

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ
УНІВЕРСИТЕТ ІМЕНІ СЕМЕНА КУЗНЕЦЯ

Тексти та завдання
з навчальної дисципліни
«Іноземна (англійська) мова»
для студентів I курсу всіх напрямів підготовки
заочної форми навчання.

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Тексти та завдання з навчальної дисципліни «Іноземна (англійська) мова» для студентів I курсу всіх напрямів підготовки заочної форми навчання./ Укл. Т.А. Борова, О.Ю. Коваленко. – Харків: Вид. «Смугаста типографія», 2015. – 42 с. (Укр. мов., англ. мов.)

Подано необхідний текстовий матеріал, який сприяє розвитку навичок розмовної англійської мови студентів усіх напрямів підготовки заочної форми навчання. Рекомендовано для студентів економічних спеціальностей.

Вступ

Подані методичні матеріали призначені для студентів першого року навчання всіх спеціальностей заочної форми навчання та ставлять за мету формування та розвиток професійних мовних і комунікативних компетенцій у студентів-економістів. Тематика методичних рекомендацій обрана згідно із загальноєвропейськими вимогами щодо професійно-орієнтованого підходу до навчання іноземній мові у вищих навчальних закладах і відповідає головним напрямам науково-дослідницької діяльності навчального закладу.

Методичні матеріали складаються з чотирьох розділів і мають од-накову структуру, що віддзеркалює майже всі складові навчальної дис-ципліни. Стрижнем кожного розділу є автентичний текст для читання, перекладу і виконання вправ на розуміння його змісту. Усі лексичні вправи мають комунікативну спрямованість та націлені на закріплення активного вокабуляру під час виконання комунікативних завдань, на розвиток комунікативної компетенції із застосуванням фахової термінології.

Граматичні завдання також мають комунікативний характер та мають за мету вивчення граматичного матеріалу та формування граматичних навичок студентів, розвиток їх мовної та комунікативної компетенцій на базі граматичного матеріалу.

Кожен із розділів містить завдання на формування та розвиток навичок письмового спілкування студентів, які мають творчий характер та є корисними для подальшої роботи із бізнес-кореспонденцією.

У процесі засвоєння даного курсу у студентів формуватимуться вміння самостійно працювати із навчальним матеріалом, висловлювати свої думки, вдосконалюватимуться навички обговорення професійних проблем на основі питань до текстів за фахом, що пов'язані з тематикою курсу.

Запропоновані методичні матеріали можуть стати корисними не лише для формування певних мовних та комунікативних компетенцій у студентів-економістів, а також для вивчення ними окремих розділів ма-теріалу за фахом.

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UNIT 1.ECONOMIC ACTIVITY



Economic activity is a term with various interpretations. It relates to aspects that are wholly within the study of **economics**. It might also describe the **participation** of an individual in the **economy** or the activities **undertaken** by business organizations. Economic activity is a term that is often related to the use of **natural resources**.

PREVIEW

Task 1. Look at the pictures. What do these companies do? Talk about each company`s activities. Use the words from list A and list B below.

A. produce, sell, create, design, develop, manufacture, market, provide

B. IT software, banking services and products, cars, mobiles, clothing, electronic goods, internet services, drink and food.

Example: Apple designs and sells IT software.





Task 2. There are companies which have a number of different business activities. Read the short text about Samsung and answer the questions below.

Samsung is a South Korean *diversified* multinational conglomerate company headquartered in Seoul. It comprises numerous subsidiaries and conglomerated businesses, most of them united under the Samsung brand. Samsung was founded in 1938 as a trading company. Over the next three decades the group *diversified into* areas including food processing, textiles, insurance, securities and retail. Samsung entered the electronics industry in the late 1960s, the construction, shipbuilding and engineering industries in the mid-1970s. Since the 1990s Samsung has increasingly globalized its activities, and electronics, particularly mobile phones and semiconductors. The Samsung Medical Center was founded in 1994, under the philosophy of “contributing to improving the nation’s health through the best medical service, advanced medical research, and development of outstanding medical personnel”. The Samsung Medical Center consists of a hospital and a cancer center. Samsung donates around US\$100 million per annum to the Samsung Medical Center.

1. Name two things that Samsung produces: *electronics,.....*
2. Name three or more industry sectors mentioned in the text: *trading, ..*
3. How many dollars does Samsung donate to Samsung Medical Center?
4. Which word means that Samsung has many different business activities?

Task 3.

A. Match the industry sector with the company activity

1. A company which sells package holidays

a. Automotive

2. A supermarket chain 3. An airline 4. A newspaper publisher 5. A company which sells things over the internet 6. A company which makes mobile phones 7. A company which sells investment advice 8. A property company 9. A company which writes computer programs 10. A company which makes trucks	b. Financial services c. Software d. Telecommunication e. Media f. Real estate g. Transport h. Retail i. E-commerce j. Tourism
--	--

B. Add more examples for each sector below.

Manufacturing	Retail	Services
factory	Restaurant	Bank

SPEAKING. Talk about the different industries in your town or city.

