Father Christmas brings their presents at night. Then they open them in the morning of the 25th. The presents are put into stockings or the larger ones are arranged around the Christmas tree. There is another name for Father Christmas in Britain and the USA – Santa Claus. That comes from the European name Saint Nicholas. In the traditional story he lives at the North Pole. But now he lives in big shops in towns and cities all over Britain. Then on Christmas Eve he visits every house with his reindeer. He climbs down the chimney and leaves lots of presents. Some people leave something for him, too.

The most important meal on December 25th is Christmas dinner. Nearly all Christmas food is traditional, but a lot of traditions are not very old. For example, there were no turkeys in Britain before 1800. And even in the nineteenth century, goose was the traditional meal at Christmas. But not now. A twentieth-century British Christmas dinner is roast turkey with carrots, potatoes, peas and Brussels sprouts. There are sausages and bacon, too. After the turkey, there is Christmas pudding. Crackers are also usual at Christmas dinner. These came to Britain from China in the nineteenth century. On Christmas Day at three o'clock in the afternoon, the Queen makes a speech on the radio and TV. It is ten minutes long. In this speech she talks to people of the United Kingdom and the Commonwealth about the past year. This speech is filmed a few weeks before Christmas and the Queen spends Christmas with her family at Windsor Castle near London. In the USA the President gives his message on TV.

The 25th of December is not the last day of this holiday. December 26th is Boxing Day. On this day boys from the shops in each town asked for money at Christmas. They went from house to house and took boxes made of wood with them. At each house people gave them money. This was a Christmas present. So the name of December 26th comes from those wooden boxes. Now Boxing Day is the real day for Christmas parties and visiting friends. All people like to watch their favourite sports on TV.

**Выберите один из предложенных вариантов ответа.**

1. Christmas is
  - a) a religious holiday.
  - b) a mythological living being.
  - c) a pagan festivity.
2. In English-speaking countries it was originally celebrated
  - a) in December.
  - b) by druids only.
  - c) in January.
3. The people of Norway give the city of London a big Christmas tree
  - a) because the Queen of Great Britain is considered to be an official head of

Norway.

- b) to thank British people for their help in the war.
- c) to express their love and friendship to more powerful neighbour.

4. The tradition of Christmas tree in Britain

- a) began in the 18th century.
- b) was an ancient British tradition.
- c) came from Germany.

5. On Christmas Eve Santa Claus

- a) comes into the house through the chimney and leaves a lot of presents.
- b) comes from house to house and sings Christmas carols.
- c) eats and drinks everything people have cooked for him.

6. A Christmas meal now includes

- a) turkey, sweet potatoes, corn and pumpkin pie.
- b) turkey, peas, pumpkin pie.
- c) roast turkey with carrots, potatoes, peas, Christmas pudding.

**Дайте русские эквиваленты данным словам и выражениям.**

☐ to decorate   ☐ modern holiday   ☐ to celebrate   ☐ red-letter day   ☐ carol   ☐ on the eve of

☐ to get together   ☐ seasonal celebration   ☐ to congratulate on   ☐ to bring good luck  
☐ tradition   ☐ to give presents   ☐ relative   ☐ to get presents   ☐ to be known all over the world

**Переведите следующие предложения на английский язык.**

1) Для многих людей в США и Великобритании Рождество – это повод

собраться всей семьёй.

2) Существует множество разных праздников, но самый любимый –

Рождество.

3) Каждый год жители Норвегии дарят британцам большую рождественскую ель в знак благодарности за помощь во Второй мировой войне.

4) Главная рождественская ель Соединенного Королевства находится в центре Трафальгарской площади.

5) Собираться всей семьёй за праздничным столом – любимая традиция британцев и американцев.

6) Во время праздничных гуляний можно услышать рождественские песни на улицах британских и американских городов.

7) Американцы и британцы всегда поздравляют своих родственников и

близких друзей с этим праздником: посылают им открытки и дарят подарки.

- 8) В канун праздника люди украшают не только рождественские ели, но и свои дома.
- 9) Считается, что ветка омелы приносит удачу.
- 10) Согласно древней традиции, если два человека оказываются под веткой омелы, то они должны поцеловать друг друга.
- 11) В США и Великобритании существует традиционное для каждого праздника блюдо.
- 12) Считается, что в канун Рождества в каждый дом приходит Санта Клаус. Он спускается по печной трубе и оставляет подарки под елью или в специальных чулках, которые висят над камином.
- 13) Ходить в гости к родственникам и близким друзьям 26 декабря – еще одна рождественская традиция.
- 14) 26 декабря мальчишки со специальными деревянными коробками ходят от дома к дому и поздравляют всех с праздником. Жители домов кладут туда деньги и подарки.

### **Holidays and festivals in Great Britain**

There are 8 holidays in Great Britain. On these days people do not go to work. They are: Christmas Day, Boxing day, New Year's Day, Good Friday, Easter, May Day, Spring Bank Holiday, Late Summer Bank Holiday.

Most of these holidays are of the religious origin. But nowadays they have lost their religious significance and are simply days on which people relax, visit their friends. All the public holidays, except New Year's Day, Christmas and Boxing Day, are movable. They don't fall on the same date each year.

Besides public holidays, there are other festivals, anniversaries, on which certain traditions are observed. But if they don't fall on Sunday, they're ordinary working days.

#### *New Year*

In England New Year is not as widely observed as Christmas. Some people just ignore it, but other celebrates it in one way or another.

At midnight people listen to the chiming of Big Ben and sing "Auld Lang Syne" (a song by Robert Burns "The days of long ago").

Another popular way to celebrate New Year is to go to a New Year dance.

The most famous celebration is round the statue of Eros in Piccadilly Circus. People sing, dance and welcome the New Year.

#### *May Day*

May Day - the first day of May - is associated more with ancient folklore than with the workers. In some villages the custom of dancing round the maypole (майское дерево) is acted out.

### *Halloween*

Halloween is celebrated on 31<sup>st</sup> of October. This is the day before All Saint's Day in the Christian calendar and is associated with the supernatural. People hold fancy-dress parties (people dress up in witches and ghosts).

### *Christmas*

Christmas day is observed on 25<sup>th</sup> of December. On Christmas Day many people go to church. On returning from church the family gather round the tree and open the parcels. Every one gets something.

Christmas meal is really traditional stuffed turkey, boiled ham, mashed potatoes to be followed by plum pudding, mince pies, tea or coffee and cakes.

People travel from all parts of the country to be at home for Christmas.

### *St Valentine's Day*

St Valentine's day is celebrated on February, 14. Every St Valentine's day thousands of people travel to a small village on Scotland's border with England to get married.

On this day boys and girls, sweethearts, husbands and wives, friends and neighbors exchange greetings of affection and love. People send each other greeting cards, chocolate and flowers. Valentine's cards are very colorful, with a couple of human hearts on them.

### *Easter*

Easter is a time when certain traditions are observed. In England presents traditionally take the form of an Easter egg. Easter eggs are usually made from chocolate.

Easter eggs always grace breakfast tables on Easter Day. Sometimes they are hidden about the houses for the children to find them.

## **Holidays in USA**

Americans share three national holidays with many countries: Easter Sunday, Christmas Day, and New Year's Day.

Easter, which falls on a spring Sunday that varies from year to year, celebrates the Christian belief in the resurrection of Jesus Christ. For Christians, Easter is a day of religious services and the gathering of family. Many Americans follow old traditions of coloring hard-boiled eggs and giving children baskets of candy. On the next day, Easter Monday, the president of the United States holds an annual Easter egg hunt on the White House lawn for young children.

Christmas Day, December 25, is another Christian holiday; it marks the birth of the Christ Child. Decorating houses and yards with lights, putting up Christmas trees, giving gifts, and sending greeting cards have become traditions even for many non-Christian Americans.

New Year's Day, of course, is January 1. The celebration of this holiday begins the night before, when Americans gather to wish each other a happy and prosperous coming year.

### **Uniquely american holidays**

Eight other holidays are uniquely American (although some of them have counterparts in other nations). For most Americans, two of these stand out above the others as occasions to cherish national origins: Thanksgiving and the Fourth of July.

Thanksgiving Day is the fourth Thursday in November, but many Americans take a day of vacation on the following Friday to make a four-day weekend, during which they may travel long distances to visit family and friends. The holiday dates back to 1621, the year after the Puritans arrived in Massachusetts, determined to practice their dissenting religion without interference.

After a rough winter, in which about half of them died, they turned for help to neighboring Indians, who taught them how to plant corn and other crops. The next fall's bountiful harvest inspired the Pilgrims to give thanks by holding a feast. The Thanksgiving feast became a national tradition -- not only because so many other Americans have found prosperity but also because the Pilgrims' sacrifices for their freedom still captivate the imagination. To this day, Thanksgiving dinner almost always includes some of the foods served at the first feast: roast turkey, cranberry sauce, potatoes, pumpkin pie. Before the meal begins, families or friends usually pause to give thanks for their blessings, including the joy of being united for the occasion.

The Fourth of July, or Independence Day, honors the nation's birthday -- the signing of the Declaration of Independence on July 4, 1776. It is a day of picnics and patriotic parades, a night of concerts and fireworks. The flying of the American flag (which also occurs on Memorial Day and other holidays) is widespread. On July 4, 1976, the 200th anniversary of the Declaration of Independence was marked by grand festivals across the nation.

Besides Thanksgiving and the Fourth of July, there are six other uniquely American holidays.

**Martin Luther King Day:** The Rev. Martin Luther King, Jr., an African-American clergyman, is considered a great American because of his tireless efforts to win civil rights for all people through nonviolent means. Since his assassination in 1968, memorial services have marked his birthday on January 15. In 1986, that day was replaced by the third Monday of January, which was declared a national holiday.

**Presidents' Day:** Until the mid-1970s, the February 22 birthday of George Washington, hero of the Revolutionary War and first president of the United States, was a national holiday. In addition, the February 12 birthday of Abraham Lincoln, the president during the Civil War, was a holiday in most states. The two days have been joined, and the holiday has been expanded to embrace all past presidents. It is celebrated on the third Monday in February.

**Memorial Day:** Celebrated on the fourth Monday of May, this holiday honors the dead. Although it originated in the aftermath of the Civil War, it has become a day on which the dead of all wars, and the dead generally, are remembered in special programs held in cemeteries, churches, and other public meeting places.

**Labor Day:** The first Monday of September, this holiday honors the nation's working people, typically with parades. For most Americans it marks the end of the summer vacation season, and for many students the opening of the school year.

**Columbus Day:** On October 12, 1492, Italian navigator Christopher Columbus landed in the New World. Although most other nations of the Americas observe this holiday on October 12, in the United States it takes place on the second Monday in October.

**Veterans Day:** Originally called Armistice Day, this holiday was established to honor Americans who had served in World War I. It falls on November 11, the day when that war ended in 1918, but it now honors veterans of all wars in which the United States has fought. Veterans' organizations hold parades, and the president customarily places a wreath on the Tomb of the Unknowns at Arlington National Cemetery, across the Potomac River from Washington, D.C.

**Find some more information about one of the holidays of Great Britain or USA. Prepare a presentation.**

### **Практическая работа №25**

#### **Тема 4.4. Простое будущее время**

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

#### **Future Simple - простое будущее время**

Время Future Simple ссылается на действие, которое совершится в неопределенном или отдаленном будущем. Простое будущее время обычно используется с обстоятельствами: *tomorrow* (завтра), *next year* (в следующем году), *in five years* (через пять лет), *in 2035* (в 2035 году) и т.п.

##### **Образование Future Simple**

Утвердительные предложения:

I shall/will play

He / she / it will play

You will play

We shall/will play

They will play

Вопросительные предложения:

Shall/Will I play?

Will he / she / it play?

Will you play?

Shall/Will we play?

Will they play?

Отрицательные предложения:

I shall/will not play

He / she / it will not play

You will not play  
We shall/will not play  
They will not play

Для того, чтобы поставить глагол во временную форму Future Simple, нужно использовать его начальную форму и вспомогательный глагол shall (для первого лица) или will (второе и третье лицо). В устной речи shall и will чаще всего сокращаются до формы 'll, которая может использоваться во всех лицах.

Примечание:

В современном английском, особенно в устной речи, will стал использоваться и в первом лице:

*I will go to Shanghai next summer. Следующим летом я поеду в Шанхай.*

В вопросительном предложении вспомогательные глаголы shall или will ставятся перед подлежащим. Значимый глагол остается после подлежащего в своей начальной форме:

*Shall we go to the beach? Мы пойдём на пляж?*

*Will your boss agree with our conditions? Ваш босс согласится с нашими условиями?*

В отрицательных предложениях за вспомогательным глаголом следует отрицательная частица not. Вместе они могут быть сокращены до формы won't:

*Fred will not (won't) agree to help us. Фред не согласится нам помочь.*

**Случаи употребления Future Simple:**

- Указание на простое действие в будущем:

*We'll return in 4 hours. Мы вернемся через 4 часа.*

*It will not be easy to convince him. Его будет нелегко убедить.*

- Описание будущего факта

*The exhibition will open in May. — Выставка откроется в мае.*

- Предположение или прогноз

*I think it will rain tomorrow. — Я думаю, завтра пойдет дождь.*

- Выражение намерения или решения, возникшее в момент речи

*I'm thirsty. I think I'll have a glass of juice. — Я хочу пить. Думаю, я выпью стакан сока.*

**Конструкция going to**

Going to используется, чтобы выразить намерение, когда решение принято заранее:

*I'm going to make a cake tonight. — Сегодня вечером я буду делать торт.*

Going to в Future Simple также используется для предположений, когда есть признак того, что что-то произойдет:

*Look at those clouds. It's going to rain. — Посмотри на эти тучи. Собирается дождь.*

## Exercises

### 1. Вставьте 'll или won't.

1. Lucy was born in 1995. In 2007 she \_\_\_\_\_ be 12.
2. It's sunny today. It \_\_\_\_\_ rain.
3. Kelly is eleven today. She \_\_\_\_\_ be twelve until next year.
4. Rob is nine. He \_\_\_\_\_ be ten on his next birthday.
5. This month is May. It \_\_\_\_\_ be June next month.
6. Jenny: 'Mum, the bus is late. I \_\_\_\_\_ be home until eight o'clock.
7. It's 25 degrees today. It \_\_\_\_\_ snow tomorrow.
8. I sent the letter this afternoon. It \_\_\_\_\_ arrive until tomorrow.

**2. Раскройте скобки, употребляя глаголы в *Present Continuous*, *Present Simple* или в *Future Simple*.**

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. You (to come) to my place next Sunday?
14. You (to read) this book next week?
15. You (to read) books every day?
16. You (to read) a book now?
17. I (not to see) him tomorrow.
18. What you (to do) tomorrow?
19. What your friend (to do) tomorrow?
20. Where you (to go) next summer?
21. Where you (to go) every morning?
22. Where you (to go) now?
23. Look! Mary (to dance).
24. She (to dance) every day.
25. She (to dance) tomorrow?

**3. Раскройте скобки, употребляя глаголы в *Present Simple* или *Future Simple*. (Все предложения относятся к будущему).**

1. When he (to return) to St. Petersburg, he (to call) on us.
2. If I (to see) him, I (to tell) him about their letter.
3. We (to gather) at our place when my brother (to come) back from Africa.
4. I (to sing) this song with you if you (to tell) me the words.
5. I hope you (to join) us when we (to gather) in our country house the next time.
6. What you (to do) when you (to come) home?
7. If I (to stay) some more days in your town, I (to call) on you and we (to have) a good talk.
8. He (to go) to the Public Library very often when he (to be) a student.
9. As soon as I (to return) from school, I (to ring) you up.
10. You (to pass) many towns and villages on your way before you (to arrive) in Moscow.
11. I (to stay) at home till she (to come). Then we (to go) to the theatre if she (to bring) tickets.
12. After I (to finish) school, I (to enter) the University.

**4. Переведите на английский язык, употребляя глаголы в *Present Simple* или *Future Simple*.**

1. Я приду домой в шесть часов.
2. Когда я приду домой, я позвоню вам.
3. Она позвонит нам вечером.
4. Если она позвонит вам, попросите ее принести мне книгу.
5. Я увижу Тома завтра.
6. Как только я увижу Тома, я расскажу ему об этом.
7. Я поеду в Париж на будущей неделе.
8. Перед тем, как я поеду в Париж, я позвоню вам.
9. Он не пойдет в библиотеку сегодня.

вечером. 10. Если он не пойдет в библиотеку, он будет дома. 11. Мы будем дома завтра. 12. Если мы будем дома завтра, мы посмотрим эту программу по телевизору. 13. Ее не будет завтра дома. 14. Если ее не будет завтра дома, оставьте ей записку. 15. Завтра погода будет хорошая. 16. Если завтра погода будет хорошая, мы поедем за город. 17. Когда она приходит в школу, она снимает пальто. 18. Когда она придет в школу, она снимет пальто. 19. Как только он вспоминает эту смешную сцену, он начинает смеяться. 20. Как только он вспомнит эту смешную сцену, он начнет смеяться.

## **Практическая работа №26**

Тема 4.5. Выдающиеся ученые и политические деятели

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Чтение, перевод, пересказ текста. Беседа по теме.

### **British scientists and inventors**

Science has been a driving force behind the evolution of the modern world. British scientists have made immense contribution to the different fields including physics and biology. Isaac Newton is considered by many to be one of the most influential scientists of all time and a key figure in the scientific revolution. He developed the theory of colour, studied the speed of sound and formulated the laws of motion and universal gravitation (published in 1687), which dominated scientific view of the physical universe for the next three centuries. The main discoveries of Michael Faraday (1791 -1867) include those of electromagnetic induction and electrolysis.

Charles Darwin introduced his revolutionary theory of evolution in his book 'On the Origin of Species' published in 1859. It changed the way the world look at the creation of life. Many English inventors of the present and of the past literally changed our world.

Steam engine constructed by a Scottish inventor and engineer James Watt (1736 - 1819) was fundamental to the changes brought by the Industrial Revolution in both his native Great Britain and the rest of the world. The first mechanical computer created by a mathematician and philosopher Charles Babbage (1791-1871) eventually led to more complex designs. But the computer we know today would not be possible without a pioneering British computer scientist Alan Turing. During the Second World War this mathematician and his team were successful in deciphering the German coding machine 'Enigma'. If Babbage is considered by some to be a «father of the computer», Turing is

widely declared to be the father of theoretical computer science and artificial intelligence.

And the author of undoubtedly one of the most revolutionary inventions of the 20th century - the World Wide Web (WWW), - is another British Computer Scientist Sir Tim Berners-Lee (born in 1955). In 2004, Berners-Lee was knighted by Queen Elizabeth II for his pioneering work.

Some of the discoveries and invention of these scientists have inspired some people to take up science as a career. The list of British scientist and their contribution towards science is a long one and embraces several centuries up to modern days.

### **Vocabulary:**

artificial intelligence - искусственный разум

contribution - вклад

dominate - господствовать, преобладать

driving force - движущая сила

eventually - в итоге, в конце концов, со временем

fundamental - основной, основополагающий

immense - огромный, необъятный

industrial revolution - промышленная революция

influential - влиятельный

key figure - ведущая, ключевая фигура

to knight - посвящать в рыцари

laws of motion - законы движения

literally - буквально

pioneering - новаторский

species - виды

steam engine - паровой двигатель

universal gravitation - всемирное тяготение

undoubtedly - несомненно, бесспорно

### **Answer the questions**

1. Name the most famous British Scientists of 17th century, 18th century, 19th century, 20th and 21th century.
  2. What important scientific discoveries were made by Isaac Newton?
  3. Who discovered electromagnetic induction?
  4. What is the name of the book where Charles Darwin described the theory of evolution?
  5. How did the invention of steam engine changed the world?
  6. Who is considered to be a «the father of a computer» and who is considered to be «the father of AI»?
  7. What is Enigma?
  8. Why was Tim Berners-Lee knighted?
  9. Why did some inventions of British scientists «literary change the world»?
- Give examples

## **Margaret Thatcher**

Margaret Thatcher, Great Britain's first woman prime minister, was born in 1925. Thatcher served longer than any other British prime minister in the 20th century. She initiated social and economic changes in many aspects of Britain's postwar state. She was famous for her 'strong arm' policy.

Margaret Thatcher studied chemistry at Oxford and later became a lawyer. She was elected to Parliament as a Conservative in 1959. In 1970 she became Secretary of State for education and science. The Conservative party elected her its first woman leader in 1975. Thatcher led the Conservatives to an electoral victory in 1979 and became prime minister.

Thatcher tried to reduce the influence of the trade unions and fight inflation. Her economic policy rested on changes along free-market lines. She reduced government spending and taxes for higher-income individuals. In 1982, when Argentina invaded the Falkland Islands, a British colony, Britain started a war which was successful. Thatcher's government privatized national industries, including British Gas and British Telecommunications. Her policies forced coal miners to return to work after a year on strike. In foreign affairs, Thatcher was an ally of President Ronald Reagan and opposed the Communist countries. She allowed the United States to station (1980) nuclear cruise missiles in Britain and to use its air bases to bomb Libya.

In 1987 Thatcher led the Conservatives to a third electoral victory. She proposed free-market changes to the national health and education systems and introduced a new tax to pay for local government. After that, she was criticized for having no compassion for the poor.

Thatcher refused to support a common European currency and integrated economic policies. She resigned as prime minister, and John Major became her successor. In 1992 Thatcher left the House of Commons and became Baroness Thatcher.

### **Translate the following sentences into English.**

1. Маргарет Тэтчер была первой женщиной — премьер-министром Великобритании и служила дольше, чем любой другой британский премьер-министр XX века; она была известна своей политикой «твердой руки».
2. Тэтчер была избрана в парламент от консервативной партии, затем стала министром образования и науки, привела консервативную партию к победе на выборах в 1979 году и стала премьер-министром.
3. Она пыталась уменьшить влияние профсоюзов, бороться с инфляцией, сократила государственное финансирование и налоги на лиц с высокими доходами.
4. Ее правительство приватизировало государственные отрасли промышленности и заставила шахтеров возобновить работу после года забастовки.
5. Во внешней политике она была союзником США и разрешила разместить крылатые ядерные ракеты в Британии и использовать воздушные базы страны для бомбардировок Ливии.

6. Она привела консерваторов к третьей победе на выборах, предложила изменить систему здравоохранения в соответствии с законами рынка.
7. Она ввела новый налог для оплаты работы местных органов власти и подверглась критике за то, что не испытывала сострадания к бедным.
8. Она не поддерживала идею создания единой европейской валюты и экономической политики и была вынуждена уйти с поста премьер-министра.
9. Ее преемником на посту премьер-министра стал Джон Мейджор.

## Практическая работа №27

Тема 4.6. Типы вопросов в английском языке: общий, специальный

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

**В английском языке существует 5 типов вопросов:**

- 1 Общий (General Question)
- 2 Специальный (Special Question)
- 3 Альтернативный (Alternative Question)
- 4 Разделительный (Tag Question)
- 5 Вопрос к подлежащему (Subject Question)

Тип вопроса	Пример	Перевод
Общий	Are you a booklover?	Ты любитель книг?
	Do you read a book?	Ты читаешь книгу?
Специальный	Why are you a booklover?	Почему ты любитель книг?
	When do you read a book?	Когда ты читаешь книгу?
Альтернативный	Are you a booklover or a nonreader?	Ты любитель книг или нет?
	Do you read a book or a magazine?	Ты читаешь книгу или журнал?
Разделительный	You are a booklover, aren't you?	Ты любитель книг, не так ли?
	You don't read a book, do you?	Ты не читаешь книгу, не так ли?
Вопрос к подлежащему	Who is a booklover?	Кто любитель книг?
	Who reads a book?	Кто читает книгу?

### Общий вопрос

Если на вопрос можно ответить «да» или «нет», то это общий вопрос. Общая схема для такого вопроса выглядит так:

*вспомогательный глагол + подлежащее + сказуемое + дополнение + остальные члены предложения.*

Do you play computer games? – Ты играешь в компьютерные игры?

Does she like ice-cream? – Она любит мороженое?

Не забывайте, что глаголу to be в настоящем и простом прошедшем времени не нужны никакие вспомогательные глаголы:

Are you at home? – Ты дома?

Was he at the cinema yesterday? – Он был вчера в театре?

### **Специальный вопрос**

Специальные вопросы задаются с целью выяснить какую-то конкретную, детальную информацию о предмете или явлении. Отличительной чертой специальных вопросов в английском языке является обязательное наличие вопросительных слов. Порядок слов в таких вопросах такой же, как и в общем, только в начале необходимо поставить одно из вопросительных слов:

*вопросительное слово + вспомогательный глагол + подлежащее + сказуемое + дополнение + остальные члены предложения.*

Where are you going? – Куда ты идешь?

What do you want to read? – Что ты хочешь почитать?

When did you leave the house? – Когда ты ушел из дома?

### **Альтернативный вопрос**

Сама название этого типа вопроса подразумевает то, что в вопросе должен быть выбор между двумя вариантами. Такой вопрос можно задать к любому члену предложения. И самое главное – здесь всегда вы встретите союз or (или).

They finished writing the article at 5 p.m. – Они закончили писать статью в 5 вечера.

Did they finish writing the article in the morning or at night? – Они закончили писать статью утром или вечером?

Did they finish writing or reading the article? – Они закончили писать или читать статью?

### **Разделительный вопрос**

Порядок слов в таком вопросе прямой, как в обычном предложении. И только в конце такого предложения мы встретим вопрос, который называется tag. В переводе на русский язык вопрос звучит так: «не так ли?» / «не правда ли?» / «да?». Для того чтобы образовать tag-question, вспомогательный глагол и подлежащее нужно поставить в конец предложения.

Есть два способа образования такого вопроса в английском языке:

**1. Начало предложения утвердительное + краткий отрицательный вопрос.**

He reads a book, doesn't he? – Он читает книгу, не так ли?

His friend is German, isn't he? – Его друг немец, не так ли?

## **2. Начало предложения отрицательное + краткий положительный вопрос.**

She doesn't go to the church, does she? – Она не ходит в церковь, не так ли?

He is not at the meeting, is he? – Он не на встрече, не так ли?

### **Вопрос к подлежащему**

Самый легкий для формирования вопрос. Вам нужно взять утвердительное предложение, убрать подлежащее и вместо него поставить who (кто) или what (что). Никакие вспомогательные глаголы не нужны. **НО!** Необходимо помнить, что в настоящем времени глагол в предложении будет иметь форму третьего лица единственного числа.

Who invites guests for the party? – Кто приглашает гостей на вечеринку?

What makes you feel upset? – Что заставляет тебя грустить?

What happened to us? – Что случилось с нами?

## **Практическая работа №28**

Тема 4.7. Типы вопросов в английском языке: альтернативный, разделительный, вопрос к подлежащему

**Цель работы:** Изучение нового грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Изучение нового грамматического материала. Выполнение упражнений.

### **Exercises.**

Упражнение 1. Сформируйте общий вопрос.

