

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ
РОССИЙСКОЙ ФЕДЕРАЦИИ

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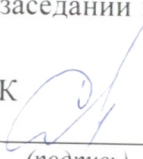
Строительно-политехнический колледж

Иностранный язык
МЕТОДИЧЕСКИЕ УКАЗАНИЯ

к выполнению практических заданий по специальности
Экономика и бухгалтерский учет (по отраслям) для
студентов 1 курса

Методические указания обсуждены на заседании методического совета СПК «19» 03 2021 года.
Протокол № 7,

Председатель методического совета СПК
Сергеева С.И.


(подпись)

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Иностранный язык:

методические указания к выполнению практических заданий по специальности Экономика и бухгалтерский учет (по отраслям)

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Методические указания к практическим занятиям по дисциплине «Иностранный язык» содержат задания и рекомендации по их выполнению, которые позволят обучающимся систематизировать, углубить и конкретизировать теоретические знания, выработать способность использовать теоретические знания на практике, овладеть умениями решать профессиональные задачи.

Предназначены для студентов, обучающихся по специальностям программ подготовки специалистов среднего звена.

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ОБЩИЕ ПОЛОЖЕНИЯ

Целью обучения иностранному языку является формирование у обучающихся иноязычной коммуникативной компетенции и формирование у будущего специалиста потребности и желания овладеть иностранным языком. Все аудиторные занятия проводятся как практические для того, чтобы обучающиеся научились:

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

Выполнение практических работ по дисциплине «Иностранный язык» направлено на овладение обучающимися фундаментальными знаниями, закрепление и систематизация знаний, формирование умений и навыков и овладения опытом творческой, исследовательской деятельности. Практические занятия содержат упражнения на расширение словарного запаса, тренировочные занятия для активизации знаний грамматических форм и синтаксических оборотов, тематические текстовые материалы.

Цели практических занятий:

- формировать у студентов навыки устной речи;
- развивать умения высказываться целостно, как в смысловом, так и в структурном отношении;
- развивать навыки чтения с полным пониманием прочитанного;
- активизировать знание лексического и грамматического материала.

Задачи практических занятий:

- обобщить, систематизировать и закрепить полученные знания по изучаемым темам;
- формировать умения применять полученные знания на практике;
- развивать потребность и умения пользоваться справочной литературой.

Основным компонентом содержания обучения иностранному языку в учреждениях СПО являются языковой (фонетический, лексический и грамматический) материал и речевой материал, а также знания, умения, навыки, входящие в состав коммуникативной компетенции обучающихся и определяющие уровень ее сформированности. Содержание курса обучения учитывает, что обучение иностранному языку происходит в отсутствие языковой среды, поэтому предпочтение отдается тем материалам, которые несут познавательную нагрузку.

Работа обучающихся на практических занятиях строится согласно определенному алгоритму, который включает в себя работу с активной лексикой по теме, выполнение лексических и грамматических упражнений, чтение и перевод текстов и диалогов, работу со словарем и справочником, выполнение послетекстовых упражнений, составление монологических и диалогических высказываний.

Данные методические рекомендации предназначены для обучающихся как руководство для выполнения практических работ на занятиях. К ним относятся выполнение лексико-грамматических заданий, работа с текстами, подготовка устной речи в диалогической и монологической форме, работа над аудированием, подготовка сообщений и презентаций.

1. Практическая работа № 1

Приветствие, прощание, представление себя в официальной и неофициальной обстановке

Составить вопросы для интервью. Составить диалог.

Цель: научить употреблению лексики в ситуациях приветствия, прощания, уметь представить себя в определённых ситуациях общения.

Прочитайте и переведите текст. Ответьте на вопросы.

MEETING AND GREETING PEOPLE. LEAVETAKING.

Part I

You say "How do you do" to a person when you meet him for the first time. This formula may be used almost any time of the day and it is rather formal. You say "Good morning" to people whom you know little or when your greeting is more formal. This formula is used before lunch. You say "Good afternoon" to people you don't know well between lunch time (12 a.m.) and tea-time (6 p.m.). You say "Good evening" to people you don't know very well after 6 p.m. The standard replies to "Good morning", "Good afternoon" and "Good evening" are the repetition of the same words. "Good day" is never used as a greeting. The most informal greeting is "Hello" ("Hi" is used mainly in the USA). This formula is usually used with the first name, not with the surname "Hello, Janet". After an informal or friendly greeting often comes the question: "How are you?" or "How are you getting on?" The answer may be "(I'm) very/ quite well, thank you"; "Fine, thanks") or "Not too/so bad (thank you)" "So-so".

Part II

As a rule when introducing somebody you say: "Mrs. White may I Introduce Mr. Blake?" "Let me introduce..." is less formal. The simplest form of introducing is just saying: "Mrs., White.- Mr. Blake".

The usual response to an introduction is "How do you do", which is a sort of greeting and not a question (about your health) and the best answer is "How do you do".

Sometimes you may say less formally: "(I'm) glad/pleased to meet you", "Happy to meet you". These formulas are common in America but are not often used in Britain by educated people.

Part III

When you want to take your leave you can use one of the phrases, like: "(Well/I'm afraid) I must be going/off now",

"It's time I was going/off". After that you say "Good bye", but there is a number of other less formal phrases such as "Bye-bye! «Cheerio!", "See you later/tomorrow", "See you" is used by young people to their friends. Notes:

answer/reply/response - ответ

leaves (take leave), (leavetaking) - прощание (прощаться)

introduce (introduction) - представлять (представление)

to be common - быть обычным, быть принятым

simple (simplest)- простой (простейший)

most widely used - наиболее часто используемый

Answer the questions:

- 1) What is the most widely used formal form of greeting which may be used at any time of the day?
- 2) What are standard replies to "Good morning", "Good afternoon", "Good evening"?
- 3) What is the most widely used formula of an informal, greeting?
- 4) What phrase comes after an Informal greeting?
- 5) What is a less formal phrase to introduce people?
- 6) What formula of leave-taking is suitable at any time of the day?
- 7) What other less formal phrases for leave-taking are there?