Our city/town has a car factory. It is called "CF".

Our city/town has 15 banks. They provide banking services and products.

READING

Task 4.

A. Read the article below about economic activities and fill in the gaps with the verbs in the list.

make up	earn	produce	want
provide	buy	do	

Most people work in order to 1) their living. They 2) goods and services. Goods are either agricultural (produced on farms), like corn and

milk, or manufactured (in factories), like cars and paper. Such things as universities, hospitals and e-commerce 3) services. Some people provide goods, some provide services. Other people provide both goods and services. For example, in the same garage, a man may buy a car or he may 4) some service, which helps him to maintain his car.

The work which people 5) is called their economic activity. All economic activities together 6) the economic system. The economic system is the sum-total of what people do and what they 7) People buy essential commodities with money.

B. Are these statements true or false? Correct the wrong statements.

1. Most people work to earn enough money. _____
2. The work people do is called economic activity. _____
3. People earn money to buy commodities and services.

4. Economic activities make up the economic system of a city, a country or the world. _____
5. All people provide both goods and services. _____

SPEAKING. Work with your partners. Think of a company in your country or city. What are its main activities? Does it specialize in one business/industry sector or is it diversified?

UNIT 2. IN BUSINESS



A **business**, also known as an **enterprise** or a **firm**, is an organization involved in the **trade** of **goods**, **services**, or both to **consumers**. Businesses are prevalent in **market economies**, where most of them are **privately owned** and provide goods and services to customers in exchange for other goods, services, or money.

Businesses may also **be not-for-profit** or **state-owned**. A business owned by multiple individuals may be referred to as a company.

PREVIEW

Task 1. Complete the statements with the words in the box.

community	competitors	customer	loss
prices	profit	staff	taxes
	law	wages	

To succeed in business you should:

1. Focus only on making a big **profit**
2. Value your _____
3. Pay employees low _____
4. Charge high _____
5. Never break the _____
6. Avoid paying _____ to the government
7. Believe the _____ is always right
8. Invest in the local _____
9. Put your _____ out of business
10. Be prepared to make a _____ for at least the first year

SPEAKING. Work with the partners to discuss the following:

1. Talk about the different industries in your town or city.
2. Name three large manufacturers in your country.
3. Can you name a famous entrepreneur of your country?
4. Which is your favourite retailer?

Task 2. Match the people in the box with their job role in business.

entrepreneur	customer	supplier	partner
<i>manufacturer</i>	retailer		wholesaler



1. Makes goods _____ *manufacturer* _____
2. Sells directly to the public _____
3. Starts new business _____
4. Is one of the owner of the business _____
5. Buys large quantities of goods from producers and sells them to the shops or a company _____
6. Buys directly from a shop or a company _____
7. Provides goods/parts to shops and business _____

READING

Task 4. Read the text about business organizations.

A. Read the article. Are these statements true or false?

1. Business is the activity of buying and selling goods and services only.

2. When we talk about a business, we talk about the number of its employees only. _____
3. Large companies are referred to as corporations. _____
4. Small companies are referred to as small businesses or small firms and to medium – sized business. _____
5. An enterprise is a company or business often a multinational one. _____
6. When we start a business we talk about running a business. _____
7. It is easy to organize a business and to operate it successfully. _____
8. You may expand your business. _____
9. You may diversify your business. _____

operate it successfully. When a company is not successful, it may **go out of business**. The economic situation, as well as decisions taken by the owners of a company, affects how it grows and changes. You may **expand** your business, specialize in something, you may also diversify your business.

Vocabulary

Task 1.

a) **Match words from column A with words from column B that have a similar meaning.**

A	B	
1. depend on	a. necessities of life	_____
2. firm	b. gain	_____
3. set up a business	c. sell out a business	_____
4. go out of business	d. establish a business	_____
5. run a business	e. enlarge a business	_____
6. expand a business	f. operate a business	_____
7. affect	g. company	_____
8. profit	h. influence	_____
9. needs	i. rely on	_____

b) **Make up sentences with these word combinations.**

Task 2. The person or organization that employs people is the **EMPLOYER**. But what do you call the person who employed for wages or salary? Learning a new word often means learning not just one word but several. For example, a person who can **SOLVE** problems (verb) is a

good **PROBLEM-SOLVER** (person noun). Problem-solvers are good at finding **SOLUTIONS** (general noun). Building word families like this is a useful and important technique for developing your business vocabulary. You can then keep a record of these words.

Complete the table, following the example.

Verb	Noun (person)	Noun (general)
Pay	payee / payer	payment
	Promoter	
Organize		
		inspection
	Distributor	
		retail outlet
manufacture		

Task 3. Choose the correct word in *italics*.

1. Who is his main *compete/competitor* in the retail market?
2. A multinational company is a large *organization/organizer*.
3. The firm *specializes/specialization* in green tourism.
4. She really gains *promotion/promoter*.
5. I get my *payment/pay* at the end of month.
6. We sell our products in *retail outlets/retail* in most countries.
7. They *manufacture/mannufacturer* mobile phones in their Chinese factory.