1. John was busy yesterday evening. (today)
2. I prefer reading a book before going to bed. (watch TV)
3. I can play football very well. (volley-ball)
4. Spanish is spoken in Spain. (Latin America)
5. She is a very good teacher.
6. Her parents are both doctors.
7. Lane visited many countries.
8. He couldn't drive last summer.
9. John was tired after work.
10. We live in a small town.
11. Summer has started at last.
12. They have already left.
13. My parents got married in Paris.
14. She can lose her temper easily.
15. The party will start in time.

16. The dogs are sleeping.
17. The umbrella was broken.
18. He always gives money to homeless children.

Упражнение 2. Сформируйте специальный вопрос ко всему предложению:

1. I am keen on visiting new countries. (What)
2. She works from 6 a.m. till 4 p.m. (How many hours)
3. She will meet me at the platform. (What time)
4. I was not ready to go through the test. (Why)
5. My sister likes travelling by car. (How)
6. You can look for information on a timetable on the ground floor. (Where)
7. They visited all Europe countries last year. (When)
8. The twins were born in June. (When...?)
9. We had a great time in Disneyland. (Where...?)
10. Mr. Black can play chess very well. (How...?)
11. The salad is not fresh. (Why...?)
12. Tom orders Japanese food every Friday. (What...?)
13. I meet a lot of people at work. (Where...?)
14. They will have lunch at home. (Where...?)
15. The film has just started. (What film...?)
16. I have been to the doctor. (Where...?)

Упражнение 3. Сформируйте специальный вопрос к подлежащему:

1. She was drinking cold water.
2. Our neighbor's children broke the window.
3. Lily hasn't answered the questions yet.
4. Sting is my favorite singer.
5. Jake is going to Turkey next Saturday.
6. My whole class visited the National Art Museum.
7. Molly takes dance classes.
8. Good results gave him hope for the future.

Упражнение 4. Поставьте правильный «хвостик» в разделительном вопросе:

1. She doesn't like watching TV, \_?
2. Her brother is older than she, \_?
3. He doesn't go to extra classes, \_?
4. You should tell your husband the truth, \_?
5. I was a good student, \_?
6. Dolphins are very kind animals, \_?
7. His performance was boring, \_?
8. She has read a very interesting book, \_?

Упражнение 5. Переведите предложения в форме альтернативного вопроса.

1. Ты любишь смотреть футбол или баскетбол?
2. Ты любишь смотреть фильмы или сериалы?
3. Твой кот серый или черный?

4. Ты чаще пишешь ручкой или карандашом?
5. Ты сегодня работаешь дома или в офисе?
6. Ты любишь больше печенье или шоколад?
7. Она ходила в театр с Джеком или с Кайлом?
8. Эта машина была произведена в Японии или в Германии?
9. Этот магазин открывается в 8 или в 9?
10. Она изучает английский или французский?

## **Практическая работа №29**

### Тема 4.8. Выдающиеся актеры и музыканты

**Цель работы:** Развитие умения поиска специфической информации; развитие умения говорить на основе прочитанного, формирование чтения и говорения;

**Ход работы:** Чтение, перевод, пересказ текста. Беседа по теме. Перевод предложений с русского на английский на основе прочитанного текста.

### **The Beatles**

The Beatles to this day are one of the most famous and popular rock'n'roll groups in the world. The group shattered many sales records and had more than fifty top hit singles. The Beatles started a new era of music. Their music was unusual because most rock was strong beat with no melody, and they added melody to the rock. The Beatles also added strong and meaningful lyrics.

The group included George Harrison, John Lennon, Paul McCartney, and Richard Starkey (Ringo Starr). All of the Beatles were born and raised in Liverpool, England. John Lennon was the leader of the band, one of the two lead singers, the rhythm guitarist and a song writer. George Harrison was the lead guitarist. Paul McCartney was a song writer, one of the two lead singers, and a bassist. Ringo Starr played the drums.

The Beatles were discovered on November 9, 1961 by Brian Epstein, a manager of a record store in Liverpool. The Beatles early music was influenced by singers Bob Dylan, Chuck Berry and Elvis Presley. Their first two songs were Love Me Do and Please, Please Me. After a while their own musical ideas started to emerge, and their music developed from naive and simple to sophisticated. The Beatles starred in two feature films, A Hard Days Night, which earned 1.3 million dollars in its first week, and Help. They also had their own full length cartoon called Yellow Submarine.

In 1964 The Beatles came to New York City for the first time and were an instant success. A couple of weeks later after their New York appearance, the five best selling records were by The Beatles; they became world-famous. They introduced a new style in clothing and appearance, too. They wore their hair long and shaggy,

and soon all over the world people started wearing the Beatles haircut. They were so popular that 'Beatlemania' emerged. In 1967 the Beatles directed a movie *Magical Mystery Tour* about themselves, in which they toured the English countryside in search of wonder, fun, and magic.

In 1970 the world-famous and world-loved Beatles separated. Thirty-five years later, in 2005, the American entertainment industry magazine *Variety* named them the most iconic entertainers of the 20th century.

**Translate the following sentences into English.**

1. «Битлз» и по сей день является одной из самых известных и популярных рок-групп, она побили многие рекорды продаж.
2. Они открыли новую эру в музыке, поскольку привнесли в рок мелодию, а также сильные и выразительные стихотворные тексты.
3. Группа состояла из 4 человек, которые выполняли по несколько функций: солистов, ритм-гитариста, композитора, бас-гитариста и ударника.
4. Их ранняя музыка испытала влияние Боба Дилана, Элвиса Пресли и Чака Берри, затем возникли их собственные музыкальные идеи, и их музыка превратилась из наивной и простой в утонченную.
5. Они сыграли главные роли в двух художественных фильмах, сняли один полнометражный мультфильм и фильм под названием '*Magical Mystery Tour*'.
6. Сразу после появления в Нью-Йорке они добились мгновенного успеха и стали всемирно известными.
7. Они ввели новый стиль в одежде и внешности и были настолько популярны, что возникла битломания.
8. Их называли самыми знаменитыми эстрадными исполнителями XX века.

**Audrey Hepburn**

Audrey Hepburn (1929-1993) was an engaging screen actress who won an Academy Award in 1954 for her work in *Roman Holiday*. She also worked with the United Nations to alleviate the misery of the poor.

Peerless in her screen presence, actress Audrey Hepburn had huge brown eyes, a husky voice, and a dancer's gracefulness—qualities that seduced the entire moviegoing world. While Hepburn was never an actress with a wide range and had very little acting training, she was never boring. According to *People*, Humphrey Bogart once said of her style, "With Audrey it's kind of unpredictable. She's like a good tennis player—she varies her shots." Certainly every fan has chosen his or her favorite Hepburn moment; for some it's Hepburn's regal entrance in the denouement of *My Fair Lady*, with her towering hairdo and sweetly serious expression, while others may prefer her playful dance sequence in a book store in *Funny Face*. In any case, Hepburn's most successful movies capitalized on her childlike qualities, pairing her with an older actor whose character was eventually disarmed by her inestimable charm. Several years after she was chosen by Colette to star in the Broadway version of the French author's *Gigi*, Hepburn burst onto the Hollywood scene with 1953's *Roman Holiday*. Costarring Gregory Peck, the film

tells the tale of a runaway princess who is shown around Rome by a reporter smitten with love for her. He nonetheless convinces her to resume her royal duties. The role landed Hepburn an Oscar at the tender young age of 24 for best actress. Full of adoration, Jay Cocks described the last scene of the film in Time, remarking that Peck's close up expressions of loss "would have been nonsense if Peck did not have something wonderful and irreplaceable to miss. He had Audrey Hepburn."

### **Практическая работа №30**

#### **Тема 4.9. Времена группы Simple**

**Цель работы:** Закрепление пройденного грамматического материала, умение использовать полученные знания в разговорной речи;

**Ход работы:** Выполнение грамматических упражнений.

#### **Exercises**

##### **1. Раскройте скобки, употребив глагол в Present Simple, Past Simple или Future Simple.**

1. We ... (go) roller-skating last Saturday.
2. Our granny ... (bake) meat-pies every weekend.
3. We ... (write) an essay tomorrow.
4. I really ... (enjoy) the opera yesterday.
5. Where your husband ... (work) five years ago?
6. British people ... (prefer) tea to coffee.
7. Tom, you ... (meet) me at the railway station next Sunday?
8. Where she usually ... (celebrate) her birthdays?
9. ... you (have) a big family?
10. Newton ... (invent) the telescope in 1668.
11. When ... this accident (happen)?
12. I always ... (send) Christmas cards to my grandparents.
13. Nina and Nick ... (get married) in two weeks.
14. How many books they ... (bring) tomorrow?
15. Stanley ... (have) two sons and a daughter.

##### **2. Поставьте глагол to be в одну из форм Simple.**

1. ... your girlfriend Italian?
2. I ... afraid of spiders.
3. There ... a lot of tourists in our café yesterday.
4. Peter ... in Africa next winter.
5. We ... never late for our Drawing classes.
6. I ... 70 years old in 2050.
7. She ... my neighbor last year.
8. It ... usually very hot in Egypt.

9. I ... born in September.
10. My parents ... doctors.

**3. Переведите на английский язык, употребляя глагол *to be* в *Present*, *Past* или *Future Simple*.**

1. Мой брат сейчас в школе. 2. Мой брат был вчера в кино. 3. Мой брат будет завтра дома. 4. Ты будешь дома завтра? 5. Она была вчера в парке? 6. Он сейчас во дворе? 7. Где папа? 8. Где вы были вчера? 9. Где он будет завтра? 10. Мои книги были на столе. Где они сейчас? 11. Моя мама вчера не была на работе. Она была дома. 12. Мой друг не в парке. Он в школе. 13. Завтра в три часа Коля и Миша будут во дворе. 14. Мы не были на юге прошлым летом. Мы были в Москве. 15. Завтра мой дедушка будет в деревне. 16. Когда твоя сестра будет дома? 17. Ты будешь летчиком? — Нет, я буду моряком. 18. Моя сестра была студенткой в прошлом году, а сейчас она врач. — Ты тоже будешь врачом? — Нет, я не буду врачом. Я буду инженером.

**4. Раскройте скобки, употребляя глаголы в *Present* или *Past Simple*,**

1. My friend (to know) Spanish very well. 2. Who (to ring) you up an hour ago? 3. He (to live) on the third floor. 4. It (to take) you long to find his house yesterday? 5. When your lessons (to be) over on Monday? 6. I (to have) dinner with my family yesterday. 7. Her friends (to be) ready at five o'clock. 8. One of her brothers (to make) a tour of Europe last summer. 9. Queen Elizabeth II (to be) born in 1926. She (to become) Queen of England in 1952. 10. You always (to get) up at seven o'clock? — No, sometimes I (to get) up at half past seven.

**Упр. 5. Раскройте скобки, употребляя глаголы в *Present*, *Past* или *Future Simple*.**

1. 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. 14. 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.

**6. Раскройте скобки, употребляя глаголы в *Present Simple*, *Future Simple*, *Present Continuous* или поставьте конструкцию *to be going + to inf.***

1. When you \_\_\_\_\_ (know) your examination results?
2. Kathy \_\_\_\_\_ (travel) to Caracas next month to attend a conference.

3. Do you have any plans for lunch today? — I \_\_\_\_\_ (meet) Shannon at the Sham Cafe in an hour. Do you want to join us?
4. I \_\_\_\_\_ (buy) a bicycle for my son for his birthday next month. Do you know anything about bikes for kids? — Sure. What do you want to know?
5. How do you like your new job? — I don't start it until tomorrow. I \_\_\_\_\_ (give) you an answer next week.
6. I suppose he \_\_\_\_\_ (talk) about his new invention.
7. Why are you packing your suitcase? — I \_\_\_\_\_ (leave) for Los Angeles in a couple of hours.
8. My regular doctor, Dr. Jordan, \_\_\_\_\_ (attend) a conference in Las Vegas next week, so I hope I \_\_\_\_\_ (meet) her partner, Dr. Peterson, when I \_\_\_\_\_ (go) for my appointment next Friday.
9. What time class \_\_\_\_\_ (begin) tomorrow morning? — It \_\_\_\_\_ (begin) at eight o'clock sharp.
10. The coffee shop \_\_\_\_\_ (open) at seven o'clock tomorrow morning. I'll meet you there at 7:15. — Okay. I'll be there.

## **Раздел 5. Введение в специальность.**

### **Практическая работа № 31.**

#### ***Тема 5.1. Моя будущая специальность - менеджер.***

#### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE HOTEL MANAGER**

The hotel manager is the head of a hotel. He may have the name of the general manager or the managing director.

The hotel manager may hold a management position in an individual hotel. Or he may work in a hotel chain.

In a small hotel the manager may be the owner of the hotel. But in a large hotel he is just a professional hotelier.

For the hotel guests the hotel manager is the host who must offer hospitality to his guests.

For the hotel staff the hotel manager is the person who must establish the policy of the hotel and its operations. The hotel manager has to plan and control the hotel business. He has to check up how different hotel departments carry out

their functions. Often he has to deal with the hotel guests in person. He has to handle their problems and complaints.

There may be different management positions in a hotel: the assistant manager, the resident manager, the night manager.

The assistant manager helps the manager and manages the hotel when the manager is not present.

The resident manager is the manager who permanently lives in the hotel.

The night manager is on duty during the night.

### COMPREHENSION QUESTIONS

1. Where may the hotel manager work?
2. What is the hotel manager for the hotel guests?
3. What is the hotel manager for the hotel staff?
4. What does the hotel manager have to do?
5. What may other hotel management positions involve?

### Практическая работа № 32

#### *Тема 5.2. Речевые формы бытового и профессионального общения.*

##### **Цель работы:**

1. Научиться работать в коллективе и в команде, эффективно общаться с коллегами, руководством, потребителями.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Формы обращения.
3. Приветствия при встрече гостей.
4. Приглашения.
5. Благодарности.
6. Извинения.
7. Выполнение лексико-грамматических упражнений.

### GREETINGS

#### **Приветствия**

Hi! (informal)

Hello (semi-formal, informal)

Morning (informal, semi-formal)

Afternoon (inform., semi-formal)

Evening (informal, semi-formal)

Good morning\*

Good afternoon\*

Good evening\*

How do you do? (formal)

Ответ: How do you do?)

##### **Вопросы для обсуждения:**

1. How can we greet our colleagues and what do they say in answer to our greeting?
2. How do we greet our friends and what do they say in answer to our greeting?
3. What are the forms of greetings in the morning, in the afternoon, in the evening?
4. What words do we say when parting?
5. What do we say when parting in the morning, in the afternoon, in the evening?

**Практическая работа № 33**  
***Тема 5.3. Устройство на работу.***

**Цель работы:**

1. Принимать решения в стандартных и нестандартных ситуациях и нести за них ответственность.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Виды интервью для устройства на работу.
4. Заполнение анкеты.
5. Составление резюме.

**Образец анкеты, заполняемой при приеме на работу**  
**An example of Application for Employment**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_

Tel. Number: \_\_\_\_\_

Indicate Dates You Attended School:

Elementary, From \_\_\_\_\_ to \_\_\_\_\_

High School, From \_\_\_\_\_ to \_\_\_\_\_

College, From \_\_\_\_\_ to \_\_\_\_\_

Other (Specify Type and Dates): \_\_\_\_\_

List Below All Present and Past Employment, Beginning with Most Recent

	Company Name	From Mo/Yr	To Mo/Yr	Name of Supervisor	Reason for leaving	Weekly salary	Job description
1)							
2)							
3)							
4)							
5)							
6)							

May we contact the employers listed above? \_\_\_\_\_

Indicate which ones you wish us to contact: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Практическая работа № 34**  
**Тема 5.4. Речевой этикет.**

**Цель работы:**

1. Работать в коллективе и в команде, эффективно общаться с коллегами, руководством, потребителями.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Правила этикета при деловых встречах.
4. Клише и выражения разговорной речи.

**Способы обращения к людям**

**When addressing people:**

- 1) informally we use first names, for example, John, Mary.
- 2) formally we use Mr. / Mrs. / Miss / Ms. (господин, госпожа) + a surname, for example:  
Mr. ['mister] Brown – господин (к мужчине);  
Mrs. ['misiz] Brown – госпожа (к замужней женщине);  
Miss [mis] Brown – госпожа (к незамужней женщине);  
Ms. [miz] Brown – госпожа (к женщине, чей семейный статус неизвестен).

Doctor (Dr.) is a title for doctors (medical or other).

Professor (Prof.) is a title only for high-ranking university scientists.

Sir and Madam without a name show respect and seniority.

Trades people, shopkeepers and servants call their customers (клиенты) and masters (хозяева) Sir and Madam.

"Yes, sir". "Excuse me, Madam".

Note that in Britain children often address women schoolteachers as Miss / and men teachers as Sir.

**Вопросы для обсуждения:**

***Are these sentences used in a formal or informal situation?***

- 1) Where is Peter?
- 2) Can I speak to Mr. West, please?
- 3) Ask Miss Pearl to come in, please.
- 4) Hello, Fred. How are you?
- 5) Good morning, Mrs. Robinson.
- 6) Thank you, sir.
- 7) Excuse me, madam. What can I do for you?
- 8) Mr. Smith is on business in China.
- 9) Bye, Linda. See you tomorrow.

## Раздел 6. Индустрия гостеприимства.

### Практическая работа № 35.

#### *Тема 6.1. Профессии в индустрии гостеприимства.*

##### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### INQUIRING ABOUT HOSPITALITY JOBS

#### **Memorize and dramatize:**

Student 1: Can I have a word with you?

Student 2: What is it?

Student 1: “Hospitality Management” is just what I want to understand better.

Student 2: “Hospitality” involves hotel and restaurant services. It may involve all kinds of businesses which provide accommodation and catering for customers.

Student 1: I got it. Now, I can hardly figure out all kinds of hospitality employees.

Student 2: The first person you see when you enter a hotel is the doorman.

Student 1: I suppose, I know what the doorman must do. He stands at the entrance to the hotel. He helps the hotel guests in and out of cars and cabs. He opens and holds the door for them and carries their luggage.

Student 2: Apart from what you said the doorman wears a distinctive uniform. He shows the hotel guests to the reception desk. He gives directions and calls for cabs. As for the luggage, the doorman may assist the guests with their luggage. However, this is not his mission. The hotel has porters to do this job. They either carry the luggage, or move it on carts.

Student 1: You mentioned the reception. In my understanding the receptionist is the most important person in the hotel. He welcomes the hotel guests, checks them in and assigns them rooms.

Student 2: I can't but agree with you. A satisfied guest begins at the reception desk.

Student 1: You know, I'm really confused what the bellboys must do. They seem to do the same job as porters do.

Student 2: Not really. Look! The bellboy is getting the guest's room key from the receptionist and escorting the guest to his room. He will show the guest where his room is. He will show how to unlock and lock the door and how to use the room appliances. The bellboy may assist the guest with his luggage. The bellboy must run errands for the guests.

## Практическая работа № 36.

### *Тема 6.2. Работник службы приема и размещения, его функции.*

#### **Цель работы:**

1. Принимать заказ от потребителей и оформлять его.
2. Принимать, регистрировать и размещать гостей.
3. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE RECEPTIONIST**

The receptionist works in the front office of a hotel.

The receptionist is in charge of the check-in. She meets and greets guests, registers guests and assigns rooms to them.

The receptionist must ensure that the check-in procedure is brief and convenient.

The receptionist must help guests do the hotel formalities. She takes the guest's name. If the guest is a foreign visitor, the receptionist must take the guest's passport number. Then she asks the guest to sign the hotel register. In larger hotels the receptionist asks the guest to fill in a registration card and to sign it. She must explain how to do it correctly.

The receptionist must send the signed registration card to the cashier's office.

The receptionist answers the phone. She answers questions of visitors who have come to see the hotel guests. She can help the visitors find the hotel guests. She may take messages for the hotel guests when they are not in.

In smaller hotels the receptionist is in charge of the room keys.

### **COMPREHENSION QUESTIONS**

1. Where does the receptionist work?
2. What is the receptionist in charge of?
3. What must the receptionist ensure?
4. How must the receptionist help the guests?
5. What does the receptionist ask the guests to do?
6. What must the receptionist do with a signed registration card?
7. How can the receptionist help the visitors who have come to see the hotel guests?
8. What is the receptionist in charge of in smaller hotels?

## Практическая работа № 37.

### *Тема 6.3. Порядок слов в английском предложении.*

#### **Цель работы:**

1. Формирование коммуникативных компетенций.

2. Овладение грамматическим материалом по теме.

### Ход работы:

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

### Порядок слов в утвердительном предложении

Подлежащее	Сказуемое	Косвенное дополнение	Прямое дополнение	Предложное дополнение	Место	Время
I	will tell	you	a story	about my father	at school	tomorrow
He	gave		the book	to Catherine	in a cafe	last month
Joanna	was thinking			about you		last night.
Bred	has been reading		a newspaper		in the hall	

### Порядок слов в отрицательном предложении

Подлежащее	Вспомогательный глагол	NOT	Смысловый глагол	Остальные члены предложения
Mark	does	not	know	my name.
I	have	not	read	this book yet.
Jack	will	not	be cooking	when you come home.

### Порядок слов в вопросительном предложении

Вопросительное слово (если есть)	Вспомогательный глагол	Подлежащее	Смысловый глагол	Остальные члены предложения
	Do	you	work	at weekends?
What	is	he	doing	in the kitchen?
What books	did	your grandfather	use to read	when he was young?
Where	can	I	find	information about it?
Why	haven't	you	spoken	to him yet?

### Практическая работа № 38.

#### Тема 6.4. Консьерж, его обязанности.

### Цель работы:

1. Предоставлять гостю информацию о гостиничных услугах.

2. Принимать участие в заключении договоров об оказании гостиничных услуг.
3. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE CONCIERGE**

The concierge works at a hotel's information desk.

The concierge must speak a few languages because she has to help guests from other countries. Usually the concierge speaks major world languages: English, French, German and Spanish. Sometimes she speaks other languages, too. It depends on the language of the customers whom the hotel receives.

The concierge must help guests in all ways. She can give orientations in the city, arrange taxis and sightseeing tours. She can offer entertainment. She can make theatre bookings. She can recommend shops, restaurants or nightclubs.

Actually the concierge in a hotel can act as a travel agent: book flights, tours, visits. She may find a guide or a guide-interpreter for the guest.

The concierge can find a babysitter.

The concierge must help guests mail letters and packages. She may even provide paper and a pen for writing letters.

In some hotels the concierge is in charge of messages.

In some hotels the concierge may be in charge of the room keys.

### **COMPREHENSION QUESTIONS**

1. Where does the concierge work?
2. Why must the concierge speak a few foreign languages?
3. What kind of languages does the concierge usually speak? What does it depend on?
4. How must the concierge help guests?
5. What can the concierge recommend?
6. How can the concierge act as a travel agent?
7. How can the concierge help parents with children?
8. How can the concierge help guests with their correspondence?
9. What is the concierge in charge of in some hotels?

### **Практическая работа № 39.**

#### ***Тема 6.5. Безличные и неопределенно-личные предложения.***

**Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

**Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

### **Безличные и неопределенно-личные предложения.**

Английские предложения отличаются от русских тем, что в них всегда есть подлежащее и сказуемое. Поэтому в безличных предложениях, когда нет подлежащего, используется в качестве формального подлежащего местоимение **it**.

*It is cold today.* Сегодня холодно.

Как видим, безличные предложения такого типа состоят из местоимения **it**, которое не переводится, глагола-связки в нужном по смыслу времени и именной части сказуемого, выраженного чаще всего именем прилагательным. Именная часть может быть также выражена именем существительным или именем числительным.

*It's nice to meet you.* Приятно познакомиться.

*It is nine o'clock now.* Сейчас девять часов.

Очень часто безличные предложения описывают явление природы, состояние погоды, обозначают время, расстояние.

Вопросительная и отрицательная формы безличных предложений образуются по тем же правилам, что и вопросительные и отрицательные формы предложений с именным составным сказуемым.

*Is it cold?* — Холодно?

*Wasn't it interesting?* — Разве это не было интересно?

Частица **not** ставится после первого вспомогательного глагола.

### **Практическая работа № 40.**

#### ***Тема 6.6. Менеджер гостиницы, его должностные обязанности.***

#### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE HOTEL MANAGER**

The hotel manager is the head of a hotel. He may have the name of the general manager or the managing director.

The hotel manager may hold a management position in an individual hotel. Or he may work in a hotel chain.

In a small hotel the manager may be the owner of the hotel. But in a large hotel he is just a professional hotelier.

For the hotel guests the hotel manager is the host who must offer hospitality to his guests.

For the hotel staff the hotel manager is the person who must establish the policy of the hotel and its operations. The hotel manager has to plan and control the hotel business. He has to check up how different hotel departments carry out their functions. Often he has to deal with the hotel guests in person. He has to handle their problems and complaints.

There may be different management positions in a hotel: the assistant manager, the resident manager, the night manager.

The assistant manager helps the manager and manages the hotel when the manager is not present.

The resident manager is the manager who permanently lives in the hotel.

The night manager is on duty during the night.

### **COMPREHENSION QUESTIONS**

1. Where may the hotel manager work?
2. What is the hotel manager for the hotel guests?
3. What is the hotel manager for the hotel staff?
4. What does the hotel manager have to do?
5. What may other hotel management positions involve?

## **Раздел 7. Классификация гостиниц.**

### **Практическая работа № 41.**

#### ***Тема 7.1. Недорогой отель, его характеристика.***

#### **Цель работы:**

1. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE INEXPENSIVE HOTEL.**

The inexpensive hotel is also called the 1-star hotel according to the European classification.

These are plain hotels and inns of small scale. Inexpensive hotels are modestly furnished. However, rather good facilities are provided for the guests.

Bath and lavatory arrangements are offered, but they are not provided in every bedroom. Washbasins are provided in every bedroom.

As a rule the inexpensive hotels have got a lounge area. There are no phones in bedrooms, but the use of telephone is arranged. Not every room is fitted with a radio and a TV-set.

Meals are provided for residents but are usually limited to non-residents. In some inexpensive hotels meals are not served to non-residents at all.

Inexpensive hotels offer low prices. So they are used by the guests who cannot afford to pay much.

Some inexpensive hotels may be old enough with rather small rooms. But the main thing is that they are neat and clean and the service is friendly.

The inexpensive hotels are situated away from the city centre and far from convenient means of transportation. It means that the location is not convenient.

### **COMPREHENSION QUESTIONS**

1. How is the inexpensive hotel also called?
2. What kind of facilities are provided in inexpensive hotels?
3. How are meals provided in inexpensive hotels?
4. What kind of guests are inexpensive hotels used by? What are the prices like?
5. What may still attract the guests in inexpensive hotels?
6. Where are inexpensive hotels situated?

### **Практическая работа № 42.**

#### ***Тема 7.2. Отель среднего класса, его особенности.***

#### **Цель работы:**

1. Использовать информационно-коммуникационные технологии в профессиональной деятельности.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE MODERATE HOTEL**

The moderate hotel is also called the 2-star hotel according to the European classification.

These hotels offer a higher standard of accommodation than the inexpensive hotels. However, according to the standards only 20 per cent of bedrooms contain a private bathroom or a shower with a lavatory.

TV-sets are provided in some bedrooms or there is a TV-set in a lounge. Assistance with luggage is arranged for the guests. There are bedside lights in the rooms. Wake-up calls are offered. The rooms are not air-conditioned which is a disadvantage for resort and beach hotels in hot countries.

