

Государственное бюджетное профессиональное образовательное учреждение Иркутской области  
Иркутский техникум транспорта и строительства

**МЕТОДИЧЕСКИЕ УКАЗАНИЯ К ПРАКТИЧЕСКИМ РАБОТАМ  
УЧЕБНОЙ ДИСЦИПЛИНЫ**

**Иностранный язык в профессиональной деятельности**  
по специальности среднего профессионального образования

**23.02.07 Техническое обслуживание и ремонт автотранспортных средств**

**СГ.02**

Иркутск, 2025

Методические указания для выполнения практических работ составлены на основе рабочей программы учебной дисциплины, которая разработана на основе: Федерального государственного образовательного стандарта среднего общего образования по специальности 23.02.07. Техническое обслуживание и ремонт автотранспортных средств, утвержденного приказом Министерства просвещения РФ № 453 от 2 июля 2024 года; учебного плана.

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### **ПЗ №1 Состояние современной экономики.**

Введение новых лексических единиц по теме занятия для последующего чтения текста. Предтекстовые упражнения на отработку лексических единиц. Групповое изучающее чтение текста по теме «Мировая экономика» с извлечением новых речевых оборотов и выражений

#### **Introduction**

Welcome to our study of Global Economy! Understanding international economic processes helps you analyze the interconnectedness of countries' economies and their impact on trade, finance, development, and sustainability.

#### **Key Concepts & Definitions**

*Globalization:* The integration of markets, industries, technologies, and policies worldwide.

*International Trade:* Exchange of goods and services among nations.

*Foreign Direct Investment (FDI):* Investments made by companies in foreign countries aimed at establishing operations abroad.

*Exchange Rates:* Value of one currency relative to another.

*World Bank:* International organization focused on reducing poverty and supporting sustainable growth.

*IMF (International Monetary Fund):* Organization promoting monetary cooperation, ensuring stability, facilitating trade, and offering loans to member countries facing balance-of-payment difficulties.

#### **Assignment 1: Comparing Economic Systems**

Choose two countries—one developed nation (e.g., USA, UK, Germany) and one developing nation (e.g., Brazil, India, Nigeria)—and write a short essay comparing their economic systems. Focus on factors such as GDP, inflation rate, unemployment level, fiscal policy, exchange rate fluctuations, and standard of living indicators.

**Assignment 2: Impact Analysis**

Select a major international economic issue (e.g., globalization, climate change, migration crisis, energy prices). Write a report analyzing its effects on selected regions or sectors globally. Include data sources and graphs/charts to support your analysis.

**Assignment 3: Case Study**

Research a multinational corporation operating internationally (e.g., Apple, Toyota, Nestlé). Analyze its strategies regarding production locations, supply chains, marketing approaches, corporate social responsibility initiatives, and compliance with local regulations across different countries.

**Final Project: Group Presentation**

Form teams of 3–4 members. Choose a topic related to global economy trends or challenges (e.g., cryptocurrency regulation, environmental protection efforts, digital divide). Develop a presentation discussing relevant statistics, examples, and recommendations for addressing identified issues.

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**ПЗ №2 Россия и сотрудничество с другими государствами.**

Выполнение тренировочных лексических и лексико-грамматических упражнений на закрепление активной лексики и фразеологических оборотов.

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**Before reading the text, answer these questions.**

1. What does the word globalization imply?
2. Speak about advantages and disadvantages of globalization in respect of cultural issues.
3. Which topics are harmless to talk about and which are best avoided?
4. What is the main obstacle, in your opinion, which hinders you from understanding other cultures better?
5. What problems do business people have to tackle when they work abroad?
6. What qualities should companies look for when sending staff abroad?

**Read the article and answer the questions below**

**Academic view: Abroad minded**

Andy Molinsky, a professor at Brandeis International Business School, says that MBA programmes must work harder to produce students who can work effectively overseas.

THE future for MBA graduates is clear. Regardless of the country in which they build their careers, they will come into ever closer contact with foreign markets. It may seem obvious, but as companies go global it is the employees, not the organisations, who do the grunt work. They are the ones managing teams, forging networks, resolving conflicts and conducting negotiations. For a company to succeed, those who work on its behalf must be able to operate effectively abroad.