Task 4. These pairs of words often cause problems. Choose the correct alternative for each sentence.

1. *ECONOMIC / ECONOMICAL*

Prices are rising and the number of jobs is falling. It's not just a business problem, it's a general _____ problem.

This car uses less petrol than the other one so this one is the more _____.

2. *ECONOMIC / ECONOMICS*

a) She studied _____ at university and is now an economist with a big international bank.

b) She analyses the general _____ problems faced by

companies operating within traditional industries like shipbuilding.

3. **ECONOMY / ECONOMIES**

- a) Their government is trying to liberalize the _____ while keeping tight political control.
- b) Overheads are out of control and we need to make major _____ across the business.

UNIT 3. THE WORLD OF WORK. JOB CAREER.



Career is an individual's journey through **learning, work** and other **aspects of life**. There are a number of ways to **define a career** and the term is used in a variety of ways.

PREVIEW.

Task 1. Warming-up questions. Work with the partners and discuss these questions.

1. Who has the best job in the world?
2. Who has the worst job in the world?
3. What is more important in a job, money or happiness?
4. Do you “*work to live*” or do you “*live to work*”?
5. What kind of job do you have or want?
6. Where do you work or want to work?

Task 2.

A. When we meet business contacts for the first time, we usually give information about ourselves, as name, nationality, job title and company. We may also need to ask people for information about themselves.

Look at the following phrases. Match the question 1-4 with the responses a-d and work with your partner using the questions to introduce yourself to the partner. Ask the questions to your partner too.



- | | |
|-------------------------------|--------------------------------------|
| 1. What`s your name? | a. I`m [a manager]. |
| 2. Where are you from? | b. I`m [Ivan Kuzin]. |
| 3. What do you do? | c. I`m [from Ukraine/I`m Ukrainian]. |
| 4. What company are you with? | d. I`m with [Mega Net]. |

B. Work in group of three. Take turns to be the group leader and introduce two new members of the team to each other. Include information below in the boxes about what each person does.

Name: Steve Pat
Job title: product manager
In charge of: product development:

Name: Sophie Crock
Company: Flower Design
Job title: consultant
In charge of: design on the project

Task 3. Read the paragraph below. Fill in the blanks with the words (the first letter of each missing word is given).

unemployment	clerical work	job
earn	manual	job satisfaction
		outdoors

There is a lot of (1) u....., nowadays so it is getting more and more difficult to get the kind of (2) j..... you really want. Then you have to decide what is more important to you - how much you (3) e..... or (4) j s.....? Do you want to work with your hands (called (5) m..... work) or do you prefer to work in an office (called (6) c..... w.....)? Do you prefer to work indoors or (7) o.....? Whatever you decide, you have to think about your career when you are applying for a job.

Task 4. Fill the gaps with the appropriate word from the list.

interview	offer	wage	experience	reference
sack	salary	career	promotion	trainee
pension	qualification		management	job

- | | |
|------------------------------------|--|
| 1. go for an | 8. to get aat sixty-five |
| 2. choose ain computers | 9. to win |
| 3. go into | 10. to get a goodfrom your line manage |
| 4. to get a as an accountant | 11. to have the right for the job |
| 5. to get the | 12. to have two year`s relevant |
| 6. to earn a weekly..... | 13. to accept an of a job |
| 7. to get an annualincrease | 14. to take a young person on as a .. |

Task 5. Put the following steps in Sergiy Pryadko`s career in the correct order. The first one has been done for you (✓).

- | | |
|--|--|
| <input type="checkbox"/> 1. He took up gardening as a hobby. | <input checked="" type="checkbox"/> 7. He was out of work in. |
| <input type="checkbox"/> 2. He was promoted to assistant to the sales manager. | <input type="checkbox"/> 8. He retired. |
| <input type="checkbox"/> 3. He looked for a job. | <input type="checkbox"/> 9. He went for an interview. |
| <input type="checkbox"/> 4. He was appointed managing director. | <input type="checkbox"/> 10. He worked as a clerk. |
| <input type="checkbox"/> 5. He had an application. | <input type="checkbox"/> 11. He got a job of sales manager. |
| <input type="checkbox"/> 6. He was offered the job. | <input type="checkbox"/> 12. He gave in his resignation. |

Task 6. Match these words or phrases to their correct definitions.

- | | | |
|-----------------|-------|--|
| 1. Job position | _____ | a. stating your interest |
| 2. Applying | _____ | b. meeting between a job candidate and an employer |
| 3. Degree | _____ | c. a description about an open job |
| 4. Experience | _____ | d. a person`s school history |
| 5. Education | _____ | e. a person`s work history |

- | | | |
|-----------------------------|-------|---|
| 6. Interview | _____ | f. educational accomplishment |
| 7. Candidate | _____ | g. a person who is the boss at a company |
| 8. Administrative assistant | _____ | h. a person who is being interviewed for a job |
| 9. CV (resume) | _____ | i. a person who helps run an office |
| 10. President | _____ | j. a list of personal employment history and qualifications |

Task 7. Fill in the blanks with the correct form of the word or phrase. Use the words from Task 6 above.