Hot morning tea or hot breakfast is available. A bar and a restaurant are not available in every moderate hotel.

The moderate hotels are located at a distance from centres of activity. Good transportation may not be available.

The prices are reasonable for the guests with limited incomes.

### COMPREHENSION QUESTIONS

1. How is the moderate hotel also called?
2. What kind of accommodation is offered to the guests in the moderate hotels?
3. What sort of facilities are provided in the moderate hotels?
4. What kind of services are arranged in the moderate hotels?
5. What may be a disadvantage in resort and beach hotels?
6. What sort of meals are offered in the moderate hotels?
7. Where are the moderate hotels located?
8. What are the prices like in the moderate hotels?

### Практическая работа № 43.

#### *Тема 7.3. Дорогой отель, его специфика.*

#### **Цель работы:**

1. Самостоятельно определять задачи профессионального и личностного развития, заниматься самообразованием, осознанно планировать повышение квалификации.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### THE EXPENSIVE HOTEL

The expensive hotel is also called the 3-star hotel according to the European classification.

These are well-appointed and very comfortable hotels. A more spacious accommodation is offered to the guests.

According to the standards two thirds of bedrooms contain a private bathroom or a shower with a lavatory.

All rooms are fitted with a telephone, a radio and a TV-set. Many expensive hotels offer private parking. In many expensive hotels dogs and other pets are admitted.

In resort or beach hotels in hot countries bedrooms are fitted with air-conditioning which is a great advantage. Often bedrooms in resort or beach hotels are not fitted with TV-sets.

Wake-up calls, room service, hair-dryers, portage are offered.

Fuller meal facilities are provided for the guests. All expensive hotels have got a restaurant and a bar. Meals are provided on a half board basis. Hot tea in the morning and hot evening meals are always offered in the expensive hotels.

The expensive hotels usually have a rather good location. Good transportation is also available.

### **COMPREHENSION QUESTIONS**

1. How is the expensive hotel also called?
2. What kind of accommodation is offered to the guests in the expensive hotels?
3. What sort of facilities are provided in the expensive hotel?
4. What are bedrooms in the expensive resort hotels fitted with?
5. What kind of services are offered in the expensive hotels?
6. What sort of meals are provided in the expensive hotels?
7. Where are the expensive hotels located?

### **Практические работы № 44.**

*Тема 7.4. Отель класса «люкс», его отличительные особенности.*

#### **Цель работы:**

1. Ориентироваться в условиях частой смены технологий в профессиональной деятельности.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE DELUXE HOTEL**

The deluxe hotel is also called the 4-star hotel.

These are exceptionally well-appointed hotels. A high standard of comforts and services is offered to the guests.

A private bathroom or a shower with a lavatory are provided in all bedrooms.

All bedrooms are fitted with a telephone, a colour TV-set, a radio.

The deluxe hotels offer a 24-hour access and a lounge service to the guests until midnight.

All deluxe hotels contain a variety of bars and restaurants. Meals are provided on a full board basis: hot breakfast, lunch and dinner.

The resort or beach hotels in hot countries offer private swimming-pools. The rooms are fitted with air-conditioning and mini-bars. Saunas and solariums are also provided.

The deluxe hotels have excellent locations in beautiful neighbourhoods and convenient transportation means.

The prices are rather high but the guests get their money's worth.

## COMPREHENSION QUESTIONS

1. How is the deluxe hotel also called?
2. What kind of accommodation is offered in the deluxe hotels?
3. What are bedrooms fitted with?
4. What sort of services are provided in the deluxe hotels?
5. What kind of meals are offered in the deluxe hotels?
6. What sort of facilities are provided in the deluxe resort hotels?
7. Where are the deluxe hotels located?
8. What are the prices like?

### Раздел 8. Услуги и службы гостиницы.

#### Практическая работа № 45.

#### Тема 8.1. Служба приёма и размещения.

##### Цель работы:

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### Ход работы:

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

## THE FRONT OFFICE

When hotel guests arrive, they expect the front office clerks to offer them a nice welcome. They will want someone to help them in checking-in.

The front office is in the lobby of a hotel. It consists of the reservation department and the reception desk or the front desk.

The reservation department provides booking of the hotel rooms.

The front desk provides sale of rooms, guest registration, key service, message and mail service, guest accounts.

Each employee in the front office has got a specific task.

The booking clerk will help the guest to arrange a booking.

The receptionist or the room clerk will help the guest to check in. When the receptionist watches the guest arrive, he meets and greets him. The receptionist asks the guest to fill in a registration form and assigns a room to him. Before the receptionist assigns a room, he or she will check the guest's booking and the available accommodations. Most hotels offer single and double rooms. There are also some fine suites. A guest may ask the receptionist to provide an extra bed in a double room for his family member.

A hotel guest often wants someone to deliver messages and mail for him. The front desk performs this duty. There is always a rack with message boxes behind the counter.

A hotel guest always wants someone to take care of his room key. The front desk will do it. There is often a key drop at the desk.

When the guest checks out, he wants someone to help him with accounts. The cashier at the front desk will do it.

Every hotel manager relies on his front office to provide brief and convenient checking-in and checking-out.

### **COMPREHENSION QUESTIONS**

1. What do hotel guests expect the front office clerks to do?
2. Where is the front office?
3. What does the front office consist of?
4. What does the reservation department provide?
5. What kind of services does the front desk provide?
6. What is the specific task of the booking clerk?
7. How does the receptionist help the guest to check in?
8. What will the receptionist do before he assigns a room to the guest?
9. What sort of rooms do most hotels offer?
10. Why may the guest ask the clerk to provide an extra bed for him?
11. Why is there a rack with message boxes behind the counter?
12. Why is there a key drop?
13. Who takes care of the guests' accounts?

### **Практическая работа № 46.** **Тема 8.2. Служба посыльных.**

#### **Цель работы:**

1. Организовывать собственную деятельность, выбирать типовые методы и способы выполнения профессиональных задач, оценивать их эффективность и качество.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE BELL SERVICE**

When hotel guests check in, they expect someone to show them to their rooms. They also want someone to help them with their luggage. Often guests would like some employee to run errands for them. These are duties of the bell service.

At the head of the bell service is the bell captain. The bell captain's post is next to the front desk. The bell captain directs bellmen.

The room clerk gives the guest's room number and the key to the bellman. The bellman escorts the guest to his room. He escorts the guest to the elevator first and then to the floor. There the bellman shows the guest his room. He must show where the light switches are. He must also explain how to use the room appliances:

the TV-set, telephone, air-conditioning. The guest may want him to explain some other hotel services: room service, laundry or dry-cleaning.

In many hotels the bellman also carries the guest's luggage. But some hotels have got porters who must carry the luggage. Very often the bellman or the porter uses a cart to move the luggage.

The bellmen also run errands for the guests. They can even page guests in the hotel. You can see a bellman carry a sign with the name of the guest whom he is paging. Or you can hear a bellman call out the name while he is carrying the sign.

### COMPREHENSION QUESTIONS

1. What do hotel guests expect when they check in?
2. What are the duties of the bell service?
3. Who is at the head of the bell service? What does he do?
4. Where can hotel guests find the bell captain's post?
5. What does the bellman do when he receives the guest's room key?
6. What must the bellman show and explain in the room?
7. Who carries the guest's luggage in the hotel?
8. How does the bellman page a guest?

### **Практическая работа № 47.** *Тема 8.3. Настоящее совершенное время.*

#### **Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

#### **Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

### **Present Perfect**

Present Perfect (Present Perfect Simple) – настоящее совершенное время. Ему нет соответствий в русском языке. Нам может быть трудно понять Present Perfect, потому что англоговорящие люди иначе воспринимают понятие времени. С точки зрения русского языка действие в настоящем времени не может закончиться, на то оно и настоящее. Если действие завершилось (прошло), значит, время должно быть прошедшее. Английский язык придерживается другой логики: в нем действие в настоящем может закончиться, и пример этому – Present Perfect.

Как образуется Present Perfect

Утверждение

Сказуемое в Present Perfect состоит из вспомогательного глагола have (has) и основного глагола. С местоимениями I, you, we, they и существительными во множественном числе мы используем have, с местоимениями he, she, it и существительными в единственном числе – has.

В качестве основного глагола в Present Perfect мы используем третью форму глагола. Получить ее можно двумя способами: если глагол правильный, мы добавляем окончание -ed к основе. Если глагол неправильный, мы берем форму из третьей колонки таблицы неправильных глаголов.

I/We/You/They + <b>have</b> + 3-я форма глагола	He/She/It + <b>has</b> + 3-я форма глагола
<b>I have started.</b> – Я начал. <b>We have gone.</b> – Мы ушли. <b>You have finished.</b> – Вы закончили. <b>They have come.</b> – Они пришли.	<b>He has decided.</b> – Он решил. <b>She has done.</b> – Она сделала. <b>It has turned off.</b> – Оно выключилось.

### Отрицание

Для того чтобы построить отрицательное предложение в Present Perfect, нам надо поставить между вспомогательным глаголом и основным отрицательную частицу not.

I/We/You/They + <b>have not</b> + 3-я форма глагола	He/She/It + <b>has not</b> + 3-я форма глагола
<b>I have not started.</b> – Я не начал. <b>We have not gone.</b> – Мы не ушли. <b>You have not finished.</b> – Вы не закончили. <b>They have not come.</b> – Они не пришли.	<b>He has not decided.</b> – Он не решил. <b>She has not done.</b> – Она не сделала. <b>It has not turned off.</b> – Оно не выключилось.

Глагол to have (has) может принимать сокращенные формы. В утвердительном предложении have (has) объединяется с местоимением, в сокращенном виде have выглядит как 've, has как 's:

- We've gone.
- He's decided.

В отрицательном предложении have (has) объединяется с not, сокращенные формы выглядят как haven't, hasn't:

- I haven't started.
- She hasn't done.

В разговорной речи чаще встречаются сокращенные формы, чем полные.

### Вопрос

<b>Have</b> + I/we/you/they + 3-я форма	<b>Has</b> + he/she/it + 3-я форма глагола
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глагола	
<b>Have I started?</b> – Я начал?	<b>Has he decided?</b> – Он решил?
<b>Have we gone?</b> – Мы ушли?	<b>Has she done?</b> – Она сделала?
<b>Have you finished?</b> – Вы закончили?	<b>Has it turned off?</b> – Оно выключилось?
<b>Have they come?</b> – Они пришли?	

## УПОТРЕБЛЕНИЕ PRESENT PERFECT

- Мы используем Present Perfect, когда хотим показать результат действия, которое уже совершилось. С помощью Present Perfect мы акцентируем внимание именно на результате и по нему видим, что действие уже выполнено. Гораздо легче понять, что значит результат, на примере глаголов «делать» и «сделать»:

- Я **делал** это – I did it. (Past Simple – действие было в прошлом)
- Я **сделал** это – I have done it. (действие закончилось, значит, есть результат)

К действию с результатом относится:

- Действие с наречиями already (уже), just (только что), yet (уже, еще). Они указывают на то, что действие произошло недавно и в результате что-то изменилось.

*I know Jane. We **have already met**. – Я знаком с Джейн, мы **уже встречались**. (мы встречались в прошлом, поэтому, как результат, сейчас я ее знаю)*

*I don't want to go to the café, I've **just eaten**. – Я не хочу идти в кафе, я **только что поел**. (я не голодный, это результат того, что я недавно кушал)*

Наречие yet используется в вопросах и отрицаниях. В отрицательном предложении yet переводится как «еще», в вопросе – «уже». Yet обычно стоит в конце предложения.

*– Is Jim here? – Джим **здесь**?*

*– No, he **hasn't arrived yet**. – Нет, он **еще не приехал**.*

***Have you been** to the new supermarket **yet**? – Ты **уже была** в новом супермаркете?*

- Действие, которое произошло в прошлом, неважно когда, но в настоящем виден результат.

*I **have bought** a new car. – Я **купил** новую машину. (я уже совершил покупку, мы не знаем, когда это произошло, но видим результат – новую машину)*

*They **aren't** at home, they **have gone shopping**. – Их **нет** дома, они **ушли за покупками**. (неважно, когда они ушли, важно, что сейчас их нет)*

Еще результат действия может влиять на настоящее:

*She has lost her keys, she can't get home now. – Она потеряла ключи, теперь она не может попасть домой. (из-за того, что она потеряла ключи в прошлом, она не может открыть дверь в настоящем)*

- Действие, которое произошло в незаконченный период времени. На незаконченный период нам указывают слова today (сегодня), this morning/week/month/year (этим утром / на этой неделе / в этом месяце / в этом году). У нашего действия уже есть результат, но сегодня, эта неделя / этот месяц / этот год еще не закончились, то есть мы успеем выполнить действие или повторить его еще раз за этот период.

*Today he has visited two galleries. – Сегодня он побывал в двух галереях. (сегодня еще не закончилось, и он может отправиться в третью галерею)*

*I haven't been at work this week because of sickness. – Я не был на работе на этой неделе из-за болезни. (но неделя еще не закончилась, и я могу выйти на работу на этой неделе)*

2. Present Perfect используется, когда мы говорим о нашем личном опыте. Эту функцию часто называют «жизненный опыт».

*I've been to England but I haven't been to Scotland. – Я был в Англии, но не был в Шотландии. (на данный момент моей жизни я посетил Англию и не успел посетить Шотландию, но я все еще надеюсь там побывать)*

- В таких предложениях не указывают точное время. Но вы можете подчеркнуть, сколько раз действие происходило:

*– Have you read this book? – Ты прочитал эту книгу?  
– Yes, I have read this book twice already. – Да, я прочитал эту книгу уже дважды.*

*I have eaten in this restaurant many times. – Я ел в этом ресторане много раз.*

А можете говорить в целом, не указывая точное количество раз:

*– Have you read this book? – Ты прочитал эту книгу?  
– Yes, I have read this book. – Да, я прочитал эту книгу.  
I have eaten in this restaurant. – Я ел в этом ресторане.*

- Наречия ever (когда-нибудь) и never (никогда) часто встречаются, когда мы говорим о жизненном опыте. Они показывают, что мы делали или не делали в нашей жизни. Обратите внимание, что never замещает частицу not.

*– Have you ever seen this film? – Ты видел когда-нибудь этот фильм?  
– No, I have never seen this film before. – Нет, я никогда не видел этот фильм раньше.*

– *Has he ever been abroad?* – Он когда-нибудь был за границей?

– *No, he hasn't.* – Нет, не был.

*I have never eaten mango.* – Я никогда не ел манго.

### Exercises

1. Поставьте глаголы из скобок в форму Present Perfect. Предложения могут быть утвердительные, отрицательные и вопросительные.

Н-р: I never ... (be) to Australia. – I have never been to Australia. (Я никогда не был в Австралии.)

He ... (pass) the exam? – Has he passed the exam? (Он сдал экзамен?)

1. We just ... (meet) an American actor. (Мы только что встретили американского актера.)
2. Your husband ... (sell) the house? (Твой муж продал дом?)
3. I ... (not start) my new job yet. (Я еще не начала свою новую работу.)
4. You ... (be) to New York before? (Вы были в Нью-Йорке раньше?)
5. Ann ... (not choose) the dessert yet. (Аня еще не выбрала десерт.)
6. They ... (do) the shopping today. (Они сделали покупки сегодня.)
7. Tom ... ever (visit) Disneyland? (Том когда-либо посещал Диснейленд?)
8. I just ... (see) a horror film. (Я только что посмотрела фильм ужасов.)
9. She ... (not find) her coat. (Она не нашла свое пальто.)
10. The cat already ... (eat up) the fish. (Кошка уже доела рыбу.)

2. Посмотрите на план подготовки к свадьбе. Напишите о том, что уже сделано, а что - еще нет. Используйте глаголы в Present Perfect и наречия already (уже) и yet (еще не).

Н-р: We haven't talked to the priest yet. (Мы еще не поговорили со священником.)

We have already booked the restaurant. (Мы уже зарезервировали ресторан.)

1. talk to the priest (-)
  2. book the restaurant (+)
  3. send the invitations (+)
  4. buy the rings (-)
  5. choose the food (+)
  6. confirm the hotel (-)
  7. book the wedding procession (+)
  8. find the photographer (-)
3. Расставьте слова по порядку. Переведите получившиеся предложения.
1. have – Britain – several – I – to – times – been
  2. Spain – since – she – lived – in – 1994 – has
  3. five – married – have – they – years – been – for
  4. I – coffee – made – already – for – have – you
  5. never – Bob – a bike – has – had
4. Поставьте наречия из скобок в нужное место.
1. Have you washed your hands? (already)
  2. We have phoned the doctor. (just)

3. Has she ridden a horse? (ever)
4. I have danced the tango. (never)
5. The train hasn't arrived. (yet)
5. Составьте предложения в Present Perfect, используя for (в течение) или since (с тех пор как).  
Н-р: I – not – meet – George – last month. – I haven't met George since last month. (Я не встречала Джорджа с прошлого месяца.)
1. We – know – him – six months.
2. Jack – not – play – hockey – last winter.
3. Mary – be – a real friend – our childhood.
4. They – live – in Tokyo – a long time.
5. My Dad – work – as a builder – three years.

### **Практическая работа № 48.**

#### ***Тема 8.4. Этажная служба и служба горничных.***

##### **Цель работы:**

1. Принимать решения в стандартных и нестандартных ситуациях и нести за них ответственность.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **THE HOUSEKEEPING**

When guests stay at the hotel they expect somebody to clean their rooms. The housekeeping department does it.

At the head of the housekeeping service is the housekeeper. He supervises the chambermaids.

Chambermaids prepare the rooms before the guests check in.

The housekeeper tells the maids to general clean the rooms or to make up the rooms. He may ask the maids to scrub down the bathrooms or just change the bed linen and the towels. Generally the maids air the rooms, make the beds, dust the furniture, vacuum clean the floor, wash the bathroom, empty the waste baskets.

Chambermaids use carts to carry supplies: soap, tissues, bed and bath linens. There are containers for dirty linen and rubbish on those carts.

Chambermaids use master keys to provide security for the hotel rooms.

If the guests need extra bedding or rollaways, the housekeeping service will do it. The housekeeping service provides hair-dryers and irons if the guests need them.

When guests check out, the housekeeper inspects the rooms. The housekeeper informs the front desk if everything is in order. He also informs which rooms are occupied and which rooms are vacant.

### COMPREHENSION QUESTIONS

1. What do hotel guests expect the housekeeping service to do when they stay at the hotel?
2. Who is at the head of the housekeeping service? What does he or she do?
3. How do chambermaids clean the rooms?
4. What do chambermaids use carts for?
5. How do maids provide security for hotel rooms?
6. What other services does the housekeeping department provide?
7. What does the housekeeper do when guests check out?
8. What does the housekeeper inform the front desk about?

### Практическая работа № 49.

#### *Тема 8.5. Сравнение времен Past Simple и Present Perfect*

##### **Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

##### **Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

Past Simple or Present Perfect. Exercises.

**Упражнение 1.** Complete the pairs of sentences. Use the Present Perfect in one sentence and the Past Simple in the other.

1. I (know) \_\_\_\_\_ her for six years.

I (know) \_\_\_\_\_ him when I was at school.

2. He (live) \_\_\_\_\_ in Paris from 1997 to 2000.

He (live) \_\_\_\_\_ in New York since 2001.

3. Where's Pete? I (not see) \_\_\_\_\_ him for ages.

I (not see) \_\_\_\_\_ Pete last night.

4. We (be) \_\_\_\_\_ at primary school from 1993 to 1998.

We (be) \_\_\_\_\_ in this class since September.

5. I (not watch) \_\_\_\_\_ this video yet.

I (not watch) \_\_\_\_\_ a video at the weekend.

**Упражнение 2.** Put the verbs in brackets in the Past Simple or in the Present Perfect.

1. I \_\_\_\_\_ (never/ be) to the USA. I \_\_\_\_\_ (want) to go there last summer but I couldn't.
2. He \_\_\_\_\_ (live) in this street all his life.
3. His father \_\_\_\_\_ (come back) to London last Sunday.
4. Yan \_\_\_\_\_ (write) a letter to Nick two days ago.
5. He \_\_\_\_\_ (send) his letter yesterday.
6. They \_\_\_\_\_ (just/ buy) some postcards.

**Упражнение 3.** Fill in last night, ever, ago, just, yet, always in the right place.

1. Nick's uncle went to Russia 3 years.
2. Mr. Rambler has come back from Belarus.
3. Nick has wanted to visit Belarus.
4. Mr. Rambler saw Yan.
5. They haven't visited this old castle.
6. Have you been to England?

**Упражнение 4.** Choose the correct option.

1. She has /'s had a moped since she was 15.
2. We took /'ve taken a taxi to town that morning.
3. We played /'ve played volleyball last night
4. I'm really hungry. I didn't eat / haven't eaten since last night.
5. They visited/ 've visited Colorado last summer.

**Упражнение 5.** Put the verbs in brackets in the Past Simple or in the Present Perfect.

1. Maria (get) \_\_\_\_\_ some bad news last week. She (be) \_\_\_\_\_ sad since she (get) \_\_\_\_\_ the bad news.
2. I (start) \_\_\_\_\_ school when I was five years old. I (be) \_\_\_\_\_ at school since I (be) \_\_\_\_\_ five years old.
3. I (change) \_\_\_\_\_ my job three times this year.
4. I (change) \_\_\_\_\_ my job three times last year.
5. The weather was hot and dry for many weeks. But two days ago it (rain) \_\_\_\_\_.
6. Tom (break) \_\_\_\_\_ his leg five days ago. He's in hospital. He (be) \_\_\_\_\_ in hospital since he (break) \_\_\_\_\_ his leg.
7. Are you going to finish your work before you go to bed? — I (finish) \_\_\_\_\_ it (already). I (finish) \_\_\_\_\_ my work two hours ago.

**Упражнение 6.** Put the verbs in brackets in the Past Simple or in the Present Perfect.

1. I (have, just) \_\_\_\_\_ a nice pot of coffee. Would you like a cup?
2. I (see, not) \_\_\_\_\_ Steve this morning yet.
3. Carol and I are old friends. I (know) \_\_\_\_\_ her since I (be) \_\_\_\_\_ a freshman in high school.
4. Maria (have) \_\_\_\_\_ a lot of problems since she (come) \_\_\_\_\_ to this country.
5. I (go) \_\_\_\_\_ to Paris in 2003 and 2006.
6. A car came round the corner and I (jump) \_\_\_\_\_ out of the way.
7. Don't throw the paper away because I (not to read) \_\_\_\_\_ it yet.
8. Is Jim going to eat lunch with us today? — No. He (eat) \_\_\_\_\_ (already). He (eat) \_\_\_\_\_ lunch an hour ago.
9. Since we (start) \_\_\_\_\_ doing this exercise, we (complete) \_\_\_\_\_ some sentences.
10. I (be) \_\_\_\_\_ never to Italy.

**Упражнение 7.** Put the verbs in brackets in the Past Simple or in the Present Perfect.

1. You (ever work) \_\_\_\_\_ in a shop?
2. I (work) \_\_\_\_\_ at my uncle's shop when I was younger.
3. It's the first time I (be) \_\_\_\_\_ on a ship.
4. Ann is looking for her key. She can't find it. She (lose) \_\_\_\_\_ her key.
5. How many symphonies Beethoven (compose) \_\_\_\_\_?
6. Look! Somebody (spill) \_\_\_\_\_ ink on the notebook.
7. You (have) \_\_\_\_\_ a holiday this year yet?
8. You (see) \_\_\_\_\_ any good films recently?
9. He (have, not) \_\_\_\_\_ any problems since he (come ) \_\_\_\_\_ here.

**Упражнение 8.** Раскройте скобки, употребляя глаголы в *Past Simple* или *Present Perfect*

1. I (cut) \_\_\_\_\_ some flowers from my garden yesterday. I (cut) \_\_\_\_\_ lots of flowers from my garden so far this summer.
2. I (not / see) \_\_\_\_\_ Tom lately.
3. The artist (draw) \_\_\_\_\_ a picture of sunset yesterday. She (draw) \_\_\_\_\_ many pictures of sunsets in her lifetime.
4. I (feed) \_\_\_\_\_ birds at the park yesterday. I (feed) \_\_\_\_\_ birds at the park every day since I (lose) \_\_\_\_\_ my job.
5. Ann (wake up) \_\_\_\_\_ late and (miss) \_\_\_\_\_ her breakfast on Monday.
6. I (forget) \_\_\_\_\_ to turn off the stove after dinner. I (forget) \_\_\_\_\_ to turn off the stove a lot of times in my lifetime.
7. The children (hide) \_\_\_\_\_ in the basement yesterday. They (hide) \_\_\_\_\_ in the basement often since they (discover) \_\_\_\_\_ a secret place there.
8. The baseball player (hit) \_\_\_\_\_ the ball out of the stadium yesterday. He (hit) \_\_\_\_\_ a lot of homeruns since he (join) \_\_\_\_\_ our team.
9. We first (meet) \_\_\_\_\_ in 2001. So we (know) \_\_\_\_\_ each other for 8 years.

**Упражнение 9.** Put the verbs in brackets in the *Past Simple* or in the *Present Perfect*.

1. She (change) \_\_\_\_\_ a lot since she left school.
2. I (see) \_\_\_\_\_ this film and I don't want to see it again.
3. Jazz (originate) \_\_\_\_\_ in the United States around 1900.
4. Tom Hanks (win) \_\_\_\_\_ an Oscar several times already.
5. Long ago, they (build) \_\_\_\_\_ most houses out of wood.
6. Scientists still (not/find) \_\_\_\_\_ a cure for cancer.
7. Sean (eat, never) \_\_\_\_\_ Chinese food before.
8. In my first job, I (be) \_\_\_\_\_ responsible for marketing.
9. The last job I (apply) \_\_\_\_\_ for required applicants to speak some Japanese.
10. The first modern Olympics (take) \_\_\_\_\_ place in Athens more than a hundred years ago.
11. I am writing in connection with the advertisement which (appear) \_\_\_\_\_ in December.

**Упражнение 10.** Complete the sentences. Use the Present Perfect or the Past Simple.

My family and I (move) from London to Cardiff last summer, so we (live) in Cardiff for seven months now. I miss my friends in London. My best friend is called Megan. We (meet) at primary school, so I (know) her for nine years. Unfortunately, I (not see) her since last summer.

I go to Greystone Secondary School in Cardiff. I (be) at the school since last September. At first I (not like) it because I (not have) any friends here. But the students in my class are really nice and I'm happy here now.

**Упражнение 11.** Correct the mistakes in these sentences.

1. We lived here since 1997.
2. I've been ill since two days.
3. How long do you know him?
4. Susie has seen a good film last night.
5. We've finished our homework just.
6. I've already wrote three letters.

**Упражнение 12.** Complete the sentences. Use the Present Perfect or the Past Simple.

Helen: That's a nice tennis racket. Is it new?

Andy: No, (I/have) \_\_\_\_\_ it for about a year, but ( I/not play) \_\_\_\_\_ with it very much. ( I/buy) \_\_\_\_\_ it in Florida.

Helen: When ( you/go) \_\_\_\_\_ to America?

