

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
МИКОЛАЇВСЬКИЙ НАЦІОНАЛЬНИЙ АГРАРНИЙ УНІВЕРСИТЕТ
ФАКУЛЬТЕТ КУЛЬТУРИ І ВИХОВАННЯ
Кафедра іноземних мов

АНГЛІЙСЬКА МОВА

Методичні рекомендації для здобувачів вищої освіти ступеня
«Магістр» спеціальності 201 «Агрономія» денної форми
навчання

Миколаїв

2018

УДК 811.111
А64

Друкується за рішенням науково-методичної комісії факультету культури й виховання Миколаївського національного аграрного університету від 22.05.2018, протокол № 9

Укладач:

О.В. Артюхова – канд. пед. наук, доцент кафедри іноземних мов
Миколаївського національного аграрного університету.

Рецензенти:

- Р.О. Гришкова – доктор пед. наук, професор, завідувач кафедри іноземних мов факультету філології Чорноморського національного університету імені Петра Могили;
- К.В. Тішечкіна – канд. філол. наук, доцент кафедри іноземних мов Миколаївського національного аграрного університету.

© Миколаївський національний
аграрний університет, 2018

ЗМІСТ

ПЕРЕДМОВА	4
Розділ I. Ділові листи	5
Розділ II. Влаштування на роботу (анкета, резюме)	27
Розділ III. На фірмі	43
Розділ IV. Контракт	51
Список використаної літератури:	59

Передмова

Методичні рекомендації та навчальний матеріал з іноземної мови для аудиторної та самостійної роботи призначено для здобувачів вищої освіти 1 курсу ОКР «Магістр» спеціальності 201 «Агрономія» факультету агротехнологій денної форми навчання.

Основною метою даних рекомендацій є формування необхідної комунікативної спроможності у сферах ситуативного професійного спілкування в усній та письмовій формах, забезпечення розвитку навичок аналітичного читання, розуміння та перекладу професійно-орієнтованих іншомовних джерел, написання рефератів, анотацій, та інших документів іноземною мовою.

Основними завданнями методичних рекомендацій є формування у здобувачів умінь і навичок для практичного володіння діловою іноземною мовою під час усного та письмового професійного спілкування у конкретній галузі, користування усним монологічним та діалогічним мовленням у межах побутової, суспільно-політичної та фахової тематики, перекладу з іноземної мови на рідну текстів професійного спрямування.

Мотивацією для здобувачів під час роботи з даними методичними рекомендаціями служить професійна потреба здобувачів стати висококваліфікованим фахівцем з умінням спілкуватися іноземною мовою та здобути інформацію з новітньої іноземної літератури за фахом, аналізувати її та використовувати у своїй науково-дослідній роботі. Дисципліна «Ділова іноземна мова» – важлива складова частина підготовки фахівців аграрного профілю в умовах постійного розширення міжнародних зв'язків України.

За кожен тему здобувач може отримати від 15 до 25 балів, що передбачено навчальною програмою з іноземних мов.

Методичні рекомендації розроблені згідно до вимог типової базової програми. Запропоновані вправи та завдання забезпечують швидке й ефективне засвоєння здобувачами лексичного матеріалу.

Для підготовки методичних рекомендацій використовувались матеріали з новітніх підручників, автентичних джерел та періодичних видань.

РОЗДІЛ І. ДІЛОВІ ЛИСТИ.

Завдання 1. Прочитайте та перекладіть взірці фраз, які вживаються в ділових листах:

OPENING PHRASES

1. Dear Sirs, ... -
2. Acknowledging receipt of your letter of... -
3. Acknowledging with thanks the receipt of your letter of... -
4. We have received your letter of... -
5. We greatly appreciate your letter of... -
6. We thank you for your letter of... -
7. Many thanks for your letter of... -
8. Please accept our thanks for your letter of... -
9. We hasten to thank you for... -
10. It was very good (kind) of you to... -
11. Your letter enclosing (stating that..., asking us to do ..., requesting us to do...),
has been considered (given proper attention) -
12. In reply (In response) to your letter of... -
13. In reply to your letter dated
14. In confirmation of our (their) telephone conversation (talks, held in ...) we wish to
inform you that... -
15. We confirm our FAX of...-
16. This is with reference to your letter of... -
17. With reference to (Referring to) your letter of.. .we wish to inform you that...-
18. With further reference to... -
19. In accordance with your request of... -
20. In compliance with your instruction of... -
21. We acknowledge receipt of your communication of... -

22. We are sorry (We regret) to have to remind you that... -
23. We learn from your letter that... -
24. In connection with our letter of.. .and in confirmation of your FAX of...
25. We offer apologies for the delay in answering your letter... -
26. We apologize for...(Please accept our apologies for...) -
27. We regret (We are sorry) to learn from your letter of.. .that... -
28. We are sorry we are unable to meet your request.
29. We are surprised to learn from your telex...(FAX...) -
30. We have to point out that.. .-
31. Further to our letter of...-
32. We have to remind you that.. .-
33. We have pleasure in offering you... -
34. You are no doubt aware that.
35. You may know that...-
36. We enclose (are enclosing) a copy of a letter from...about...(in connection with)..-
37. Please note that...-
38. We have the pleasure of informing you that... -
39. We take the pleasure in informing you that.
40. We are pleased (We are glad) to inform you that.
41. It is with considerable pleasure (regret) that we...-

BINDING PHRASES

42. We express confidence that
43. We are sure (confident) that.
44. We take the liberty to ask you (of asking you) to.. .-
45. We are sorry to have to inform you that.
46. At the same time we would like to remind you that.
47. We find (consider) it necessary (important, reasonable) to note.
48. Apart from the above (said)... –

49. Further to the above...-
50. In addition to the above...-
51. We are sending herewith
52. Enclosed please find...-
53. We would welcome the opportunity... –
54. We are taking the opportunity to remind you that...-
55. It is self-understood.
56. It goes without saying.. -
57. We wish to draw your attention to the fact that.
58. We would like you to note that...-
59. We wish to bring to you notice that...-
60. In view of the above (said)... –
61. In this connection...-
62. In connection with your request
63. In connection with the above said... –
64. Otherwise we shall have...-
65. As to (As regards, With regard to) your request (your order, your claim)...-
66. The matter is...-
67. The point is...-
68. In the circumstances...-
69. We hereby confirm that... -
70. You will, no doubt, be interested to learn that.
71. In our opinion...-
72. We believe...-
73. We think...-
74. We feel...-
75. As requested by you...-
76. In case of delay in delivery (in payment, in sending specialists).
77. We have (are having) no difficulty in.. -
78. We have to admit that... -

79. So far (Up till now) we have received no reply...-
80. We cannot accept your point of view for the following reasons.
81. Our clients have advised us that.
82. We have carefully considered your.
83. In case of your refusal...-
84. Should you refuse
85. In case of your failure to make payments]
86. Should you fail to make payments]...-
87. To avoid delay in...-
88. In accordance with (Under) the contract enclosed.
89. You state (write, are writing) in your letter that..
90. Further you write
91. Moreover...-
92. Nevertheless...-
93. First of all (In the first place)...-
94. In fact (In actual fact/ Actually/ Virtually)
95. Besides...-

CLOSING PHRASES

96. Awaiting your early reply with interest -
97. Your early reply will be appreciated -
98. Awaiting you affirmative reply -
99. Awaiting your formal authorization to this effect -
100. Awaiting your prompt settlement -
101. Awaiting your viewpoint on the subject -
102. Thanking you in advance for any information you can offer -
103. If we can be of any assistance please do not hesitate to contact us -
104. We are looking forward to hearing from you -
105. We expect your early reply -

106. We expect to hear from you in the near future -
107. Please, inform us (let us know) in the shortest possible time (at your earliest convenience) -
108. On receipt of the letter [will you] please telex (FAX) your - confirmation (consent) -
109. We would like to assure you...-
110. We wish (would like) to maintain co-operation with you -
111. Your prompt execution of our order will be (would be) appreciated -
112. We shall not fail to contact (to get in touch with) our organizations -
113. We assure you that we shall get in touch with organizations concerned without delay -
114. We assure you that we shall take prompt actions (urgent measures) to remedy (correct, rectify) the situation -
115. Regretting that we are unable to comply with your request -
116. Apologising for the oversight (discrepancy, mistake) -
117. Apologising for any inconvenience that many have been brought about -
118. We are expecting your representatives (officials, engineers) to arrive for the talks
119. We are looking forward to (receiving) your consent (approval, confirmation) -
120. Assuring you of our utmost attention -
121. Assuring you of our services at all times -
122. Thanking you in anticipation of your reply -
123. Yours faithfully -
124. Faithfully yours -
125. Yours truly-
126. Yours very truly -
127. Truly yours-
128. Yours sincerely -
129. Sincerely yours-



BUSINESS LETTER

Завдання 2. Прочитайте та перекладіть:

Addressing an Envelope

There are three important requirements in addressing envelopes: accuracy, legibility and good appearance. Begin the first line about half-way down the envelope, leaving at least 3 cm of clear space for the postmark. Type the address in double line-spacing, using block capitals for name of the town. When it is known, add the Postcode on a separate line at the end.