1. A lot of companies put a new _____ online or in local newspapers.
2. Daryna got her university _____ at Simon Kuznets Kharkiv National University of Economics.
3. The boss liked the _____ because he wrote a good letter explaining his education.
4. When Igor finished college, he started _____ for jobs.
5. The candidate had a (an) _____ in business from the local college.
6. John worked a long time before he became the _____ at the technology company.
7. Most people have a (an) _____ so the boss can learn more about a candidate.
8. The boss hired a new _____ to help file papers and answer the phones.
9. Pasha was happy he had _____ working at three restaurants because he wanted to be the manager at a big restaurant in the city.
10. Sveta listed her education and work experience on her _____ and sent it to the company she wanted to work for.

SPEAKING.

Personal history

Names

Ask another student these questions.

- What's your first name?
- Does it have a special meaning?
- Do any of your relatives have the same first name?
- What do your friends call you?
- Is that a nickname?
- What's your last name?
- Does it have a special meaning?
- Do you have a middle name?



Marital status, family and home

Ask another student these questions.

- Are you married or single?
- How many brothers and sisters do you have?
- How many aunts and uncles do you have?
- Which people usually give you presents?
- Do you have any children?
- Where were you born?
- Did you go to school in Kharkiv?
- Where do you live now?



Birthdays

Ask another student these questions.

- On which day of the week were you born?
- Were you born in the summer, fall, winter, or spring?



Education and work

Ask another student these questions.

- Where are you studying?
- What are you studying?
- Do you have any degrees?
- What are they?
- What was your favorite subject in university?
- Do you have a job?
- What do you do for a living? (or What are you going to do?)
- How many hours do you work each week?
- How many days do you work?

Task 8. Now complete this form. Then interview another student and find out about their personal history.

Personal Information Date of birth: _____ Place of birth: _____ Marital status: _____	Education: High School: _____ College: _____ University: _____ Degrees: _____ Work experience: _____
---	--


Task 9. Which of the following are important to you in a job?

- long holidays / friendly colleagues / travelling time / competitive salary
- pleasant working environment / regular bonus / good pension scheme
- prestigious company / opportunity for promotion / flexible hours
- foreign travel / other perks as a company car

Task 10. Discuss the following questions with your partners.

1. What is your position in your company?

I am ...



- a Marketing Director
- a Manager
- a Marketing Manager
- a Personnel Manager
- a R&D Manager
- a Head of Public Relation(PR) Department
- a Finance Director

2. What are you **responsible for**? / What are you **in charge of**?

I am responsible for...

- marketing.
- running a team.
- dealing with customers.
- designing new projects.

I am in charge of ...

- public relation.
- recruiting new staff.
- organizing presentation.

3. What does your company/department/team do?

My
company/department/
team...

organizes advertising campaigns.
develops new projects.
desings samples of ads.
deals with corporate clients.
provides services in advertising
business.

4. What are you **good at**?

I am very *good at* ...
I am *good at* ...
I am quite *good at* ...

communicating with people.
organizing presentation.
selling things.
interviewing new staff.
designing projects.

5. What are your strong qualities?

I am ...

creative.
hard-working.
well-organized.
punctual.
diplomatic.
flexible.

6. How often do you ...

I ...

speak English at work?
go on business trips?
take part in presentation?
travel abroad?
work at weekends?

UNIT4. WRITING



Task 1. When we apply for a job, we often send a CV (Curriculum Vitae or a CV in English and in an American-style CV is called a resumé) to a company or employment agency.

A) Work with a partner and discuss the following questions.

1. Have you ever written a CV in English?
2. How long should a CV be?
3. What information do you think is necessary to include in a CV?

B) Look at the following advice below about writing a CV. Which statements do or don't you agree with?

1. Include all of your employment history, even summer jobs or part-time jobs.
2. List all of your qualifications.
3. Don't be afraid to exaggerate your achievements.
4. Keep it short, easy to read, and attractive.
5. Keep everything in chronological order.
6. Try to keep it all on one sheet of paper.
7. Have different CVs for different types of jobs.
8. Include a photograph.

C) Exchange with partners your ideas and give each other feedback on what information to keep and what to leave out of the CV. Below read the information about how to write a CV to prove your ideas.

These steps explain how to write a CV. It is necessary to include information about yourself, your qualification, education, work experience, and add additional information about your skills, interests and languages.

Step 1: Personal details.

Begin your CV. Write your full name, address, telephone number, email, date of birth, marital status and nationality at the top of the CV.

Step 2: Relevant skills

From your notes, choose which skills are relevant (skills that are similar) to the job which you are applying for. These are the most important points for your CV.

Step 3: Experience

List all your work experience, job by job. Start with the your most recent job and progress backwards in time. Again, focus on skills that are relevant. Include details of companies and your job title and responsibilities at that company.