Andy: ( I/go) \_\_\_\_\_ there with my family in the spring.

Helen: What was it like?

Andy: Great! (I/stay) \_\_\_\_\_ with my penfriend.

Helen: Is your penfriend American?

Andy: Yes. ( I/have) \_\_\_\_\_ an American penfriend for two years. (he/come) \_\_\_\_\_ to England last summer.

Helen: (I/not meet) \_\_\_\_\_ him.

Andy: No, (you/be) \_\_\_\_\_ on holiday in Turkey.

**Упражнение 13.** Choose the correct form of the verb.

1. We went/ 've been to the seaside last summer.
2. I finished / 've finished my homework. Can I go out now?
3. I was /'ve been ill three months ago.
4. Have you been / Did you to the shop? I need some stamps.
5. My hobby is fishing. I've caught / caught a lot of fish.
6. Jenny is in Oxford today, but she was /has been in London yesterday.
7. I played /'ve played basketball when I was younger, but I don't play now.
8. I've already seen / already saw 'Shrek'.
9. Julie has been / was ill since Tuesday.
10. I didn't see / haven't seen Josh since 1998.
11. We've stayed / stayed at our grandparents for three days. We arrived home yesterday.
12. The dog went / has gone to sleep an hour ago.
13. I had / 've had a cat for two years. Its name is Willis.
14. I've waited / waited for a bus for twenty minutes. Then I decided to walk.

## Практическая работа № 50.

### Тема 8.6. Служба безопасности гостиницы.

#### Цель работы:

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### Ход работы:

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### THE SECURITY DEPARTMENT

When guests stay at the hotel, they expect someone to protect them. The hotel security department must protect the guests from all dangers: robbery and burglary, fire or flood. At the head of the hotel security department is the security officer.

The guests may keep their valuables in a safe-deposit box. The security department is in charge of it. The security department employees are prepared to protect the guests in case of any crime.

Often the guests lose their stuff in the hotel. They may leave their purses and wallets, hand-bags and umbrellas, hats and coats in bars or restaurants, restrooms or lobbies. The security department is in charge of the lost and found office.

The security department employees are trained for emergencies. They are prepared to help the guests in case of fire or other dangers. They are responsible for warning the guests of the danger. They are in charge of smoke detectors and fire extinguishers throughout the hotel.

The security department provides fire drills for all hotel employees. Each hotel employee knows all emergency exits.

In case of an injury there are first aid kits throughout the hotel. The security department is in charge of them too.

### COMPREHENSION QUESTIONS

1. What must the hotel security department protect the guests from?
2. Who is at the head of the hotel security department?
3. How can the hotel security department protect the guests' valuables?
4. How can the security department protect the guests' lost items?
5. How are the security department employees prepared to help the hotel guests in case of emergency?
6. How does the security department take care of the hotel employees?
7. How can the security department help the hotel guests in case of injury?

**Практическая работа № 51.**  
**Тема 8.7. Наиболее употребительные наречия.**

**Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

**Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

**Наречие**

Наречие – это часть речи, указывающая на признак действия или на обстоятельства, при которых протекает действие.

Наречие относится к глаголу и показывает **как, где, когда** и **каким образом** совершается действие

В предложении наречие выступает в роли ОБСТОЯТЕЛЬСТВА (места, времени, образа действия и др.).

**Классификация и употребление наречий**

По своему значению наречия делятся на следующие основные группы: наречия места, времени, образа действия, меры и степени и др.

**Наречия места**

**here** - *здесь, сюда, тут*

**there** - *там, туда*

**where** - *где, куда*

**far** - *далеко*

**above** - *выше, наверху*

**below** - *внизу, ниже*

**outside** - *снаружи, наружу*

**inside** - *внутри, внутри*

**somewhere** - *где-нибудь*

**anywhere** - *где-нибудь*

**nowhere** - *нигде, никуда*

**everywhere** - *везде и др.*

**Наречия времени**

**today** [tq'deI] *сегодня*

**tomorrow** [tq'mOrou] *завтра*

**yesterday** ['jestqdI] *вчера*

**soon** [sHn] *скоро, вскоре*

**now** [nau] *теперь, сейчас*

**late** [leIt] *поздно*

**lately** ['leItlI] *недавно*

**still** [stIl] *еще; все еще*

**then** [Den] *тогда, затем, потом*

**when** [wen] *когда*

**since** [sIns] *с тех пор*

**before** [bI'fL] *раньше, прежде чем*

**after** ['Rftq] *потом, затем*

**once** [wAns] *однажды; когда-то*

**already** [Ll'redI] *уже*

**just** [GAst] *только что; как раз*

**yet** [jet] *уже, все еще; еще; однако*

**(not)...yet** *еще (не) и др.*

**Наречия образа действия**

**badly** ['bxdII] *плохо; очень, сильно*  
**hard** [hRd] *упорно, настойчиво*  
**well** [wel] *хорошо*  
**easily** ['JzIII] *легко, без труда*  
**slowly** ['sloulI] *медленно*

**quickly** ['kwIkII] *быстро*  
**fast** [fRst] *быстро*  
**quietly** ['kwaIqtII] *спокойно*  
**kindly** ['kaIndII] *доброжелательно, любезно и др.*

### Наречия меры и степени

**little** ['lItI] *мало, немного*  
**much** [mAC] *много; очень*  
**so** [sou] *так; также*  
**almost** ['Llmoust] *почти; чутьне*  
**nearly** ['nIqlII] *почти; около*  
**very** ['verI] *очень*

**too** [tH] *в значении слишком*  
**hardly** ['hRdlI] *едва; вряд ли*  
**scarcely** ['skFqsII] *едва*  
**enough** [I'nAf] *достаточно*  
**quite** [kwaIt] *довольно, вполне*  
**rather** ['rRDq] *довольно и др.*

### Вопросительные наречия

**wher?** [wFq] - *где?*  
**why?** [waI] - *почему?*

**when?** [wen] - *когда?*  
**how?** [hau] - *как? и др.*

## **Раздел 9. Размещение гостей в гостинице.**

### **Практическая работа № 52.**

#### **Тема 9.1. Бронирование номеров.**

#### **Цель работы:**

1. Бронировать и вести документацию.
2. Информировать потребителя о бронировании.
3. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

#### **Read and practice saying the dialogues.**

1) Receptionist: Good evening, what can I do for you? Guest: I'd like to book a room.

R: When for?

G: I want to come on the 3rd of May and stay for three nights. R: I'm really very sorry, but we are fully booked at that period. G: Well, what about next week?

R: Oh, next week is OK, but what kind of room would you like? G: A double, if possible.

R: I'm not quite sure, just one moment. Oh, I'm afraid we don't have any vacant double rooms for that moment, but never mind, I can offer you two nice single rooms.

G: What a pity! Let it be two single rooms but on one floor.

- 2) Headwaiter: Hello, how can I help you? Guest: I'd like to reserve a table for two. H: When would you like to come?  
G: I wonder if it is possible to come on Wednesday evening. H: Oh, I'm awfully sorry, but we don't open on Wednesday. G: It is really very bad. Well, then could you reserve me a table for tonight?  
H: I'm afraid we don't have any tables left for tonight. Today is our busy day. Come tomorrow and we'll reserve the best table for you!
- 3) Waiter: Good morning. What can I do for you? Guest: Could I speak to your manager, please?  
W: I'm not sure that he is here, but just one moment, I'll ask the Headwaiter.  
G: Does your Headwaiter speak French? W: I'm sorry but I really don't know.

**Практическая работа № 53.**  
**Тема 9.2. Времена группы *Continuous***

**Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

**Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

**1. Present Continuous** (Настоящее продолженное время)

- Употребляется для обозначения действия, которое совершается прямо сейчас (в момент речи) или в настоящий период времени:

*«Падают, падают, падают, падают листья».*

- Маркеры:

*now, still, at present, at the moment, while, meanwhile.*

- Утвердительная форма образуется с помощью глагола **to be** + основной глагол с окончанием **-ing**:

*I am reading. He is reading. You are reading.*

- Отрицательная форма: **to be** + **not** + глагол с **-ing**.

*They are not reading.*

- Вопросительная форма:

*Are they reading?*

**2. Past Continuous** (Прошедшее продолженное время)

- Употребляется для обозначения действия, которое совершалось в определенный момент в прошлом:

*«Шумел камыш, деревья гнулись».*

- Маркеры:

*still, while, during, for 3 hours/days/weeks, all day long yesterday, from ... till ...*

- Утвердительная форма: **was/were** + глагол с **-ing**.

*I was eating all day long.*

- Отрицательная форма: **was/were** + **not** + глагол с **-ing**.

*They were not playing.*

- Вопросительная форма: *Was she playing?*

### 3. Future Continuous (Будущее продолженное время)

- Обозначает действие, которое будет совершаться в определенный промежуток времени или момент в будущем: *«Я буду долго гнать велосипед».*

- Маркеры:

*still, from ... to ..., meanwhile, for 3 hours/days/years, during.*

- Утвердительная форма: **will/shall** + **be** + глагол с **-ing**.

*They will be laughing.*

- Отрицательная форма: **will/shall** + **not** + **be** + глагол с **-ing**.

*I will not be crying.*

- Вопросительная форма: *Will it be raining?*

### Упражнения "Времена группы Continuous"

1. Поставьте глагол в форму Present Continuous, Past Continuous или Future Continuous.

to shine

1. The sun ... yesterday morning.
2. The sun ... brightly now.
3. Tomorrow the sun ... all day long.

to write

4. I ... a postcard at the moment.
5. I ... a postcard when you phoned.
6. I ... a lot of Christmas cards tomorrow evening.

to sit

7. We ... in the garden at 3 o'clock yesterday afternoon.
8. This time tomorrow we ... in the garden.
9. We ... in the garden now.

2. Раскройте скобки, употребив глагол в форме Present Continuous, Past Continuous или Future Continuous.

1. I ... (study) Japanese online from 5 till 6 tomorrow evening.
2. Listen! Why the dogs ... (bark)?

3. She ... (wear) a yellow coat when I saw her.
  4. They ... (take) their driving test next Monday.
  5. I dropped my wallet when I ... (get) on the bus.
  6. What you ... (do) in my office yesterday?
  7. Bob ... (feel) much better today.
  8. The kids ... (watch) cartoons in their room now.
  9. I'm afraid she ... (sleep) in ten minutes.
  10. We ... (have) tea soon?
3. Преобразуйте утвердительные предложения в отрицательные, обращая внимание на форму глагола-сказуемого.
1. We are enjoying the party. (Нам нравится вечеринка.)
  2. He'll be playing chess in an hour. (Через час он будет играть в шахматы.)
  3. They were planting flowers in the garden last May. (Они занимались посадкой цветов в саду в прошлом мае.)
  4. I am looking for a job. (Я ищу работу.)
  5. The phone was working yesterday. (Вчера телефон работал.)
  6. Margaret will be working as a waiter during her summer holidays. (Маргарита будет работать официанткой во время летних каникул.)
  7. The secretary is typing a contract. (Секретарь печатает договор.)

### **Практическая работа № 54.**

#### ***Тема 9.3. Заезд гостей и регистрация.***

#### **Цель работы:**

1. Принимать, регистрировать и размещать гостей.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

#### **1. Read and practice saying the dialogue.**

**Receptionist:** Hello, Reception. What can I do for you?

**Guest:** Hello, I want to stay for a weekend, so I'd like to get some information about your hotel.

**R:** Yes, please. What would you like to know?

**G:** First of all, is it far from the city centre?

**R:** No! Our hotel is located in the very centre. And there are a lot of cinemas and clubs near here.

**G:** Well, and what about restaurants? Are there any?

**R:** Of course, there are two bars, a coffee shop and a restaurant with excellent music.

**G:** Is there a sauna?

**R:** Sure, solarium and gym, too.

**G:** OK, but you see the problem is that I have a small child. Is there anybody to stay with him?

**R:** Don't worry, we'll solve your problem, we have a baby-sitter on request and there is a children's playground.

**G:** That's great! And the last thing I want to know, how much is a family room?

**R:** That's \$50 per person, per night and the child is free. There is an extra bed in a family room. But would you like us to send you a brochure?

**G:** That'll be fine, thank you very much!

### **COMPREHENSION QUESTIONS**

1. What kind of rooms do you have?
2. Is there a car park?
3. Where can I change money in your hotel?
4. How could I spend my time in the evening?
5. Who can help me with my child?
6. Is there a fitness centre?
7. Are there any conference facilities?

### **Практическая работа № 55.**

#### ***Тема 9.4. Прошедшее совершенное время.***

#### **Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

#### **Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

Past Perfect – прошедшее совершенное время. Его особенность в том, что оно не используется в речи самостоятельно и обязательно привязывается к другому действию. Зачем англичанам это нужно? Причина кроется в их любви к порядку и организованности. В русском языке для выражения всех прошедших действий мы используем одно время. Мы перечисляем несколько событий, потом возвращаемся к другому событию, которое произошло до всех остальных. Англичанин в своей речи никогда не допустит такого «хаоса». Если он забыл о важном событии, которое произошло до всех остальных, он сообщит его в специально предназначенном для этого времени – Past Perfect.

## Как образуется Past Perfect

### Утверждение

Сказуемое в Past Perfect состоит из двух частей: вспомогательного глагола **had** и третьей формы основного глагола (к правильному глаголу прибавляем окончание —ed, а форму неправильного берем из третьей колонки таблицы неправильных глаголов).

I/He/She/It/We/You/They + <b>had</b> + 3-я форма глагола	
I <b>had done</b> . – Я сделал. He <b>had seen</b> . – Он увидел. She <b>had found</b> . – Она нашла. It <b>had fallen</b> . – Оно упало.	We <b>had learned</b> . – Мы выучили. You <b>had decided</b> . – Вы решили. They <b>had gone</b> . – Они ушли.

### Отрицание

В отрицательном предложении между вспомогательным глаголом **had** и основным глаголом появляется частица **not**.

I/He/She/It/We/You/They + <b>had not</b> + 3-я форма глагола	
I <b>had not done</b> . – Я не сделал. He <b>had not seen</b> . – Он не увидел. She <b>had not found</b> . – Она не нашла. It <b>had not fallen</b> . – Оно не упало.	We <b>had not learned</b> . – Мы не выучили. You <b>had not decided</b> . – Вы не решили. They <b>had not gone</b> . – Они не ушли.

Как и во многих других временах, в Past Perfect есть сокращенные формы, которые используются в разговорной речи. В утвердительном предложении **had** объединяется с местоимением, в отрицательном – с частицей **not**. Например:

- I'd done.
- You'd decided.
- I hadn't done.
- You hadn't decided.

### Вопрос

Вопросительное предложение начинается со вспомогательного глагола **had**, за которым следует подлежащее и основной глагол.

<b>Had</b> + I/he/she/it/we/you/they + 3-я форма глагола	
<b>Had I done?</b> – Я сделал? <b>Had he seen?</b> – Он увидел? <b>Had she found?</b> – Она нашла?	<b>Had we learned?</b> – Мы выучили? <b>Had you decided?</b> – Вы решили? <b>Had they gone?</b> – Они ушли?

Для того чтобы последовательно изучать Past Perfect, мы разделили все его функции на три уровня. В зеленом блоке вы найдете то, что надо знать на начальном уровне, в желтом – на среднем, в красном – на высоком.

## УПОТРЕБЛЕНИЕ PAST PERFECT

Past Perfect всегда идет рука об руку с другим действием в прошлом. Past Perfect показывает действие, которое произошло раньше другого действия или определенного момента в прошлом. Другое действие в прошлом чаще всего обозначается Past Simple, при этом могут использоваться специальные слова: by... (к какому-то времени/моменту), after (после того как), before (перед тем как, до того как), when (когда), earlier (раньше), first (сперва, сначала).

*We arrived at the station at 7.30, but the train **had left**.* – Мы прибыли на вокзал в 7:30, но поезд уже ушел. (сначала поезд ушел, потом мы прибыли на вокзал)

*He **had been** a usual clerk **before** he became a successful businessman.* –

Он был обычным клерком до того, как стал успешным бизнесменом.

Нередко Past Perfect объясняет причину: мы хотим показать, что действие, выраженное Past Perfect, стало причиной того, что произошло другое действие.

*He was hungry. He **hadn't eaten** for eight hours.* – Он был голоден. Он не ел восемь часов.

*She couldn't buy a new pair of shoes as she **had lost** her credit card.* – Она не могла купить новую пару туфель, потому что потеряла кредитную карту. Время Past Perfect похоже по значению на Present Perfect с той разницей, что время действия происходит не в настоящем (сейчас), а в прошлом (тогда).

*They **are not** at home. They **have gone** shopping. → They **were not** at home.*

*They **had gone** shopping.*

*Их **нет** дома. Они **ушли** за покупками. → Их **не было** дома. Они **ушли** за покупками.*

Другая общая черта Present Perfect и Past Perfect – наречия just (только что), already (уже), yet (уже, еще).

*They were moving to another country, but they **hadn't told** their parents **yet**.* – Они переезжали в другую страну, но еще не сказали об этом своим родителям.

Самая распространенная ошибка, которую допускают с Past Perfect – употребляют это время там, где не нужно, чаще всего вместо Past Simple.

Например, когда мы говорим о простом действии, которое произошло давно. Помните, что Past Perfect работает, только когда есть два действия.

*I **learned** English at school.* – Я учил английский в школе.

*I **had learned** English **before** I entered the university.* – Я учил английский до того, как поступил в университет.

## Упражнения "Прошедшее совершенное время Past Perfect"

### 1. Поставьте глаголы из скобок в форму Past Perfect.

1. He never ... (be) to Oxford before. (Он никогда раньше не был в Оксфорде.)
2. When I found my camera the butterfly already ... (fly away). (Когда я нашел фотоаппарат, бабочка уже улетела.)
3. Sandra ... (suffer) from pneumonia for many years. (Сандра страдала от пневмонии в течение многих лет.)
4. Tony ... (not appear) on TV before that. (Тони никогда раньше не появлялся на ТВ.)
5. My cousin ... (buy) the tickets before we came. (Мой кузен купил билеты до того, как мы пришли.)
6. I was too tired because my working day ... (start) at six. (Я слишком устал, потому что мой рабочий день начался в шесть.)

### 2. Поставьте глаголы из скобок в форму Past Simple и Past Perfect, обращая внимание на последовательность действий.

Н-р: When my mum ... (appear), my father already ... (start) the car. – When my mum **appeared**, my father **had already started** the car. (Когда мама появилась, мой папа уже завел машину.)

1. When the police ... (arrive), we already ... (catch) the thief.
2. Jack ... (finish) the test before the bell ... (ring).
3. When Anna ... (come) to say good-night, her children already ... (fall asleep).
4. Scott already ... (prepare) the dinner when her husband ... (get) home from work.
5. When Brad and Susan ... (get married), they ... (know) each other for 3 years.
6. She ... (not enjoy) the film because she ... (read) the book before.
7. Our apartment ... (be) in a mess because I ... (have) a birthday party the night before.
8. We ... (not go) to a restaurant because we ... (spend) all our money on clothes.
9. Mary ... (can't go) skating after she ... (break) her leg.
10. Larry ... (be late) because he ... (get stuck) in a traffic jam.

### 3. Составьте предложения, выбрав начало из первой части и окончание – из второй. Переведите получившиеся предложения.

Н-р: 1 - с His parents were angry because he hadn't phoned them for several months. (Его родители были рассержены, потому что он не звонил им несколько месяцев.)

I.

1. His parents were angry because ...
2. The roses died because ...
3. When we arrived at the cinema ...
4. Bob was late for the train ...

5. The electricity was switched off ...
6. The student was happy ...

II.

- a. because we hadn't paid the bill.
- b. the film had already started.
- c. **he hadn't phoned them for several months.**
- d. because he had passed all his exams.
- e. because he had forgotten his passport.
- f. I hadn't watered them for several weeks.

### **Практическая работа № 56.**

#### ***Тема 9.5. Условия проживания в гостинице.***

##### **Цель работы:**

1. Принимать участие в заключении договоров об оказании гостиничных услуг.
2. Обеспечивать выполнение договоров об оказании гостиничных услуг.
3. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **HOTEL FACILITIES**

The three families below are going to Amsterdam on a weekend break.

Mr And Mrs Mills: a young couple on their honeymoon. They would like somewhere quiet and romantic, with a good restaurant. They would prefer a room with a bathroom rather than a shower.

Mr and Mrs Gordon-Brown: an elderly couple who want somewhere as central and as cheap as possible.

Mr and Mrs Henderson: a couple in their midthirties, with a son aged 11 and a daughter aged 12. They have friends in Amsterdam so they won't often be eating in the hotel. Mr Henderson likes to go jogging in the morning. Their children want a hotel where there will be other young people.

**Study the information about the hotels below. Which hotel would you advise each family to stay at?**

#### **Bergman**

A small hotel of only 16 rooms. Situated in a quiet, residential area behind Vondel Park, it overlooks a small canal and the park itself. The bedrooms have their own shower, TV, and radio. Twin rooms with bath are available at a supplement.

Although the hotel does not have a restaurant or bar, the dining room is very pleasant and drinks are served on request.

We recommend early booking because of the limited accommodation available.

**NO ROOM CHARGE for 1 child under 12 sharing room with 2 adults.  
(Meals payable direct.)**

Supplements per person per night: Twin with Bath

£4.00 Single with Shower £8.00

**ONE NIGHT FREE in stays of 3 nights or more 1 Jan-26 Feb, 1-  
27 Jun & 15 Nov-28 Dec**

### **Embassy (superior)**

Once a private house with a rich history, this hotel is highly recommended for the standard of its accommodation.

Because of the nature of the building all rooms are different, each with its own character, and they are on a number of levels. There are larger, superior rooms with a view of the canal (available at a supplement).

Downstairs you will find a quiet little bar and a small breakfast room. The hotel has no lift and some of the stairs are quite steep so please request a downstairs room if the stairs could be a problem. All rooms have private showers.

Supplements per person per night:

Superior Twin with Canal View £7.00

Single Room £11.00

**ONE NIGHT FREE in stays of 4 nights or more 1 Jan - 15 Mar  
& 1 Nov - 31 Dec**

### **Empire \* \* \* \* (de luxe)**

An international deluxe hotel in one of Amsterdam's most fashionable areas. The Empire has 250 guest rooms and suites which either overlook the canal or the gracious tree lined Apollolaan. All the bedrooms have telephone, mini-bar, colour TV and hairdrier.

The hotel has 2 restaurants, "The Veranda", which serves international cuisine, and "The Santori", an elegant Japanese restaurant. The bar overlooking the canal, a discotheque, and a casino complete this wonderful hotel.

**NO ROOM CHARGE for 1 child under 12 sharing room with 2 adults.  
(Meals payable direct.)**

Single Room Supplement £24.00 per night

## **Практическая работа № 57. Тема 9.6. Времена группы Perfect.**

### **Цель работы:**

1. Формирование коммуникативных компетенций.
2. Овладение грамматическим материалом по теме.

### **Ход работы:**

1. Введение нового грамматического материала, необходимого для изучения темы.
2. Отработка лексико-грамматических навыков.

### **Present Perfect**

Об особенностях употребления уже поговорили. Маленький нюанс: как правило, действие в *Present Perfect* имеет связь с настоящим (вспоминаем результат с яичницей: было действие (падение)), есть и результат (ругань)). Переводится обычно прошедшим временем с глаголом в совершенной форме.

- Маркеры:

already, just, yet, lately, of late, recently, ever, never, today, this week/month/year.

- Утвердительная форма: *have(has)+глагол с окончанием –ed* (или 3 форма для неправильных глаголов).

*We have never been there. She has watched this film today.*

- Отрицательная форма: то же самое, только после *have/has* ставится **not**.

*They haven't read the book.*

- Вопросительная форма: подлежащее и *have/has* меняются местами.

*Have you ever seen him?*

### **Past Perfect**

Употребляется для обозначения действия, которое уже завершилось к определенному моменту в ПРОШЛОМ. Например, когда Вася приехал, Маша уже все деньги истратила. Вася приехал в *Past Simple*, а Машино безобразие произошло в *Past Perfect*.

- Маркеры:

after, when, by 3 p.m. yesterday, by that time, never ... before, no sooner ... than, hardly ... when.

- Утвердительная форма: *had+глагол с окончанием –ed* (или 3 форма неправильного глагола).

*He didn't drink anything at the party because he had drunk some vodka at home.*

- Отрицательная форма: *had + not + глагол в 3 форме*.

*We hadn't read it before his visit yesterday.*

- Вопросительная форма: используется все та же инверсия: т.е. на первом месте - вспомогательный глагол, потом – подлежащее, а потом – основной глагол.

*Had you watched it when they came?*

### **Future Perfect**

Как вы уже догадались, оно обозначает действие, которое завершится до или к определенному моменту в будущем. Например, к 1 мая я похудею на 10 кг. Если вы используете в этом случае просто *Future Simple*, то предложение будет звучать так: к 1 мая я худею на 10 кг. Согласитесь, в первом варианте звучит убедительнее.

- Маркеры:  
by the year 2012, before, tomorrow by 7 p.m.
- Утвердительная форма: will have+глагол в 3 форме.  
*You will have finished before 6 p.m.*
- Отрицательная форма: will have + not + глагол в 3 форме.  
*He won't have passed the exams by the year 2014.*
- Вопросительная форма: подлежащее и have/has меняются местами.  
*Will she have been ready by 10 p.m.?*

1. Поставьте глагол в форму Present Perfect, Past Perfect или Future Perfect.  
to arrive

1. Our taxi ... by 9 o'clock yesterday morning.
2. Let's go. The guests already ... .
3. They ... by the time the meeting starts.

to be

4. I am tired of waiting. Where you ... ?
5. By the time I'm 30 I ... a famous scientist.
6. He didn't remember where he ... before the accident.

to paint

7. We ... the house by next Tuesday.
8. She ... more than 10 pictures already.
9. I wondered if they ... the room.

2. Раскройте скобки, употребив глагол в форме Present Perfect, Past Perfect или Future Perfect.

1. Sam ... (lose) his keys. So he can't open the door.
2. When I woke up in the morning, the rain already ... (stop).
3. I hope I ... (finish) my test by midnight.
4. The film turned out to be much longer than we ... (expect).
5. My sister just ... (leave) for the bank.
6. The girls were good friends. They ... (know) each other for 5 years.
7. Mother ... (lay) the table before we come.
8. I never ... (try) Japanese food.
9. Ted was so happy because his dream ... (come) true.
10. We ... (be) to Paris many times.

3. Выберите в скобках подходящее слово или словосочетание. Переведите предложения.

1. She will have finished her resume ... (on Monday/by Monday/last Monday).
2. The aircraft hasn't landed ... (yet/just/already).
3. We have lived in New York ... (since/from/for) three years.
4. ... (After/Already/Ago) they had eaten the cake, they cleared the table.
5. They will have decorated the Christmas tree ... (by the time/before/by then).
6. My uncle has ... (already/yet/ago) repaired his car.

7. I haven't met them ... (from/since/for) their wedding.
8. ... (By the time/Already/Just) the sun set, the farmers had already stopped working.
9. Have you ... (just/ever/yet) been married, Kelly?
- 10... (When/How much/How long) has he known her?