Use separate lines for the name or company, post box or house name, number and street, town and county or city and state, postcode.

The number precedes the street name. Words like Street, Square, Avenue are written separately, each word starting with a capital letter.

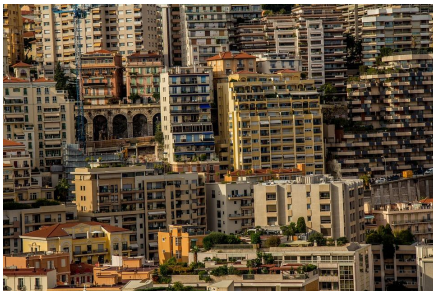
The postcode should always be the *last item* or information in the address, and in block capitals.

Such words as **Confidential** or **Personal** should be typed in the bottom left hand corner or in the upper left-hand corner.

The address is written as follows:

Адреса відправника

Mr. J.Smith
19, High Street
LONDON
W1X 3RB
GREAT BRITAIN



Адреса одержувача

BBC Publications
25. Marylebone High Street
LONDON
W1R 7HD
GREAT BRITAIN

Завдання 3. Прочитайте, перекладіть та вивчіть структуру ділового листа англійською мовою:

Business letter consists of the following parts:

1. The letter head or heading
2. Inside name and address
3. The attention line **e.g.** Attention: The Personnel Manager
4. The reference
5. The date
6. The salutation
7. The subject line
8. The body
9. The complimentary close
10. The signature
11. The Enclosure

Завдання 4. Прочитайте та перекладіть інформацію про основні засади оформлення ділового листа англійською мовою:

In business letters it is essential to make a favourable first impression. Obviously no letter will do this if it is written in poor English, on inferior paper, badly arranged, typed with a dirty ribbon, full of grammatical mistakes or corrections, confused, obscure or illogical in its construction. Every letter that leaves the office should be looked upon as a representative of the firm. The lay-out of the letter should make it look like a well-framed picture. The left-hand margin should be about 2 '4 cm. The right-hand margin should be as uniform as possible, but deviation of words should be avoided; a shorter letter may be given a larger margin. Single line-spacing is usually used.

Завдання 5. *Дайте відповіді на питання:*

1. What are the parts of the letter ?
2. Where is the inside address typed ?
3. Where is the salutation placed ?
4. What is the salutation form if you don't know the name of the person you are writing to ?

Завдання 6. *Прочитайте та перекладіть:*

1. **The Letter Head or Heading.** This is normally printed on the paper. It must give all the necessary information: the name and address of the firm, the telephone number, telex and telefax. If the printed heading is absent, the company's address without the name of the sender, is typed on the right side.

2. **Inside Name and Address.** This is the address of the person receiving a letter. It is typed on the left against the margin. When we write to a man, we write: **Mr. P. Smith.** When we write to a woman, we write: **Miss J. Ross** if the woman is unmarried and **Mrs. S. Jones** if the woman is married, **Ms. A. Taylor** either for married or unmarried woman. When we write to a man and his wife we write **Mr. and Mrs. J. Collins.** If we don't know the name of the person we are writing to, we can write: The **Personnel Manager.** When our correspondent holds a special title such as **Doctor, Professor, Sir,** he is addressed by his title and **Mr.** must not be used. **Messrs** (Панове) is used to address in general to the members of the firm. The address is written as follows: Europa Publication Ltd.

18 Bedford Square,
London WC1B 3JN ENGLAND


3. **The Attention Line.** If the attention line is used it is typed above the salutation line as follows:

Chart annalysis Ltd.
Winchester House
Winchester
Hants S023 9EH

Attention: The Personnel Manager

Dear Sir,

Thank you for your letter of...



4. **The Reference.** This consists of the initials of the person who signs the letter (and often dictates it) and those of the typist. Sometimes other initials are added according to whatever may be useful for the filing system of the firm.

Our Ref.: BS/MB

(BS = Bill Smith; MB = Mary Brown)

5. **The Pate.** The generally accepted way of writing the date is the following:

October 17, 19 _____

17 October, 19 _____

October 19th, 19 _____

19th October, 19 _____

6. **The Salutation.** This is the greeting with which every letter begins and it must agree with the address. Place the salutation at the left margin of your letter. Use a comma after it. If you know the name of the person you are writing to, use it in the salutation: **Dear Mrs. Smith, Dear Mr. Jones, Dear Sir, Dear Madam, Dear Sirs** (to more than one person and to all limited companies); **Gentlemen** (in American

English, with a colon instead of a comma).

	British	American
Formal or Routine	Dear Sir, Dear Sirs, Dear Madam, Mesdames,	Dear Sir: Gentlemen: Dear Mr. Brown: Dear Miss Smith: Dear Mrs. Brown:
Informal	Dear Mr. Brown, Dear Miss Smith,	Dear Mr. Brown: Dear Miss Roberts:
Personal	Dear Mr. Brown, My dear Brown, Dear Jim,	Dear Mr. Brown, My dear Mr. Brown, Dear George,

7. **The Subject Line.** The line is typed immediately below the salutation in the centre. It helps to ensure that the letter is passed without delay to the right person or department:

Dear Sir,

Your order no. 0072/98

8. **The Body.** As business letters are written on behalf of a firm, use “we” and “our” instead of “my” and “I”. Do not use the short forms “we’ll”, “we’ve” in all formal and business letters.

Extra spacing is used between paragraphs to separate different points more effectively.

The right margin should be as wide as the left one. Try to use short sentences and short paragraphs because it is easier to read and understand such a letter.

9. **The Complimentary Close.** The complimentary close depends on how well you know the reader: formal, semiformal, polite but distant. Leave two spaces below the last line of the body. Write the first word with a capital letter. It must match the salutation.

	British	American
Formal or Routine	Yours faithfully,	Very truly yours, Sincerely yours, Yours very truly,
Informal	Yours sincerely, Yours truly	Sincerely yours, Cordially yours,
Personal	Yours sincerely Sincerely, With best wishes, Yours	Sincerely yours, With kind regards, With best regards, Sincerely, Yours,

10. **The Signature.** Always sign the letter by hand and in ink. Always use the same style. You cannot sign “TOM ROSS” on one occasion and “T. Ross” on another. Do not use a title with a signature.

Exception: a woman writing to a stranger should indicate if she is married or not by adding “Mrs” or “Miss” in brackets in front of her signature: **(Miss) Alice H. Ross.**

If your signature is illegible, type the name and sign the letter above it.

If an employee with special authority signs the letter, use “**per pro**”.

An employee without special authority must use the word “**for**”.

Examples :

Yours faithfully, Yours faithfully,
per pro: Jackson, Brown & Co. for: Sales Manager

11 • **The Enclosure.** If there are enclosures, the word “..... **Encl:**” is typed at the bottom left - hand corner, with a short description of the enclosure.

Examples : Encl: Catalogue

Encl: Price List

Encl: Drawings

If there is more than one document, write :

Ends: Catalogue, Price list.

The postscript (**P.S.**) should be avoided. But sometimes it has a definite, planned function. It is designed to draw special attention, to emphasize a point made elsewhere in the letter, or to make a special offer. Sometimes it may serve as a reply to a further letter that has come in after the letter had been completed.

Sometimes copies of a letter are sent also to other parties interested in the transaction. Then a remark appears in the bottom left-hand corner: **Copies sent to...**

VISITS. INVITATIONS. REPLIES TO INVITATIONS

***Завдання 7.** Прочитайте та перекладіть інформацію про особливості перекладу та оформлення ділових запрошень офіційного та неофіційного характеру:*

There are many occasions on which firms issue invitations: there are social gatherings and also official banquets; there are conferences and informal meetings. Invitations are extended to individuals as well as to a group of people when there is a necessity to consider either day-to-day business or longterm co-operation. In many cases a short visit by a sales representative is much more useful than dozens of letters sent to and fro.

A letter with an invitation should be polite, clear and precise. In the first paragraph you should state briefly the reason for the invitation being extended. In the second paragraph you may give more details about the proposed visit or a meeting. The closing paragraph should contain an expression of hope that the invitation will be accepted.

The invitation you receive must be confirmed at once and the necessary information given. If you accept, write how happy you are to have been invited; if you have to decline, say how sorry you are to do it and give reasons why it is not possible for you to take advantage of this opportunity.

The first exchange of letters will be followed by more letters in which the details of the visit have to be agreed. This will be usually done by telex to save time. When a visit has to be cancelled or postponed write a letter explaining why you have to do it. It is not necessary to go into great details, a short note will do. After a visit the polite thing to do is to write a letter saying “thank you” for hospitality and saying how much you enjoyed the visit and how useful it was.

Formal invitations usually present only essential information, with little or no explanatory material. Most companies prefer to have such invitations printed on special cards. Here is an **example**:

You are cordially invited to an
Art Show
at
Artemsol Investment Company's
Community Room

Sunday, May 30, 19__.
From **1 to 6 p. m.**
1212 Ventura Road Oxnard, California

To meet
President and Mrs. ...