Прочитайте и переведите диалог. Составьте свой собственный.

a) A - Hello, Pete. Haven't seen you for ages,

B- Hello, old man. Neither have I. A - Who is with you?

B- Oh, sorry. It's Nelly, my cousin.

A - How do you do? Glad to meet you.

C- I'm happy to meet you, too. And what's your first name? A - It's Nickolas. Call me Nick for short.

C- All right.

b) A : Hello, John. I'm so glad you've come! How are you? B : quite well, thank you. How are you?

A: Very well, thank you. You've met Mr, Black, haven't you? He's staying with us for the week-end.

B: Oh, yes, we know each other quite well.

2. Практическая работа № 2

Описание людей. Внешность и характер человека

Выполнение упражнений. Пересказ тематического текста.

Цель: умение выполнять упражнения, пользуясь необходимым грамматическим материалом, научить пересказывать текст с извлечением главной информации.

Прочитайте и переведите текст. Ответьте на вопросы.

Appearance

How important is your appearance? Although everyone wants to be good-looking, are beautiful people always happier people? For example, must be a problem to be a really beautiful woman, because some men may be more interested in looking at you than talking to you.

They think of you as a picture rather than a person. There are also some people who think that women who are exceptionally pretty and men who are particularly handsome must be stupid. They believe that only unattractive people can be intelligent.

On the other hand, no one wants to be really ugly, and have a face that nobody wants to look at; and no one wants to be plain either — that is to be neither attractive nor unattractive, and have a face that is easily forgotten.

Being attractive is like being rich — it can help you find happiness, but it doesn't always make you happy. So maybe the best thing is to try to be an interesting person. For interesting people have interesting faces, and interesting faces are almost always attractive.

People who can't hear often learn to understand a spoken language with their eyes. They watch the mouth of the person talking and follow the movement of his lips. This is called lip-reading.

Some people think the distance between your hair and your eyebrow is a sign of how intelligent you are. The bigger your forehead is, the more intelligent you are supposed to be.

Nowadays, a person who doesn't like his or her nose can have it changed with plastic surgery. Plastic surgeons can change your face in many other ways too. They can make your cheeks a little rounder. If you don't like your chin, a plastic surgeon can break your jaw and re-make the whole lower half of your face. If you think your skin looks too old and wrinkled, he can take the wrinkles away and make you look twenty years younger.

Women often disagree about men having beards and moustache. But some women think that hair on a man's chin makes him look more attractive.

Usually, only women wear make-up. They are lucky. They can put a little black mascara on their eyelashes and some eye shadow on their eyelids, and look fresh and attractive, even when they are really tired.

Questions:

1. Do you think it's difficult to be very good-looking? Why? (Why not?)
2. How important is it to look attractive? Why?
3. Look at these English expressions and then decide if you agree with them.
 - a) Beauty is only skin-deep.
 - b) Your face is your fortune.
 - c) Beauty lies in the lover's eyes.
4. Do you like when a man wears a beard or a moustache? Why do you think men grow them?

Vocabulary:

eye — глаз eyebrow — бровь forehead — лоб nose — нос

cheek — щека chin — подбородок jaw — челюсть skin — кожа

wrinkled — морщинистый wrinkles — морщины beard — борода

moustache — усы eyelash — ресница eyelid — веко pretty — хорошенький

good-looking — миловидный, приятной внешности beautiful —

красивая (о женщине)

handsome — красивый (о мужчине) unattractive — непривлекательный

ugly — уродливый, безобразный attractive — привлекательный

plain — заурядный, простой, обыкновенный

Выполните упражнения.

1. Поставьте в предложения следующие словосочетания:

long nails, big feet, lovely complexion, hairy chest, bad skin, deep voice, long legs, thin legs

1. Size 12! Are these your shoes? You've got _____, haven't you?
2. You've got such _____. Would you like to move the seat back a bit?
3. I've never seen you in shorts before. You've got such _____. You should go running and try to build up them up a bit!
4. My boyfriend's got a really _____. It's like being with a gorilla.
5. You've got such lovely _____. Are they real?
6. He's got such a _____. I find it very sexy when he speaks to me on the phone.
7. Keith's new girlfriend must spend a fortune on face cream to have such a _____
8. Poor Tim. He's had really _____ since he was 13.

2. Вместо пропусков поставьте данные в скобках слова.

1. He's a _____, _____ man with _____, _____ hair. (short, tall, fair, good-looking)
2. She's a _____, _____ woman with _____ hair. (tall, long, thin)

3. I've got _____ , _____ hair and I'm tall and very _____ . (thin, straight, black)
4. She's very _____ with a _____ tan and _____ hair. (blonde, lovely, good-looking, long)
5. I wouldn't describe my husband as _____ , _____ and _____ ! Short, overweight, and going thin on top is more accurate! (handsome, dark, tall)

3. Практическая работа № 3

Семья и семейные отношения, домашние обязанности

Чтение и перевод (со словарём) текстов.

Цель: совершенствование и развитие навыков чтения, письменной и устной речи на английском языке.

Прочитайте и переведите тексты. Ответьте на вопросы.