Business schools recognise this, at least in theory. Most try to prepare students for leadership positions overseas through study-abroad programmes, international consulting projects or immersion trips. Students emerge with a general grasp of how business gets done in other countries—how the Shanghai Stock Exchange differs from the Deutsche Börse, say, or how deals are structured in Tokyo as opposed to in London.

for navigating unfamiliar situations and coping with the challenges of cultural adaptation.

The key here is that students are not learning about cultural differences in an abstract way or vicariously through a case study; rather, they are experiencing it in reality, awkward silences and all. This, I believe, is the only effective way for students to succeed.

Global leadership is clearly on the agenda in today's business schools; it is hard to find a school that does not tout itself as "global". But are we really producing MBA students who will be effective wherever their careers take them? If our future business leaders are not taught how to rise to the challenge, then the companies that they work for, lead, and create will not be able to, either.

Andy Molinsky is an associate professor of organisational behaviour at Brandeis International Business School, Massachusetts. He is the author of "*Global Dexterity: How to Adapt Your Behavior Across Cultures without Losing Yourself in the Process*" (Harvard Business Review Press)

**Understanding the main points**

**Exercise 1**

**Decide if these statements are true, false or there is no information according to the article.**

1. If a company wants to succeed abroad, its employees must know foreign languages.
2. In the process of becoming multinational the most difficult work in the company is done by rank-and-file employees.
3. Immersion trips play the leading role in intercultural preparation of MBA graduates.
4. Western MBA graduates are thoroughly and fully prepared for their work abroad.
5. According to Andy Molinsky, global dexterity means behaving abroad in a natural way.

experience. Finally, back in the classroom, we debrief and discuss ideas

## ПЗ №3 Россия и сотрудничество с другими государствами

Закрепление знаний об образовании существительных. Часто употребляемые префиксы, суффиксы, словосложение, конверсия. Сочетание существительных без артикля. Устойчивые фразы. Применение полученных знаний при переводе текста «Россия и сотрудничество с другими государствами»

### Russia and Cooperation with Other Countries

Russia actively engages in international cooperation, aiming to strengthen political, economic, scientific, and cultural ties with various countries around the globe. Its extensive diplomatic relations reflect a multifaceted approach to global affairs, seeking mutual benefit and constructive dialogue.

### Political Relations

Political cooperation remains pivotal in forming stable partnerships. Russia participates in multilateral forums such as BRICS, the Shanghai Cooperation Organisation (SCO), and the Commonwealth of Independent States (CIS). Such collaborations foster regional security, promote joint development initiatives, and resolve conflicts peacefully.

## **Economic Engagement**

Trade and investment are vital pillars of Russia's engagement strategy. Major export commodities include oil, gas, metals, machinery, and agricultural products. Russia seeks diversification by expanding its trade routes and deepening economic links with emerging markets, particularly Asia-Pacific countries.

Additionally, Russia prioritizes bilateral agreements with strategic partners like China, India, Iran, and European Union members. Efforts to reduce reliance on single markets emphasize balanced relationships with diverse trading partners.

## **Scientific Collaboration**

Science and technology cooperation spans diverse domains, including aerospace exploration, nuclear power generation, renewable energy, biotechnology, and cybersecurity. Collaborative ventures with international organizations like NASA, Rosatom, and ITER underline Russia's commitment to collective scientific endeavors.

## **Cultural Diplomacy**

Promoting cultural exchanges enriches understanding between peoples. Events like film festivals, exhibitions, literary conferences, and sports competitions bring Russian heritage closer to audiences worldwide. Russia's participation in international cultural initiatives strengthens bonds between societies.

## **Challenges and Prospects**

Despite geopolitical tensions and sanctions imposed by some Western nations, Russia continues engaging constructively with willing partners. Building trust through transparent negotiations and adherence to international law serves as a foundation for sustained collaboration.

Looking ahead, Russia anticipates deeper integration into global networks, embracing inclusive diplomacy and innovative solutions to tackle shared challenges. Through proactive engagement, Russia strives to build bridges of friendship and prosperity across continents.