The Lakeside Company
Requests the leisure of you company
at a reception
on Monday, June 9, 19
from **2 to 4 p. m.**

at the **Lakeside Country Club**

16220 Village Road
Lakeside Place

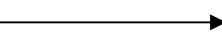
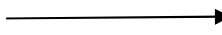


Informal invitations may vary in length. The following plan can be helpful when writing informal invitation: first, write the invitation in a polite and friendly way; use any explanatory material that may

Explanatory material

be helpful to the recipient

Optimistic closing



Dear Mr. W. James,

On behalf of the management committee of Hastings and Company, I would like to invite you to attend a special luncheon meeting at 11.30 a.m., Friday, October 14, at Grand Hotel.

The committee is in the process of designing a management development program. We are aware that Bedford Business College has set up similar development programs and hope that you will be willing to share those experiences with us.

We sincerely hope that your busy schedule will permit you to attend. We look forward to having you as our guest on the date.

With warm regards,

Robert Wilson

recipient; thirdly, close with an expression of hope that the person receiving the invitation will be able to accept it. Here is an **example**:

n An invitation needs a prompt and polite answer. It is always proper to express appreciation for the invitation whether or not you find it possible to accept. The following plan may be helpful to prepare **an acceptance to invitation: first**, state your acceptance immediately and repeat your understanding of the details of the invitation, including date, time, and place; **secondly**, under certain circumstances you may wish to add other remarks concerning either the event itself or its special significance to you; **thirdly**, close with an expression of appreciation for the invitation. Here is an **example**:

Acceptance	→	Dear Robert Wilson, <i>I accept with pleasure your kind invitation to join the Management Committee for lunch at 11.30 a.m., Friday, October 14, at the Grand Hotel.</i>
Additional remarks	→	<i>Bedford Business College is very much interested in assisting your company in its plans for a management staff development program. The college has had successful experience with such development programs in the past and will be delighted to share the results of that experience with you.</i>
Appreciation	→	<i>Thank you for your thoughtful invitation. I look forward to seeing you on the fourteenth.</i>
		Sincerely yours, W. James

If you are unable to accept an invitation you should promptly inform those who

extended the invitation. Politely, express your regret at not being able to accept. Sometimes you may wish to suggest an alternative date or to extend an invitation of your own. You may use the following plan: **first**, express your regret repeating your understanding of the details including date, time, place; **secondly**, explain why you are unable to accept the invitation; **thirdly**, close politely with an expression of appreciation for the invitation. Here is an **example**:

Expression of regret	→	<p>Dear R. Wilson,</p> <p><i>Thank you for your recent invitation. I regret that it is not possible for me to join the Management Committee for lunch at 11.30 a.m., Friday, October 14, at the Grand Hotel</i></p> <p><i>The regular meeting of the Redford Business College Board of Directors is held the second Friday of every month. Unfortunately, the fourteenth is the second Friday in October. At a meeting I am responsible for making a presentation of our plans.</i></p> <p><i>Please let me know if there will be another such meeting of your group in the near future. I am very interested in discussing your company's projected management staff development program and I look forward to having an opportunity to meet with the committee on an alternative date.</i></p> <p>Yours sincerely,</p> <p>W. James</p>
Explanatory material	→	
Appreciation	→	

Завдання 8. Прочитайте та перекладіть взірці ділових запрошень та відповіді на них:

1. An invitation to pay a visit:

Service & Information Corporation 92 Oxford Road London <u>WC1B 3JN</u>	
	5 August, 19__
Dear Mr. Collins,	
We are pleased to extend a formal invitation for you to visit our Enterprise in September to discuss the programme of our future co-operation. The visit will be sponsored by the Ministry, who is also planning some other visits for you to our factories.	
We should be grateful if you could inform us as soon as possible whether the time of the visit is suitable.	
Yours sincerely, Paul Black Manager	

2. Accenting an invitation for a business visit:

Service & Information Corporation
92 Oxford Road
London
WC1B 3JN

20 June, 19__

Dear Mr. Black,

Thank you very much for your letter of 6th June inviting me to visit your Enterprise. I accept it with great pleasure. Unfortunately, I cannot come to Kyiv earlier than in the last week of August as I have already arranged some visits in France and Sweden.

I would be very glad to discuss the plans for our further cooperation and I will certainly enjoy visits to your factories.

Yours sincerely,

Daniel Dickson
Deputy Director



3. Accept in an invitation to attend a conference

Service & Information Corporation
92 Oxford Road
London
WC1B 3JN

12 September, 19__

Dear Mr. Jones,

I was pleased to receive your invitation to attend the conference in Geneva. I shall be extremely happy to come to Switzerland and to have an opportunity to meet you again.

Under a separate cover I have sent a formal acceptance.

Looking forward to meeting you,
I remain,
Yours sincerely,

Paul Tanner
Managing Director



4. A follow-up letter concerning participation in the exhibition

Service & Information Corporation
92 Oxford Road
London
WC1B 3JN

14 September, 19__

Dear Sirs,

INTERNATIONAL COSMETICS EXHIBITION

Some time ago we had the pleasure of sending you our official invitation to take part in the above mentioned exhibition. Since we have not heard from you we take the liberty of reminding you of this event.

Please let us know as soon as possible if you are interested in participating, giving an indication of your likely space requirements.

We look forward to hearing from you soon.

Yours faithfully,

John Dickson Manager,
Public Relations



5. Confirming the receipt of invitation:

<p>Carpatian Import Corporation 98 Bedford Square London WC1B 3JN</p>	<p>20 January, 19__</p>
<p>Dear Sirs,</p> <p>We thank you for your letter of 10th January inviting us to visit your Stand at the VII International Fair in Kyiv in June. We do hope we shall be able to be present at this International Fair.</p> <p>Yours faithfully,</p> <p>Ben Smith Deputy Director</p>	



SALES LETTERS OR CIRCULARS

Завдання 9. Прочитайте та перекладіть текст про ділові листи:


Almost any communication can be used as a sales letter. *Announcements* to customers and others *or important changes* can be used to make your company, your products or services better known to the public, and to attract buyers.

The sales letter - sometimes known, as a “circular” is one of the effective forms of advertising. The purpose of the letter is to persuade the reader that he needs what you are trying to sell and to get him to buy it. The modern trend in sales letter writing is towards making the letters more personal. Not all circular letters have as their object to sell a new article. They are used when the same information must be given to a number of people. They tell about important developments in business, such as

extension, reorganization, change of address or personal changes in the management of a firm. They are easier to write, but it is worth to remember that every letter sent out by a firm can be a sales letter if it is well written and creates a good impression on the reader.

By sales letter is meant a letter, which helps to consolidate good relations with a customer and in this way leads to firther business.

1. Change at the post of sales manager

Victoria Cycle Works West Yorkshire England	
International Business Centre 10 Pidgirna St Kyiv Ukraine	1 October, 19__
Dear Sirs,	
We should like to inform you that Mr. D. Black will be leaving our company on November 2 nd and that Mr. J. Ross will be in charge of the sales department. He has had many years experience in the trade and we are sure he will give you every satisfaction.	
Yours faithfully, Managing Director	

РОЗДІЛ І. ВЛАШТУВАННЯ НА РОБОТУ

Завдання 1. Діалог

TST Systems was looking for candidates for the position of Commercial Director. Three applicants came for an interview after they had submitted their Resumes. The third and the most successful was Mr Klimenko. Here is the interview with him.

- Good morning, sir. – Доброго ранку, сер.
- Good morning. Come in. Mr Klimenko, isn't it? Please take a seat. You will have to excuse me a moment while I finish signing these letters. Meanwhile please fill in the application form... . There, that'll do. Now I can concentrate on you, Mr Klimenko. Tell me, how long were you in your last job with Alpha? – Доброго ранку. Заходьте, заходьте сміливіше. Ви містер Клименко, чи не так? Сідайте будь ласка. Зачекайте, поки я не закінчу підписувати ці листи. Тим часом заповніть, будь ласка, цю анкету... . Ну, тепер все, і я можу зайнятися Вами, містер Клименко. Скажіть, як довго Ви працювали у фірмі Альфа?
- Five years. I am only leaving because the firm is moving to Sevastopol, but I think a change will do me good. – П'ять років. Я йду тільки тому, що наша фірма переїжджає в Севастополь, але думаю, що зміна піде мені на користь.
- What do you know about our company? Have you got any questions for me? – Що Ви знаєте про нашу фірму? У Вас є будь-які питання до мене?
- I know that this is a veiy promising company, so I'd like you to inform me what will be the major focus of efforts in the next few years? – Вважаю, що Ваша фірма має великі перспективи. Я хотів би дізнатися від Вас, на чому ви збираєтеся зосередити
- We plan to expand our activities with