Family Relationships

How could you describe the word "family"? First of all "family" means a close unit of parents and their children living together. But we shouldn't forget that it is a most complex system of relationships. Family relationships are rarely as easy as we would like, and very often we have to work hard at keeping them peaceful. When do people usually start a family? This question doesn't have a definite answer. In the 18th, 19th and at the beginning of the 20th century people used to get married at the age of 18 or even 16. If a girl about 23 or more wasn't married, she was said to be an old maid or a spinster. That might have turned out a real tragedy for her family which usually brought up more than three children, because in some cases a successful marriage was the only chance to provide a good life for the daughter and to help her family. Despite the fact that the girl was so young, she was already able to keep the house, take care of her husband and raise children. To feel the time, its culture and customs I advise you to read a wonderful novel or see a breathtaking film "Pride and Prejudice". Though the story takes place at the turn of

the 19th century, it retains fascination for modern readers, revealing some problems which may be urgent in the 21st century.

But life's changing as well as people's style of life. Nowadays we have got much more freedom in questions concerning family. It is natural to get married at the age of 20 up to 30; however, some people prefer to make a career first and only after that start a family when they are already in their forties. Moreover, there are many cases when people prefer to live together without being married. There are some reasons for this phenomenon. Firstly, it is difficult to juggle a family life with studies at school or university. But without good education it is practically impossible to find a suitable well-paid steady job. It's a must to get a higher education, but by this moment you are already 22—24 years old. After that you seek for a well-paid job to live independently, which takes about 3—5 years. Now you see why people in the 21st century do not hurry to get married.

There is also another difference between old and modern families. Nowadays it is very unusual to find three generations living under one roof as they used to do in the past. Relatives, as a rule, live separately and don't often meet one another. This fact sharply hurts an older generation. Our parents and grandparents usually suffer from lack of attention and respect from their children and grandchildren, although they try not to show it. There are two basic types of families. A nuclear family — a typical family consisting of parents and children. A single-parent family consists of one parent and children. Nowadays there are very few people who have never divorced. Today the highest divorce rate in the world has the Maldives Republic. The United States of America take the third place. Russia is at the ninth place. What are the reasons of great numbers of divorce? Let us name some of the most common and serious ones.

- Occurrence of adultery once or throughout the marriage. The unfaithful attitude towards a spouse destroys the relationship and leads to a final separation.
- Communication breakdown. After some time of living under one roof spouses find out that they are absolutely incompatible. Constant clashes, brawls and

squabbles cause serious problems. The differences grow as a snowball and can't be already settled by kisses or hugs.

- Physical, psychological or emotional abuses. When a person taunts, humiliates, hits the children or his spouse, it can't but end with a divorce.
- Financial problems. It sounds lamentably, but sometimes love alone can't guarantee well-being, whereas money can solve many of your problems. So when a couple lacks it, their relations become more and more complicated, their priorities change and the relationships end.
- Boredom. A lot of couples get bored of each other after 7 or more years of marriage. Boredom may become the reason of constant quarrels and adultery.

However, it goes without saying, in most cases married couples succeed in solving all the problems and keep living in peace and happiness.

Questions:

1. Do you think it is possible for a modern girl of eighteen to start a family?
People should not get married unless they are deeply in love, should they?
What can be done by both spouses to prevent a divorce?
2. What are the family roles distributed within a family?
3. There is a good phrase in the English language about marriages — "to go on the rocks". It means to break down, to crumble. Think of the similar ones in Russian.

Do you agree with the statement that unhappy couples with children should stay together until the children are grown?

4. Практическая работа № 4

Тема 1.3 Семья и семейные отношения, домашние обязанности

Выполнение лексико-грамматических упражнений

Цель: умение выполнять упражнения, пользуясь необходимым грамматическим материалом.

Прочитайте и переведите текст. Ответьте на вопросы.

My Household Duties

As I am very busy I can't help my parents much in keeping house. But still I have some household duties. Every day I do my room and my bed, wash up dishes, dust the furniture and take out the rubbish. It is also my duty to buy bread and milk. The shop is not far from our house and it doesn't take me long to do everyday shopping. Once a week I help my mother to do all other work about the house. We wash our linen, iron and mend it, clean the flat. It's not difficult to keep the flat if you do your rooms regularly. This is my usual round of duties. When my mother is ill or away from home I do the cooking. I am especially good at making vegetable soup and salads. Sometimes I have to visit everyday services: hairdresser's, shoemakers', tailor's, dry cleaners', photographer's. At the hairdresser's I have my hair cut and waved. At the shoemakers' I have my shoes and boots repaired, at the photographer's I have my photo taken. Service is generally good, but in some cases it leaves much to be desired. My brother has his own duties at home. He does the carpets with our electric-cleaner, and repairs electrical appliances when they are out of order. Last year I was at my grandparents' in the village. They are elderly people and need our care and attention. During my stay there I swept the floors and washed them, fed the chickens, collected the eggs and weeded the vegetable-beds. I didn't learn to milk the cow but I helped to feed the other animals: lambs, sheep and pigs. I enjoyed this work very much.

Questions:

1. What are your household duties?
2. Do you like to do everyday shopping?
3. Is it difficulty to keep your flat tidy?
4. What everyday services do you visit?

5. Who does cooking in your family?
6. What does your brother (sister) usually do about the house?
7. Do the household duties of villagers differ from those of citizens?

Выполните упражнение № 6

Заполните пропуски глаголами из списка, употребляя Present Simple.

live, take, understand, make, wear, go in for, study, like, mean, fall, see, go, read.

1. I ... from eight till three.
2. She ... figure skating.
3. The partner ... a mistake and ... on the ice!
4. ... you... far from your work?
5. ... he ... technical books? – No. He ... books on history.
6. It ... my brother a lot of time to get to the college.
7. ... you ... glasses?
8. What ... this word ...?
9. I ... you ... the rules of the game!
10. ... you ... to the concerts at weekends?

Выполните упражнение № 7

Раскройте скобки и поставьте глаголы в правильной форме.