Step 4: Education/qualifications

Make notes on your education. Include your degree or any certificates, names of major courses, school names and courses relevant to the job you are applying for.

Step 5: Achievements

This time make notes on other achievements. Include your membership of organizations, military service and any other special accomplishments.

Step 6: Skills

Include other relevant information such as languages spoken, computer skills, etc.

Step 7: Interests

Very briefly include your hobbies and main interests.

Step 8: References

Finish with the line: References available upon request.

Here is an example of a simple but effective CV.

<p>Curriculum Vitae Format</p> <p style="text-align: right;">Your Contact Information</p> <p style="text-align: right;">Name</p>
--

Address
Telephone
Cell Phone
Email

Personal Information

Date of Birth _____

Place of Birth _____

Citizenship _____

Gender _____

Personal Information (Optional)

Marital Status _____

Spouse's Name _____

Children _____

Employment History

List in chronological order, include position details and dates

Work History _____

Research and Training _____

Education

Include dates, majors, and details of degrees, training and certification

High School _____

University _____

Professional Qualifications

Certifications and Accreditations _____

Computer Skills _____

Interests _____

References _____

✓ **More tips**

- Ideally your CV in English should not be longer than one page. Two pages are only acceptable if you have had many different jobs and a variety of experience.
- Spacing, aligning and layout are very important when you write your CV, in order to create a positive and professional impression.
- Use 'dynamic' and 'action' verbs such as attained, accomplished, conducted, established, facilitated, founded, managed, etc.

- Do not use the personal pronoun 'I' in your CV; use sentences without a personal pronoun: Established and managed a new sales force, not I established and managed a new sales force.

Task 2. Write a similar CV for yourself.

UNIT5. LISTENING



 **Task 1. This man appears regularly on the radio giving advice on starting a business. Listen to him talking about modern businesses and answer the questions.**

1. He mentions three sectors of business. What are they? _____
2. Which business might be less risk and good? _____
3. Do you think it is a good idea? Why / Why not? _____

 **Task 2. Gap filling. Listen to the man and complete the text.**

Business isn't so good at the moment. In fact, it's the worst time for (1) _____ for decades. Many businesses are going bust because of the global (2) _____ crisis. Even sound businesses like the car (3) _____ and (4) _____ are going through a really bad time. Many (5) _____ have gone out of business. It's a real shame because so many lives are being ruined. With a lot of businesses it's a real (6) _____ for survival. I really respect people for trying to make a go of their business. I don't have much (7) _____. I wouldn't know where

to start in opening my (8) _____ business. I suppose the best thing would be to look at business startups on the (9) _____. An (10) _____ business might be good. There seems to be less risk.

Vocabulary

Task 3.

A. Match words from column A with words from column B that have a similar meaning.

A	B
1. sound businesses	a. go bankrupt
2. to make a go of	b. undergo
3. go out of business	c. to be successful in
4. online business	d. e-business
5. go through	e. large businesses
6. go bust	f. stop

B. Make up sentences with these word combinations.

Task 4. Discussion. Write your own questions according to the topic.
STUDENT 's QUESTIONS (Do not show these to the rest of the students)

1. _____

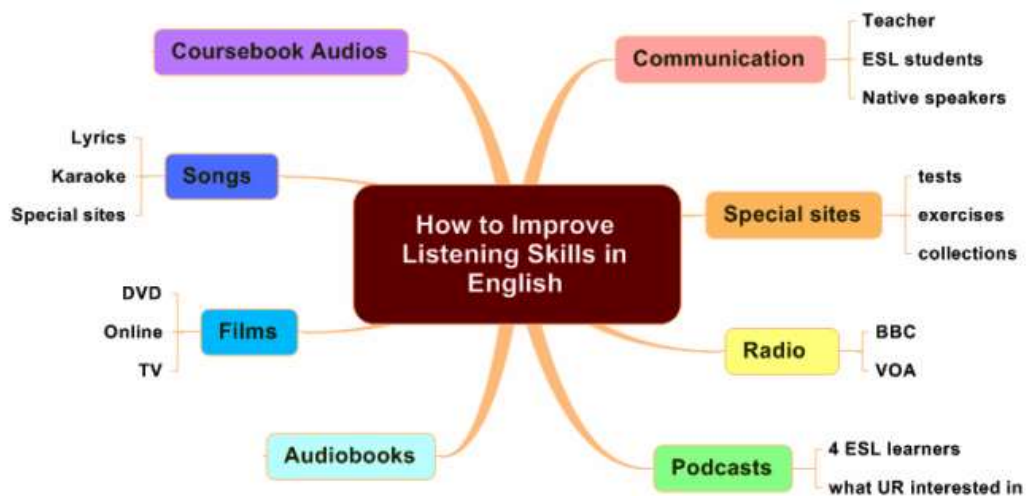
2. _____
3. _____
4. _____
5. _____
6. _____

Task 5. Student`s business survey. Write five GOOD questions about business in the table. Each student must write the questions on his / her own paper.

When you have finished, interview other students. Write down your own answers or their answers.