## **Vocabulary.**

1. **independence** - независимость
  2. **establish** - устанавливать
  3. **relationships** - отношения
  4. **cooperative relationships** – отношения сотрудничества
  5. **treaty** - договор
  6. **agreement** - соглашение
  7. **promote** - продвигать
  8. **peaceful** - мирный
  9. **the Code on Culture** – Кодекс о культуре
  10. **cultural heritage** – культурное наследие
  11. **participate** – принимать участие
  12. **exchange** - обмен
  13. **cultural exhibition** – культурная выставка
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**14. enhance** – усилить, повышать

**15. showcase** - демонстрировать

**16. foster** – содействовать, способствовать

**17. strengthen** – укреплять

**Answer the questions:**

1. Has Russia established relationships with many countries?
2. What was one of the oldest expressions of international relations?
3. What global challenges do nations meet?
4. What the main directions of cultural cooperation of the country does the Code of the Russia on Culture state?
5. What are the main organisers of such international cultural events?
6. What is an important partner that helps Russia integrate into the world community?
7. What is a student exchange programme?
8. What Russian cultural festivals do you know?
9. What cultural festival would you like to visit?

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**ПЗ№4 Культура, достопримечательности, обычаи страны изучаемого языка**

Применение полученных знаний об определенном и неопределенном артикле при переводе текста. Правила употребления с нарицательными существительными. Просмотр учебных видео по теме «British traditions and customs»

**British traditions and customs**

Every nation becomes special by means of its own traditions and customs. There is no other nation that clings to the past with the tenacity of the British. They are really proud of their traditions, they cherish them. When we think of Britain we often think of people drinking white tea, eating fish and chips, sitting by the fireplace or wearing bowler hats, but there is much more in Britain than just those things. Some British traditions are royal, such as the Changing of the Guard which takes place every day at Buckingham Palace. The Trooping of the Colour happens on the Queen's official birthday. It's a big colourful parade with hundreds of soldiers and brass bands.

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British holidays (Christmas, Easter, Guy Fawkes Night, Remembrance Day) are especially rich in old traditions and customs. A traditional Christmas dinner consists of roast turkey and potatoes, cranberry sauce, sweet mince pies and Christmas pudding. On Christmas Eve children hang up their stockings around the fireplace for Father Christmas to fill with presents. At Easter chocolate eggs are given as presents symbolizing new life. Guy Fawkes Night is also known as Bonfire Night because English people burn stuffed figures on bonfires. On Remembrance Day red poppies are traditionally worn in memory of servicemen who lost their lives in wars. National Morris Dancing can be seen throughout the month of May in most of English villages. Groups of men and women wear coloured costumes, carry white handkerchiefs and perform their lively folkdance.

One of Englishmen's traditions is their tender love for animals. Pets are members of English families and are protected by law. There are even special cemeteries for animals in Great Britain. Most English people love their gardens too. They enjoy gardening and decorating their houses with beautiful flowers and plants.

Sports play an essential part in the life of Britain and it is a popular leisure activity. Rugby, golf, cricket, polo and horse-racing are British national sports and they are played on village greens and in towns on Sundays.

Politeness and punctuality are typical features of all British people. They often say "Sorry", "Please" and "Thank you" with a smiling face and they always try to arrive on time.

The British are also traditional about their breakfast. They usually eat bacon and eggs, a toast with orange jam, a bowl of cereals or porridge in the morning.

There are over 60 thousand pubs in the United Kingdom. Pubs are an important part of British life too. People talk, eat, drink, meet their friends and relax there.