1. My working day (to begin) at 7 o'clock. I (to get) up, (to switch) on the radio and (to do) my morning exercises. It usually (to take) me fifteen minutes. My younger brother (to jog) in the park. I occasionally (to jog) with him. At half past seven we (to have) breakfast. My father and I (to leave) home at 8 o'clock. He (to take) a bus to his factory. My mother (to be) a doctor, she (to leave) home at 9 o'clock. In the evening the whole family (to gather) in the living room. My father (to watch) news on TV. My mother (to knit). My sister (to draw) or (to play) with her dolls. My younger brother (to try) to build a ship model. Our cat (to catch) a toy mouse.

5. Практическая работа № 5

Описание жилища и учебного заведения (здание, обстановка, условия)

Введение и активизация лексики по теме. Описание квартиры и здания колледжа

Цель: активизировать употребление в речи известных лексических единиц, формировать умение высказывать свое мнение по теме, научить описывать жилые помещения.

Прочитайте и переведите текст. Ответьте на вопросы.

My Flat

We have a nice flat in a new block of flats. Our flat is on the fourth floor. It has all modern conveniences: central heating, gas, electricity, cold and hot water, a lift and a chute to carry rubbish down. There are three rooms, a kitchen, a bathroom and a hall in our flat. The living-room is the largest and most comfortable room in the flat. In the middle of the room we have a square-table with six chairs round it. To the right of the dinner-table there is a wall-unit which has several sections: a sideboard, a wardrobe and some shelves.

At the opposite wall there is a piano and stool before it. Between the two large windows there is a little table with a colour TV set on it. Near the TV set there are two cosy armchairs. A small round table, a divan-bed and a standard lamp are in the left-hand corner. This small table is for newspapers and magazines. My father is used to having a rest sitting on this divan-bed reading books, newspapers, magazines or watching TV.

The bedroom is smaller than the living-room and not so light as there is only one window in it. In this room there are two beds with a bedside-table between them. An alarm-clock and a small lamp with a pink lamp-shade are on the table. In the left-hand corner there is a dressing-table with a big mirror.. In this room we have a built-in wardrobe with coat-hangers to-hang clothes on. There is a thick carpet on the floor and plain light-brown curtains on the window.

The third room is my study. It is not large but very cosy. There isn't much furniture in it, only the most necessary. It has a writing-table and an armchair before it. In the right-hand corner there is a bookcase full of books, magazines and newspapers. A small table with a radio is standing in the left-hand corner. Near it there is a sofa with some cushions. In my opinion, the study is the best room in our flat.

But the warmest place in our flat is the kitchen, I think — the place where the whole family gathers every evening not only to have supper together, but also to speak and rest. I like the English proverb: "My home is my castle" because my flat is, indeed, my castle.

Questions:

1. Have you a house or a flat?
2. How many rooms are there in your flat?
3. Has your flat all modern conveniences? What are they?
4. What room is the largest in your flat?
5. What is there in the middle of the room?
6. Is there a piano in the living-room?
7. What is there near the TV set?
8. How many windows are there in the bedroom?
9. What is on the bedside-table?
10. What colour curtains are there on the window?
11. What room is very cosy?
12. Is there much furniture in the study?
13. What is there in the right-hand corner of the study?
14. What is standing in the left-hand corner?

Vocabulary:

square – квадратный sideboard - сервант wardrobe - шкаф

opposite - противоположный cosy - уютный divan-bed - диван

alarm-clock - будильник mirror - зеркало coat-hanger - вешалка
dressing-table - туалетный столик lamp-shade - абажур to hang (hung) - вешать
a built-in wardrobe - встроенный шкаф study - кабинет
furniture – мебель necessary pieces - необходимые вещи
cushion - диванная подушка standart lamp - торшер

Опишите свою квартиру или учебное заведение.

6. Практическая работа № 6

Описание жилища и учебного заведения (здание, обстановка, условия)

Выполнение упражнений.

Цель: умение выполнять упражнения, пользуясь необходимым грамматическим материалом.

1. Опишите свою квартиру. Используйте следующие слова и выражения.

Large\small; new\old; on the ... floor; living room; sitting room; bathroom; kitchen; hall; built-in furniture; fridge; carpet; armchair; washing-machine; dishwasher; wardrobe; lamp; to the right; to the left; in the middle; next to; in front of; behind.

2. Переведите на русский язык.

1. We have to stay at home.
2. He was allowed to take this book.
3. Who is able to do this work?
4. He had to leave for Moscow earlier?
5. We are to take exams in June.
6. Nobody could translate this text.
7. Your friend might have informed us.
8. May I leave for a while? – Yes, you may.
9. They can run quickly.

10. We must meet at 7 o'clock.

3. Переведите на английский язык.

1. Ты должен скоро ложиться спать.
2. Я не смогла помочь маме по дому.
3. Она может работать в нашей комнате.
4. Кто может прочитать этот текст?
5. Ты умеешь плавать?
6. Можно мне пойти в кино?
7. Ты можешь взять эти книги.
8. Поезд должен прийти скоро.
9. Ты сможешь повести машину?
10. Он смог сделать работу вовремя.

Переведите текст и ответьте на вопросы.

My Ideal House

My ideal house would be situated in the countryside, well away from any large cities, maybe even away from roads if possible. I don't like living in the city. The air in the city is a problem. The air quality is awful.