GOOD questions	GOOD answers
Q.1.	
Q.2.	
Q.3.	
Q.4.	
Q.5.	
Q.6.	
Q.7.	
Q.8.	

✓ **More tips to improve your listening skills in English.**



Self-preparation

1. VOCABULARY EXTENSION. Choose several of the words from the text. Use a dictionary or Google's search field (or another search engine) to build up more associations / collocations of each word. Make up sentences with these word combinations or collocations as well.

2. INTERNET INFO. Search the Internet and find more information about business (the largest one, the family owned and so on). Talk about what you discover with your partner(s) in the next lesson and present about the business for 1 minute.

UNIT6. GRAMMAR



- Present Simple and Present Continuous
- Past Simple, Present Perfect, Present Perfect Continuous
- Past Continuous, Past Perfect and Past Perfect Continuous
- Future Simple, Present Continuous, “be going to” and Present Simple

СИСТЕМА АНГЛІЙСЬКОГО ДІЄСЛОВА

(ACTIVE VOICE)

СИСТЕМА АНГЛІЙСЬКОГО ДІЄСЛОВА				
(ACTIVE VOICE)				
ЧАС	THE PRESENT TENSE (ТЕПЕРІШНІЙ ЧАС)	THE PAST TENSE (МИНУЛИЙ ЧАС)	THE FUTURE TENSE (МАЙБУТНІЙ ЧАС)	THE FUTURE-IN-THE PAST TENSE (МАЙБУТНІЙ-В-МИНУЛОМУ)

Simple (простий)	ask (asks)	asked	will ask	would ask
Continuous (продовже-ний)	am /is /are asking	was were asking	will be asking	would be asking
Perfect (доконаний)	have /has asked	had asked	will have asked	would have asked
Perfect Continuous (доконано продовже-ний)	have (has) been asking	had been asking	will have been asking	would have been asking

ACTIVE VOICE

Task 1. Write the verbs in brackets in the Present Simple.

1. Our retailer _____ (sell) the products.
2. "ZeniMax Media" _____ (create), _____ (develop) and _____ (design) video games.
3. PrivatBank _____ (provide) banking services and products.
4. It _____ (manufacture) the products in the factory.
5. She _____ (design) software with a team at Microsoft.
6. Shell _____ (operate) in more than 80 countries worldwide.

Task 2. Write the verbs in brackets in the Present Simple or the Present Continuous.

1. My sister _____ (work) for a software company in Kyiv.
2. We normally _____ (get up) at seven every morning.
3. Shasha _____ (work) at home this week.
4. Our accountant _____ (check) the invoice right now.
5. Nowadays things _____ (begin) to change in this company.

6. Currently, our customers _____ (demand) more and more from our service.
7. Our managers frequently _____ (travel) to Europe on business trips.
8. Their working day _____ (end) at seven o'clock.
9. We _____ (learn) English at the moment at our university.
10. Our project team usually _____ (have) a meeting together each week.

Task 3. Write the verbs in brackets in the Present Simple or the Present Continuous.

1. I _____ often (not/ work) at weekends.
2. _____ he _____ (go) on business trip twice a year?
3. Currently they _____ (not / visit) the factory in Kharkiv.
4. Nowadays employees _____ (not / stay) with the same company for life.
5. Which department _____ you _____ (run)?
6. Our firm _____ (not / have) much data on web users.
7. _____ you _____ (have) a lot of work to do?
8. How many employees _____ (work) here?
9. _____ your secretary _____ (make) a copy for us now?

Task 4. Put the verbs in the brackets in the Past Simple.

Sergiy Zubko (1)_____ (finish) school in 2000. In 2006 he (2)_____ (graduate) from Kharkiv National University of Economics. He has a master`s degree in Economics. He (3) _____ (not/know) what he wanted to do and so (4) _____ (do) various jobs. In 2009 he (5) _____ (have) a simple idea and (6) _____ (found) Ultra Packing. The company (7) _____ (start) in a small warehouse in West Ukraine. In the beginning Sergiy only (8) _____ (employ) four people but the company (9) _____ (grow) quickly and two years later there (10) _____ (be) more than twenty. In 2011 Ultra Packing (11) _____ (receive) its first international order. Now the company exports packaging to seven countries in Europe and also his company designs and manufactures the packaging systems.

Task 5. Write questions about Sergiy Zubko in the past simple.

1. When _____ ?

A: In 2000.

2. Where _____ ?

A: In a small warehouse in West Ukraine.

3. _____ ?

A: Four people.

4. _____ ?

A: It's first international order.

Task 6. Put the verb in brackets in the Past Simple or the Present Perfect.

1. Three years ago, he _____ (leave) the company.
2. The prices in our country _____ (continue) to fall for the last two months.
3. In 2011, the market _____ (fall) to an all-time low.
4. These diagrams show that inflation _____ (remain) steady for six months now.
5. Ukrainian prices _____ (double) since 1995.
6. How _____ (be) your business trip last month?
7. Our company _____ (not/raise) the prices in recent months.
8. _____ (you/be) to England on business trip before?
9. He _____ (not / see) any changes in our recent performance.
10. _____ (you/invite) the line manager yesterday?