Викторина

Round 1: Easy British Culture Trivia Questions and Answers

Whose failed plan to blow up Parliament is remembered on bonfire night? Guy Fawkes

What food is typically doused with brandy and set fire to at the end of Christmas dinner? Christmas Pudding

Who is the current head of state of the UK? King Charles III

What is the name of Harry Potter's owl? Hedwig

Which broadcaster recorded the narration for nature documentaries including Planet Earth, The Blue Planet and Life in Colour? David Attenborough

What is the capital city of Wales? Cardiff

In which London suburb is the British Open tennis competition held? Wimbledon

The hit musical Six is about the six wives of which British monarch? Henry VIII

What are the two main components of the dish 'Bangers and Mash?' Sausage and mashed potato

What is the traditional pattern on a kilt? Tartan

Which British reality TV game is Molly-Mae Hague known for? Love Island

**Round 2: British Culture Multiple Choice Questions**

1. Who is the patron saint of Scotland?
  1. Saint Patrick
  2. Saint Andrew
  3. Saint David
  4. Saint George
2. In what year did Queen Elizabeth II celebrate her Golden Jubilee?
  1. 2002
  2. 2007
  3. 2012
  4. 2022
3. Who was the drummer in the Beatles?
  1. John Lennon
  2. Paul McCartney
  3. Ringo Starr
  4. George Harrison
4. Which of these singers has *not* recorded a James Bond theme song?
  1. Madonna
  2. Billie Eilish
  3. Lana del Ray
  4. Adele
5. In which Shakespeare play do we meet the characters Prospero, Miranda, Caliban and Ariel?
  1. The Tempest
  2. A Midsummer Night's Dream
  3. Othello
  4. Much Ado About Nothing
6. Which British nation is famous for its male voice choirs?
  1. England
  2. Northern Ireland
  3. Scotland
  4. Wales
7. At which racetrack is the British Grand Prix currently held?
  1. Anglesey Circuit
  2. Donington Park

3. Silverstone Circuit
4. Brands Hatch
8. If someone from East London says they've left their 'Rosie Lee' next to the 'Dog and Bone,' what do they mean?
  1. They've left their keys next to the door
  2. They've left their cup of tea next to the phone
  3. They've left their cheese next to the fridge
  4. They've left their phone next to the TV
9. Who is the love interest of Robin Hood?
  1. Beautiful Beatrice
  2. Maid Marian
  3. Fair Fiona
  4. Charming Caroline
10. In which county is the Bulmer's brewery located?
  1. Cornwall
  2. Somerset
  3. Cambridgeshire
  4. Herefordshire

**Round 3: British Culture Quiz Answers – True or False**

The Giant's Causeway is Northern Ireland's only UNESCO world heritage site. True.

One of the suggestions for what to do with the drunken sailor in the famous sea shanty is to 'shave his head with a rusty razor.' False, it's actually 'shave his belly with a rusty razor.'

The Edinburgh Fringe Festival is the third largest ticketed event in the world after the Olympics and World Cup. True

Mary Shelley was only 18 when she started writing Frankenstein. True.

Cyprus Avenue, as referred to in the Van Morrison song 'Cyprus Avenue,' is a real place and can be found in the city of Derry. False, it's in Belfast

Queen Elizabeth created her 'Dorgis' (dachshund-corgi mix breed) by breeding her dogs with those of her friend, Queen Margrethe of Denmark. False

Haggis contains sheep's pluck, which is made from the sheep's heart, liver and lungs. True

The Scottish festival Hogmanay is celebrated on the 1st of December. False, it's actually on the 31st of December.

Winston Churchill and Clement Atlee were the two Prime Ministers who held office during World War II. False, it was Winston Churchill and Neville Chamberlain.

Though Stone Henge is the most famous, there are around 100 henges across the UK. True.

**ПЗ№5 Система времен действительного залога в английском языке.** Подготовка устного сообщения учащимися по теме «Экономика отрасли» на основе лексико-грамматического материала предыдущих практических занятий.