A lot of pollution comes from factories and plants. When I come back from the countryside, I immediately smell the pollution of the city. That's why I prefer living in the country. I would love to live somewhere near running water or near the sea. Also, it would be nice not to have to rely on the central water system, but to have a well or a spring nearby with fresh drinking water. Maybe this is a bit too much of a luxury to ask for. I like trees very much too. That's why I'd like to live near a forest. I'm a good swimmer, so I'd like to have a river, a sea or a lake nearby. I'd like to live in a stone farmhouse and to have a good view of the sun going down in the evening. I'm fond of flowers. So I'd like to have a lot of flowerbeds in the garden. And, of course, I dream about keeping a lot of fresh flowers in the house.

Then, I'm learning to play the piano now. That's why I would like to have a piano in my house. I think that my standard is improving very quickly and I seem to be talented at almost any instrument I put my hand to. I can't imagine living with a lot of animals — a cat, a dog, maybe a horse. If I had time to look after them, we would have chickens for eggs and maybe a goat for milk. I like natural products, and I want my family to eat them.

Questions:

1. Where would be situated your ideal house?
2. Do you like living in the city?
3. Where does a lot of pollution come from?
4. The air in the city is a problem, isn't it?
5. Are you fond of flowers?
6. Can you imagine living with a lot of animals?

7. Практическая работа № 7

Распорядок дня студента коллежа

Чтение и перевод текста «Мой рабочий день». Подготовить пересказ.

Цель: совершенствование и развитие навыков устной и письменной речи, навыков чтения и перевода текста на английском языке.

Переведите текст и подготовьте пересказ текста.

My Working Day

On weekdays the alarm-clock wakes me up at 6.30 and my working day begins. I'm not an early riser, that's why it's very difficult for me to get out of bed, especially in winter. I switch on my tape-recorder and do my morning exercises. Then I go to the bathroom, take a warm shower, clean my teeth and shave. After that I go to my bedroom to get dressed.

Usually my mother makes breakfast for me. But when she is away on business or just doesn't have to get up early, I make breakfast myself. While having breakfast, I listen to the latest news on the radio.

I leave the house at 7.30 and go to the nearest underground station. Last year I tried to enter Moscow University, but unfortunately I failed my entrance examinations. So I thought I should work somewhere. It wasn't easy to find a job, but I managed to get a position of a secretary in a small business company.

They agreed to take me because I had studied typewriting, computing and business organization at school. And besides, I passed my English school leaving exam with an excellent mark.

It takes me an hour and a half to get to work. But I don't want to waste my time on the train. I've got a small cassette-player and I listen to different texts and dialogues. Sometimes I read a book and retell it silently. If I come across an interesting expression I try to memorise it. I also write some English words on flashcards and learn them.

I usually arrive at work at ten minutes to nine though my working day begins at 9 sharp. There are always some fax messages to translate from English into Russian. Sometimes my boss wants me to write a letter to our business partners abroad. There are also a lot of phone calls which I have to answer.

At 1 o'clock in the afternoon we have lunch. We usually have lunch in a small cafe just round the corner. At 2 o'clock we come back to work. And we work hard till 5 o'clock. During the working day we also have several short coffee breaks. But sometimes we have no time for them.

I come home at about 7 o'clock in the evening. My parents are usually at home, waiting for me. We have dinner together. Then we sit in the living room, drink tea, watch TV or just talk. Occasionally I have to stay at work till 6 or even 7 o'clock in the evening. When we have a lot of things to do we go to work on Saturdays. So by the end of the week I get very tired. All I can do on Sundays is to sleep till eleven o'clock, watch television, listen to music and read something in English.

And still I always look forward to my next working day because I like my job. I think I get a lot of useful experience.

8. Практическая работа № 8

Распорядок дня студента коллежа

Составление сообщений по теме. Выполнение упражнений.

Цель: формировать умение кратко передавать содержание текста, умение выполнять упражнения, пользуясь необходимым грамматическим материалом.

**Переведите текст и составьте сообщение о своём распорядке дня.
Выполните упражнения.**

My Daily Routine

As a rule, I get up at half past six. I put on my dressing-gown, go into bathroom and turn on the bath taps. Good health is better than wealth, so I do my morning exercises. I get breakfast at seven-thirty and listen to the news over the radio.

I like to begin the day well, so my breakfast is always a good one. For breakfast I usually have hard-boiled eggs or an omelette, bread and butter, tea or coffee; I read my newspaper with my last cup of coffee before I leave home.

Then, I say "Good-bye" to my mother, take my school-bag and go to school. I don't live far from my school, so it doesn't take me long to get there. The lessons start at half past eight. Each lesson lasts for 45 minutes. The classes are over at two o'clock.

I come back home, have dinner, wash up and go shopping. I buy foodstuffs for the family. Coming back I begin to clean the house and get the vegetables ready for supper. We have supper at seven. I do my homework for the next day. It usually takes me several hours to prepare well for the lessons.

In the evening, I always try to spend at least an hour at the piano. As a rule my parents and I sit and talk, watch a film on TV, read newspapers and magazines. Sometimes, we go to the cinema or to the theatre. Once or twice a month, I visit exhibitions in my home town.

I go to bed at about eleven o'clock, but my parents like to sit up late and write letters or read

Questions:

1. When do you get up as a rule?
2. Why do you do your morning exercises?
3. What do you have for breakfast?
4. How long does each lesson last?
5. When do you begin to clean the house?

2. Вставьте пропущенные слова.

1. I like to begin the day... .
2. ..., we go to the cinema or to the theatre.
3. I get... at seven-thirty.
4. The classes at two o'clock.
5. Once or twice a ..., I visit ... in my home town.
6. It usually takes me ... hours to prepare well ... the lessons.

9. Практическая работа № 9

Хобби, досуг

Чтение и перевод тематических текстов об увлечениях, досуге людей.

Цель: совершенствование и развитие произносительных навыков, а также же навыков чтения, письменной и устной речи на английском языке. Научить описывать увлечения людей.

Прочитайте и переведите текст. Ответьте на вопросы.