Task 7. Put the verbs in brackets into the Past Simple, the Past Continuous, the Past Perfect or the Past Perfect Continuous Tense.

1. The project team _____ (have) a meeting yesterday.
2. They _____ (have) a meeting from 9 to 11 yesterday morning.
3. By 11 o'clock yesterday their team _____ (find) a solution.
4. The project team _____ (have) a meeting for ten minutes yesterday when the management consultant _____ (come).
5. At that time the team _____ (listen to) the presentation in the meeting room and _____ (not / hear) the fire alarm.
6. The secretary _____ (talk) on the phone for twenty minutes when the door _____ (open) and her boss _____ (come) into the room.
7. Ivan, the bank manager, _____ (drive) towards the airport on Sunday when he suddenly _____ (remember) that he _____ (leave) his documents at the office before.
8. We _____ (go) to the meeting room after we _____ (meet) our CEO.

9. When Helen _____ (return) to the office yesterday the clients _____ (wait for) her because Helen _____ (invite) them the day before.
10. I _____ (be) nervous yesterday because I _____ (never/have) an interview before.

Task 8. Put the verb in brackets into the Future Simple

1. We are certain that there _____ (be) space tourism in the future.
2. Their flight is delayed so they _____ (not/arrive) at two.
3. The company is not sure that some people _____ (be) interested in your proposal.
4. The project manager is on the phone so he _____ (be) late
5. Olga thinks the price of a product _____ (be) around 150 UAH in the future.
6. Thanks for calling. I _____ (not/give) him that message.
7. He may be able to go tonight. He _____ (call) later to confirm.
8. She _____ (not/ try) to borrow the money from the bank.
9. We _____ (put) our latest product on the market at the end of next month.
10. They _____ probably (invest) a million euros into this company.

Task 9 Read the conversations. Put the verb in the brackets into the Future Simple, the Present Continuous or “be going to”

1. A: They ordered a new desk for today but it isn't here.
B: Let me contact our warehouse and then I _____ (call) you right back.
2. A: Can you visit us next week?
B: I'm afraid I _____ (visit) America next week.
3. A: What do you want to do when you graduate?
B: I _____ (apply) to all the big multi-nationals.
4. A: How does the company intend to solve its current problems?
B: The company _____ (review) the situation and then take the appropriate action.
5. A: Can you say I called?
B: Don't worry, I _____ (tell) him you rang.
6. A: We arranged the meeting.
B: Great. What time _____ (you/meet)?

7. A: _____ (we/open) this new hotel or aren't we? We need a decision.

B: Sorry, but I just can't decide.

SELF-STUDY PREPARATION



The self-study preparation process has given you a systematic opportunity not only to assess and evaluate but also to look ahead.

Text 1.

In 2015 I applied to Simon Kuznets **Kharkiv National University of Economics**. I got a place there to study Economics at the faculty of Management and Marketing. Now I'm a student. In four years I'll graduate from the university with basic higher education with qualification of Bachelor. But to become a professional economist, I'll need to have a Master degree after another one or two year.

I think that an economist should have a through training in mathematics and statistics, economic theory. Having an understanding of politics and industry can also be helpful, as these sectors are closely linked with the economy too. And our university offers such training. At the university we are taught various core and option subjects, such as Macroeconomics, Microeconomics, Management, Accounting, Money and Banking, Economic Theory, Statistics, Computer Science, English, French or German.

The profession of an economist is quite diversified. The university graduates work at the educational institutions, various research centers and laboratories, in industry, business, and banks.

Being employed in industry or business, the graduates of our university work as managers, as executive managers, sales managers, financial managers or financial analyst. Some of us work as accountants. An accountant is one of the prestigious and widely required professions of an economist in a society. You shouldn't mix an accountant with a book-keeper. While a book-keeper is mostly involved in calculations, like balance sheets, income statements, invoices, an accountant is responsible for designing the financial policy of a company.

Some of us work at the banks, at the Stock Exchange, others work for the government or are employed by various agencies and by military services.

a) Complete the sentences.

1. An economist needs some knowledge of the world outside his own country because...
2. Being employed in industry and business, our graduates work...
3. One of the most prestigious and widely required professions of an economist is...
4. An accountant is responsible for...

b) Answer the questions.

1. What should an economist have to be a good economist?
2. What subjects does an economist need for his future profession?
3. Where can graduates work?
4. What is the difference between an accountant and a book-keeper?

Text 2.

WHAT ECONOMISTS DO

Usually a person is not qualified to use the name "economist" without a graduate degree in economics. By this definition, there are about 100 000 economists in the US.

About half of them are academic economists, who engage in teaching, writing and doing research in colleges and universities. They also write textbooks and journal articles, develop and test new theoretical models,

provide consulting services to governments and businesses, and engage in a variety of other professional activities. The other half of the profession works for business or government. Business economists forecast sales and costs, help firms anticipate (or try to influence) government policy. Some business economists work for private lobbying organizations, helping them prepare their arguments to try to affect tax laws, regulations, etc. which are important to particular kinds of Industries.