Есоному - Экономика	36. Equity - Владение акциями	70. Crowdfunding - Краудфандинг
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2. Capital - Капитал	37. Dividend - Дивиденд	71. E-commerce - Электронная коммерция
3. Investment - Инвестирование	38. Merger - Слияние	72. Brick and Mortar - Офлайн-бизнес
4. Currency - Валюта	39. Acquisition - Поглощение	73. Digital Marketing - Цифровой маркетинг
5. Market - Рынок	40. Corporate Social Responsibility (CSR) - Корпоративная социальная ответственность (КСО)	74. Affiliate Marketing - Партнерский маркетинг
6. Price - Цена	41. Public Company - Публичная компания	75. Content Marketing - Маркетинг контента
7. Supply - Предложение	42. Private Company - Частная компания	76. Social Media Marketing - Маркетинг в социальных сетях
8. Demand - Спрос	43. Nonprofit Organization - Некоммерческая организация	77. Search Engine Optimization (SEO) - Поисковая оптимизация (SEO)
9. Profit - Прибыль	44. Entrepreneur - Предприниматель	78. Pay-Per-Click (PPC) - Оплата за клик (PPC)
10. Loss - Убыток	45. Business Plan - Бизнес-план	79. Conversion Rate - Коэффициент конверсии
11. Competition - Конкуренция	46. Venture Capital - Венчурный капитал	80. Return on Ad Spend (ROAS) - Расходы на рекламу на каждый доллар дохода
12. Monopoly - Монополия	47. Angel Investor - Ангельский инвестор	81. Branding - Брендинг
13. Trade - Торговля	48. Leverage - Рычаг финансовых средств	82. Product Development - Разработка продукта
14. Globalization - Глобализация	49. Risk - Риск	83. Research and Development (R&D) - Исследования и разработки (ИР)
15. Import - Импорт	50. Reward - Награда	84. Intellectual Property - Интеллектуальная собственность
16. Export - Экспорт	51. Liquidity - Ликвидность	85. Patent - Патент
17. Tariff - Таможенная пошлина	52. Capital Expenditure - Капитальные затраты	86. Trademark - Торговая марка
18. Tax - Налог	53. Operating Expense - Операционные затраты	87. Copyright - Авторское право
19. Subsidy - Субсидия	54. Revenue - Выручка	88. Licensing - Лицензирование
20. Inflation - Инфляция	55. Return on Investment (ROI) - Доходность инвестиций (ROI)	89. Franchise - Франшиза
21. Recession - Рецессия	56. Net Income - Чистая прибыль	90. Supply Chain Management - Управление цепочкой поставок
22. Depression - Депрессия	57. Gross Income - Валовый доход	91. Logistics - Логистика
23. Unemployment - Безработица	58. Net Worth - Чистая стоимость	92. Inventory Management - Управление запасами
24. GDP (Gross Domestic Product) - ВВП (Валовой внутренний продукт)	59. Assets - Активы	93. Forecasting - Прогнозирование
25. Balance of Trade - Баланс торговли	60. Liabilities - Пассивы	
26. Interest - Процент	61. Equity Financing - Финансирование акционерным капиталом	
27. Credit - Кредит	62. Debt Financing - Финансирование долгом	
28. Debt - Долг	63. Working Capital - Оборотный капитал	
29. Bankruptcy - Банкротство		
30. Fiscal Policy - Фискальная политика		
31. Monetary Policy - Монетарная политика		
32. Supply and Demand Curve - Кривая предложения и спроса		

33. Consumer Price Index (CPI) - Индекс потребительских цен (ИПЦ) 34. Stock Market - Фондовый рынок 35. Bond - Облигация	64. Fixed Assets - Основные средства 65. Depreciation - Амортизация 66. Amortization - Амортизация 67. Startup - Стартап 68. Incubator - Инкубатор 69. Accelerator - Акселератор	94. Productivity - Производительность 95. Efficiency - Эффективность 96. Outsourcing - Аутсорсинг 97. Offshoring - Оффшоринг 98. Onshoring - Оншоринг 99. Reshoring - Ришоринг 100. Lean Manufacturing - Лёгкое производство
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**ПЗ№6 Исчисляемые и неисчисляемые существительные. Артикль. Употребление артикля с именами собственными. Диалог-дискуссия по теме «Чем определяется выбор профессии?»»**

**Dialogue Discussion: "What Determines Career Choice?"**

**Alex:** Hey Sarah, I'm thinking about my future career options, and I'm curious what really influences people's choice of profession. Do you have any thoughts on this?