## **Практическая работа № 58.**

### ***Тема 9.7. Выезд из гостиницы: освобождение номера***

#### **Цель работы:**

1. Производить расчеты с гостями, организовывать отъезд и проводы гостей.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

You can get information about places to stay and accommodation from the BTA (British Travel Agency). Many guidebooks have advice on this too. It's wise to book accommodation in London before you come, especially at busy times like the summer.

If you arrive in London without anywhere to stay, you can use the Accommodation Service at the TICs at Heathrow and Victoria. Selfridges and Harrods can also provide such information and addresses to try. The most popular places are motels, hotels, hostels and bed and breakfast (B&B).

*Hotels* are much the same in all countries. They are the places to go if you are looking for comfort and extra services, though of course they're the most expensive kind of accommodation. They often have more facilities for food than other places to stay, offering main meal and also snacks and room service.

*Motels* (also called motor hotels and motor inns) are hotels especially for drivers. Often they're near motorways or main roads, and there's always lots of parking space. Some have room<sup>r</sup> like hotel entrance, a bathroom and a place to cook or make tea or coffee (self-catering).

*Guesthouses* are usually smaller and cheaper than hotels and are often pleasant and friendly. Apart from the bedrooms, there will be a dining room for meals and a living room that guests can use.

A popular place to stay is "B&B" — a private house or farm which takes a few guests. They are actually like guesthouses, but they're smaller and may give you the opportunity to meet some British people at home.

*Inns* are pubs with accommodation and meals, though these may be more like pub food than restaurant meals. Many inns are interesting old buildings which have been used for centuries by travellers, and they're often cheaper than hotels.

1. What places can we stay at when in Britain?
2. Are there any similar places to stay in your country?
3. Which accommodation would you choose for yourself if you happened to be in Britain?
4. Why have you chosen this particular place to stay? Give your reasons.

**Практическая работа № 59.**  
**Тема 9.8. Расчеты с гостиницей**

**Цель работы:**

1. Производить расчеты с гостями, организовывать отъезд и проводы гостей.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

4. Введение новой лексики.
5. Повторение грамматического материала, необходимого для изучения темы.
6. Работа с текстом профессиональной направленности.

You can get information about places to stay and accommodation from the BTA (British Travel Agency). Many guidebooks have advice on this too. It's wise to book accommodation in London before you come, especially at busy times like the summer.

If you arrive in London without anywhere to stay, you can use the Accommodation Service at the TICs at Heathrow and Victoria. Selfridges and Harrods can also provide such information and addresses to try. The most popular places are motels, hotels, hostels and bed and breakfast (B&B).

*Hotels* are much the same in all countries. They are the places to go if you are looking for comfort and extra services, though of course they're the most expensive kind of accommodation. They often have more facilities for food than other places to stay, offering main meal and also snacks and room service.

*Motels* (also called motor hotels and motor inns) are hotels especially for drivers. Often they're near motorways or main roads, and there's always lots of parking space. Some have room<sup>r</sup> like hotel entrance, a bathroom and a place to cook or make tea or coffee (self-catering).

*Guesthouses* are usually smaller and cheaper than hotels and are often pleasant and friendly. Apart from the bedrooms, there will be a dining room for meals and a living room that guests can use.

A popular place to stay is "B&B" — a private house or farm which takes a few guests. They are actually like guesthouses, but they're smaller and may give you the opportunity to meet some British people at home.

*Inns* are pubs with accommodation and meals, though these may be more like pub food than restaurant meals. Many inns are interesting old buildings which have been used for centuries by travellers, and they're often cheaper than hotels.

3. What places can we stay at when in Britain?
4. Are there any similar places to stay in your country?
3. Which accommodation would you choose for yourself if you happened to be in Britain?
4. Why have you chosen this particular place to stay? Give your reasons.

### **Практическая работа № 60.**

#### ***Тема 9.9. Ориентирование гостей в городе.***

##### **Цель работы:**

1. Ориентироваться в условиях частой смены технологий в профессиональной деятельности.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

Like every big city, New York has its own traffic system. Traffic jams can be terrible, and it's usually the quickest way to go by subway. The New York subway is easy to use and quite cheap. It goes to almost every corner of Manhattan. But be careful. It's better not to go by subway late at night.

You see more, of course, if you go by bus. New York buses are also easy to use. The "Shoppers Shuttle" (Monday to Friday) and the "Cultural Loops" (Saturdays and Sundays) stop at some of the best-known stores and tourist places. You can get on and off as many times as you like in one day with only one ticket.

There are more than 30,000 taxis in New York. They are easy to see, because they are bright yellow and carry large TAXI signs. Taxis do not go outside the city but they will go to the airports. People give the taxi driver a "tip" of 15% extra.

If you really have to drive in New York, remember that nearly all the east-west streets and most of the north-south streets are one way only. This can be difficult for the visitor who does not know his way. Try to get a map that shows the direction of the traffic, and — good luck!

### **Раздел 10. Ресторанное обслуживание.**

#### **Практическая работа № 61.**

##### ***Тема 10.1. Услуги ресторана.***

##### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

**Read and practice saying the dialogue.**

—Could you tell me about your bar and restaurant?

—Yes, of course. Our restaurant is on the first floor. It is a traditional Russian cuisine restaurant. They have a children's menu. There are a lot of special dishes for children.

—Well, and when do they serve lunch?

—From 11 a.m. to 2 p.m. daily.

—What's the price for it?

—It is \$5.

—And is your coffee shop open every day?

—They are all open every day except Monday.

—OK, thank you.

**Практическая работа № 62.**

***Тема 10.2. Виды предприятий питания и их особенности.***

**Цель работы:**

1. Самостоятельно определять задачи профессионального и личностного развития, заниматься самообразованием, осознанно планировать повышение квалификации.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

**TYPES OF RESTAURANTS**

There are eight different types of places where people can eat and drink. They are very luxurious restaurants, formal luxury restaurants, informal restaurants serving national dishes, coffee-shops, snack-bars, fast-food restaurants, bars and night clubs.

At the very luxurious restaurants dinner is a la carte. Such restaurants are usually famous for their haute cuisine. They have a sophisticated atmosphere. Their service is impeccable.

At the formal luxury restaurants the surroundings are elegant and the cuisine is superb. They are appropriate for business lunches and romantic dinners.

The informal national restaurants serve typical local dishes. They offer a lot of home-made dishes. They make bread and pasta themselves. These restaurants have two sorts of dinner menu: a la carte and a three-course fixed price menu. The atmosphere there is cosy and relaxed and the meals are reasonably priced.

At the coffee shops the surroundings are modest and the atmosphere is friendly. The customers can have quick snacks with drinks there. These places serve sandwiches, salads, cakes and beverages. They may offer table service, counter service or self-service.

The snack-bars have a very relaxed atmosphere and very modest surroundings. They offer self-catering as a rule. The customers can have some snack with their drink.

The fast-food restaurants offer a very quick counter service. The choice of food and drinks is fixed but limited. Such places provide a drive-in and take-out service.

The bars offer different kinds of drinks, mixed drinks, beer, juices, soda. They can also serve nuts and crisp biscuits to go with the drinks.

At the night clubs the customers can have excellent wine and delicious dishes and dance to a band. Such places have a floor show. The customers can gamble if they like. They are very expensive but provide overnight catering and entertainment until 4 a.m. as a rule.

### **COMPREHENSION QUESTIONS**

1. What are the eight different types of places where people can eat and drink?
2. What kind of places are the very luxurious and the formal luxury restaurants?
3. What kind of places are the informal national restaurants?
4. What kind of places are the coffee shops and the snack-bars?
5. What kind of places are the fast-food restaurants?
6. What kind of places are the bars?
7. What kind of places are the night clubs?

### **Практическая работа № 63. Тема 10.3. Типы ресторанов.**

#### **Цель работы:**

1. Использовать информационно-коммуникационные технологии в профессиональной деятельности.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

**GARDENIA HOTEL**

The Gardenia Hotel is a modern hotel, conveniently located within just a 5-minute walk from the city centre, with its shops and nightlife, and 600 m from the nearest beach.

Accommodation consists of 40 standard rooms (double and single), each with shower, air conditioning, balcony or terrace, and 4 suites furnished with comfort and style.

The Terrace restaurant offers Turkish cuisine, and besides there are an indoor and outdoor bars, with splendid music, open to 4 a.m.

The hotel facilities include a swimming pool, a tennis court, a children's room. Laundry service and baby-sitting on request are available.

**THE MOZAIK HOTEL**

The Mozaik Hotel, built and furnished in the local Turkish style, is located close to the shopping centre, within easy reach of the airport.

All 30 rooms (single and double) are air-conditioned. There is a fully equipped kitchen, telephone and satellite TV in each suite. The hotel has two restaurants: fast food and international cuisine restaurant; the latter offers a la carte and table d'hôte menu in the evening. There are an outdoor and indoor bars.

Also available are a fitness centre, sauna and solarium, a business centre and a swimming pool. Dogs are allowed.

**Практическая работа № 64.*****Тема 10.4. Служба общественного питания.*****Цель работы:**

1. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

—When do you usually have breakfast?

—I usually have breakfast at seven o'clock.

- What do you usually have for breakfast?
- Usually I drink a little tea and eat a few sandwiches. I always eat little in the morning.
- Do you ever drink coffee in the morning?
- No, I don't. I don't drink coffee at all. But sometimes I drink cappuccino.
- And what do you have for lunch?
- I have lunch very seldom. Sometimes I have a glass of juice and a roll at eleven or twelve o'clock.
- Why do you have lunch quite seldom?
- Usually I have no time.
- When do you have dinner?
- I have dinner at four o'clock.
- What do you like to have for dinner?
- I like to have a bowl of soup, fried potatoes and a cup of tea for dinner. I like tea very much.
- Do you drink a lot of tea every day?
- Yes, I do. I have tea for breakfast, for dinner and for supper.

### **Практическая работа № 65.**

#### **Тема 10.5. Обслуживание в номере гостиницы.**

##### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Работа с текстом профессиональной направленности.

***Read and practice saying the dialogue. Imagine that the telephone is broken.***

**Receptionist:** Good morning, "The Palace Hotel". What can I do for you? Oh, we seem to have a bad line! Could you speak up a little?

**Caller:** Hello, I phone from Germany! I'd like to...

**R:** That's better. Could you repeat what you want?

**C:** I'd like to book a room for me and my wife.

**R:** So you need a double room. When for?

**C:** From the 1st of July, for 5 nights.

**R:** Oh, I'm sorry, but the line is really very bad. I didn't catch the number of nights.

**C:**... for 5 nights!

**R:** That's OK, and could I have your name, please?

**C:** My name is Schwarzkopf.

**R:** Excuse me, could you spell your name, please?

**C:** S-c-h-w-a-r-z-k-o-p-f.

**R:** Well, Mr. Schwarzkopf, a double room from the 1st of July, for 5 nights. Is that right?

**C:** Yes, I'll come on the 1st of July.

**R:** And could I have your phone number, please?

**C:** I call from Germany. The code is 49 and then 3007469.

**R:** Did you say 45 for the code?

**C:** No, the country code is 49!

**R:** Thank you. We'll hold the room for you till 6 p.m. Your reservation number is 353.

### **Практическая работа № 66.**

#### ***Тема 10.6. Бронирование мест в ресторане.***

##### **Цель работы:**

1. Бронировать и вести документацию.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

##### **Read and practice saying the dialogues.**

1. Headwaiter: Hello, how can I help you?

Guest: I'd like to reserve a table for two.

H: When would you like to come?

G: I wonder if it is possible to come on Wednesday evening.

H: Oh, I'm awfully sorry, but we don't open on Wednesday.

G: It is really very bad. Well, then could you reserve me a table for tonight?

H: I'm afraid we don't have any tables left for tonight. Today is our busy day. Come tomorrow and we'll reserve the best table for you!

2. Waiter: Good morning. What can I do for you? Guest: Could I speak to your manager, please?

W: I'm not sure that he is here, but just one moment, I'll ask the Headwaiter.

G: Does your Headwaiter speak French? W: I'm sorry but I really don't know.

### **Практическая работа № 67.**

#### ***Тема 10.7. Ознакомление с меню. Заказ блюд.***

##### **Цель работы:**

1. Работать в коллективе и в команде, эффективно общаться с коллегами, руководством, потребителями.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

Large hotels usually offer their guests different kinds of services. At the laundry they can have their things washed and pressed. At the dry cleaner's they can clean their clothes. At the shoes repair shop they can have their shoes mended and polished. Урок 4. At the hotel 75 Picture of laundry Hotel restaurants have a Room Service department for the guests. Room service is the service of food or beverages in guests' rooms. The Room Service department works together with the kitchen of the restaurant. Hotels are often judged by the standard of the room service they provide. Five-star hotels provide room service for at least 18 hours of the day, but more often they provide 24-hour service, and that service must at all times be friendly, quick and efficient. The dishes available for service in rooms are listed on a special room service menu.

**Практическая работа № 68.**  
***Тема 10.8. В баре. Выбор и заказ напитков.***

**Цель работы:**

1. Использовать информационно-коммуникационные технологии в профессиональной деятельности.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

**Read and practice saying the dialogues.**

- Good evening! What would you like to drink?
- Give me a glass of punch, please, it's cold.
- One minute, please. Here is your punch.
- Thank you. Oh, it's hot and strong. Very good!
- Thank you. Would you like to drink another one?
- No, I wouldn't. I'd like a mild cocktail.
- All right, one minute, please. Here is your cocktail.
- Thank you. Here is the money.

## **Раздел 11. Качество предоставляемых услуг.**

### **Практическая работа № 69.**

#### ***Тема 11.1. Решение спорных вопросов.***

##### **Цель работы:**

1. Самостоятельно определять задачи профессионального и личностного развития, заниматься самообразованием, осознанно планировать повышение квалификации.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **PERSONAL CHEQUES**

A cheque is a note to the bank where the customer has his or her account asking the bank to pay money from his or her account to the account of the company or the person whose name will be written by the customer on the cheque.

To write out a cheque the customer must put down the name of the payee, the amount in figures and in words, the date. When the customer signs the cheque, it means he authorizes the bank to pay the specified amount. Generally the cheque is signed in the presence of the payee or the company staff member.

A signed personal cheque is valid for 6 months from the date of issue.

If a mistake was made in the cheque or it was totally spoilt, the holder must cancel it.

Unsigned blank cheques appear in a special booklet called a cheque book. It consists of 100 or 200 cheques.

The holder will be asked to produce a cheque card or a cheque guarantee card together with his cheque. It is a plastic card from the bank which guarantees the payment of the cheque up to a certain amount. Both the cheques in the cheque book and the cheque card must have the same code number. The card has an expiry date.

When the company staff member receives a cheque, he must put the cheque card number on the back of the cheque. To avoid forgery it is also recommended to hold the cheque up to light and examine it as well as to compare the signatures.

The personal cheque will be cleared and the payment will be received only in case the customer has enough money in his or her bank account. Otherwise the cheque will be returned unpaid. In effect it means that the goods or services were purchased by the buyer at the cost of the seller.

Travellers must be aware of the fact that not all tourist companies, hotels and restaurants accept personal cheques. The main reason is that cheque clearance takes time - 8 calendar days and more.

Personal cheques are used as a method of payment or cashed in local currency.

### COMPREHENSION QUESTIONS

1. What is a personal cheque?
2. What must a valid cheque include? How long is a cheque valid?
3. When does the holder have to cancel his or her cheque?
4. What is a chequebook?
5. What is the effect of the cheque card?
6. How can forged cheques be avoided?
7. Are there any risks in accepting personal cheques?
8. Why do some companies refuse to accept personal cheques?

### Практическая работа № 70. Тема 11.2. Жалобы клиентов.

#### Цель работы:

1. Использовать информационно-коммуникационные технологии в профессиональной деятельности.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### Ход работы:

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### TRAVELLER'S CHEQUES

A traveller's cheque is a bank draft for personal use of the purchaser. It is signed by the purchaser at the time of purchase from the national bank.

Traveller's cheques are issued in major hard currencies in fixed-amount notes, e.g. a 20 US dollar note or a 100 Deutschmark note. They also bear the name of the issuing company, e.g. Thomas Cook Traveller's Cheques.

A 1 per cent commission will be charged by the bank on sales of traveller's cheques.

Traveller's cheques are cheques which you can change for foreign local cash money at an overseas bank when you travel abroad. A commission of 1 or 2 per cent will be charged on traveller's cheques by the bank for the transaction.

Traveller's cheques are very convenient as a method of payment in tourism. They are used to pay bills in hotels, restaurants and shops.

They don't have any expiry date. Once they are bought, they are valid for an unlimited period of time. You can take them along any time you travel overseas.

With traveller's cheques you don't have to carry large amounts of cash. Traveller's cheques are very safe to carry. When the buyer signs them at the moment of buying, it means they will be protected from forgery, because he will

have to countersign them in front of the staff member who will compare the two signatures before accepting them.

If they are lost or stolen, they will not be used by another person as long as they bear the signature of the buyer but no countersignature.

When traveller's cheques are cashed, the customer will be asked to produce his or her passport for identification. Besides, all traveller's cheques are numbered and a special record or sales advice will be given to the buyer with all the traveller's cheques numbers. The buyer will be recommended not to keep the cheques and the sales advice together in one place and not to countersign them in advance. In case the cheques are lost, their numbers and amounts will be preserved. Thus, they will be refunded or replaced by the issuing company.

As travellerscheques come in different denominations, you can change both small and large amounts according to your needs.

### **COMPREHENSION QUESTIONS**

1. What is a traveller's cheque?
2. What kind of denominations do traveller's cheques come in?
3. How are traveller's cheques used for payments?
4. What will commissions be charged on if you decide to use traveller's cheques?
5. In what way are traveller's cheques convenient to use?
6. What is the advantage of no expiry date on traveller's cheques?

### **Практическая работа № 71.**

#### ***Тема 11.3. Причины жалоб и рекламаций.***

#### **Цель работы:**

1. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

### **EXAMPLE OF HOTEL RULES**

If you stay in a hotel or motel, you should know some typical hotel rules that will make your hotel stay more comfortable.

- No loud music or noise is allowed in guest rooms.
- All children must be accompanied by an adult at all times. No running or playing is permitted in the hallways.

- Long-distance telephone calls, bar bills and room service are included in your hotel bill. You may need to ask the hotel front desk to activate your telephone.
- No pets or animals are allowed inside or outside of the hotel.
- Cooking or food preparation is not allowed inside hotel rooms. Hot plates and microwave ovens are not permitted.
- Please, do not smoke in non-smoking rooms.
- Housekeeping service is provided daily and you must allow the housekeeping attendant to enter the room to clean and provide fresh linens.
- Please leave wet towels and dirty bed linens in your hotel room. Do not place them in the hallway. The housekeeping service will pick them up daily during their rounds.
- You are responsible for any damage in your room such as broken furniture or staining of carpets or linens. The hotel charges a replacement fee for these items.
- Please put litter in appropriate trash containers. Leave trash in the wastebasket in your room. Do not leave it in the hallway.

## **Практическая работа № 72.**

### ***Тема 11.4. Обратная связь при работе с жалобами и рекламациями.***

#### **Цель работы:**

1. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

4. Введение новой лексики.
5. Повторение грамматического материала, необходимого для изучения темы.
6. Работа с текстом профессиональной направленности.

## **CASH**

Cash is a commonplace and simple method of payment. It's easy to use - customers don't need any special knowledge to pay in cash. It's ready for use any place any time - customers don't need any cashing facilities.

When you say that you will pay in cash, it means that you have the necessary amount of money in notes and coins.

Normally national currency of the country will be expected. Often major hard currencies will be accepted. Though it is against the law.

According to the law you will be obliged to change your money for the local currency when you travel overseas. The exchange rate will be displayed at the bank or bureau de change. The exchange rate is the value of the money of one country compared to that of another. A buying rate and a selling rate will be shown. Bear in mind that a commission will be taken by the bank or the bureau de change which is a percentage for the transaction.

In tourism and hospitality it's convenient to pay in cash when you owe small amounts. Cash is fine when you leave tips to porters and waiters, pay for taxis or buy gifts.

It's not convenient to pay in cash when you buy wholesale or purchase expensive goods or services. When a customer purchases a tour package at a travel agency he will be generally expected to pay by credit card.

Travellers are not recommended to have a lot of cash on them. It's not safe to carry money in cash when you travel as travellers are more often pickpocketed than residents of the country. There are lots of police records in every country when money was lost or stolen from foreigners.

### **COMPREHENSION QUESTIONS**

1. What is understood by cash?
2. In what way is cash easy to use?
3. Why will travellers be obliged to change their money for local currency of the country they visit?
4. Where are travellers expected to change money?
5. What is the rate of exchange?

### **Практическая работа № 73.**

#### ***Тема 11.5. Способы урегулирования конфликтов.***

#### **Цель работы:**

1. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

## DEALING WITH COMPLAINTS

Wherever people travel, they look forward to smooth and trouble-free journey, including a comfortable stay at a hotel. When your booking is accepted by the hotel, a legally binding contract is made between you and the company providing the accommodation. They are under a legal obligation to do their job with reasonable skill and care, and you will have a claim if they do not.

Things very often go wrong, though. The descriptions in the advertising brochure may not be accurate, the accommodation may not be of the standard you expected or you may not get the room with the view that you requested.

This text explains your rights in dealing with hotels and answers the questions most frequently asked by guests.

**Question 1** We picked what the tour operators described in their brochure as a "3-star" hotel. But it was shabby and dilapidated and had no restaurant. We complained to the tour operators but they said they had rated it as 3-star, and that was the end of the matter. Can they get away with this?

**Answer** The problem with star ratings is that they vary between countries, even within the European Community. Therefore many tour operators choose to use their own rating system to assess the accommodation they offer. This means that a claim against the tour operator based on the star rating system alone is difficult to argue, unless you can prove that it failed to meet even its own criteria in assessing the accommodation.

However, you may still have a viable claim for compensation, based on the fact that the accommodation was not of a reasonable standard in view of the price paid and/or the description given in the brochure.

**Question 2** When I arrived at the hotel where I'd booked a weekend break, I was told that they had made a mistake and the hotel was full. The only other hotel in the area that had room for me was a more expensive one in the next town, so I'm out of pocket. What are my rights?

**Answer** The hotel accepted your booking and was obliged to keep a room available for you. It is in breach of contract and liable to compensate you for the additional expenses arising out of that breach — the difference in cost between what you were expecting to pay and what you ended up having to pay in the more expensive hotel, plus any extra travelling costs. You should write first to the hotel manager explaining what happened, and enclosing copies of receipts for your additional expenditure.

**Question 3** While I was staying at a hotel my video camera was stolen from my room. Is the hotel liable?

**Answer** Hotel owners owe you a duty of care and must look after your property while it is on their premises. They are liable for any loss and damage as long as it was not your fault (your claim would be unlikely to succeed if you left the camera clearly visible in a ground-floor room with the door and window unlocked).

However, providing the hotel owners display a notice at reception they can limit their liability to

£50 per item or £100 in total. They cannot rely on this limit if the loss was caused by the negligence of their staff, although you will have to prove such negligence to make a higher claim.

**Question 4** After booking a room in a Brighton hotel I had to cancel. I told the hotelier immediately, but he kept my deposit and wrote asking for extra compensation. Is he entitled to this?

**Answer** If a hotel accepts your booking (whether it is made by phone, letter or in person), you have made a binding contract whereby the hotel agrees to provide the accommodation for the specified dates at the agreed price, and you agree to pay for it. If you later back out, or fail to turn up, the hotel can keep your deposit to cover its administrative costs. The hotel must try to re-let your room, but if it cannot it may claim the profit it has lost from you, and this is likely to be a high proportion of the total price.

**Question 5** Our hotel in Tunisia was very pleasant, with good food and facilities, but our holiday was marred by the building work going on across the road — a massive new apartment complex was under construction. The work started at 5 a.m. every day and we could not sit on our balcony due to the noise and dust. The tour operator is refusing to compensate us for this, claiming that it is not responsible for circumstances outside its direct control. What can we do?

**Answer** The tour operator may be right. But you would certainly be entitled to compensation for the loss of enjoyment (and sleep) if:

- a) the building work was going on within the hotel itself, in which case you could reasonably have expected to have been warned in advance and to have been offered an alternative hotel if the disruption to your holiday would be great;
- b) this new complex had been under construction for some considerable time before your holiday, in which case you could argue that the tour operator, via its rep, ought to have known about the proximity of the work and should at least have warned you.

**Question 6** While I was in bed in my hotel room a section of the ceiling caved in. I was shaken and slightly injured, but it could have been worse. Can I claim for the shock and injuries?

**Answer** Hotel owners are responsible for the physical safety of their guests. You have a claim for compensation and would be wise to seek legal advice to have it properly assessed.

**Question 7** When I called to book a room the hotel told me it would cost more if I wanted to pay by credit card. Is this legal?

**Answer** Yes. **Dual pricing** has been legal in the UK since 1991, and some hoteliers have increased their charges to guests who pay by credit card in order to recover the commission they pay to the card company. But to be entitled to the increased charge hoteliers must draw it to your attention when you book and indicate it on the tariff displayed in the reception.

If you were not informed — contact the Trading Standards Department at the council offices local to the hotel.

**Question 8** My hotel room was shabby and dirty with soiled towels and grubby sheets. I refused to pay the whole bill, but then the hotel refused to let me remove my luggage until I settled up in full. Was the hotel within its rights to hold my luggage hostage like this?

**Answer** Any hotel room, whatever its price, should be clean and safe and offer a reasonable standard of accommodation for the price paid. As yours failed to do so it is reasonable to seek a reduction in the bill. However, the hotel does have a right to hold on to your luggage until the bill is paid.

It is probably easier to pay up in full but give written notice that you are paying **under protest** and are reserving your right to seek compensation in the courts.