- English-speaking countries, mainly England, to buy equipment and technologies from there and run training programs here. We need a team of creative people to make our company competitive in the world market.
- What will my responsibilities and obligations be during the first year?
- Well, first of all to be responsible for our contacts with English partners. You will need to skillfully negotiate for and buy equipment. The job will involve much travelling. There is likely to be a trade fair in London soon, which we hope you will be able to
- Yes, I see.
- So tell me what are your three main strengths?
- I think they are: reliability, loyalty, and energy.
- OK. Do you work well under pressure?
- Yes. I am accustomed to working under pressure.
- Are you a leader, an entrepreneur by nature?
- Yes, I think so.
- All right. Now, Mr Klimenko, I am
- свої зусилля в найближчі роки?
- Ми плануємо розгорнути діяльність в англomовних країнах, в основному в Англії, закуповувати там обладнання, технології, а також організувати тут навчання фахівців. Нам потрібна сильна творча команда, щоб наша фірма з часом стала конкурентоздатною на світовому ринку.
- За що я буду відповідати і які у мене будуть обов'язки в перший рік роботи?
- У першу чергу Ви будете відповідати за наші контакти з англійськими партнерами, вести з ними переговори і закуповувати обладнання. Вам потрібно буде багато подорожувати. До речі, незабаром у Лондоні відбудеться ярмарок і, можливо, у Вас буде шанс туди потрапити,
- Так. розумію.
- І так, скажіть, які у вас три основні переваги?
- Думаю, що це: надійність, лояльність, енергія.
- Гарзд. Ви добре переносите повсякденні навантаження?
- Так. Я звик напружено працювати.

quite prepared to offer you a job with us. – Ви по натурі лідер, підприємець?
 You have excellent references from your – Думаю що так.
 previous job. You'll start on \$450 and if – Добре. Тепер, містер Клименко, я
 you do well we'll review it after three готовий запропонувати Вам
 months. The hours are from nine to five працювати з нами. У Вас відмінні
 thirty, with an hour for lunch and a відгуки з попередньої роботи. Думаю,
 fortnight's holiday. Does that suit you? що ми почнемо з 450 доларів, а якщо
 Any questions? Ви себе добре покажете, то через 3
 – What about travel? Where will I go and місяці ми переглянемо Вашу зарплату.
 for what length of time? Ми працюємо з дев'яти до половини
 – Mostly to England for not longer than a шостого з годинною перервою на обід
 month. і двотижневим відпусткою. Вас це
 – All right. When do you want me to влаштовує? Питання є?
 start, sir? – Щодо відряджень, їх тривалість,
 – In a week, if possible. куди?
 – I am afraid I can't start working till the – В основному в Англію, і не довше,
 10th October. ніж на місяць.
 – No problem. We'll be seeing you on the – Добре. Коли Ви хочете, щоб я почав
 10th then? працювати?
 – Yes, certainly. Thank you very much. – По можливості через тиждень.
 Goodbye. – Боюся, що я можу почати тільки з 10
 – Goodbye. жовтня.
 – Це не важливо. Отже, побачимося
 десятого?
 – Так звичайно. Щиро Дякую. До побачення.
 – До побачення.

Завдання 2. Мовний коментар.

<i>position</i>	— посада; vacancy, opening position - вакансія
<i>application</i>	— 1) заява, заявка, звернення, прохання; written application – письмова заява; application for the position – заява про зарахування на посаду; application to smb – заява на чиєсь ім'я; applicant – претендент, заявник; 2) застосування; to apply – 1) заявляти, звертатися; 2) застосовувати
<i>job</i>	— робота (як місце роботи, конкретне завдання і результат роботи). Синоніми: piece of work, task. Основна відмінність між job і work полягає в тому, що work – не обчислюваний іменник, а job – обчислюється. Тому обсяг роботи краще описується іменником work, наприклад: I have a lot of work as a secretary – У мене багато секретарської роботи. Крім того, work може виступати в ролі дієслова
<i>promising</i>	— перспективний, багатообіцяючий, що подає надії. Синонім: prospective
<i>effort</i>	— зусилля, напруга, спроба; to make an effort – зробити спробу; constant efforts to attain one's end – постійна боротьба за досягнення мети
<i>creative</i>	— творчий. Похідні: to create –творити;

<i>competitive</i>	creation – створення (процес); creator – творець; creature – створення, жива істота — тут: конкурентний. Інші значення цього слова – змагається, конкурує, конкурсний; competitive examination – конкурсний іспит
<i>responsibility</i>	— 1) відповідальність; to assume (to accept, to take) responsibility – взяти на себе відповідальність; to decline all responsibility for smth – зняти с себе будь-яку відповідальність за щось; the responsibility rests with the author – відповідальність несе автор; 2) обов'язок; 3) платоспроможність (амер.)
<i>obligation</i>	— 1) зобов'язання; contractual (treaty) obligations – договірні зобов'язання; under (an) obligation to smb – зобов'язаний комусь; 2) обов'язок. Синонім: duty
<i>skillful</i>	— умілий, вправний, досвідчений. Синонім: experienced
<i>negotiation(s)</i>	— переговори, обговорення умов; to conduct (to carry out, to hold) negotiations – вести переговори. Синонім: talks
<i>entrepreneur</i>	— підприємець, власник підприємства, просто підприємливий чоловік. У певному сенсі синонімом може служити businessman
<i>fair</i>	— 1) чесний, справедливий, законний; fair employment practices – прийом на роботу

	без дискримінації (амер.); 2) ярмарок; 3) білявий, світлий
<i>strength</i>	— 1) сила, 2) гідність. Синонім: advantage
<i>reliability</i>	— надійність; to rely on (upon) smb – покладатися на кого-то, сподіватися, довіряти
<i>tension</i>	— напруга (тут в переносному сенсі). Синонім: pressure. I work under pressure. – Я працюю під тиском (напружено).
<i>reference</i>	— 1) посилання, 2) рекомендація, відгук. To have good references – мати хороші відгуки; who are your references? – хто може за Вас поручитися (рекомендувати)? Синоніми рекомендаційного листа: Letter of Recommendation, Testimonial
<i>experimental period</i>	— випробувальний термін. синонім: <i>term of probation</i>
<i>length</i>	— 1) довжина, 2) тривалість. Синонім: duration
<i>environment</i>	— навколишнє оточення, оточення, середовище; one's home environment – сімейна обстановка

Завдання 3. Лінгвокомерційний коментар.

Приклади анкет
(Sample Application Form)

Personal

NAME *Victor Klimenko*

ADDRESS *10 Folia St., Ap 7* PHONE NO. *(044) 513-26-11 (home)* DO YOU HAVE A

VALID DRIVER'S LICENCE Yes No MARITAL STATUS *YES* NO. OF

DEPENDENTS *1 daughter*

EDUCATION *higher*

Name of School Year graduated Course Taken or Degree

Kiev University 1990 M. Ic. in Economics

LANGUAGES

Russian/Ukrainian Excellent Good Fair

English Excellent Good Fair

COMPANY ADDRESS

TYPE OF BUSINESS/INDUSTRY EMPLOYED (Month & Year)

From To

POSITION(S) HELD SUPERVISOR'S NAME

DESCRIBE YOUR DUTIES



Приклад супроводжуючого письма

(Sample Covering Letter)

Mark Diamond

4701 Pine Street, #K-13

Philadelphia, PA 19143

Tel. 1-(215)-748-3037

April 2, 1992

Dear Mr. Marinichenko:

I am a first-year student in the M.B.A. program at the Wharton Business School in Philadelphia.

I understand that you are heading the independent Ukrainian airline.

I have heard from my friend Mr. Bill Eastmann, a student at Duke University's Fuqua School of Business, that you might wish to have an American M.B.A. student work with your airline this summer as an intern. I am very interested in the possibility of such an internship during the summer of 1992.

My professional experience has given me an in-depth knowledge of the air transportation industry. I have, in particular, worked for American Airlines, the Federal Aviation Administration, and Kurth & Company, Inc., an aviation consulting firm where I was Manager of Airline Analysis. My responsibilities included the study of schedules, fares, equipment selection, and financial results. Notably, I prepared numerous feasibility studies for both jet and turboprop routes, including passenger and cargo flights, for proposed transatlantic and transpacific services.

I have enclosed a copy of my resume. If my background and qualifications are of interest to you, please telephone me on (215) 748-3037. I would be interested in meeting you in mid-April in New York to discuss further the possibility of such a summer position, and your requirements.

I look forward to hearing from you soon.

Yours sincerely,

Mark Diamond

Кліше і вирази супровідного листа:

— *With reference to your advertisement in "Kiev Post" of Tuesday, January 10, I would like to apply for the position of... in your company.* — Посилаючись на об'яву в «Київ-Пост» від 10 січня, вівторок, я хотів би претендувати на посаду... в вашій фірмі.

— *I recently heard from... that there is a vacancy in your sales department.*
— Я нещодавно почув від ... об вакансії в вашому торговому відділі.

— *I am used to working on my own.* — Я звик працювати самостійно.

— *I appreciate the opportunity to work on my own initiative and to take on a certain amount of responsibility.* — Я високо оцінюю можливість працювати з належною мірою відповідальності, проявляючи власну ініціативу.