**Sarah:** That's a great question, Alex. I think there are multiple factors influencing career choices. Firstly, personal interests play a crucial role. If you're genuinely interested in something, you're more likely to excel in that field.

**Alex:** That makes sense. But don't practical considerations matter too? Like salary expectations, job security, and availability of jobs in certain professions?

**Sarah:** Absolutely! Financial aspects definitely influence decisions. People want to ensure they're earning enough money to live comfortably. Job security is another factor; nobody wants to choose a profession that's unstable or declining.

**Alex:** Right. Another aspect I've noticed is societal pressure or parental influence. Sometimes parents push children towards careers they consider prestigious or lucrative. Have you experienced anything like that?

**Sarah:** Oh yes, I totally understand that. My dad always encouraged me to pursue engineering because he thought it offered good prospects. Initially, I felt pressured, but eventually realized I needed to follow my passion rather than external pressures.

**Alex:** Interesting perspective. What about educational background? Doesn't having certain qualifications limit or expand career possibilities?

**Sarah:** Education plays a critical part. Higher education opens doors to more specialized positions, increasing employability. Specialized degrees or certifications give individuals a competitive edge in their chosen fields.

**Alex:** True. Also, exposure to various experiences during school or university shapes one's preferences. Internships, volunteering, or extracurricular activities often reveal hidden talents or passions.

**Sarah:** Completely agree! Hands-on experience provides clarity about likes and dislikes. Plus, networking opportunities during internships can connect aspiring professionals with mentors and employers.

**Alex:** It's clear that choosing a career isn't straightforward. It requires balancing personal desires, practical concerns, familial influences, and educational pathways. Thankfully, there's flexibility to adjust along the journey.

**Sarah:** Indeed, Alex. Exploration, reflection, and continuous learning will guide anyone toward fulfilling and successful careers. Don't stress too much;

keep experimenting and discovering what's right for you!

Обоснуйте выбор артиклей в тексте.

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### **ПЗ№7 Система образования России**

Упражнения на фонетическую отработку активной лексики и фразеологических оборотов.

#### **1. Read the text**

All Russian children have the right to education, but it is not only a right, it is a duty, too. Education in our country is compulsory and now lasts eleven years. It consists of primary education and secondary education.

Primary education starts at the age of 6 or 7 and continues for four years. After finishing primary school pupils go on to secondary school. The school year starts in September and ends in May. Generally there 4 school terms with holidays up to 10 days between them. The summer holidays last from June to September.

Most schools in Russia are comprehensive, which take pupils of all abilities without entrance exams. As a rule, students go to school 5 days a week. But there are also specialized schools, lyceums and gymnasiums, which give profound knowledge in various academic subjects. In lyceums and gymnasiums students study 6 days a week.

After finishing the 9th form students must take 4 examinations. Then young people can choose to stay at school, enter a college or a technical school. But to enter a university they have to study for two more years (either at school or at college).

Higher education in Russia.

There are many colleges and universities in our country, but it is not easy to enter a university or college as the competition is rather fierce. Most of the colleges and universities are public and students do not have to pay for their education.

After 4 years of study students can pass examinations and get a bachelor's degree, after 5 years a specialist's degree and after 6 years a master's degree.

There are a lot of institutions of higher education in our country:

- the Moscow State University
- the Linguistic University, known as Maurice Thorez Institute of Foreign Languages
- People's Friendship University of Russia

They are well-known not only in Russia but also abroad.

#### **2. Translate into Russian:**

1. study academic subjects
  2. there is a fierce competition
  3. take entrance exams
  4. enter a university
  5. get profound knowledge
  6. get a bachelor's degree
  7. get higher education
  8. various institutions of higher education
-

9. compulsory, primary education, secondary education
10. comprehensive
11. ability
12. entrance exams
13. specialized schools
14. profound knowledge
15. academic subjects
16. take exams, pass exams, fail exams

### **3. Answer the questions:**

1. Is education compulsory in Russia?
2. What kind of school do you attend?
3. Do you pay for your education?
4. Would you like to study in a private school? Why?

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## **ПЗ№8 Уровни, виды, ступени образования в России**

Правила составления вопросительных предложений. Общий, альтернативный вопросы. Фразы, речевые обороты и выражения по теме занятия.