Hobbies

Hobbies differ like tastes. If you have chosen a hobby according to your character and taste you are lucky because your life becomes more interesting.

Hobbies are divided into four large classes: doing things, making things, collecting things, and learning things. The most popular of all hobby groups is doing things.

It includes a wide variety of activities, everything from gardening to travelling and from chess to volleyball.

Gardening is one of the oldest of man's hobbies. It's a well-known fact that the English are very fond of gardening and growing flowers, especially roses.

Both grown-ups and children are fond of playing different computer games. This is a relatively new hobby but it's becoming more and more popular. Making things includes drawing, painting, making sculpture, designing costumes, handicrafts.

Two of the most famous hobby painters were President Eisenhower and Sir Winston Churchill.

Some hobbyists write music or play musical instruments. Almost everyone collects something at some period in his life: stamps, coins, matchboxes, books, records, postcards, toys, watches. Some collections have no real value. Others become so large and so valuable that they are housed in museums and galleries. Many world-famous collections started in a small way with one or two items. People with a good deal of money often collect paintings, rare books and other art objects. Often such private collections are given to museums, libraries and public galleries so that others might take pleasure in seeing them.

No matter what kind of hobby a person has, he always has the opportunity of learning from it. By reading about the things he is interested in, he is adding to what he knows. Learning things can be the most exciting aspect of a hobby.

Questions

1. What classes are hobbies divided?
2. What is one of the oldest of man's hobbies?
3. What is the most popular of all hobby groups?
4. The English are very fond of gardening and growing flowers, especially roses, aren't they?
5. Do people with a good deal of money often collect paintings, rare books and other art objects?

10. Практическая работа № 10

Основное содержание

Хобби, досуг

Выполнение вопросно-ответных упражнений.

Цель: формировать умение правильно строить вопросительные предложения и ответы к ним.

1. Выполните упражнения.

1. Прочитайте вопросы и ответьте на них.

1. When do we have more free time: at school or on holidays?
2. Did you go to the sea?
3. Did you visit a museum?
4. Did you travel round Russia?
5. Did you stay with your aunt or uncle?
6. Did you climb the mountains?
7. Did you meet new people?
8. Did you have fun on your holidays?

2. Вставьте вопросительные слова: what, where or when.

_____ does Molly get up? – At 10 o'clock.

_____ does Molly have lunch? – At school.

_____ does Molly read in the morning? – A book.

_____ do Molly's parents get home? – At 6 o'clock.

_____ does Molly's family have dinner? – At home.

_____ does Molly do after dinner? – She brushes her teeth.

3. Ask questions with who, what, how, where, when or why

_____ is your name?

_____ do you spell your name?

_____ are you from?

_____ do you live?

_____ old are you?

_____ is your birthday?
_____ tall are you?
_____ kind of films do you like?
_____ is your favorite singer?
_____ is your favorite TV programme?

4. Вставьте вопросительные слова why, what, how, where

_____ is Molly thinking about?
_____ don't you wear this funny sweater?
_____ does your boyfriend go on Mondays?
_____ didn't you come to school yesterday?
_____ is Susan wearing?
_____ do you think of Fred?
_____ often does Derek go running?
_____ don't we go fishing this afternoon?
_____ much are these pants?
_____ tall is Rachel?
_____ are they from?
_____ far is your school from our house?

5. Choose and write.

How old, When, How often, How tall, How many
_____ is your mum's birthday? – It's on the 21st of May.
_____ should you eat fruit and vegetables? – Every day
_____ is your dad? – He's 1m 95cm tall.
_____ is your dad? – He's 30 years old.
_____ apples do you eat every day? – Two.

11. Практическая работа № 11

Описание местоположения объекта (адрес, как найти)

Составить вопросы для интервью.

Цель: формировать умение правильно строить вопросительные предложения для интервью.

Прочитайте вопросы и дайте к ним ответы. Задайте вопросы собеседнику.

1. What can you tell us about yourself? (Что Вы можете рассказать о себе?)
2. What computer applications are you familiar with? (Какими компьютерными программами Вы уверенно пользуетесь?)
3. How do you handle deadlines? (Как Вы справляетесь с работой в установленные сроки?)
4. Where do you see yourself in 5 years? (Где Вы видите себя через пять лет?)
5. How would you describe yourself as a person? (Как бы вы сами себя описали?)
6. What is your greatest strength? (Каковы ваши самые сильные качества?)
7. What is your greatest weakness? (Каковы ваши самые большие слабости (недостатки)?)
8. What motivates you most at work? (Что мотивирует/вдохновляет вас на работе?)
9. What are your hobbies? (Какие у вас хобби?)
10. What makes you angry? (Что вас может разозлить?)

What do you see as a major success in your life? (Каков главный успех (главное достижение) в вашей жизни?)

Describe a time when you're failed. Опишите период, когда у вас что-то не получалось.

What motivates you? Что мотивирует вас?

What are your plans for the future? Какие у вас планы на будущее?

How long have you been in this country? Как долго вы находитесь в этой стране?

Tell me about your educational background. Расскажите о своем образовании.

Do you have plans for further education? Вы планируете продолжить обучение?

What computer programs are you familiar with? Какими компьютерными программами вы владеете?

Do you know any foreign languages? Какие иностранные языки вы знаете?

Why did you choose your major? Почему вы выбрали именно эту специальность?

Do you consider yourself a leader? Считаете ли вы себя лидером?

What leadership or managerial positions have you held? Какие лидирующие и управленческие позиции вы занимали?

Do you like working alone? Вам нравится работать в одиночку?

Are you a team player? Вы – командный игрок?

What strengths would you bring to a team? Какие сильные стороны вы могли бы принести в команду?