— *During training for my present job I took courses in marketing.* — Під час навчання для отримання посади, яку я займаю в даний момент, я закінчив курси маркетингу.

— *Since my present position offers little prospect for advancement, I would prefer to be employed in an expanding organization such as yours.* — Так як моя справжня посада не дає мені великих можливостей для просування, я хотів би працювати в такій перспективній організації, як ваша.

— *I am at present earning ... per month.* — В даний час я отримую ... в місяць.

— *Thankyoufor offering me the post/position of...* Дякую Вам за те, що Ви запропонували мені посаду...

— *I have pleasure in accepting this position.* — Із задоволенням приймаю цю посаду.

— *I am looking forward to commencing work on September 1.* — З нетерпінням чекаю початку роботи 1 вересня

Відмова у письмовій формі від запропонованої роботи:

— *I regret to inform you that I am unable to accept the position, since I have received another, more attractive one.* — З жалем повідомляю вам, що не можу зайняти цю посаду, так як отримав іншу, більш привабливу пропозицію.

— *I feel that my experience in this field would not be used to its full capacity in above position. Therefore I have to decline.* — Відчуваю, що мій досвід роботи в цій області не буде використаний в повній мірі, тому змушений відхилити пропозицію.

Життєпис

(Curriculum vitae (CV))

В основному воно відрізняється від резюме тільки об'ємом (до 6-8 сторінок) і призначене для кандидатів на високі посади або для роботи за кордоном. Потенційний роботодавець бажає отримати детальну інформацію. Зазвичай Ви надаєте фотографію, свою адресу та телефон, особисті та паспортні дані, де більш детально характеризуєте Вашу освіту і кваліфікацію. Наведемо для прикладу одну з функціональних частин CV людини, яка претендує на керівну посаду в області машинобудування.

Objective: Senior position in engineering management

HIGHLIGHTS OF QUALIFICATIONS

- Business oriented; able to understand and execute broad corporate policy.
- Strength in analyzing and improving engineering and administrative methods.
- Effective in facilitating communication between management and project team.
- Proven ability to manage both large and small groups and maintain productivity.
- Successful in negotiating favorable design and construction contracts.

Після співбесіди, проаналізувавши свою поведінку, подумайте, як Ви можете поліпшити враження про себе. Якщо Ви надішлете лист подяки інтерв'юєру, це буде більше, ніж важливий жест. Це позитивне нагадування про Вас стане частиною заходів, що сприяють Вашому прийому на роботу.

Зразок листа-подяки
(*Sample Thank-You Letter*)

<p>Mrs. Lori Roberts Director of Personnel Johnston Corporation Austin, Texas 78777</p> <p>Dear Mrs Roberts:</p> <p>Thank you for your time and attention during my interview with you last week. I appreciated the opportunity to discuss my qualifications and aspirations with you.</p> <p>I hope that all questions were answered to your satisfaction, however, I would be happy to supply any further information you may need.</p> <p>I am very interested in the growth potential of the position we discussed, and I hope you will consider me as a serious candidate.</p> <p>I am looking forward to hearing from you soon.</p> <p>Sincerely yours, Jeanne Nguyen 1730 Green Street Austin, Texas 78776 (512)554-1730</p>	<p>Містер Лорі Робертс Менеджеру з кадрів корпорації Джонстон Остін, Техас 78777</p> <p>Шановна містер Робертс!</p> <p>Дякую Вам за час і увагу, які Ви приділили на інтерв'ю зі мною минулого тижня. Дякую Вам також за надану можливість обговорити з Вами мою кваліфікацію і життєві цілі.</p> <p>Я сподіваюся, що Ви задоволені моїми відповідями на всі питання, і готова надати Вам будь-яку додаткову інформацію, яка може Вам знадобитися.</p> <p>Я б дуже хотіла обійняти посаду, про яку ми з Вами говорили, і сподіваюся, що Ви розглядаєте мене як серйозного кандидата.</p> <p>З нетерпінням чекаю на відповідь.</p> <p>Щиро Ваша, Жанна Нгуєн 78776 Техас Остін, Грін ст. 1730 (512)554-1730</p>
---	--

Завдання 4. Ви є начальником відділу кадрів фірми. Вам потрібно заповнити вакансії секретаря, бухгалтера, торгового агента і начальника відділу збуту. *Познайомтесь з кандидатами.*

Скажіть свої репліки і відповіді на них по-англійськи:

- Вітаю. Ваше ім'я?
- Де ви раніше працювали?
- На якій посаді?
- Маєте Ви відгуки з попереднього місця роботи?
- Якими мовами Ви говорите, пишете?
- Будь ласка, відправте анкету.
- Приходьте післязавтра.

Завдання 5. Ви прийняли всіх на роботу. Представте нових співробітників директору фірми. *наприклад:*

— This is our new secretary. Her name is Ms Gray. She can operate a computer. Her English is fluent. Earlier she was working for Rugby & Co.

— Nice to meet you.

Завдання 6. Нижче перераховані імена співробітників, назви їхніх посад і види діяльності. Чи відповідають службові обов'язки кожного співробітника його посаді?

<i>Names & Job Titles</i>	<i>Activities</i>
a) Mr Black (Clerk)	prepare invoices write reports
b) Miss Quest and Mr Sikorski (Computer operators)	write computer programs operate the computer
c) Mrs Lyons and Mrs Gibbs (Typists)	write reports type letters
d) Miss Frost (Receptionist)	answer inquiries welcome visitors
e) Mr Sommer (Accountant)	monitor cashflow prepare regular financial statements

f) Mrs Bee and Miss Shriver (Secretaries)	operate the computer write telexes, faxes, letters welcome visitors answer telephone
g) Mr Luckins (Manager)	meet clients write telexes answer inquiries write reports

Завдання 7. Нижче перераховані прикметники, що описують Вас як працівника. Виберіть з них слова, найбільш адекватно, на Вашу думку, що характеризують:

- а) Вас самих
- б) Секретаря
- в) Бухгалтера
- г) Торгового агента
- д) Директора

active	diplomatic	methodical
attentive	disciplined	realistic
constructive	energetic	sincere
cooperative	extroverted	systematic
creative	independent	tactful

Завдання 8. Напишіть заяву з проханням прийняти Вас на роботу менеджером. При цьому скоротіть супровідний лист до мінімально можливих розмірів і зробіть його універсальним, щоб воно могло служити Вашим супровідним листом.

Завдання 9. Зателефонуйте на цікаву Вам фірму. Не забудьте поставити такі питання:

Have you received my covering letter and resume?

When is the deadline for application?

Do you need a letter of recommendation or any other references?

Whom can I contact for further information?

Is it necessary for applicants to have commercial experience?

Завдання 10. Прочитайте текст.

The United States of America

After its 200th birthday the United States of America still holds the leading position in the western world. A country that inspired many appellations — “Land of Opportunity,” “Melting Pot,” “God’s Country,” is still referred to us as a land of superlatives — “the richest,” “the greatest,” “the most.”

What makes the USA the leader of the western world is its economic, political and military dominance over other countries.

The United States lies in the central part of the North American Continent between two oceans: the Atlantic Ocean to the East and the Pacific Ocean to the West. Friendly Canada to the north and friendly Mexico to the south are the only countries bordering it.

The USA consists of three separate parts. These are the Hawaiian Islands, situated in the central part of the Pacific Ocean, Alaska separated by Canada, and the rest of the USA. The states differ very much in size, population and economic development.



There are many big cities and towns in the USA: New York, San Francisco, Washington, Chicago and Los Angeles are the biggest.

The United States of America is a parliamentary republic. The government is divided into three branches: legislative (the US Congress), executive (the President and his Administration) and judicial (the US Supreme Court).

There are two main political parties in the USA: the Democratic (symbolized by a “donkey”) and the Republican (its symbol is an “elephant”). The US President is both head of state and government. He is elected for a four-year term. Presidential elections are held every leap year on the first Tuesday, following the first Monday in November. The President is assisted by Secretaries who are the heads of the executive departments.

The Supreme Court consists of the Chief Justice and eight Associate Justices who are appointed for life. It is supposed to decide whether a law of the Congress or an executive order of the President is constitutional or not.

The form of US government is based on the Constitution of September 17, 1787, adopted after the War of Independence. In December 1791, the Congress adopted ten amendments to the Constitution, known as the Bill of Rights.

The Congress of the United States is composed of two houses, the Senate and the House of Representatives. The Senate represents the states and the House represents the population according to its distribution among the states. All states have electoral requirements of the same nature. First of all they are residence requirements.

Through its power over the purse, the US Congress can control much that relates to foreign policy, also it is a governmental body that determines taxation.

Each of the fifty states of the USA has a constitution patterned after the federal Constitution, with its divisions of power: legislative, executive, and judicial.

The Presidency means not only a man: it means an institution—the “executive branch” of the government.