## VOCABULARY LIST

- |  |   |
|--|---|
| 1. a legally binding contract [ˈbaɪndɪŋ] | юридически обязывающий контракт           |
| 2. to be under a legal obligation        | быть связанным юридическим обязательством |
| 3. with reasonable skill and care        | зд. с надлежащим умением и вниманием      |
| 4. shabby, <i>adj</i>                    | запущенный, захудалый                     |

5. <b>dilapidated, <i>adj</i></b>	ветхий; неопрятный; разоренный; полуразрушенный
6. <b>get away with smth.</b>	остаться безнаказанным; сойти с рук
7. <b>have a claim</b> <i>syn. to raise a claim</i>	предъявлять иск; заявлять претензии предъявить претензию
8. <b>to meet criteria</b>	отвечать нормам; соответствовать стандартам
9. <b>assess the accommodation</b>	оценивать номера гостиницы с целью определения категории (класса)
10. <b>viable, <i>adj</i></b>	жизнеспособный
11. <b>to be out of pocket</b>	а) быть в убытке, потерять; прогадать; б) не иметь денег
12. <b>to be obliged to do smth.</b>	быть связанным юридическим обязательством
13. <b>in breach of contract</b>	нарушение контрактных обязательств
14. <b>to be liable to be liable for liable to duty</b>	подлежащий; обязанный ответственный за подлежащий обложению
15. <b>fault, <i>n</i></b> [fɔ:lt]	промах, ошибка; проступок, вина
16. <b>liability, <i>n</i></b>	ответственность; обязательство
17. <b>negligence, <i>n</i></b> <b>criminal negligence</b>	1) небрежность, халатность преступная небрежность 2) неряшливость
18. <b>be entitled to smth.</b>	иметь право на что-либо
19. <b>back out, <i>v</i></b>	отказаться от участия; уклониться
20. <b>mar, <i>v</i></b>	повредить; портить
21. <b>via its rep</b>	через своего представителя

22. <b>proximity, n</b>	близость
23. <b>cave in, v</b>	оседать, опускаться
24. <b>be injured</b> <b>injury, n</b>	получить травму 1) травма; рана; ушиб; 2) несправедливость; оскорбление; обида;
<b>to do smb. an injury</b> причинить кому-л. вред	
25. <b>seek legal advice</b>	обратиться за советом к юристу
26. <b>soiled, adj</b>	запачканные, грязные; в пятнах
27. <b>grubby, adj</b>	неряшливый; неопрятный, грязный
28. <b>settle up in full</b> <b>settle, v</b>	полностью расплатиться оплачивать (счет); расплачиваться
29. <b>hold hostage, v</b>	брать залог; брать в заложники
30. <b>court, n</b>	суд
<b>to go to court</b>	обращаться в суд; подать иск
<b>to seek</b>	взыскивать ущерб через суд
<b>compensation in the</b> <b>courts</b>	

## EXERCISES

I. **Read and translate the text.**

II. **Answer the following questions:**

Why do claims arise?

What is booking accommodation in terms of legal obligation?

What can you do if the hotel you stayed at did not meet the standards you had expected?

What is the problem with star ratings?

Why is it difficult to argue such claims?

What is a hotel obliged to do if they accept your booking?

What compensation are you entitled to if they fail to keep a room available to you?

Is the hotel liable for any loss and damage to your property?

In what case can their liability be limited?

What are the regulations for settling financial matters if you cancel your booking in the UK?

Why was the holiday in Tunisia marred? Whose fault was that? Was the hotel liable for the loss of enjoyment? Why not?

What was the clear case for raising a claim?

Why is the traveller recommended to seek legal advice?

When was dual pricing accepted in the UK?

What should hoteliers do if they want the increased charge?

What is the best way of settling such matters?

Why did the guest complain?

### **Практическая работа № 74.**

#### ***Тема 11.6. Повышение качества гостиничных услуг.***

##### **Цель работы:**

1. Осуществлять поиск и использование информации, необходимой для эффективного выполнения профессиональных задач, профессионального и личностного развития.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

4. Введение новой лексики.
5. Повторение грамматического материала, необходимого для изучения темы.
6. Работа с текстом профессиональной направленности.

**X. Read out two dialogues and compare the ways the receptionist handles the same complaints.**

**Make a list of the things the guest is complaining about.**

**Dialogue 1**

G. — Guest

R. — Receptionist

- R. Good evening. Can I help you?
- G. Well, I hope you can. I'm in room 607 and frankly, it's disgusting. I'm extremely annoyed.
- R. Oh, dear. What exactly is the problem?
- G. Everything. For a start, the room is ridiculously small. I specifically requested a large room.
- R. I see. Is there anything else?
- G. Yes, there is, It's absolutely filthy. Yesterday, when I arrived, it was dirty, and it's quite obvious that it hasn't been cleaned for days — the bath's got dirty marks all over it and there'd dust everywhere.
- R. Well, that's strange: they should have cleaned it this morning and yesterday. Are you sure?
- G. Of course, I'm sure. I know dirt when I see it! And another thing: the sheets haven't been changed.
- R. Oh, dear. I'll send room service up with some clean sheets, and I'll make sure the room is cleaned first thing tomorrow morning.
- G. Tomorrow! I'm afraid that's not good enough. I want it cleaned now, immediately, do you hear?
- R. Well, I'm terribly sorry, but that's not possible. The cleaning staff have all finished now. You should have complained earlier.
- G. What? This is totally unacceptable! If you can't clean my room then I want to move.

- R. I'm awfully sorry, but we're fully booked.  
G. I don't believe this. I demand to see the manager!

### **Dialogue 2**

- R. Good evening. Can I help you?  
G. Well, I hope you can. I'm in room 607 and frankly, it's disgusting. I'm extremely annoyed.  
R. OK. Mrs. Jenkins, isn't it?  
G. Yes.  
R. Now, what exactly is wrong?  
G. Well, for a start, the room is very small — I requested a large room.  
R. Actually, room 607 is one of our larger rooms.  
G. Is it? Well, I'm bitterly disappointed, I'm afraid. Also, it's very dirty: the bath hasn't been cleaned and the sheets haven't been changed.  
R. Oh, I'm terribly sorry, Mrs. Jenkins. It must be most upsetting for you. I'm quite sure there's been some mistake. I'll send someone up immediately to look at it.  
G. Well, really I'd like to move room now.  
R. I understand. We are very busy, but I'll see what I can do. Why don't you wait in the lounge bar while I sort this out. I'll arrange for a complimentary drink for you.  
G. Well, OK, then.  
R. I really am most sorry, Mrs. Jenkins, for the inconvenience you've suffered.

### **Think and answer:**

In what way does the receptionist behave differently in the second conversation? What does she offer to do?

Why is the outcome different in each situation?

### **XIII. Check you vocabulary.**

**Match the words on the left with definitions on the right:**

- |                     |  |
|---------------------|--|
| 1) complain         | a) warned that   |
| 2) ignored          | b) given free of charge  |
| 3) cope with        | c) causing a strong feeling of dislike                           |
| 4) filthy           | d) become or make smb. become quiet when they are angry or upset |
| 5) appalling        | e) very bad or harmful   |
| 6) complimentary    | f) paid no attention to  |
| 7) disastrous       | g) say that you are not satisfied or happy with something        |
| 8) disgusting       | h) shocking or terrible  |
| 9) calm / calm down | i) deal successfully with  |
| 10) threatened to   | j) very dirty  |

### **Раздел 12. Денежные вопросы.**

#### **Практическая работа № 75.**

#### ***Тема 12.1. Из истории денег.***

##### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

## GLIMPSES OF HISTORY OF MONEY

At different periods of time and in different parts of the world many different commodities have served as money. These commodities were: cattle, sheep, furs, leather, fish, tobacco, tea, salt, shells etc. The experts underline that to serve effectively as money, a commodity should be fairly durable, easily divisible, and portable. None of the above-mentioned commodities possessed all these qualities, and in time they were superseded by precious metals.

First they were superseded by silver and later by gold.

When a payment was made the metal was first weighed out. The next stage was the cutting of the metal into pieces of definite weight and so coins came into use.

Paper money first came into use in the form of receipts given by goldsmiths in exchange for deposits of silver and gold coins. After goldsmiths became bankers their receipts became banknotes. That's how the first banknotes came into existence. At first coins were worth their face value as metal. But later token coins of limited value as legal tender were issued. Now smaller denomination coins are made from bronze and are often referred to as *coppers*. Bigger denomination coins are made from cupronickel and are usually called *silver*.

### Find the answer in the text:

1. What commodities served as money in the past ?
2. What are the requirements of a commodity to serve as money ?
3. Why did precious metals start to serve as money ?
4. What precious metal was used first to serve as money ?
5. What precious metal was used then ?
6. How did coins come into existence ?
7. How did paper banknotes come into existence ?
8. What coins are called *silver* ?
9. What are *coppers* ?

### Практическая работа № 76.

#### Тема 12.2. Типы денег, функции денег, способы оплаты.

#### Цель работы:

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### Ход работы:

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.

## MONEY MATTERS

### TEXT 1

Perhaps more than any other industry, hospitality industry is not one which just relies on individual components. Its products are made up of several **inter-related ingredients**, which together deliver a total experience.

Superficially, many hotels seem alike, especially in coastal resorts. They offer similar facilities and are often within a short distance of one another. A guesthouse may have the same number of bedrooms and basic services as its neighbour but is somehow made different by less **tangible** elements, i. e. the view from bedroom windows, pleasant garden, cosy lounge or warm welcome from the owners. The basic elements of a hotel service may appear very similar but they can be brought together in different ways to develop an experience which is vastly different from **competitors**. This could mean a quicker service, one which is easier to book, an all inclusive price or warmer welcome.

**Competing** on price can be dangerous. **Reduce** your prices and at some point customers will either begin to suspect that you offer an **inferior service** or ask for further discounts. During **the recession** many hotels and attractions offered special discounts, accepted plenty of two-for-the-price-of-one **vouchers** and similar promotions. Some of these are losing their effect because they have become so commonplace and customers **cease to value** the product at **its real value**.

Hotels are expected to **offer group discounts** or commission to the travel trade and most attractions also offer 10—20 per cent discount. It is general practice to offer one free place for the driver or guide or group leader if there are more than 15 people in a group. The hospitality industry needs **flexible** payment systems

because as a major economic activity, it creates direct and indirect employment and provides an important source of foreign currency.

The growth of the hotel trade has come about as a result of traditional industry adapting to current conditions and modernising.

The hotel trade displays features associated with both heavy and **labour-intensive industries**:

- Investments in hotel construction **tie up** large amounts of capital for medium — to long-term periods, a typical feature of heavy industry;
- The activities connected with running a hotel are those of a service industry which is labour-intensive. **The ratio** of employees to the number of rooms is very high, particularly in superior-category establishments.

Industrialised countries have a **competitive advantage**, since sources of finance for investments are generally more easily available to them. Although developing countries have **plenty of manpower**, they often **lack the necessary resources** to develop tourism adequately and to manage their services in a competitive manner.

A hotel is a commercial establishment offering rooms or furnished apartments to a market which is either passing through the area or staying for several nights. It may offer a catering service, bar and **complementary services**. It can operate all year round or seasonally. The hotel trade constitutes the **principal accommodation capacity** in industrialised countries. However, the whole structure of the hotel trade is undergoing **profound** change. The number of small independent and family-run hotels is falling, while the number of hotel chains is growing rapidly. A study of the UK hotel sector **reveals** that in terms of **profitability** per room, hotel chains are seven times more profitable than **non-affiliated hotels**. Independent hotels are grouped together by **hotel consortia**, in order to compete with integrated and **franchised chains**. Hotel consortia benefit from **economies of scale** when it comes to purchasing and marketing. The main benefits of joining a consortium are:

- joint production of guides and brochures, which advertise all the hotels in the chain and are distributed at each hotel through tour operators and travel agencies;
- joint national and international publicity campaigns;
- links into computer reservation system (CRS) which allow agents to book directly from a screen;
- centralised purchasing of hotel equipment to achieve economy of scale;
- technical assistance and management consultancy.

This enables the small hotel to be represented on the international market while still keeping its managerial independence.

One of the most important divisions of the hotel's administrative staff is the accounting department. Hotel accounting has many distinctive features because guests' bills must be kept up-to-date.

All **charges** that a guest **incurs** must be entered, or posted, on his or her account as soon as possible. In addition to the charge for the guest's room, there may also be charges resulting from the use of the telephone, the laundry service, the restaurant and room service. In addition to posting the guest accounts, all the charges must also be entered on other ledgers or financial records. In many hotels, these postings are done by computerised accounting machines, but in smaller operations they are still done by hand.

All the financial transactions not only must be posted, but also must be checked for **accuracy**. This is usually the job of a **night auditor**, who goes through this mass of figures on the night shift, when there is little activity in the hotel. The size of the accounting staff varies with the size of the hotel. A large operation employs a **chief accountant**, who is on charge of all the hotel's financial records. The statements that he prepares for the management are important in locating **trouble spots** in the hotel's operation and thus in determining overall policies. A good accountant can analyze an **unprofitable operation** quickly. Management then can either try to correct the problem or **eliminate** the operation. A small hotel

usually employs an outside accountant to check its books periodically.

In addition to the head accountant, bookkeepers on the staff post the transactions in the various ledgers and guest accounts. In a small establishment, the manager may take care of the bookkeeping himself.

**Cashiers** provide financial services to the customers at the front desk, including receiving payment for bills, making change, and exchanging foreign currency. Cashiers in the various restaurants, bars, and shops in the hotel may also be responsible to the accounting office.

In addition to the night auditor, mentioned above, who checks the accuracy of the records, another kind of auditor is brought in from outside the hotel to check the reliability of financial statements and records.

Some hotels also have a **credit manager** on the staff who checks the financial ability of the hotel's customers or others with whom the hotel deals. This individual also is often responsible for trying to collect **overdue accounts**.

## VOCABULARY LIST

- |                                      |   |
|--------------------------------------|---|
| 1. <b>inter-related</b> , <i>adj</i> | взаимосвязанные                                       |
| 2. <b>ingredients</b> , <i>n</i>     | составные части; ингредиенты                          |
| 3. <b>tangible</b> , <i>adj</i>      | осязаемый; осязаемый; матери-<br>альный               |
| <b>ant. intangible</b>               | неосязаемый; нематериальный                           |
| 4. <b>bring together</b> , <i>v</i>  | свести воедино; соединить                             |
| 5. <b>vastly</b> , <i>adv</i>        | значительно; в значительной<br>степени; крайне; очень |
| 6. <b>compete</b> , <i>v</i>         | состязаться; конкурировать                            |

7. <b>competitor, n</b> <i>syn. rival</i>	конкурент; соперник
8. <b>competition, n</b>	конкуренция; соревнование
9. <b>competitive, adj</b>	конкурентоспособный; конкурентный
10. <b>competing, adj</b>	конкурирующий
11. <b>reduce, v</b>	снижать; уменьшать
12. <b>inferior, adj</b>	низкого качества; неполноценный
13. <b>recession, n</b>	экономический спад; снижение деловой активности
14. <b>voucher, n</b> [ˈvaʊtʃə] <b>hotel voucher</b>  <b>meal voucher</b>	расписка; ручательство; поручительство  путевка; книжечка с отрывными талонами для проживания в гостинице (оплаченная в турбюро)  курсовка на питание (оплаченная в турбюро)
15. <b>cease, v</b>	переставать; прекращать
16. <b>value, v</b>	1) оценивать; 2) дорожить; ценить
17. <b>value, n</b>  <b>to get good value for one's money</b> <b>to go down in value</b>	1) ценность; 2) стоимость; цена получить сполна за свои деньги; выгодно купить понизиться в цене; подешеветь; обесцениться
18. <b>discount, n</b> <b>to offer group discounts</b>	3) эк. стоимость скидка предлагать скидки для группы туристов / гостей
19. <b>flexible, adj</b>	гибкий

20. <b>create, v</b> <b>to create employment</b>	создавать; творить создавать рабочие места
21. <b>labour-intensive industry</b>	вид промышленности с высокой степенью занятости; трудоемкое производство
22. <b>tie up, v</b>	связывать; ограничивать использование
23. <b>ratio, n</b> [ˈreɪʃɪoʊ]	соотношение; коэффициент
24. <b>superior, adj</b>	высокого класса; превосходный
25. <b>competitive advantage</b>	преимущество в конкуренции
26. <b>manpower, n</b>	рабочая сила
27. <b>lack, v</b>	испытывать нехватку; испытывать недостаток; нуждаться; не иметь; не хватать; недоставать
28. <b>lack, n</b>	недостаток; нужда; отсутствие
29. <b>complementary, adj</b>	дополнительный
30. <b>principal, adj</b>	главный; основной
31. <b>accommodation on capacity</b>	номерной фонд; помещения для размещения гостей
32. <b>reveal, v</b>	показывать; обнаруживать
33. <b>profit, n</b> <b>profitability, n</b>	прибыль прибыльность
34. <b>non-affiliated hotels</b>	одинокые гостиницы, не вступившие в какую-либо организацию или сеть
35. <b>consortium, n</b> <b>consortia, pl</b>	консорциум; объединение мн. число

36. **franchise, n** франшиза, лицензия — право заниматься определенной предпринимательской деятельностью

В индустрии гостеприимства наиболее распространена франшиза, при которой **франчайзодатель** (franchisor) создает полную концепцию предприятия или методов работы, а **франчайзополучатель** (franchisee) покупает право использовать имеющиеся наработки (стандарты и режим работы, униформу, часы работы, цены на услуги, меню и т. д.).

- franchising, n** франчайзинг; метод предпринимательства на основе франшизы
37. **economies of scale** эк. экономия на масштабах: снижение накладных и организационных расходов при значительных размерах предприятия
38. **charges, pl** расходы, издержки; занесение на счет
- at his own charge** на его собственный счет
- free of charge** бесплатно
39. **incur, v** навлечь на себя; нести (расходы)
- to incur charges** нести расходы
- to incur debts** влезть в долги
- to incur losses** потерпеть убытки
40. **post, v** бухг. переносить запись в гроссбух
- post up, syn.**
41. **accuracy, n** точность; правильность
42. **auditor, n** аудитор; ревизор; финансовый контролер
- [ˈɔ:ditə]
43. **audit, n** проверка; ревизия бухгалтерских книг; документов и отчетности
- [ˈɔ:dit]

44. <b>chief accountant, <i>n</i></b>	главный бухгалтер
45. <b>cashier, <i>n</i></b>	кассир
46. <b>trouble spots, <i>n</i></b>	нарушения; проблемные зоны
47. <b>eliminate, <i>v</i></b>	устранить; ликвидировать
48. <b>overdue accounts, <i>n</i></b>	просроченные счета
49. <b>financial ability, <i>n</i></b>	финансовая состоятельность

## EXERCISES

I. **Read and translate the text.**

II. **Answer the following questions:**

What is the main distinctive feature of hospitality industry?

Why do many hotels seem alike?

What intangible elements can make all the difference?

Why is competing on price dangerous?

How do hotels and attractions promote their services in terms of payment? Is this method effective? Why not?

What system of payment does hospitality industry need? Why?

What features make the hotel trade labour-intensive?

Why is it compared to a heavy industry?

Why do industrialised countries have a competitive advantage in hotel industry?

What kind of establishment is a hotel?

What range of services does it offer?

Why are hotel affiliations becoming more popular?

How are independent hotels grouped? Why?

What are the main benefits of joining a consortium?

Why are small hotels interested in this kind of arrangement?

What is the importance of the accounting department for a hotel?

What are the functions of the accounting department?

What is a night auditor responsible for?

What is a chief accountant in charge of?

Why is a good accountant valuable for hotel operation?

What other positions in the accounting department are mentioned in the text? What are their functions?

Why is an auditor brought in from outside the hotel?

What is the responsibility of a credit manager?

**Практическая работа № 77.**  
***Тема 12.3. Расчеты с гостиницей.***

**Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

## **Basic Rates**

We have a basic rate for all room types. However, it is common for different rates to be charged. This is because the Sales and Marketing Department negotiates special rates for different agents, corporate clients and other clients.

### **The basic rates are:**

Standard room: ..... £80.00 (double)  
Luxury / Executive Plus: ..... £115.00 (double)  
Suite ..... Individually priced

### **Standard discounts:**

Weekend rate (Fri / Sat or Sat / Sun): ..... 15% discount  
Weekly rate: ..... seven nights for the price of five

### **Specially negotiated rates:**

Most guests come as part of a tour, through a tour operation, or as a corporate guest. In this case a special rate will have been negotiated and will be on the computer for Reservations and the Front Office to access.

### **Free Sale Agents.**

Free Sale Agents are sent availability charts every two weeks. They sell rooms at an agreed rate (usually the corporate rate). They don't have to check with us, so administration costs are kept low.

### **Allocation Holders.**

Allocation Holders have a certain number of rooms which they agree to sell (usually at FIT rates). The customer pays them directly and they take commission and pass on what is left to the hotel.

For weekends they have the rooms on a 48-hour release (in other words the hotel can take them back by Thursday and resell).

## **Answer the questions:**

- a) Who decides the rate for different agents?
- b) When must a guest stay to get a 15% reduction?
- c) Where does the hotel get most of its guests from?
- d) Why does selling rooms through Free Sale Agents keep administration costs down?
- e) What is the difference between a Free Sale Agent and an Allocation Holder?

## **Using the information in the memo, calculate the income for the hotel in each of these cases:**

- a) Three couples staying for two nights (Friday and Saturday) in Standard rooms.
- b) One businessman staying in an Executive Plus room for three nights (not a corporate client).
- c) A group of ten corporate clients each staying in a separate room (luxury) for one night.

The Sales and Marketing Department has agreed a 20% discount with this company.

## **III. Read out the interview with the Reservations Manager of the Grand Hotel, recorded a year after the memo was sent.**

Note the changes that have been made in the policy of the Grand Hotel regarding room rates.

I — Interviewer; RM — Reservations Manager

I. Do you have a fixed room rate?

RM. In common with most large hotels, our room rate policy is quite complicated. We have a basic room rate for all our room types, but the way that we sell our rooms means that we often charge a different rate from this.

This is because our Sales and Marketing Department has negotiated different rates with different agents, corporate clients, and other clients.

I. What are your basic room rates?

RM. Well, we have a Standard room which contains all the basic facilities, such as private bath, TV, tea-and-coffee-making facilities, and the basic rate for the double is £85 a night. Our Luxury rooms, or Executive Plus as some of them are called, contain a little bit extra: they're a bit more spacious, have better views and so on — they are £115 a night. Then we also have suites, which vary a lot in price.

I. What discounts do you offer on these basic room rates?

RM. You mean discounts for the individual non-corporate booking? (Yes). Well, we have special weekend rates: two nights, either Friday / Saturday or Saturday / Sunday will get a 10% discount. That's to encourage a two-night booking even though weekends can be our busiest time. And our weekly rate is calculated on the basis of seven nights for the price of six. That's on all room types.

I. Can you tell us how the specially-negotiated room rates work?

RM. Like most hotels of our size, individual bookings paying the full room rate are a minority. Most of our guests come through some other source, either as part of a tour, through a tour operator, or a corporate guest. We get lots of repeat guests from particular companies and they obviously have a contract with us. There's a corporate rate, but there are also special rates negotiated and arranged with the Sales and Marketing Department, who enter them onto the computer for the Reservation and Front Office to access whenever an enquiry or reservation comes in. In addition, a lot of our rooms are sold through agents and representatives: these are either Free Sale Agents or Allocation Holders.

I. What exactly are Free Sale Agents?

RM. Well, every week, or even daily at busy periods, we send out availability charts to Free Sale Agents, who are usually in the States or Europe, and are usually either part of our own company or reputable agents. They sell rooms at an agreed rate — normally the corporate rate — which is arranged by the Sales and Marketing Department. They are told every week what rooms they can sell and if they can sell at a discounted rate or not. The Free Sale Agent doesn't need to check with us first, so it lowers administration costs; they just send in a confirmation sheet.

I. What about Allocation Holders?

RM. Allocation Holders are agents who have a certain number of rooms that they agree to sell in our hotel. They normally sell on FIT rates — Fully Inclusive Tariff rates — which are from the leisure side of the business and are cheaper than corporate rates. The customer pays them directly, they get commission and pass on what is left to the hotel. The rate is agreed with the Sales and Marketing Department

An Allocation Holder usually has up to twenty rooms over a weekend, on a seventy-two hour release — in other words, by Wednesday, the hotel can take the rooms back and re-sell them.

**Answer the questions:**

Why is the room rate policy complicated?

What facilities does a Standard Room contain?

Why do they have special weekend rates?

What is the difference between a corporate rate and specially-negotiated room rates?

How do they work through Free Sale Agents?

In what way are Allocation Holders different from Free Sale Agents?

**Практическая работа № 78.**

*Тема 12.4. Стоимость гостиничного номера, тарификация, скидки.*

**Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

**Arrange the sentences below into two passages.**

They both describe the procedures to follow when accepting credit cards. Passage A is a formal description issued by the credit card company.

Passage B is what a hotel employee telling a new trainee informally.

<b>A</b>	<b>B</b>
<b>Formal description</b>	<b>Informal instructions</b>
In order to prevent credit card fraud, the following procedures must be followed.	Basically, what you have to do is this.

- a) If the date is still valid, an authorization code should be obtained from the credit card company.
- b) Then you fill in the voucher and ask them to sign it while you are looking.
- c) When they've signed it, check that the signatures are the same.
- d) First of all, make sure that the card isn't out of date.
- e) If they are, you give them back their card and the top sheet of the voucher, and that's it.
- f) In order to prevent credit card fraud, the following procedures must be followed.
- g) Firstly, the expiry date of the card must be checked.
- h) Finally, if the signatures match, the card and the top copy of the voucher should be returned to the customer.
- i) If it's still valid, you phone the credit card company for an authorization number.
- j) Basically, what you have to do is this.
- k) The voucher should be filled in and signed in the presence of the employee.
- l) The signatures on the card and voucher should be compared.

**XII. Choose the appropriate variant from the words in brackets and complete the dialogue:**

- Guest: I'd like to (check out) (depart) now, please.
- Hotel: Certainly, madam. May I (have) (know) your room number?
- Guest: Yes, it's 429 and the name's Ann Smith.
- Hotel: (I'll) (I'm going to) get your bill straight (up) (away).
- Guest: Thank you.
- Hotel: (Here) (Here you are), madam. Would you like to (verify) (check) it?
- Guest: Thank you. (There's) (I have) just one thing — do you know what these extras are (from) (for)?
- Hotel: Phone calls, I think, but (I'll) (I'm going to) check, if you like.
- Guest: No, don't (mind) (worry), that (can) (must) be right. Everything (appears) (seems) fine.
- Hotel: How (would) (will) you like (to pay) (to buy)?
- Guest: You (accept) (receive) Visa, (isn't it) (don't you)?
- Hotel: Yes, (we do) (it is).
- Guest: Here you are.

**Read out the dialogue again and try to reproduce it.**

**XIV. Read out the information about hotels in Midford from the brochure and answer the questions below.**

**Hotels in Midford / (June — September;  
tariffs include service and VAT)**

## **The Phoenix Hotel**

Single room £16, with bath £20;  
Double room £28, with bath £35;  
Breakfast £5 per person;  
Children under 12, 50% reduction.

## **The Dalton Hotel**

Single room with bath £30;  
Double room with bath £60;  
Children under 12 in same rooms as parents free;  
Breakfast £6 per person.

## **The Park Hotel**

Bed and breakfast per person £16;  
Double room with bath £25;  
Dinner bed and breakfast £29 full board.

## **The Castle Inn**

Single room £12; Double room £15;  
Includes continental breakfast (English breakfast £3 extra).

### **Questions:**

- a) Which hotel is the cheapest? Which is the most expensive?
- b) In which hotels do all rooms have a bathroom?
- c) In which months do the rates apply?
- d) In which hotel can children stay free in the same room as their parents?
- e) Which hotels include breakfast in the room rate?
- f) Which hotel quotes an inclusive rate for dinner, bed and breakfast?
- g) Which hotel quotes only rates per person?
- h) In which hotel is there the smallest difference between the price of a single room and the price of a double room?

## Практическая работа № 79.

### *Тема 12.5. Услуги, включенные в стоимость номера. Оплата дополнительных услуг.*

#### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.