### **Levels, Types, and Stages of Education in Russia**

Education in Russia follows a structured hierarchy that aims to provide comprehensive knowledge and skills to citizens. Below is an overview of the different stages and types of education in Russia.

#### **General Education System**

General education in Russia comprises three main stages:

1. **Preschool Education:** Optional kindergarten attendance prepares young children aged 3-6 for primary schooling.
2. **Basic Schooling:** Includes elementary (grades 1-4), lower secondary (grades 5-9), and upper secondary (grades 10-11) levels. After grade 9, students can opt for vocational or general upper secondary education.
3. **Postsecondary Non-Tertiary Education:** Technical colleges and vocational schools train students in specific trades and crafts.

#### **Higher Education Structure**

Higher education in Russia consists of:

1. **Undergraduate Programs:** Bachelor's degree programs lasting 4 years, followed by Master's degree programs that span 2 years.
2. **Specialist Programmes:** A combined undergraduate and graduate program lasting 5-6 years, resulting in a Specialist diploma.
3. **Graduate Studies:** Ph.D. programs generally take 3-4 years after obtaining a Master's or Specialist degree.

#### **Types of Institutions**

Educational institutions in Russia include:

- Public schools and universities supported by federal funding.
-

- Private schools and universities operated independently or in conjunction with state bodies.
- Online and distance-learning formats increasingly prevalent in recent years.

### **Additional Information**

Additional components of Russian education include supplementary education (extracurricular activities) and adult education, catering to continuous learning and professional development.

### **Activities and Assignments**

#### **Activity 1: Multiple Choice Questions**

Match the following statements with appropriate levels/types of education in Russia:

1. Children attend kindergartens here.
2. Students complete grades 1-4 here.
3. Individuals acquire specialist diplomas here.
4. Adult education and lifelong learning occur here.

Options:

- A. Preschool Education
- B. Elementary Education
- C. Higher Education
- D. Supplementary Education

#### **Answers:**

1. A
2. B
3. C
4. D

#### **Activity 2: Fill-in-the-Blanks**

Complete the sentences using words from the box:

Box: undergraduate, private, preschool, specialist, online

1. After finishing grade nine, students can choose between continuing their \_\_\_\_\_ education or entering vocational schools.
2. Kindergartens belong to the category of \_\_\_\_\_ education.
3. A person holding a \_\_\_\_\_ diploma combines elements of undergraduate and graduate studies.
4. Universities offering courses remotely fall under the category of \_\_\_\_\_ learning.
5. Some \_\_\_\_\_ schools exist in addition to publicly funded institutions.

#### **Answers:**

1. undergraduate
2. preschool

3. specialist
4. online
5. private

### Activity 3: Short Answer Questions

Answer briefly:

1. What are the three main stages of general education in Russia?
2. Name two types of higher education programs in Russia.
3. Give an example of an institution type apart from public schools/universities.

### Sample Answers:

1. Preschool, Basic Schooling, Postsecondary Non-Tertiary Education.
2. Undergraduate/Bachelor's programs, Graduate/Masters programs.
3. Private schools/universities, Distance-learning institutions.

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**ПЗ№9 Образование в современном мире.** Предпросмотровые вопросы по теме «Образование в современном мире». Просмотр учебных видео по предложенной теме.

1. Чтение и перевод текста.

### How Education Has Evolved Over Time

Traditional Classroom vs. Digital World: A Clash of Eras

Gone are the days of blackboards and chalk dust clouds. Today, education has taken a quantum leap into the digital age. With the rise of technology, learning has become more dynamic, interactive, and engaging than ever before.

The Rise of Online Learning: From Pajamas to Professors

Who needs a physical classroom when you can attend school from the comfort of your own bed? Online learning has revolutionized the education landscape. Now, students can access lectures, assignments, and resources with just a few clicks. No more rushing to catch the school bus or forgetting your textbooks at home!