Do you prefer working on a team or by yourself? Вы предпочитаете работать в команде или самостоятельно?

How did you get into this line of work? Как вы попали в данную сферу работы?

How did you find about the vacancy? Как вы узнали о вакансии?

What do you know about this company? Что вы знаете об этой компании?

Why are you interested in working for us? Почему вы заинтересованы в работе на нас?

May we contact your previous employers? Можем ли мы связаться с вашими предыдущими работодателями?

What are your qualifications for this job? Какова ваша квалификация, чтобы занимать данную должность (образование + опыт работы, которыми должен обладать претендент).

Describe your work experience. Расскажите о вашем опыте.

What were your last responsibilities in your last job? Каковы были ваши обязанности на предыдущем месте работы?

What are your short-term goals? Каковы ваши краткосрочные цели?

What are your long-term goals? Каковы ваши долгосрочные цели?

Are you punctual? Вы пунктуальны?

Describe your ideal job? Опишите ваше идеальное место работы.

How would your co-workers describe you? Как бы ваши сослуживцы описали вас?

I'd like to hear more about (your supervisory experience). Я бы хотел услышать больше о (вашем опыте на руководящей должности).

What interests you about this particular job? Что вас интересует в этом конкретном месте работы?

Why did you leave your last job? Почему вы ушли с последнего места работы?

Do you have any experience with (a computer)? У вас есть опыт работы с (компьютером)?

Why do you think it's a good fit? Почему вы думаете, что эта должность вам подходит?

Would you be willing to (travel eight weeks a year)? Вы бы смогли (быть в разъездах восемь недель в году)?

Are you looking for full- or part-time job? Вы ищете работу с полной или частичной занятостью?

Are you looking for a day or night job? Вы ищете ночную или дневную работу?

Can you work weekends? Вы можете работать по выходным?

Would you like to work overtime? Вы бы хотели работать сверхурочно?

How do you relate to people from diverse cultures? Как вы относитесь к людям принадлежащим к разным культурам?

What sort of salary are you looking for? Какую зарплату вы хотели бы получать?

What kind of compensation are you looking for? Какую компенсацию вы бы хотели получать (имеется ввиду зарплата + все премиальные)?

I'd like to arrange the second interview. Я бы хотел(а) организовать повторное интервью.

When would you be able to start? Когда вы можете приступить к работе?

You'll hear from us by (next Monday). Мы свяжемся с вами (в следующий понедельник).

We'll be in touch. Мы будем на связи.

12. Практическая работа № 12

Описание местоположения объекта (адрес, как найти)

Ролевая игра «Посещение вычислительного центра».

Цель: тренировать в употреблении лексики в ситуациях, приближенных к естественной обстановке, активизировать речемыслительную деятельность обучающихся.

Переведите текст. Ответьте на вопросы. Составьте диалог для ролевой игры.

Microsoft Company

Paul Allen and Bill Gates founded the Company in 1975.

Microsoft is best-known American company involved in software production.

Microsoft's wealth and power is growing up for years. It is a giant company.

Microsoft's \$25 billion market value tops that of Ford, General Motors.

Some time ago, Microsoft dominated the PC market with its-MS-DOS operating system, the basic software that let the computer understand your commands and carry them out, appeared in the beginning of 80s. MS-DOS ran on 90 percent of the worlds IBM and IBM-clone computers. Then, Microsoft has extended that presence with releasing of Windows, which is probably the most important and popular operating system in the World. And now it dominates the market.

Firstly, Microsoft released Windows '95 in 1995. It was a graphics interface environment that ran on top of MS-DOS and replaced DOS in future versions. Then, Microsoft released Windows '98, Windows NT, Windows Millennium, Windows 2000 and Windows XP.

Microsoft also supplies about 50 percent of the world's software applications. Among them, there are three well-known Office Packs; they are also called Microsoft Office programs such as Excel (spreadsheets), Microsoft Word (word processing), Access (databases) and Outlook Express (e-mail)- There were releases in 1997, 2000, and 2002, when appeared Microsoft Office XP. Microsoft is also in the market of networking, multimedia and even books. And as an early supporter of the Macintosh computer, Microsoft virtually owns the Mac application market. It has been calculated that Microsoft controls 80-85 % of the entire PC software industry. The company has hundreds of products and thousands of employees, making it one of the largest companies. Many of the company's shareholders are now millionaires and a few including Bill Gates and Paul Allen are billionaires. Microsoft is no doubt the fastest growing company in the PC software industry.

Questions:

1. Who founded the Company?
2. When was Microsoft founded?
3. What does the company produce?
4. What was the first Microsoft operating system that dominated the PC market?
5. How many Windows operating systems did Microsoft release?
6. Is it a rich company?
7. Does the Company dominate the PC market?

Vocabulary:

to found — основать to involve — касаться, затрагивать

software — программное обеспечение, программы wealth — стоимость

PC market — рынок ПК персональных компьютеров

MS-DOS operating system — операционная система MS-ДОС to carry out — выполнять

to extend — расширяться, увеличиваться to release — выпускать

graphics interface — графический интерфейс to supply — поставлять, снабжать
application — приложение word processing — текстовый редактор
spreadsheets — программа табличных вычислений
networking — организация/создание сетей; объединение в сеть; подключение к сети
multimedia — мультимедиа (использующий различные средства информации)
virtually — виртуально entire — целый, весь
employee — служащий
shareholder — акционер, пайщик, владелец/держатель акций doubt — сомнение

13. Практическая работа № 13

Магазины, товары, совершение покупок

Составление диалогов по теме.

Цель: формировать умение вести диалог-расспрос, строить диалог с другом, используя выражения разговорного этикета по разным темам и активизируя употребление в речи известных лексических и грамматических знаний.