#### **XV. Read out a conversation between a clerk in a Hotel Reservations Bureau and a tourist.**

C — Clerk; T — Tourist

- C. ...so here's a brochure with the hotels in Midford. It gives you all the rates...
- T. I'm sorry, my English isn't so good. Can you explain this to me?
- C. Yes, of course. First of all we have the Castle Inn, it's the cheapest. It will cost you only £12 for a single room and £15 for a double. The price includes continental breakfast. If you want a full English breakfast you'll have to pay extra...
- T. What is this "English breakfast"?
- C. Oh, you know, hot food, fried egg, fried bacon, porridge, whereas the continental breakfast is coffee, tea, rolls, jam and honey — nothing cooked, you see.
- T. I think I would prefer the continental breakfast.
- C. Well, yes, that's included. And then we have the Dalton Hotel, more expensive, but very nice, a bathroom attached to every room. The Dalton charges £30 for a single room and £60 for a double. But there is no charge for children under 12 who stay in the same room as their parents.
- T. I won't have my children with me. But maybe my husband will come a little later...
- C. Well, the Park Hotel is very reasonably priced. £16 per person. Every room has a bath. There's a special rate of £25 which includes dinner, bed and breakfast — what we call half-board. Or you can have full-board, that's the room plus all meals for £29 per person per night.
- T. We would only want breakfast.

- C. I see. You could try the fourth hotel here, the Phoenix. It will cost you £28 for a double room with bath. Breakfast is £5 per person.
- T. Yes. But what about the extra money, what do you call it in English, the service...
- C. All these rates include a service charge of ten per cent. They also include VAT — that's Value Added Tax.
- T. If we come later in the year will it be cheaper?
- C. Yes. These are the rates for June to September. You would pay less at other times of the year.
- T. I'll talk about it with my husband. Thank you for explaining everything to me.
- C. You're very welcome.

**Answer the questions:**

What is full board?

What is half board?

What is a continental breakfast?

What is an English breakfast?

How much service charge is included in the prices?

What do the letter VAT stand for?

What is the Russian abbreviation for the same term?

**XVI. Complete these sentences using the words from the dialogue:**

- a) (The Castle Inn). The price includes continental breakfast. If you want a full \_\_\_\_\_ breakfast you'll have to pay extra.

- b) (The Dalton Hotel). There is no \_\_\_\_\_ for children under 12 who \_\_\_\_\_ in the same room as their parents.
- c) (The Park Hotel). There is a rate of £25 which \_\_\_\_\_ dinner, bed and breakfast.
- d) (The Phoenix Hotel). It will \_\_\_\_\_ you £28 for a \_\_\_\_\_ room with \_\_\_\_\_.
- e) These are the rates for June \_\_\_\_\_ September. You would pay \_\_\_\_\_ at other times of the year.

**[VII. Now you choose four similar hotels in your district/city and make up similar dialogues, explaining to a visitor tariffs and services provided by the hotels.**

#### **[VIII. Language Reference.**

There are several names for different payment arrangements that show how the room rates and prices are formed.

**Study the list below and give Russian equivalents for similar arrangements:**

#### **Meals:**

<b>English breakfast:</b>	a breakfast including cooked food; offering, for example, porridge, fried bacon, fried egg, sausages, etc.
---------------------------	--

**Continental breakfast:** a breakfast consisting of tea or coffee and baked produce (bread, buns, rolls, croissants, toast) with butter and jam, honey or marmalade.

**Lunch.**

**Dinner.**

### **Food plans:**

**European plan:** the rate for a room alone, with no meals included at all.

**Bed and breakfast / continental plan:** the rate includes the room and breakfast.

The breakfast itself may be “English” or “continental”.

### **Half board / demi-pension / modified American plan:**

this includes the room, plus breakfast and one other meal (lunch or dinner).

**Full board / en pension** room and all meals included.  
[a:ŋ'pa:ŋsɪɒŋ] /

### **American plan:**

**Expressions used in quoting rates:** for a single / double room;  
per person / room...  
the price includes...

**Nouns of cost:** the room rate(s); the tariff(s);  
a supplement; service charge;  
VAT; a reduction of (20% per cent); a discount.

**Verbs of cost:** the room costs £...; the hotel charges £... for a room; it will cost you £... for a room.

**XIX. Read out a dialogue between a secretary of a company and the Manager of the Valley Hotel.**

**Make a note of the way different “plans” are discussed.**

Secretary — S.,                      Manager — M.

- S. ...so we have trainees from abroad with us for several weeks at a time, and we are considering putting them with local hotels as long-stay guests.
- M. Well, in that case we would charge you on a weekly basis. But of course we might be able to offer you a discount. Our most basic plan is for the room only, with no meals at all included — what we call European Plan. Our normal weekly rate for room only is £150.
- S. I see. But I think we would prefer to have the accommodation on the basis of meals provided — perhaps even all meals during Christmas holidays and so on...
- M. Right. Well, we can offer a choice of plans for this. Obviously there's the ordinary bed and breakfast system, what we call Continental Plan, and for that we normally charge £165 a week.
- S. Just a moment. £165... bed and breakfast. Now, what about people who want to stay en pension, with all meals included?
- M. Well, we call that our American Plan. Our normal rate is very reasonable — £220 a week.

- S. I see. And that just leaves the trainees who have lunch in our canteen but get all their other meals in the hotel. Do you have a plan to cover this — demi-pension, including an evening meal?
- M. Yes, we can certainly offer that. It's what we call our Modified American Plan. It includes room, breakfast and dinner, and normal rate is £195 a week.
- S. Fine. Now let me tell you more about our numbers and you can tell me what kind of discounts you can offer...

**Think and answer:**

What payment scheme is most suitable for long-staying guests? Why?

What other services can be included in the tariffs?

Are the above mentioned "plans" practised in Russia?

What are the most popular international payment arrangements?

**Раздел 13. Деловая корреспонденция.**

**Практическая работа № 80.**

***Тема 13.1. Написание резюме.***

**Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

**Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.
4. Написание резюме на английском языке.

Полезная лексика по теме  
**«Как писать резюме или CV на английском»**

**Личные качества**

accurate	прилежный, педантичный
approachable	отзывчивый
articulate	способный четко формулировать и излагать свои мысли
astute	сообразительный, дальновидный
attentive	внимательный, вежливый
autonomous	независимый, самостоятельный
broad-minded	широких взглядов
calm	спокойный, уравновешенный
capable	способный, умелый
cheerful	жизнерадостный
committed	преданный идее, обязательный
communicative	коммуникабельный
confident	уверенный
conscientious	добросовестный, сознательный, ответственный
cooperative	легко сотрудничает с другими людьми
courteous	вежливый, воспитанный

creative	творческий, изобретательный
decisive	решительный
dependable=reliable	надежный
determined	целеустремленный, решительный
diligent	трудолюбивый, усердный, исполнительный
eager to learn	готовый учиться новому
eloquent	красноречивый, умеющий убеждать
energetic	энергичный, активный

enthusiastic	полный энтузиазма, мотивированный
flexible	сговорчивый, умеющий приспосабливаться к новым ситуациям
hardworking	трудолюбивый
honest	честный
imaginative	обладающий богатым воображением
initiative	инициативный, деятельный
inquisitive	любопытный
insightful	проницательный
meticulous	скрупулезный, внимательный к деталям
open-minded	открыт всему новому, непредвзятый
optimistic	оптимистичный
organized	собранный, организованный
perceptive	восприимчивый, легко понимает окружающих
persuasive	умеющий убеждать
punctual	пунктуальный, аккуратный
quiet	спокойный

self-motivated	целеустремленный, мотивированный
thoughtful	внимательный, вдумчивый
versatile	разносторонний

## Навыки

ability to work efficiently both individually and in a team	способность работать эффективно как самостоятельно, так и в команде
ability to work under pressure	способность работать в стрессовых ситуациях
business communication skills	умение общаться в бизнес-среде
communicative skills / social skills	хорошие навыки общения

conflict management skills	умение решать конфликтные ситуации
creative thinking skills	творческое мышление
critical thinking skills	критическое мышление
decision making skills	умение принимать решения
effective listening skills	умение выслушать собеседника
excellent verbal and written communication skills	отличные навыки устной и письменной речи
good sense of humour	хорошее чувство юмора
multitasking	умение выполнять несколько задач одновременно
organizational skills	организаторские способности
positive attitude	позитивное мышление
problem-solving skills	умение решать проблемы
quick learning skills	быстрая обучаемость

resourcefulness	находчивость, изобретательность
risk taking	готовность принимать риски
sales ability	умение работать в сфере продаж
strategic thinking	стратегическое мышление
strong analytical thinking	хорошие аналитические способности
time management skills	умение управлять временем
willingness to learn	готовность обучаться

***Изучите образец резюме на английском языке и напишите свое собственное резюме***

# Образец резюме

на АНГЛИЙСКОМ ЯЗЫКЕ

**Ivan Ivanov**



## Personal information

Address: 201 Lenina Street, apt. 25, Moscow, 215315, Russia

Telephone: home: +7-XXX-XXX-XXXX  
mobile: +7-XXX-XXX-XXXX

Email: [your.name@gmail.com](mailto:your.name@gmail.com)

Date of birth: 25th July 1985

Nationality: Russian

Marital status: single

## Objective

I am seeking a position with a company where I can use my ability to analyze data sets and prepare financial forecasts.

## Education

Lomonosov Moscow State University, department of Economics, Master's degree in Marketing (2001–2006).

## Qualifications

Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present

## Work experience

### **Company Name 1, 2012–present**

Moscow, Russia

Financial analyst

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all the departments

- Preparing financial forecasts
- Preparing reports for the board of management

### **Company Name 2, 2007–2011**

Krasnodar, Russia

Assistant manager

- Providing main office with office supplies
- Analyzing large data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

### **Personal qualities**

- Articulate
- Broad-minded
- Dependable
- Determined
- Initiative
- Versatile

### **Special skills**

- Native Russian
- Fluent English
- Working knowledge of German (Basic knowledge)
- Driving License (Category B)
- Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)
- Hobbies: foreign languages, chess

### **References**

Petr Petrov, BBB Solutions, +7-495 -XXX-XXXX, [name@gmail.com](mailto:name@gmail.com)

За четыре года работы мы рассмотрели несколько тысяч англоязычных резюме как русскоязычных преподавателей, так и носителей языка. Основываясь на этом опыте, мы решили составить для вас подробную инструкцию о том, как писать резюме или CV на английском языке, какие фразы для этого использовать и каких правил придерживаться. В конце статьи вы найдете образец резюме на английском языке, а также большой список лексики для описания своих личных качеств и навыков. В Контакте, Facebook, Twitter, Google+.

**Содержание:** 1. Структура резюме или CV на английском языке 1.1 Personal information (личная информация) 1.2 Objective (цель) 1.3 Education (образование) 1.4 Qualifications (дополнительная квалификация) 1.5 Work experience (опыт работы) 1.6 Personal qualities (личные качества) 1.7 Special skills (специальные навыки) 1.8 Awards (награды) 1.9 Research experience (научная деятельность) 1.10 Publications (публикации) 1.11 Memberships (членство в организациях) 1.12 References (рекомендации) 2. Составляющие эффективного резюме или CV 3. Образец CV на английском языке

Наверняка вы встречали два термина: *resume* и *CV* (от лат. *curriculum vitae* — жизненный путь). В нашей стране они используются как синонимы для определения понятия «резюме на английском языке». В Европе используют термин *CV*, в США — *resume*. В последнее время зыбкая граница между этими понятиями совсем размылась, и термины *CV* и *resume* можно расценивать как идентичные.

**Структура резюме или CV на английском языке** Каждый документ имеет свою структуру, которой нужно придерживаться. Мы подробно расскажем, как составить резюме или CV на английском языке. Обычно разделы идут в таком порядке:

1. *Personal information* (личная информация) В правом верхнем углу в начале резюме нужно разместить свою фотографию хорошего качества. Слева от фото укажите основную информацию о себе. Этот раздел состоит из следующих пунктов:
  - Name* Имя и фамилия на английском языке. Если у вас есть загранпаспорт, выпишите эти данные из него буква в букву.
  - Address* Адрес обычно пишется в таком порядке: номер дома и название улицы, номер квартиры, город, почтовый индекс, страна. Пример: 201 Lenina Street, apt. 25, Moscow, 215315, Russia.
  - Phone number* Номер телефона. Укажите свой номер в международном формате, ведь работодатель может звонить вам из другой страны.
  - Marital status* Семейное положение: замужем/женат (*married*), не замужем / не женат (*single*), в разводе (*divorced*).
  - Date of birth* Дата рождения. Рекомендуем написать месяц буквами, так как за рубежом есть разные форматы написания дат. Чтобы не возникло путаницы, напишите, например: 25th July 1985. Помните, названия месяцев в английском пишутся с большой буквы.
  - Email* Адрес электронной почты: *your.name@gmail.com* В этом же разделе можно по желанию указать свое гражданство (*nationality*), а после электронной почты написать другие способы связи: Skype, социальные сети и т. п. Предлагаем пример этой части:
 

*Personal information* Name Ivan Ivanov Address 201 Lenina Street, apt. 25, Moscow,

215315, Russia Phone number home: +7-XXX-XXX-XXXX mobile: +7-XXX-XXX-XXXX Marital status Single Date of birth 25th July 1985 Nationality

Russian Email your.name@gmail.com 2. Objective (цель) В этом пункте необходимо указать цель резюме — соискание должности, на которую вы претендуете. При этом можно не просто написать, какая должность вас интересует, но и кратко обосновать, почему именно вы должны занять ее, какие качества помогут вам успешно реализовать себя на этом месте. Примеры написания цели в резюме на английском языке: Sales manager. Менеджер по продажам. An office accountant position in the Name company. Должность главного бухгалтера в фирме «Название компании». A general office position with a focus on wholesaling. Должность сотрудника офиса со специализацией в оптовой торговле. To contribute professional skills to achieving your company's goals as an accountant.

Внести вклад в развитие компании, используя профессиональные навыки бухгалтера. To obtain employment in the field of client support that will allow me to use my ability to communicate with people and take advantage of my knowledge of English. Получить должность в сфере клиентской поддержки, что позволит использовать мое умение общаться с людьми и знание английского языка. I am seeking employment with a company where I can use my ability to communicate with people and take advantage of my knowledge of English. Меня интересует трудоустройство в компании, где я смогу использовать мое умение общаться с людьми с возможностью применять знание английского языка. I am seeking a competitive and challenging environment where I can use my ability to communicate with people and take advantage of my knowledge of English. Я ищу перспективную и конкурентоспособную должность, где я смогу использовать мое умение общаться с людьми с возможностью применять знание английского языка. I am seeking a position in the banking sector focusing on microcredit. Я ищу должность в банковской сфере со специализацией в микрокредитовании. I want to obtain a position as an accountant in your company. Я хотел бы получить должность бухгалтера в вашей фирме. I am looking for a position as a sales manager for a distributive company. Я ищу должность менеджера по продажам в дистрибьюторской фирме.

3. Education (образование) В этом разделе нужно написать, какое образование вы получили после школы и где именно. То есть нужно указать полное название учебного заведения, факультет, специальность и свой образовательно-квалификационный уровень. Если вы окончили несколько учебных заведений, указывайте их в обратном хронологическом порядке — от последнего к первому. Посмотрите пример, как можно указать свое образование в резюме, если вы, например, учились в колледже и университете: Lomonosov Moscow State University, Economics department, Master's degree in Marketing (2001—2006)

Московский Государственный Университет имени Ломоносова, факультет экономики, степень магистра по направлению «маркетинг» (2001—2005) September 1999 — May 2001 Krasnodar Marketing College

Marketing analyst — basic Сентябрь 1999 — Май 2001 Краснодарский Колледж Маркетинга Младший специалист по маркетингу Есть еще несколько вариантов, как можно указать свое образование в CV на английском языке. Все они правильные, вы можете использовать любой из них: Moscow State University of Instrument Engineering and Computer Science, department of Computer Science and computer facilities, Bachelor's degree in Computer Science (2001—2005) Московский государственный университет приборостроения и информатики, факультет информатики и компьютерной техники, степень бакалавра по направлению «информатика» (2001—2005) 2001—2005; department of Computer Science and computer facilities, Moscow State University of Instrument Engineering and Computer Science, Moscow, Russia Bachelor's degree in Computer science 2001—2005; Факультет информатики и компьютерной техники, Московский государственный университет приборостроения и информатики, Москва, Россия Степень бакалавра по направлению «информатика» Moscow State University of Instrument Engineering and Computer Science, Moscow Master's Degree in Computer science, 2001—2006 Московский государственный университет приборостроения и информатики, Москва Степень магистра по направлению «информатика» 2001—2006 2001—2006 Moscow State University of Instrument Engineering and Computer Science, Master's Degree in Computer science 2001—2006 Московский государственный университет приборостроения и информатики, степень магистра по направлению «информатика» Moscow State University of Instrument Engineering and Computer Science, 2001—2006 Degree in Computer Science and computer facilities Master's degree in Computer science Московский государственный университет приборостроения и информатики, 2001—2006, диплом в сфере информатики и компьютерной техники Степень магистра по направлению «информатика» Moscow State University of Instrument Engineering and Computer Science, department of Computer Science and computer facilities, PhD in Computer science (2006—2009) Московский государственный университет приборостроения и информатики, факультет экономики, доктор наук по направлению «компьютерные науки» (2006—2009) Обратите внимание: образовательно-квалификационные степени в нашей стране и за рубежом отличаются. Чтобы разобраться, какую степень писать в своем резюме, ознакомьтесь со статьей нашего преподавателя Анастасии «Английские сокращения: ученые степени в Северной Америке».

4. Qualifications (дополнительная квалификация) В этом разделе вы можете указать все профессиональные курсы, на которых вы учились или учитесь. Если вы помимо этого посещали обучающие семинары или конференции, обязательно укажите и этот факт: September — December 2014; Programming in Java courses at the Solution Training Centre, Moscow, Russia Сентябрь — декабрь 2014; Курсы программирования на языке Java в обучающем центре «Решение», Москва, Россия Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present Курсы

специалистов по маркетингу, Московский Колледж Маркетинга, с 2014 и по настоящее время Certificate in Accounting Сертификат бухгалтера (если получили свидетельство не в вузе) 5. *Work experience* (опыт работы) В этом пункте вы должны предоставить потенциальному работодателю информацию о своем профессиональном опыте. Вам нужно перечислить все места работы в обратном хронологическом порядке, то есть от последнего к первому, указывая промежуток времени, когда вы работали в этих фирмах. Кроме того, укажите свои должностные обязанности. Таким образом ваш потенциальный работодатель увидит, какие навыки вы приобрели на предыдущих местах работы. Должностные обязанности мы советуем описывать при помощи герундия, например: *writing program codes for mobile applications* (написание программных кодов для мобильных приложений), *preparing business plans* (подготовка бизнес-планов) и т. п. По каждому из мест работы необходимо указать полное название компании и вашу должность. Укажите также, в какой стране и в каком городе вы трудились. Вы также можете указать род деятельности компании и название отдела, в котором работали. Если у вас нет официального опыта работы, можно указать в этом разделе производственную практику, стажировку, подработку, фриланс, участие в каких-либо проектах и т. п. В этом же разделе резюме на английском можно указать и свои профессиональные достижения (*achievements*). Делать это следует только в том случае, если вы можете конкретизировать свои успехи. Например, если вам удалось поднять объемы продаж на 2-5% или привлечь 100 новых клиентов, обязательно укажите это в данном пункте. Для описания достижений мы рекомендуем использовать время *Past Simple*, например: *attracted 100 new consumers* (привлек 100 новых клиентов). Давайте приведем пример этого пункта CV: *Work experience Company Name 1, 2012-present Moscow, Russia Financial analyst Preparing business plans Planning investment activities and budget Analyzing data sets collected through all departments Preparing financial forecasts Preparing reports for the board of management Company Name 2, 2007-2011 Krasnodar, Russia Assistant manager Providing main office with office supplies Analyzing large data sets collected through all departments Preparing financial forecasts Preparing reports for the board of management* If you call failures experiments, you can put them in your resume and claim them as achievements. Если вы назовете свои неудачи экспериментами, вы можете добавить их в свое резюме и назвать достижениями. Мэйсон Кули 6. *Personal qualities* (личные качества) С этим разделом резюме, казалось бы, справиться проще всего, но на деле вам нужно будет найти баланс между хвалебной одой самому себе и излишней скромностью. Наш совет: постарайтесь поставить себя на место работодателя и подумать, какими качествами должен обладать кандидат на эту должность. Например, инициативность и амбициозность — обязательные качества для менеджера по развитию, а вот для бухгалтера важнее внимательность и усидчивость. В конце статьи мы представили фразы для описания личных

качеств и навыков на английском языке с переводом на русский, которые можно отразить в своем CV. Например, можете отметить такие качества: *Personal qualities Dependable Determined Initiative Versatile* 7. *Special skills* (специальные навыки) Этот раздел может включать в себя несколько пунктов. Несмотря на то, что он стоит почти в конце резюме, работодатели изучают его не менее внимательно, чем пункт об опыте работы. Именно в этом разделе у вас есть возможность раскрыться и показать себя с лучшей стороны благодаря дополнительным навыкам. О чем писать в этом пункте: *Language skills* (владение языками). Перечислите все языки, которыми владеете или которые изучаете. При этом для описания степени владения языками можно использовать стандартную градацию: *Beginner, Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced, Proficiency*. А можно использовать следующие слова: *Native* — родной. *Fluent* — свободное владение. *Good reading and translating ability* — читаю, перевожу со словарем. *Basic knowledge* — базовые знания. *Computer literacy* (компьютерная грамотность). В этом пункте перечислите названия программ, с которыми вы умеете работать. *Driving license* (водительские права). Если у вас есть водительские права, упомяните об этом в резюме. *Hobbies* (хобби). С этим пунктом следует быть осторожным. Главная ошибка — рассказать потенциальному работодателю обо всех своих увлечениях на 10 страницах. Кратко упомяните о 2-3 своих хобби, напишите о своих достижениях на этом поприще, если они есть. Приведем небольшой пример: *Special skills Native Russian Fluent English Working knowledge of German (Basic knowledge) Driving License (Category B) Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise) Hobbies: foreign languages, chess* 8. *Awards* (награды) Этот пункт включается в CV опционально, только если у вас есть какие-то значимые награды. Здесь вы указываете все грамоты, награды, гранты, стипендии, которые получали во время учебы в вузе или во время работы. При этом указывайте свои достижения в хронологическом порядке. Если ваши награды напрямую касаются профессиональной деятельности, можно написать этот раздел выше, после опыта работы. 9. *Research experience* (научная деятельность) Этот пункт тоже опциональный. В разделе вы указываете, в какой области вели научную деятельность и какие достижения у вас есть на этом поприще. Если вы никогда не проводили исследовательские работы, не участвовали в научной деятельности, этот пункт тоже можно пропустить. 10. *Publications* (публикации) Еще один опциональный пункт. Здесь вы пишете название своих публикаций, год их выхода и название издания, в котором они публиковались. Если у вас нет таких работ, пропускайте этот пункт. 11. *Memberships* (членство в организациях) Этот пункт включается в резюме на английском языке тоже только в том случае, если вы состоите в какой-нибудь организации. В нем вы указываете, в каких профессиональных и общественных организациях вы состоите. При этом достаточно указать только название этой организации, например: *Russian Managers Association*

(Ассоциация Менеджеров России). 12. *References* (рекомендации) В этом разделе следует указать контакты людей, которые могут рекомендовать вас как хорошего специалиста. Написать можно таким образом: Petr Petrov, Company Name, xxx-x-xxx-xxx-xxxx, name@gmail.com (имя и фамилия контактного лица, название компании, телефон для связи, адрес электронной почты контактного лица). Если вы пока не хотели бы предоставлять контакты своих бывших работодателей или не хотите перегружать резюме, напишите фразу *available upon request* (предоставляется по запросу). Старайтесь брать рекомендации с любого места работы. Рекомендательное письмо всегда можно при необходимости прикрепить к резюме. В конце статьи вы найдете прикрепленный образец CV на английском языке, который можно бесплатно скачать. Рекомендуем вам также посмотреть образцы резюме на английском языке на сайтах *dayjob.com*, *freeresumesamples.org* и *resumegenius.com*. А перед тем, как познакомить вас с 13 советами для составления грамотного CV на английском языке, мы предлагаем немного отвлечься и посмотреть пример альтернативного варианта резюме для творческих людей: 13 советов для составления эффективного резюме на английском языке

1. **Правильное оформление CV** Используйте стандартный шрифт При составлении резюме используйте один из стандартных хорошо читающихся шрифтов. Витиеватые буквы могут утомлять того, кто будет читать ваш документ, и ваши шансы на трудоустройство снизятся. Остановите свой выбор на *Times New Roman*, *Arial* или *Calibri*, они обычно используются в деловых бумагах. Размер шрифта заголовков пунктов резюме должен быть чуть большего размера, чем размер шрифта содержимого этих пунктов. При этом проверьте, чтобы шрифт во всех частях документа совпадал. Не переусердствуйте с форматированием Заголовков каждого из пунктов CV выделите жирным шрифтом. Внутри разделов не выделяйте текст жирным или курсивом, это только ухудшит его читаемость. Нижнее подчеркивание тоже нежелательно. Между разделами оставьте пустые строки, это улучшит читабельность. Поля справа, снизу и сверху должны быть не менее 1,5 см, слева — 2 см. Используйте формат PDF Составьте свое резюме на английском в программе *Microsoft Office Word* и правильно оформите его. После этого экспортируйте CV в формат PDF. Для этого нажмите «Файл» — «Сохранить как» и выберите формат PDF. Так вы будете уверены, что в вашем резюме не нарушится форматирование и оно попадет к работодателю в том виде, в каком вы его отправляли.

2. **Качественное фото** Обязательно разместите в правом верхнем углу документа свою фотографию. Снимок нужно выбирать качественный, вы должны быть одеты в деловом стиле, без головных уборов и солнцезащитных очков. Некоторые работодатели даже не рассматривают CV без фотографии, поэтому уделите время и сделайте качественный снимок для своего резюме.

3. **Ссылки на профили в соцсетях** Сегодня практически каждый работодатель проверяет профили потенциального

работника в социальных сетях. Поэтому есть смысл указать их в резюме, чтобы вас не спутали с кем-нибудь другим. При этом рекомендуем просмотреть свою страничку и при необходимости отредактировать ее, чтобы она выглядела презентабельно. Также за рубежом (а в последнее время и у нас в стране) очень популярна сеть профессиональных контактов *Linkedin*. Заведите в ней профиль и приведите ссылку на него в своем резюме.

4. Оптимальный объем *Curriculum vitae* на английском — это не сочинение на свободную тему, поэтому будьте лаконичны. Старайтесь писать каждый абзац кратко, как правило, резюме должно занимать не более 2 страниц.

5. Идеальная орфография и пунктуация. Каким бы прекрасным специалистом вы ни были, но дело может не дойти до собеседования, если HR-менеджер обнаружит в вашем резюме ошибки. Поэтому перечитайте документ несколько раз после написания, а также найдите человека, владеющего английским на высоком уровне, чтобы он проверил вашу грамотность. Также вы можете использовать сервисы проверки орфографии. Однако учтите, что они могут проверить только ваше правописание и в лучшем случае пунктуацию, а не сочетаемость слов.