The Supreme Court is the highest court in the country and the head of the judicial branch of the US government. The federal and state courts have the power of

“judicial review.” Also there are about ninety district courts in different parts of the United States. American judicial practice is firmly committed to the idea of jury trials. The Constitution guarantees them for both criminal and civil cases. According to the US judicial doctrine, “justice is a relationship in which each citizen or group receives due respect and return.”

Перевір себе:

1. What are the main political parties in the USA?
2. When are presidential elections held?
3. What does the Supreme Court consist of?
4. When was the US Constitution adopted?
5. Is the USA the biggest country in the world?

РОЗДІЛ ІІІ

Завдання 1. Прочитайте та перекладіть.

Лист-пропозиція

(Offer)

Листом-пропозицією постачальник (the Supplier) зазвичай відповідає на лист-запит. Відповідаючи на загальний запит, він дякує за проявлений інтерес і зазвичай докладає прейскуранти (price-lists), каталоги (catalogues) або умови типового договору (Typical Contract). Відповідь на спеціальний запит передбачає відповіді на всі питання потенційного клієнта.

Структура листи-пропозиції:

1. Привід написання.
2. Відповіді на питання потенційного замовника.
3. Додаткові пропозиції.



4. вирази надії на замовлення. Відповідає на питання, слід дати точний опис товару, по можливості супроводжувати його фотоматеріалами та / або малюнками і / або зразками (samples). При визначенні ціни (price) враховується можливі знижки (discounts).

Окремо вирішуються питання витрат на упаковку (packing), транспортная витрат (transportation costs), умов поставки (terms of delivery) і оплати (terms of payment).

Листи-пропозиції посилають також без попереднього запиту, якщо постачальник бажає привернути увагу потенціальних клієнтів або знайти нових замовників на конкретні продукти (special products) або їх асортимент (range). Тверде пропозицію (firm offer) передбачає особливі умови, наприклад, кінцевий термін (deadline) отримання замовлення і систему скидок в залежності от кількості товару и других умов.

Завдання 2. Прочитайте та перекладіть зразок листа-пропозиції

(Sample Letter of Offer)

Mr. Fred North

Purchasing Manager

Broadway Autos

November 11, 19

Dear Mr. North

Thank you very much for your enquiry. We are of course very familiar with your range of vehicles and are pleased to inform you that we have a new line of batteries that fit your specifications exactly.

The most suitable of our products for your requirements is the Artemis 66A Plus. This product combines economy, high power output and quick charging time and is now in stock.

I enclose a detailed quotation, specifications and delivery terms. As you will see from this, our prices are very competitive. I have arranged for our agent Mr. Martin of Fillmore S.A. to deliver five of these batteries to you next week, so that you can carry out the laboratory tests. Our own laboratory reports, enclosed with this letter, show that our new Artemis 66A Plus performs as well as any of our competitor's product and, in some respects, outperforms them.

If you would like further information, please telephone or telex me! my extension number is 776. Or you may prefer to contact Mr. John Martin of Fillmore S.A. in: his telephone number is 01 77 99 02.

I look forward *to* hearing from you

Yours sincerely

Fred Stock

Fred Stock

THE SIMPLE PRESENT TENSE

Просте даний час вживається для вираження регулярного чи декілька разів дії.
наприклад:

I go to work every day. - Я ходжу на роботу кожен день.

My boss reads letters in the morning. - Мій шеф читає письма з ранку.

They like red wine. - Їм подобається червоне вино.

У 3-й особі однини дієслова в Present Simple мають закінчення -s (-es), яке читається як:

[z] — після дзвінких приголосних і голосних: *decide* — *decides*, *go* — *goes*;

[s] — після глухих приголосних: *help* — *helps*;

[ɪz] — після шиплячих і свистячих приголосних: *finish* — *finishes*.

Правила додавання закінчень -s або -es практично повторюють правила утворення множини іменників

Якщо дієслово закінчується на -o, -s, -ss, -sh, -ch, -x, то в 3-й особі однини до нього прибивляється закінчення -es, наприклад:

go — *goes*, *discuss* — *discusses*, *wash* — *washes*;

Якщо дієслово закінчується на -y з попередньою приголосною, то в 3-й особі однини останні букви змінюються на -ies, наприклад:

study — *studies*, *але lay* — *lays*, *stay* — *stays*.

В практичній граматики виникають труднощі употреблення не найбільш часу Present Simple, а у відмінностях вживання часів Present Simple і Present Continuous.

Існує певна група дієслів, за визначенням несуть в собі ідею сталості, які ніколи не вживаються в Present Continuous. Ось вони:

Дієслова процесу мислення (*think, know, believe, forget, remember, doubt, understand. \ Etc.*):

He understands her aspirations. Він розуміє її устремління.

They know too much about him. Вони занадто багато знають про нього.

She considers him a nice person. Вона вважає його приємною людиною.

Дієслова емоцій і почуттів (like, love, dislike, hate, want, care, prefer, etc.):

I like reading letters, but hate answering them.	Я люблю читати письма, але ненавиджу відповідати на них.
Ann wants to go abroad.	Анна хоче поїхати за кордон.
They prefer computers to typewriters.	Вони воліють користуватися комп'ютерами, а не друкарськими машинками

Дієслова п'яти органів почуттів (see, smell, taste, hear, touch). Їх краще використовувати з модальним дієсловом can.

I can see it very well.	Я дуже добре бачу це.
I can hear your printer.	Я чую, як працює ваш принтер.
We can smell smoke.	Ми чуємо запах диму.

Дієслова обладнання (have, own, belong):

I have a boss.	В мене є шеф.
He owns a beautiful car.	В нього є прекрасний автомобіль.
This office belongs to him.	Цей офіс належить йому.

**Деякі інші дієслова (cost, need, contain, seem, depend, consist, etc.) **

We depend on their money.	Ми залежимо від їх грошей.
Our office consists of five rooms.	Наш офіс складається з п'яти кімнат.
The computer costs about \$600	Цей комп'ютер коштує біля 600\$.

Деякі з цих дієслів (наприклад, think) вживаються в Present Continuous, але сенс фраз при цьому змінюється.

Порівняємо:

What do you think of the business? — Що Ви думаєте про бізнес? (Яка думка у Вас про бізнес?)

What are you thinking about? — Про що Ви зараз думаєте?

Прислівники невизначеного часу (always, usually, often, some-times, seldom, never) зазвичай коштують перед смисловим дієсловом, але після дієслова to be.

Our manager never makes reports in the morning — Наш менеджер ніколи не робить доповіді вранці.

З *Present Simple* часто використовуються наступні прислівники і мовні звороти: *always, generally, occasionally, frequently, sometimes, often, usually, normally, on a regular basis, regularly, twice a year, once in a while, from time to time, every week, every other month, rarely, seldom, hardly, ever, never.*

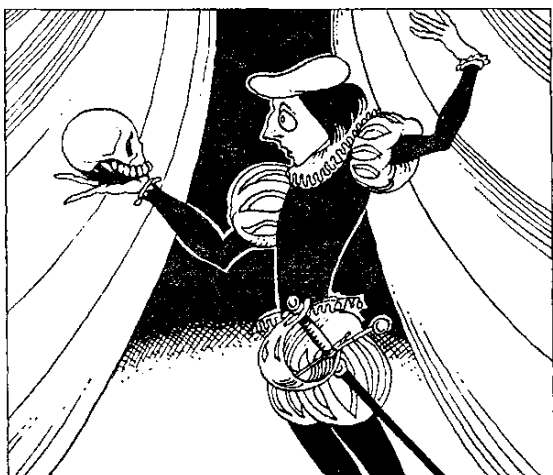
Завдання 3. Прочитайте та перекладіть

Theatres and Entertainment in England

There are a lot of places of entertainment in England. Almost every city and large town has a museum of arts, archaeology, natural history, and a theatre. In London most places of entertainment are concentrated in the West End and Soho, where you can find many concert halls, theatres, and international (Greek, Italian, Indian) restaurants. All this information can be found in the magazine 'Time out', newspaper 'Evening Standard', and many other publications.

To visit some London night clubs, such as Annabell's or Tramp's, one need to be a member, or to go with a member, but for others, such as Stringfellow's or Wag Club, Madame JoJo's, and Heven, remembrance is not necessary. There are some large dancing halls, e.g. Hippodrome in Leicester Square, and many small ones.

London has the British Museum, with its vast collection of artistic and ethnographic material from all over the world, and the Victoria and Albert Museum, including extensive collections of works of fine and applied arts. London has 400 art



galleries, ranging from historic public collections to small public and commercial galleries. The national collections are housed at the National Gallery, the Tate Gallery, and the Portrait Gallery, while among the city's many permanent collections, the Courtauld Institute Galleries can boast many famous names, including many of

the most important Impressionist and Post-Impressionist works. For those in search of the avant-garde, the Saatchi Gallery is a must, also the Serpentine Gallery continues to draw crowds to its Kensington Gardens setting with innovative contemporary exhibitions.