Покупка одежды

Покупая одежду (buying clothes) между вами, покупателем (customer, client), и продавцом (shop-assistant или просто assistant) может возникнуть следующий диалог.

Assistant: Good morning, how can I help you?

Client: Yes, please, how much is that dress?

A: It costs 25 dollars.

C: Can I try it on?

A: Sure, what size are you?

C: Unfortunately, I don't know.

A: Ok, don't worry, we have this model in all sizes. You can try a size 39. The changing room is behind you.

Когда одежда не подходит, вы можете попросить другой размер.

— The sleeves are too long, I need a smaller size. —

Рукава очень длинные, мне нужен размер меньше.

— This dress is too short. Do you have it in a bigger size? —

Это платье слишком короткое. У вас есть размер побольше?

Когда вещь вам подходит вы можете сказать:

— It fits me perfectly. I will take it. — Оно мне отлично подходит. Я возьму его.

— It suits me very well. I'm buying it. — Оно мне очень хорошо подходит. Я покупаю его.

Составьте свой диалог.

14. Практическая работа № 14

Магазины, товары, совершение покупок

Выполнение лексико - грамматических упражнений.

Цель: совершенствовать умение выполнять упражнения, пользуясь необходимым грамматическим и лексическим материалом.

Время занятия-2 часа

1. Write the conversations in the correct order (Напишите разговоры в правильном порядке).

The first conversation (Первый разговор)

- Oh, OK. Can I try it on?
- Yes, please. The changing rooms are over there.
- How much is this T-shirt? I can't find the price.
- Yes, of course. How can I help?
- Excuse me. Could you help me, please?

- Er, let me have a look. Here it is. It's £14.

2. The second conversation (Второй разговор)

- Medium. Would you like to try it on?

- Yes, please.

- Oh, it suits you perfectly.

- What is the jacket made of?

- Really? Ok, then. I'll buy it.

- What size is it?

- Excuse me. How much does this jacket cost?

- It's £120.

- It's made of leather.

3. Match up the shop with the appropriate goods (Соотнесите магазины с товарами, которые они продают).

- | | |
|---------------------------|---|
| 1. bookshop | a. a loaf of bread, rolls, long loaf |
| 2. newsagent's | b. a bouquet of roses, lilies, flowers |
| 3. bakery | c. a packet of painkillers, pills, medicine |
| 4. butcher's | d. a gold necklace, a diamond ring, pendent |
| 5. confectioner's | e. a magazine, a newspaper, greeting card |
| 6. greengrocer's | f. hairspray, a bottle of perfume, hand cream |
| 7. chemist's | g. pralines, chocolate, cake |
| 8. florist's | h. books, novels, |
| 9. department store | i. fruits, vegetables, apples |
| 10. hair and beauty salon | j. lamb chops, ham, sausages |
| 11. jeweller's | k. leather suitcase, a woolen skirt, a clock |
| 12. antique shop | l. shampoo, products, household chemicals |
| 13. supermarket | m. an old clock, bric-a-brac, silver bell |

4. Fill in the correct words from the list (Вставьте правильное слово из списка).

could, loaves, greengrocer's, offer, credit, much, order

1. Can I have two of bread, please?
2. The large department stores a great variety of products.
3. You can buy fresh vegetables at this
4. I have the pills in this prescription, please?
5. I'd like to a bouquet of lilies, please.
6. Excuse me – How are these trousers?
7. Do you take a card?

15. Практическая работа № 15

Физкультура и спорт, здоровый образ жизни

Чтение текстов по теме с полным охватом содержания, ответы на вопросы и беседа по прочитанным текстам.

Цель: формировать навыки чтения с умением извлекать необходимую информацию, формировать умение кратко передавать содержание текста, составлять вопросы к тексту и уметь вести беседу по прочитанному тексту.

Прочитайте и переведите тексты. Ответьте на вопросы.

1) Sport in My School

If you want to keep fit you must go in for one kind of sport or another.

Sport is an essential part of my daily life. Every morning all the year round I do my morning

exercises. Almost every day I do some training. In summer I go swimming or rowing. During my summer holidays I go on hikes. I usually spend my winter holidays in the country where I ski, skate or toboggan.

I also go in for track-and-field (athletics) events. Different sports and games are popular with my classmates. All my friends go in for different kinds of sport, such

as water polo, gymnastics, horse-racing, wrestling, fencing, weightlifting, boxing, ice-hockey, speed-skating, figure-skating, football, basket-ball, volley-ball, etc.

We have fine teams at our school and different kinds of competitions take place there. The boys of my school are crazy about football, they play football and the girls are football fans. The girls never miss a single match played by school teams. And now a few words about our physical training lessons. In winter our physical training lessons are held out-of-doors. We go skiing or skating. When it is cold outside P.T. lessons are held indoors, in our school gymnasium. We play different team-games such as basket-ball or volley-ball. Besides we have some training in gymnastics.

In autumn and in spring, when the weather is warm we have P.T. lessons at our school stadium. My school has a sports day once a year in late spring. On this day we have no lessons.

All the competitors change into their sports clothes, the spectators find their seats round the track ready to cheer. All the events take place at the same time. This day is a great success every year. Even if the weather is not warm.

Vocabulary:

championship — чемпионат tournament — турнир

to cheer — поддерживать water-polo — водное поло

cycling — велоспорт diving — прыжки в воду

fencing — фехтование gymnastic — гимнастика

rowing — гребля weight-lifting — подъем штанги

wrestling — борьба fan — болельщик

Questions:

1. What do you do every morning all the year round?
2. Where do you usually spend your winter holidays?
3. What sports and games are popular with my classmates?
4. Where are our P. T. lessons held in winter?
5. On what day don't we have lessons?

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