6. Соответствие требованиям. Некоторые работодатели в требованиях к вакансии просят приложить к резюме какой-либо документ: тестовое задание, фото в полный рост, копию диплома и т. д. Выполните это требование в точности — повысите свои шансы получить желанную должность.

7. Целевое резюме. Если вы собираетесь подавать свое резюме в несколько разных компаний, составьте для каждой из них отдельный документ или не забывайте менять цель в каждом отсылаемом резюме. Во-первых, так вы сможете правильно написать раздел *Objective* (цель), ведь фирмам наверняка требуются разные специалисты. Если вы отправите CV с указанием неправильной цели, в компании могут подумать, что вы невнимательный человек, и вовсе не рассмотрят ваше резюме. Во-вторых, вы сможете написать разделы *Personal qualities* (личные качества) и *Special skills* (специальные навыки) так, чтобы соответствовать образу идеального сотрудника конкретного работодателя. Для этого изучите информацию о компании и посмотрите в объявлении о поиске работника, какого человека ищет фирма. Составьте резюме, исходя из этой информации.

*Resume: a written exaggeration of only the good things a person has done in the past, as well as a wish list of the qualities a person would like to have.* Резюме — письменное преувеличение всего хорошего, что сделал человек в прошлом, а также список качеств, которые он хотел бы иметь. Роберт Беннет

8. Ничего личного. CV на английском пишется в формальном стиле, а этот стиль подразумевает под собой «обезличивание». То есть постарайтесь не употреблять слова «я», «мой», «мне» и т. п. Пишите сухо и по делу. Почитайте нашу статью о формальном стиле в английском языке, она поможет вам подобрать правильные слова.

9. Ничего лишнего. В резюме следует излагать только ту информацию, которая касается данной вакансии. То есть если вы претендуете на должность бухгалтера, то не

обязательно писать о вашем увлечении кройкой и шитьем. Если же вы хотите работать дизайнером, то этот пункт обязательно нужно указать в соответствующем разделе. Кроме того, «лишнее» подразумевает под собой и прочие документы, которые не стоит высылать вместе с резюме. Конечно, всем хочется блеснуть перед работодателем сертификатом о знании английского или дипломом с международной конференции. Однако, если в объявлении не указано, нужны ли компании эти документы, не стоит прикладывать их к резюме. При этом не забудьте указать в самом CV, какие сертификаты и грамоты у вас есть.

10. Правильная электронная почта Большинство работодателей предпочитают отправлять ответ на резюме на электронную почту. Просто указать email адрес — полдела, а еще есть нюансы, которые надо учесть. Во-первых, адрес почты должен соответствовать деловому стилю. Что мы имеем в виду? Посмотрите, чтобы адрес не смотрелся несерьезно, например *karinka\_malinka*, иначе вы произведете впечатление легкомысленного человека. Лучшие всего указывать электронный ящик, содержащий в своем названии ваши имя и фамилию. Во-вторых, рекомендуем перестраховаться и завести почту на Gmail. Письма, отправленные с помощью отечественных почтовых клиентов, иногда не доходят до зарубежных работодателей.

11. Ложь не красит человека Этот совет кому-то покажется банальным, но все-таки еще раз напомним: в резюме нельзя указывать ложную информацию. Чаще всего соискатели пытаются исказить данные о своем опыте работы и этим только усугубляют положение. В век информационных технологий сложно скрыть правду. Даже если компания зарубежная, сотрудники HR-отдела легко найдут способ узнать всю подноготную соискателя. А проверить, трудился ли человек в определенной фирме, проще простого. Если потенциального сотрудника поймают на лжи, ему будут закрыты дороги почти во все иностранные фирмы, ведь черные списки работников — явление популярное даже в нашей стране. Подумайте, стоит ли рисковать репутацией.

12. Сопроводительное письмо В нашу школу постоянно приходят письма с резюме от носителей языка. И в каждом email обязательно есть сопроводительное письмо (cover letter). У нас в стране такой документ пишется не всегда, но, если вы планируете работать в иностранной компании, обязательно пишите сопроводительное письмо. В нем следует указать, чем вам интересна вакансия и почему вы считаете себя подходящим на эту должность сотрудником. Советуем почитать статью нашего преподавателя Светланы «Cover Letter. Пишем сопроводительное письмо на английском языке», вы узнаете, как создать привлекательный для работодателя документ.

13. Аккуратность Если вы отправляете документ в печатном виде, позаботьтесь о том, чтобы он выглядел аккуратно. На листах не должно быть пятен и заломов. Вложите распечатанный документ в файл, это поможет сохранить документ в хорошем виде. Теперь вы знаете, как писать резюме или CV на английском языке, чтобы заинтересовать потенциального работодателя.

## **Практическая работа № 81.**

### ***Тема 13.2. Письмо-запрос. Ответ на запрос. Заказ и подтверждение заказа.***

#### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.
4. Написание письма-запроса и письма-заказа на английском языке.

#### **Письмо-запрос**

Письмо-запрос пишет потенциальный клиент. Это просьба выслать определенную информацию, каталоги, прайс-листы и т.д. Письма-запросы обычно краткие и конкретные.

#### **Примеры писем-запросов**

Dear Sirs,

Following my conversation with the representative in your London showroom, I should be glad if you would send me your new catalogue of laptops. If you can guarantee prompt delivery and can quote really competitive prices, we may be able to place an order. First class references will be supplied with the order.

Yours faithful,

Dear Sirs,

We have an enquiry for wristwatches in stainless steel case with luminous dial and unbreakable glass. Please, send us an offer quoting your best terms and discounts for cash payment. We should be grateful for an early reply.

Yours faithfully,

Dear Sirs,

We have heard from your representative, Mr. Wolf, that you are producing for export jackets in pure leather. There is a constant demand in Austria for high-class goods of this type. Sales are not high, but a good price can be obtained for fashionable design.

Will you please send us your catalogue and a pricelist with terms of payment. If it is possible, please, send us also several samples of leather used in your jackets.

We look forward to your reply.

Yours faithfully,

Dear Sirs,

We have seen your advertisement in the Metal worker Journal, and would be grateful if you would kindly send us details of your aluminum fitting.

Please quote us for the reply of the items listed on the enclosed enquiry form, giving your prices c.i.f. Southampton. Will you please also indicate delivery time, your terms of payment, and details of discounts for regular purchases and large orders.

Our annual requirements for metal fittings are considerable, and we may be able to place substantial orders with you if your prices are competitive and your deliveries are prompt. We look forward to receiving your quotation.

Yours faithfully,

### **Фразы и выражения**

- Your name has been given to us by the British Chamber of Commerce...
- The British Embassy in Moscow has advised us to get in touch with you concerning...
- We saw your products demonstrated at the Oslo Fair earlier this year, and would like to know whether...
- Your advertisement in this month's issue of the magazine states that you can offer...
- We would be glad to receive specifications of your new items, together with your current export price list and detail of trade discounts.
- As we do a considerable trade in this line, we expect a keen price.
- As we are the leading dealers in this town (area, country...)...
- Since we have connections throughout the country...
- In view of the fact that we are sole agents for this product...
- We would possibly like to discuss the possibility of a contract with you.
- We would like to know whether you would be willing to grant us a special discount.
- As we are under contract, please let us know whether you can guarantee shipment by 13 August.

### **Ответ на запрос. Предложение**

Помните, что вы начинаете общение с вашим возможным клиентом. Ему будет приятно прочитать, что ваша фирма была бы очень рада с ним сотрудничать и помочь ему с выбором товаром. Поэтому непременно высылайте с каталогами, прайс-листами и т.п. небольшое сопроводительное лично-ориентированное письмо.

Постарайтесь писать ответ на письмо-запрос в тот же день, когда вы его получили. Тем самым вы не только покажете свое внимание к потенциальному клиенту, но и опередите своих конкурентов.

Если у вас нет запрашиваемого товара, необходимо написать письмо-отказ. Выразить сожаление в письме и написать отказ - недостаточно. Каждый шаг должен иметь положительный эффект для вашего бизнеса. Поэтому вместе с

извинениями желательно грамотно предложить альтернативу отсутствующему товару.

### **Примеры писем-предложений**

Gentlemen:

We thank you for your letter of 28 June, and are glad to inform you that all the items listed in your enquiry are in stock. We are enclosing a proforma invoice for the alluminium fittings you are interested in. If you wish to place a firm offer, will you please arrange for settlement of the invoice by draft through your bank, and advise us at the same time.

We can guarantee delivery in Melbourne within 3 weeks of receiving your instructions. If you require the goods urgently, we will arrange for them to be sent by air, but this will, of course, entail higher freight charges. We are enclosing details of our terms of payment, and would be happy to discuss discounts with you if you would kindly let us know how large your orders are likely to be.

We are looking forward to hearing from you, and assure you that your orders will receive our immediate attention.

Yours truly,

Dear Sir,

In reply to your request for our Catalogue № 135 we enclose a copy herewith, and we hope you may find it useful. You will find an order form inside to assist you in choosing the items you may require.

Yours faithfully,

Dear Sirs,

We shall be only too pleased to supply you with display material of our book "The Great General". We have instructed our advertising department to dispatch immediately 12 show-cards, 6 posters, 3 photographs and 1 life-size portrait of General MacAndrew; we have asked them to add 12 wrappers, which, we think, you will find very effective. We are very sorry that we cannot send you a large dummy but we have not made one of this title.

We should appreciate it very much if you could send us a photograph of your window and hope that your display will be very successful.

Yours faithfully

### **Фразы и выражения**

- We are pleased to have your enquiry of... /We thank you for your enquiry about...
- Replying to your enquiry of 2nd of May we are pleased to inform you that we hold stocks of all our products.
- In reply to your enquiry, we are enclosing full particulars of our export models.
- We have pleasure in offering you the following goods...

- Our prices include packing and carriage.
- The price includes delivery to the nearest railhead.
- Prices are subject to variation without notice, in accordance with market fluctuations.
- Payment on for an initial order would be required on proforma invoice.
- Our terms and conditions of sale as printed on our invoices must be strictly observed.
- Goods ordered from our old catalogue can be supplied only until stocks are exhausted.
- This is a special offer and is not subject to our usual discounts.
- In view of the heavy demand for this line, we advise you to order at once.
- The model you have asked for is out of production, but we can supply the improved model instead.
- Please send us your instructions by cable (telex/fax).
- Please wire/cable/telephone your order.
- Kindly confirm your order at the price quoted.
- If our proposal is acceptable to you please confirm by return.
- Your reply by return will be appreciated.
- If you let us have your instructions by Thursday at the latest, we could...
- Our whole experience is at your service. We hope you will make use of it.
- We should appreciate the opportunity of showing you how efficiently we can serve you.
- As we execute all orders in strict rotation, we strongly advise you to order clearly.
- We are sure that these goods will meet your requirements, and look forward to your first order.
- Our services are at your disposal.
- We will hold a quantity in reserve for you, as we feel sure you would not miss such an opportunity.

### **Заказ и подтверждение заказа**

Оформление писем-заказов довольно простое, так как оно практически сводится к заполнению готовых бланков.

### **Пример письма-заказа**

Dear Sirs,

2nd February, 1998

Please find enclosed our Order No DR 4316, for men's and boys' sweaters in assorted sizes, colours and designs.

We have decided to accept the 15% trade discount you offered and terms of payment viz. documents against payment, but would like these terms reviewed in the near future.

Would you please send the shipping documents and your sight draft to Northminster Bank (City Branch), Deal Street, Birmingham?

If you do not have some of the listed items in stock, please do not send substitutes

in their place.

We would appreciate delivery within the next six weeks, and look forward to your acknowledgement.

Yours faithfully,

### **Подтверждение заказа**

Иногда нет возможности выполнить заказ. Например, отсутствует требуемый товар, невозможно доставить товар в нужный для клиента срок и т.п. Эти проблемы можно грамотно решить при помощи уточнения заказа.

Dear Mr. Storms:

When a friend helps us on with a coat, we smile and say 'Thank you'. If we drop something and someone pick it up for us, we practically burst with gratitude. Strange? Not at all. But it is strange that when we get into business, we take so many things for granted that we forget to say 'Thank you'. Take old customers like you, for instance. You did something pretty important for us - important because you think so much of your business that it gives us a great deal of pleasure to see it grow.

Dear Sirs,

Thank you for your order of 20th February. Unfortunately 7390/6 is out of stock at present and will not be available again before the end of April. We can, however, offer the slightly better very similar model 7395/4 at a price of \$19 instead, which is in stock and is perhaps even more suitable. Please let us know whether we may send it with model I260/3 which we have reserved, for you. Look forward to your reply. Yours faithfully,

### **Фразы и выражения**

- Thank you for your letter of November 1st. We regret being unable to execute your order.
- We have the pleasure of informing you that...
- We are very sorry indeed to have to advise you of a delay in Executing Contract №
- As requested in your letter we have give the priority to Contract №
- We have every reason to believe that we will be able to meet the delivery date.
- We wish to explain why there was a delay in shipment.
- We apologise for the delay which was due to circumstances beyond our control.
- Unfortunately we have run out of the material you asked for. As you have particularly requested only this material we will not offer a substitute, but hope we will get delivery of a new consignment within the next two months.
- We will be unable to complete delivery by the stipulated date and would appreciate if you would agree to extend the delivery time.

- If you wish to cancel your order, you may, but I think you will find that most manufacturers are faced with the same difficulties at present.
- Our difficulties are only temporary. We hope you will understand the circumstances that compel us to do it.

## **Практическая работа № 82.**

### ***Тема 13.3. Ответ на жалобы и претензии. Принесение извинений.***

#### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

#### **Ход работы:**

1. Введение новой лексики.
2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.
4. Написание письма-претензии и ответа на претензию на английском языке.

### **Жалобы, претензии и их урегулирование**

Это самый неприятный вид корреспонденции, но без него, порой, не обойтись. Это весьма деликатный вид письма, в котором должны преобладать не эмоции, а вежливость, такт, дипломатия. Суть претензий и жалоб остается, но они при помощи разных фраз и оборотов маскируются под неспешную деловую беседу. Этот "тонкий" момент общения можно освоить на практике, изучив аналогичные готовые письма и фразы.

### **Пример письма-заказа**

Dear Sirs,

Your invoice and two parcels, supposed to contain 50 copies of 'The Great General' arrived today. On opening the parcels we found that one contained 25 copies of 'Little Women' and the other 40 copies of 'Cooking without Fat'.

We have, as you know, given 'The Great General' a special display in our front window and need the copies urgently as we have only a few left. This is the first time in all our dealings with you that any mistake has occurred and we hope you will do your utmost to remedy it. Will you please therefore on receipt of this letter dispatch the correct copies Express and make sure that they reach us to-morrow afternoon.

Yours faithfully,

Dear Sirs,

Thank you for your letter of 10 August concerning your Order (VC 58391) which should have been supplied to you on 15 July.

First let me apologize for the delay and for the problems you have experienced. But as you may have read in your news-papers we are faced with an industrial dispute which has involved both administrative staff and workers on the shop floor and as a consequence has held up production over the past few weeks. However, I can tell you that the dispute has been settled and we are back to normal production. Your order has been given priority, so we should be able to deliver the engines before the end of this week.

May I point out, with respect, that your contract with us a standard clause stating that deliver dates would be met unless unforeseen circumstances arose, and we think you will agree that a dispute is an exceptional circumstance.

Once again let me say how much I regret the inconvenience this delay has caused and emphasize that it was due to factors beyond our control.

Please let us know if you wish to complete your order or whether you would prefer to make other arrangements.

I look forward to hearing from you within the next day or so.

Yours faithfully,  
T. Blackbell  
Managing Director

#### **Письмо - претензия на низкое качество товара**

Dear Sirs,

It is with great regret that we have to inform you that the material, delivered under Contract № ... does not conform to the specification on the basis of which the contract was signed.

By separate mail we have sent you a cutting from this material and one piece from the material of the previous consignment, so that you can compare the two and see the difference.

As a result of this situation sustain heavy losses because we cannot fulfil our contractual obligations to our clients. In this situation we are prepared to retain the goods if you will reduce the price, say, by 40%.

Awaiting your early reply.

We remain faithfully yours,

#### **Ответ на претензию**

Dear Sirs,

8th, June 19..

We have received your letter of 2nd June and thank you for sending us the two samples of cloth. We are greatly concerned over your disappointment in the quality and complications which may arise in your relationship with your customers.

If you are willing to accept the goods and dispose of the inferior cloth we will send you a credit note for the difference.

We apologize sincerely for the trouble caused to you and we will take all possible steps to ensure that such a situation will not arise again.

Yours faithfully,

## **Фразы и выражения**

### **Отрывки из писем-претензий**

- We wish to place on record the company's extreme displeasure at...
- We insist that the problems we experienced were due to your negligence, not ours.
- We wish to emphasize that we are holding you fully responsible for non delivery of the cargo in question.
- We have inspected the damaged machine and we submit you below a description of the damage.
- As you probably aware we have been experiencing a considerable inconvenience due to wrong material being delivered to our customers.
- This is the third time this mistake has occurred and we are far from satisfied with the service you offer.
- The mistake must be corrected as soon as possible.
- There seems to be some misunderstanding regarding terms of discount.
- Our specialists have determined that the shipment was five boxes short.
- We are afraid there is no room for compromise as far as this order is concerned.
- We look forward to an early settlement of our claim for the full amount of...
- We must point out that unless you settle the claim in full you leave us with no alternative, but to place the matter in the hands of our solicitors.
- Please ensure that this sort of problem does not arise again.
- We regret that unless we hear from you by return we will be obliged to cancel the order.

### **Предложения по урегулированию претензий**

- It is our intention to insist that the missing parts be replaced by you and shipped to us via air freight, all for your account.
- We are prepared to accept the goods sent if you are willing to make a substantial reduction in price.
- We would appreciate it if you would replace the defective units or arrange to credit us with their value.

### **Ответы на претензии**

- We are sorry to hear/learn about...
- We were distressed to hear/learn about...
- Thank you for your letter dated...It was with great regret that we heard...
- We were very sorry to receive your complaint.
- We greatly regret that you received only...
- We acknowledge with thanks receipt of your letter dated...regarding...
- We sincerely regret that...

### **Принесение извинений**

- We would like to apologise for the inconvenience caused.
- We apologize sincerely for the trouble caused to you and will take all the possible steps to ensure that such a mistake is not made again/does not occur again.

- We would like to assure you that every step will be taken to fulfill our contracts to the letter in the future.
- We much regret that you had the trouble of writing to us.
- We are extremely sorry about this delay which you will realize was due to circumstances beyond our control.
- The delay was due to the fact that...
- We greatly regret the mistake in the number which resulted in your receiving the wrong articles.
- We shall be grateful to you if you will advise us further action you would like our company to take in this matter.

#### **Реакция на предложение по урегулированию претензии**

- We have given the highest possible priority to the delivery of the machines which are subject of the contract.
- We are of course willing to replace any damage due to our negligence.
- We will do our utmost to correct the situation.
- We can assure you that the company have fully taken over the handling of these outstanding problems and you can expect very prompt action.
- In these circumstances which are completely beyond our control we have no option but to claim force majeure on your Contract.

#### **Отклонение претензии**

- We are greatly surprised to receive your letter of...
- We were glad to receive your letter but it was with great regret that we heard...
- We regret that in no way can we be held responsible for...
- We would like to emphasize that it is your responsibility to...
- If you check, you will find the guarantee states...
- The company finds that it has no option but to totally reject any claim that the cargo was damaged because of packing.
- We return your debit note and supporting documents so you can lodge this claim with the shipping company or your insurers.
- Unfortunately we cannot consider your reports of damage acceptable as they do not give specific details to enable us to consider if there are in fact any faults with our packing procedures.

### **Практическая работа № 83.**

#### ***Тема 13.4. Письмо-поздравление. Рекламное письмо.***

##### **Цель работы:**

1. Понимать сущность и социальную значимость своей будущей профессии, проявлять к ней устойчивый интерес.
2. Формирование коммуникативных компетенций, овладение лексикой и языковыми клише по теме.

##### **Ход работы:**

1. Введение новой лексики.

2. Повторение грамматического материала, необходимого для изучения темы.
3. Работа с текстом профессиональной направленности.
4. Написание письма-поздравления и рекламного письма на английском языке.

### **Письмо-поздравление**

Поздравление с праздниками и другими радостными событиями приятны всем. Даже если вы ничего запрашиваете и заказываете у своего партнера-клиента, поблагодарите его за приятное сотрудничество и выразите надежду на продолжение совместной деятельности.

### **Примеры писем**

Dear Mr. Spoons:

One of the deeply genuine joys of the Yuletide Season is the opportunity it affords of expressing our appreciation to our friends.

It has been a year of pleasant dealings, Mr. Spoons.

May the next 12 months bring you prosperity find a generous portion of true happiness.

Sincerely yours,

John W. Rose

THANKSGIVING, 1995

To Our Good Friends

We just couldn't let Thanksgiving Day slip by without telling you how much we appreciate our relationship during the past year.

Grafully and sincerely we say "Thanks .."

— thanks for your attention and consideration to our firm,

— thanks for your good-wilt and patronage.

— thanks for your help in establishing  
of our new agency in your country.

In appreciation we can only say that we shall continue, as we have for nearly twenty years past, to cooperate with you.

Once again thank you and our best wishes...

Faithfully yours,

### **Рекламное письмо**

Задача рекламного письма - привлечь внимание человека, убедить его, что именно ваш товар принесет ему пользу и выгоду. В приведенных примерах писем и фраз вы увидите, что существует достаточное количество интересных приемов для привлечения внимания потенциального покупателя.

### **Примеры рекламного письма**

Dear Sir,

Our new Spring collection of suitings contains designs which, I am sure, will be of great interest to you personally.

Interest, however, is not merely confined to the more formal suitings, for we also have an exceptionally pleasant selection of week-end and country worsteds in our Daks suiting range. I believe the patterns enclosed will appeal to you, one is a novel design for town wear, and the other two indicate the trend for muted shades for country wear, I do hope you will be able to call and let us show these fine new materials. As you know, we are open until 7 p.m. on Thursdays.

Should you require any further information on current styles or cloth, please do not hesitate to telephone me at Grosvenor 763S.

Yours sincerely,

Dear Mr. Coop,

Time flies. You may think it is still a long time to Christmas, but with all the things still to be done it will be here sooner than you think. So why not tackle this annual problem of Christmas presents now!

You have probably already begun to rack your brains with a problem of what to give your wife.

We want to give you an idea. Buy her one of our 'Blast Mixers'. It will do a hundred jobs for her: shake cocktails, whip, stir or beat up cream, eggs or cake mixture, make ice-cream, delicious biscuits. In short, it will be a blessing for the whole house.

But you must see for yourself. May we show the "Blast" to you in action. If you sign and post the enclosed card we shall send our representative round and he will explain the advantages of this wonderful machine. A short demonstration will do more than a hundred letters to convince you of the joys it will bring into your life. And we assure you that if you have one, your wife will love it - and you.

Yours faithfully,

### **Фразы и выражения**

- Has it ever occurred to you ...?
- Have you thought of the benefits that our services can bring to your business?
- Your telephone call will have immediate attention for booking and information.
- Please fill out the enclosed reply card if something has been troubling you.
- Consider some of the advantages of these goods.
- This machine is neat and compact. Handling is extremely simple.
- It is just the very thing for you.
- The cost is so infinitesimal that it is hardly worth mentioning.
- Our products have been regarded as the best for a century and a half.
- The reputation of our products has been spread by all who know them.

- Competition has not affected the quality or attraction of our goods.
- You will be interested to know that we have just introduced our new...
- We can offer you a special price (discount) if you place your order before...
- Please let us know if you would like to have samples or a demonstration.
- We assure you of our commitment to produce the highest quality services to our customers.
- It is our sincere desire to give you the personal attention and satisfaction.
- For holidays at home or abroad, you get a wonderful feeling of freedom and ease when you wear our suits - especially when every one else around you is sweltering in heavier clothes.

## **УЧЕБНО-МЕТОДИЧЕСКОЕ И ИНФОРМАЦИОННОЕ ОБЕСПЕЧЕНИЕ ДИСЦИПЛИНЫ**

### **Рекомендуемая литература**

#### **Основная литература:**

1. Беляева, И. В. Иностранный язык в сфере профессиональной коммуникации : учебное пособие для СПО / И. В. Беляева, Е. Ю. Нестеренко, Т. И. Сорогина ; под редакцией Е. Г. Соболевой. — 2-е изд. — Саратов, Екатеринбург : Профобразование, Уральский федеральный университет, 2019. — 131 с. — ISBN 978-5-4488-0409-0, 978-5-7996-2848-2. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/87805.html>. — Режим доступа: для авторизир. Пользователей
2. Английский язык : учебное пособие для СПО / М. А. Волкова, Е. Ю. Клепко, Т. А. Кузьмина [и др.]. — Саратов : Профобразование, 2019. — 113 с. — ISBN 978-5-4488-0356-7. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/86190.html>. — Режим доступа: для авторизир. Пользователей
3. Аитов, В. Ф. Английский язык : учебное пособие для СПО / В. Ф. Аитов, В. М. Аитова. — 12-е изд., испр. и доп. — М. : Издательство Юрайт, 2017. — 144 с. — (Профессиональное образование). — ISBN 978-5-534-01157-9. <https://www.biblio-online.ru/viewer/AA6B4AE8-10DC-4B89-9A32-63528EA689D7#page/1>

#### **Дополнительная литература:**

1. Кузнецова, Т. С. Английский язык. Устная речь. Практикум : учебное пособие для СПО / Т. С. Кузнецова. — 2-е изд. — Саратов, Екатеринбург : Профобразование, Уральский федеральный университет, 2019. — 267 с. — ISBN 978-5-4488-0457-1, 978-5-7996-2846-8. — Текст : электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/87787.html>. — Режим доступа: для авторизир. Пользователей
2. Беликова, Е. В. Английский язык : учебное пособие для СПО / Е. В. Беликова. — Саратов : Научная книга, 2019. — 191 с. — ISBN 978-5-9758-1889-8. — Текст :

электронный // Электронно-библиотечная система IPR BOOKS : [сайт]. — URL: <http://www.iprbookshop.ru/87072.html>. — Режим доступа: для авторизир. Пользователей

3. Иностранный язык профессионального общения (английский язык) : учебное пособие / И.Б. Кошеварова, Е.Н. Мирошниченко, Е.А. Молодых и др. ; Министерство образования и науки РФ, Воронежский государственный университет инженерных технологий. - Воронеж : Воронежский государственный университет инженерных технологий, 2018. - 141 с. - Библиогр. в кн. - ISBN 978-5-00032-323-6 ; То же [Электронный ресурс]. - URL: <http://biblioclub.ru/index.php?page=book&id=488007>

**Интернет-ресурсы:**

1. Wikipedia, Google, Яндекс - информационный портал
2. [www.english.language.ru](http://www.english.language.ru) – сайт для изучающих английский язык
3. [www.macmillan.ru](http://www.macmillan.ru) - каталог учебных пособий, словарей и мультимедийной продукции для изучающих английский язык
4. [www.enhome.ru](http://www.enhome.ru) - изучение английского языка самостоятельно
5. [www.study.ru](http://www.study.ru) - портал изучения иностранных языков