But what are London theatres now? They are a bit of everything. Theatreland lies between Covent Garden and Haymarket. This is where most of London's major theatres cluster. The Covent Garden Theatre is famous for opera and ballet performances. The best English singers, ballerinas and ballet dancers are playing there. The National Theatre shows drama. Some theatres put on modern plays and at others you can sometimes enjoy good musicals, folk songs or concerts of "pop" music. The Aldwych Theatre is famous for its dramatic performances.

In provincial towns the system is different. They have a repertory theatre which changes its play about every three weeks, whether it is successful or not. The National and the Royal Shakespeare Theatre (which is situated in Stratford-upon-Avon, the place where William Shakespeare was born), also present three or four plays in rotation for several weeks. In 1960 the Royal Shakespeare Company began to perform at the Aldwych Theatre. There is always a full house there, but the government has to support this type of theatre financially.

There is a system of "Club" theatres where you can see both well-known and financially risky experimental plays. A performance is produced both by professionals and amateurs for one or two weeks and any profit from this goes to pay for the next production. Money problems are not important since the actors are paid little or nothing.

Numerous festivals are held all over Great Britain. The most famous among them is the Edinburgh International Festival which was established in 1947 and is an annual event.

When you are going to the theatre to see a popular play, you have to book the tickets in advance either by phone or personally at the booking-office. You can also turn to much cheaper "Half Price Ticket Booths" on Leicester Square. The best seats are in the first rows of the stalls or in the dress circle. Even nowadays the British are

great theatre goers and have a wide choice of entertainment at their disposal.

Завдання 4. *Поставте іменники і займенники цих пропозицій у множині.*

Змініть відповідно пропозиції. Поставте їх у запитливо форму.

1. I stay at work from 9 a.m. till 6 p.m.
2. Our secretary operates this computer in the morning.
3. Their engineer is busy all day long.
4. Our manager meets customers in the afternoon.
5. She does not write that letter.
6. Our director does not drive to work every day.
7. His room is not very large.
8. You call our secretary too often.
9. Knowledge of one foreign language is too little for a manager.
10. Our company is not very old.

Завдання 5. *Поставте питання до кожного члена пропозицій.*

1. Careless students never do their work well.
2. Whenever we go to that office they welcome us very warmly.
3. We produce different products.
4. Your business proposal is very interesting.
5. I am too busy to stay with you.
6. The manager calls to his partners every day.
7. They often discuss their business matters with clients.
8. The company sells its goods all over the world.

Завдання 6. Заповніть пропуски відповідним дієсловом зі списку і (по можливості) поставте також відповідне наріччя.

Analyze block depend look pay prefer want sound speak specialize take

1. The switchboard _____ outside calls from this extension.
2. We _____ to boost our sales in the Western market.
3. She _____ strange on the phone, but in reality she is very nice.
4. Our company _____ in acquiring computers from Japan.
5. I cannot give you a definite date: it ___ on my boss.
6. We _____ our agents 10 % commission on net sales figures.
7. We know it _____ like our previous model, but we have updated it.
8. I _____ the statistics, so I can't give you a decision yet.
9. He _____ rudely to me whenever I call him.
10. We _____ a 10 % deposit for orders like these.
11. _____ He to be self-employed.

РОЗДІЛ VI THE CONTRACT

Завдання 1. Ознайомтесь з базисними умовами поставки, які використовуються при укладанні контрактів та перекладіть. (Відповідно до «Міжнародних правил тлумачення торгових термінів»-" INCOTERMS ")

In business practice, the following types of basic terms of delivery have been most widely used in contracts:

Ex-Factory, Ex-Works - the price from the supplier plant. Under these conditions, the price of goods is determined by its cost and estimated profit of the seller. The buyer bears all the costs associated with the transportation of the goods from the supplier's plant.

Ex-Store - out of stock. The buyer pays for all expenses related to the transportation of the goods from the warehouse, as well as pays for delivery of the goods to the warehouse.

Ex-Stock - from real stocks. Under these conditions, the price is set for the current supply of goods. In the future, the price of the goods may be changed. The last two types of conditions are used mainly for the supply of goods for short distances, as well as for contracts between wholesalers and retailers.

FAS (Free alongside Ship) - freely along the ship's side. Under these conditions, the seller (supplier) at his own expense produces:

- delivery of the goods with the application of documents confirming its compliance with the requirements of the contract;
- packaging of goods for transportation;
- delivery of the goods in the time specified in the contract to the port and warehousing it on the berth (on the quay) along the ship;
- Notice to the buyer about the location of the goods at the berth and transfer to him the receipt of the port for acceptance of the goods.

In addition, the seller (supplier) is obliged, at the request of the buyer and at his

expense, to assist in obtaining additional documents necessary for the importation of goods in his country.

Buyer at his own expense:

- charter a vessel and notify the seller (supplier) of the date of arrival of the vessel to the port;
- insures cargo and pays cargo load on the ship;
- Carries out payment of goods.

The risk of damage or loss of the cargo, as well as the property in the goods, passes from the seller to the buyer at the time of placing the goods at the berth.

FOB (Free on Board) - Free on board. Under these conditions, the seller is also obligated, at his own expense, to obtain an export license, to perform customs formalities, to carry out loading of the goods on a boat, to notify the buyer of the load and to submit the documents to him (in the same manner as the bill of lading), in addition to the actions specified for the preceding case. about acceptance of cargo on board.

The buyer under these basic conditions (unlike the previous case) does not pay for the load on the ship, but pays for its placement there. (The "Free on Board and Trimmed" clause provides for the placing of bulk Cargoes (usually coal) on board at the expense of the seller.)

The risk of damage or loss of cargo, as well as the ownership of it, passes from seller to buyer at the time of cargo crossings.

FOB conditions are similar conditions FOB (Free on Rail) - freely in the carriage (on the railway platform), FOT (Free on Truck), FOC (Free on Car) - free on the truck.FOB Airport - free at the airport. Under these conditions, the seller supplies the goods to the air carrier, concludes an agreement with the carrier on its behalf, receives an export license and performs customs formalities, transmits to the buyer a set of documents (incl. Ch. I airline). The buyer must pay the goods and all costs associated with its transportation, after transfer to its carrier. The risk and ownership passes from the seller to the buyer after the transfer of the goods to the carrier.

C & F, CAF (Cost and Freight) - Cost and Freight. These conditions differ

from the FOB conditions by the fact that the seller, at his own expense, chartered the ship to the port of destination. The buyer at the same time bears all the costs associated with the transportation, with the exception of freight. Ownership of goods passes from the seller to the buyer at the time of crossing the cargo side of the ship.

CIF (Cost, Insurance, Freight) - cost, insurance and freight. These conditions are similar to C & F conditions, except that the seller must still insure the goods to their destination. New terms included in "INCOTERMS". These terms are used mainly when the goods are transported in containers by several types of transport by rail, road, etc.):

FRC (Free Carrier named port / point) - Free to carrier in "name of port / item". These conditions are entirely similar to the FOB conditions, except that the risk of damage or loss and the right to ownership of it is transferred from the seller to the buyer not at the moment of crossing the cargo side of the ship, and at the time of transfer of the cargo to the carrier in

the indicated item.

DCP (Freight / Carriage Paid to "named port / point") - freight or delivery paid to "port / item name". Under these conditions, the seller at his own expense produces:

- delivery of goods with documents confirming its compliance with the terms of the contract;

- conclusion of the contract on the carriage of the goods to the specified item and payment of transportation;

- transfer of goods to the carrier in due time;

- Notice to the buyer and sending him a set of documents with a receipt for the receipt of goods for carriage;

- obtaining an export license and payment of export duties and fees.

The buyer pays the goods to the seller, insures it, covers all expenses related to transportation (except for the payment of the carriage), as well as costs associated with the importation of goods into his country. The risk and ownership of the goods are transferred from the seller to the buyer at the time of transfer by the seller of the goods to the first carrier (transportation may be carried out by several transport

companies).

The terms of the CIP (Freight or Carriage and Insurance Paid to) are similar to the previous one, except that the seller also pays insurance for the goods.

ПАСИВНИЙ СТАН (PASSIVE VOICE)

Якщо підмет у реченні саме здійснює дію, то ми говоримо про дієслово-присудок в дійсному (активному) заставі.

Якщо ж підмет піддається впливу з боку іншої особи або предмета (тобто є об'єктом дії), то ми говоримо про дієслово в пасивному (пасивному) заставі. Зазвичай ця форма використовується тоді, коли неважливо чи невідомо, хто виконав ту чи іншу дію.

Стверджувальна форма дієслів пасивного стану в Simple Tenses утворюється за допомогою допоміжного дієслова to be та Past Participle основного дієслова. Особа, яка вчиняє дію, виражається іменником або займенником з приводом by:

The contract is signed by Mr Контракт підписаний м-ром Brown. Брауном.

I was met by the top management of Continental Equipment. – Мене зустріли керівники – компанії.

В англійській мові дієслово в пасивному стані в Present Simple Tense може, в залежності від контексту, висловлювати як сама дія, так і його результат. Порівняйте:

Coffee is usually imported from Brazil. - Зазвичай кава імпортується з Бразилії.