Government economists also perform a variety of useful tasks. Often the government economist wears a second hat as a policy analyst. Economists forecast tax revenues and Interest rates, analyze who gains and who loses from particular changes, monitor prices, compute total output and perform other useful tasks in the public sector.

In the broader sense, economists study the ways in which people deal with the problems of scarcity.

a) Choose the right answer.

1. There are about... economists in the US.
a) 200 000; b) 100 000; c) 10 000.
2. About half of economists are... economists.
a) academic; b) political; c) professional.
3. ... economists forecast sales and costs.
a) government; b) academic; c) business.
4. Forecast tax revenues and interest rates, analyze who gains and who loses from particular changes and different other things are functions of ... economists.
a) government; b) business; c) professional.

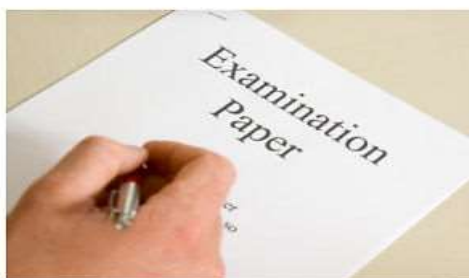
b) Are these sentences true or false?

1. A person is qualified to use the name "economist" without a graduate degree in economics.
2. Academic economists write textbooks and journal articles.
3. Business economists help firms try to influence government policy.
4. Government economists provide consulting services to governments and business.
5. An economist studies people dealing with the problems of scarcity.

c) Answer the questions.

1. Who can be qualified to use the name "economist?"
2. How many economists are there in the US?
3. What are the functions of academic economists?
4. What do business economists do?
5. What is the role of government economists?

SAMPLE EXAM PAPERS



The following are examples of the actual examination papers used in past years. They are provided for information only.

Task 1. Translate the text.

Economics is the science of making choices, which is based upon the facts of our everyday life. Economists study our everyday life and the system, which affects it. They try to describe the facts of the economy in which we live and to explain how the system works. The science of economics is concerned with all our material needs and wants.

To become a good specialist in economic matters and business one must know many sciences, such as business economics, finance and credits, statistics, history of economic theory and philosophy, mathematics, as well as economic management, trade business and, of course, marketing, which is a modern philosophy of business.

It is very important for a specialist in business matters to be a skilful user of computers and to speak at least one foreign language. It should better be English as it is the most popular language of international business

communication. You'll be able to follow business developments in the world by listening to radio and TV news, by reading newspapers or magazines, or by getting in contact with your business partners abroad.

Task 2. Put the verbs in brackets into the correct form.

1. Ten minutes ago the partners of a new firm _____ **(to sign)** a charter.
2. In 1985 the National Foundation of Independent Business _____ **(to report)** that in the 1960s-1970s the top problem facing small business had been slow sales.
3. Jim _____ **(to practice)** the presentation of his project before Mr. Hackman phoned him.
4. Since the 1990s voluntary sector employees _____ **(to earn)** ten per cent less than in the 1980s.
5. The hired managers _____ **(to do)** a lot of tasks of organizing and operating since the foundation of the firm.
6. Yesterday when the chairperson _____ **(to conduct)** the annual general meeting he suddenly fell unconscious.
7. The board of directors _____ **(to discuss)** the necessary documents when I entered the room.
8. Macrotech _____ **(to introduce)** the program to link information systems with basic business needs now.
9. Mr. Johnson _____ **(to work)** already in the private limited company for ten years before its liquidation in 2002.
10. Every two years the shareholders _____ **(to elect)** the chief executive officer at the annual general meeting.

Task 3. Put questions to the underlined words.

1. Our competitor had introduced a new product by the end of the last month. (What?)
2. CEO proposed this idea a month ago. (When?)
3. When I entered the room, our manager was discussing a new project. (Who?)
4. Supervisor is giving instructions to their subordinates now. (Whom?)
5. Social advertising is the use of advertising to inform the public about a social issue. (What?)

Task 4. Fill in the gaps with the appropriate word.

retain, divisions, corporation, liability, parent company, non-profit, ownership, shares, motivation, proprietorships

1. Ownership of a is represented by shares of stock, and for that reason corporate owners are known as stockholders.
2. When the basic needs have been met, money is no longer the main **for** workers.
3. All private limited companies a part of their profits to pay the improvements to the business.
4. Very large firms which make a wide range of products usually have separate groups or for each product.
5. Under our law a subsidiary can go bankrupt and the will not be liable for its debts.
6. A share is one of the equal parts into which the of a company is divided.
7. Money is rather significant for some areas of voluntary..... social sector.
8. Stockholders can enter or leave a corporation at will by buying or selling of stock in that corporation.
9. Most small firms prefer to avoid difficulties by forming and partnerships.
10. A very serious disadvantage of a partnership is the unlimited that partners face.

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