This consignment of coffee is imported from Brazil. - Ця партія кави імпортована з Бразилії

Дієслова, що вимагають після себе прийменникового доповнення (*to look at, to look for, to listen to, to speak about, to talk to, to send for, etc.*), зберігають прийменник при переході в пасивну форму:

Jim was sent for by the За Джимом послав Президент. President.

The fair is much talked about. Про виставку багато говорять. У питальній формі допоміжне дієслово ставиться перед підметом:

Are cars produced by many countries? Автомобілі виробляються в багатьох країнах?

When was the L/C opened? Коли був відкритий акредитив?

У негативній формі частка not ставиться після допоміжного дієслова:

These documents are not sent by fax. Ці документи по факсу не передаються.

The price was not accepted by the Buyers. Покупців не влаштувала ціна.

Завдання 2. Прочитайте та перекладіть текст. Про що в ньому йдеться.

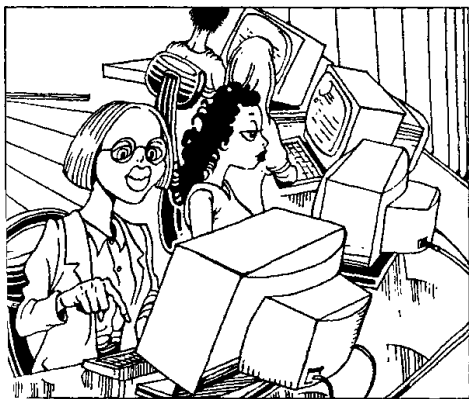
In the Bank

(about a Credit-Card System)

(Adapted from A. Hailey)

In a large, dimly lighted room with acoustic walls and ceilings to deaden sound, about fifty operators — predominantly women— are sitting at a battery of monitors with a keyboard beneath each. It is here that holders of die blue, green, and gold credit cards are given or refused credit.

When a card is presented anywhere in payment for goods or services, the place of business can accept the card without question if the amount is below an agreed limit, usually between twenty-five and fifty dollars. For a larger purchase, authorization is needed, though it takes only seconds to obtain.



The approval procedures move at jet speed. From where ever they are, merchants and others dial directly to the credit-card processing center of the bank. Automatically each call is routed to a free operator, whose first words are, “What is your merchant number?” As soon as the answer leas

been given, the operator types the figures, which appear simultaneously on the monitor. Next she asks the card number and amount of credit being sought. They are also typed and displayed.

The operator presses the key, feeding the information to a computer, which instantly signals “accepted” or “declined”. The first means that credit is good and the purchase has been approved, the second that the cardholder is delinquent and credit has been cut off. The operator informs the merchant, the computer records the transaction. On a normal day fifteen thousand calls come in.

Sometimes a monitor flashes a message from the computer — “stolen card”. In this situation an operator, speaking calmly, as trained, has to answer, “The card presented to you has been reported as stolen. If possible, detain the person presenting it and call the police. Retain the card. The bank will pay you thirty dollars reward for its return.”

Storekeepers are usually pleased at the prospect of getting an easy thirty dollars. For the bank it is also a good deal, since the card, left in circulation, can be used fraudulently for a much greater total amount.

But the system works well only when the bank has got the information and can program the computer. Unfortunately most of the defrauding happens before a missing card is reported. To avoid this computer also warns the operators about excessive purchasing: when a cardholder makes ten or more purchases during a single day, the computer alerts an operator. Since an ordinary cardholder never makes more than six or eight purchases a day, a card showing more than normal use may be fraudulent, even though the owner might be unaware of its loss.

However, despite all the warning systems, a lost or stolen card, if used cautiously, is still good for twenty thousand dollars’ worth of fraudulent purchases in the week or so during which most stolen cards stayed unreported.

Moreover, there are devices used by criminals to decide whether a stolen card can be used again or if it is hot. A favorite is to pay a waiter twenty-five dollars to check a card out. He can get the answer easily by consulting a weekly confidential warning list issued by the credit card company to merchants and restaurants.

Завдання 3. Дайте відповідь на питання

How many operators are sitting in the room of the credit-card processing center?

What are they supposed to answer in the situation when the computer is flashing the “stolen card” message?

What reward does a storekeeper get for retaining a stolen card?

How many purchases can a cardholder make during a single day not to alert the operator?

What do criminals do to decide if a stolen card can be used again?

Завдання 4. Перепишіть ці пропозиції в пасивному стані.

1. We could not cancel the order because they had already sent it.

We could not cancel the order because it _____.

2. The inflation influenced our business in the Middle East very badly.

Our business in the Middle East _____.

3. They will make their advertisement soon.

Their advertisement _____.

4. We are printing our catalogues by Friday this week.

Our catalogues _____.

5. We make the compressors for those machines here.

The compressors for those machines _____.

6. He has not fixed the date for the next appointment.

The date for the next appointment _____.

7. We received this letter from Continental Equipment a week ago.

This letter from Continental Equipment _____.

8. We can pay you in advance if you want.

You _____.

9. They had to discuss the Contract before his departure.

The Contract _____.

10. If I had lost that much public money, they would have fired me.

If I had lost that much public money_____.

Завдання 5. Закінчите пропозиції відповідями з другої колонки

- | | |
|--|---------------|
| 1. Money is changed at... | hairdresser's |
| 2. Films are shown at... | studio |
| 3. Teeth are filled at... | grocery |
| 4. Hair is cut at... | cinema |
| 5. Fruit and vegetables are sold at... | launderette |
| 6. Photographs are taken at... | garage |
| 7. Newspapers are sold at... | bank |
| 8. Cars are repaired at... | dentist |
| 9. Clothes are washed at... | newsagent's |

Завдання 6. Наступні пари пропозицій дані в дійсному і пасивному стані. Чи є в них будь-які різні смислові нюанси? Які?

1. We have reserved a room for you at the Grand Hotel.
2. A room has been reserved for you at the Grand Hotel.
3. We sent the consignment last week, so you should get it soon.
4. The consignment was sent last week, so you should get it soon.
5. You don't need any capital if your company is well known.
6. No capital is required if your company is well known.



Список використаної літератури:

1. Англійська мова : навч. посіб. / [С.Г. Заскалета, О.В. Артюхова, К.В. Тішечкіна та ін.]. – Миколаїв : МДАУ, 2012. – 325 с.
2. Cambridge Preparation for the TOEFL Test. Fourth Edition. – Cambridge : University Press, 2011. – 367 p.
3. Michael Swan. How English Works. A Grammar Practice Book / M. Swan, C. Walter. – Oxford : University Press, 2002. – 315 p.
4. Загнітко А. П. Великий сучасний англо-український та українсько-англійський словник / А. П. Загнітко, І. Г. Данелюк. – Донецьк : ТОВ ВКФ «БАО», 2008. – 1008 с.
5. Ashy A. Commercial Correspondence / A. Ashly. – Oxford : University Press, 2008. – 267 p.
6. Rebecca Chapman. English for Emails. Express Series / R. Chapman. – Oxford : University Press, 2011. – 139 p.
7. Wolker H. Diseases and Pets of Rape. Gelsenthirchen / H. Wolker, Paul C. J. Rowlinson, Verlag TH. Mann. – Buer, 2002. – 2015 p.
8. Артюхова О. В. Англійська мова: методичні рекомендації для оформлення ділової документації для студентів – магістрів денної форми навчання. / О. В. Артюхова. – Миколаїв, 2011. – 68 с.
9. Mrius Misztal. Test in Correspondence. Thematic Vocabulary. / M. Misztal. – К., 2006. – 165 p.
10. Mark Abbotson. Cambridge English for Engineering / M. Abbotson. – Cambridge : University Press, 2008. – 122 p.
11. Кухарська В. Б. Англійська мова для студентів харчових спеціальностей / В. Б. Кухарська. – К. : Фірма «ІНКОС», 2007. – 352 с.
12. Англійська мова спеціального вжитку в Україні (ESP). Допроєктне дослідження. – К. : Левіт, 2004. – 124 с.
13. Prodromou Luke. Grammar and Vocabulary for the First Certificate / L. Prodromou. – Essex : Longman, 2000. – 243 p.

14. Harris Michael. Opportunities : in 5 volumes Pre-Intermediate / M. Harris, D. Mover, A. Sikorzynka. – Essex : Longman, 2002. – 172 p.
15. McCarthy Michael. English Vocabulary in Use. – Intermediate & Advanced / M. McCarthy, F. Odell. – Cambridge : University Press, 2011. – 175 p.

Навчальне видання

АНГЛІЙСЬКА МОВА

Методичні рекомендації

Укладач: **Артюхова Олена Вікторівна**

Формат 60x84 1/16. Ум. друк. арк. 2,8

Тираж 50 пр. Зам. №__

Надруковано у видавничому відділі

Миколаївського національного аграрного університету

54020, м. Миколаїв, вул. Георгія Гонгадзе, 9

Свідоцтво суб'єкта видавничої справи ДК № 4490 від 20.02.2013 р.