Beyond the Classroom Walls: Global Learning at Your Fingertips

In the past, geography limited our educational experiences. But with the internet, the world is our classroom. Online platforms connect students from different corners of the globe, fostering a deeper understanding and appreciation for diverse cultures and perspectives. We can now learn about history from historians, science from experts, and even take virtual field trips to remote locations – all without leaving our homes.

Customized Learning: Say Goodbye to One-Size-Fits-All Education

In the past, teachers juggled a class full of students with varying learning styles and paces. But now, educational technology allows for personalized learning experiences. Adaptive software can identify a student's strengths, weaknesses, and preferred learning methods. As a result, education becomes tailored to each individual, maximizing their potential to excel.

From Textbooks to Interactive Multimedia: The Transformation of Resources

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Remember those clunky textbooks weighing down your backpack? Today, learning materials come alive with captivating videos, simulations, and interactive content. Visual learners rejoice as abstract concepts are demystified through engaging graphics, animations, and even virtual reality experiences. This new era of education truly brings learning to life!

**The Age of Collaboration: From Solo Study to Global Connections**

In the past, education was often seen as a solo endeavor, with students working independently. But now, collaborative platforms and online forums facilitate teamwork, discussion, and knowledge sharing among students. With just a few keystrokes, classmates can connect, brainstorm, and elevate their learning experience together. Who said studying had to be a lonely activity?

**Lifelong Learning: A Never-Ending Quest for Knowledge**

Education is no longer confined to the school years. Today, we have access to endless resources, courses, and certifications, allowing us to continue learning long after we graduate. Whether it's picking up a new language, diving into a hobby, or boosting professional skills, education has broken free from the classroom walls and become a lifelong pursuit.

So, as we bid farewell to the textbooks, prepare for the future of education—a world of limitless possibilities, global connections, and unbounded knowledge.

2. ОТВЕЬТЕ НА ВОПРОСЫ:

1. What are the characteristics of democratic education?
2. What is a person with class?
3. Is there only one method of teaching science?
4. How is education different today than in the past?
5. How many salient features of education are there?
6. How does education affect the future?
7. What are modern teaching methods?
8. What are the problems with education today?

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### **ПЗ№10 Образование в современном мире: Китай, США, Европа**

Ответы на вопросы по просмотренному видео (упражнения лексико-грамматического характера по содержанию видео, тестовые вопросы по содержанию видео, вопросы дискуссионного характера, требующие развернутого ответа)

#### **Systems Of Education In Different Countries**

Each country has different **level of economy** and level of life. Mostly it is because of government quality of work. However, all factories and all companies need people who work there. These people don't come from anywhere, of course. They are graduated from the **universities** and it is a very important point. Why in Japan, for example they have good economy? Does it depend on **level of education and its style**? Today we will answer these questions and will look at different in systems of education.

#### **Top countries, which have great systems of education**

We all think that such countries as **the USA, Germany, China** and last times **Finland**, care of children and **have good** systems of **education**. So let's

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look at some of these countries from the point of view of education.

### 1. The USA education

The first interesting thing about the USA is that in this country, **each state can make changes in system of education**. So, if you don't like education in your state, for example, you can go to another state, however subjects and other features may differ even inside one state. Talking in general, **system** itself is quite **clear** and schematic: **pre-school** education, which is not compulsory, **primary school**, **secondary school**, **high school** and **higher education**. Let's look briefly at each type of establishment.

As we mentioned, **pre-school** education is **not compulsory**, although it gives child some advantages when he enters school. These establishments may be both private and public. It should be said that pre-school education is popular because it allows parents to go to work, while their child receives some knowledge at kindergarten. There exist many **private establishments** of such type and even some extremely expensive ones. Talking about school years, we can say that system is quite similar to other countries, however there are some unique things. There are **three types of schools**: academic schools, professional and multidisciplinary. The interesting thing about school is that all they have **some subjects** that **student can choose** for his own. Not all countries have such a great opportunity. Moreover, the number of subjects in high school is not big, which allow student to understand where to go further and what kind of university or college to enter.

Higher education shows a great **variety of establishments** – from private to public, with different systems of education and different approaches.

However, all universities have a great feature: **student studies according to individual program**, not by standards imposed.

In general, we can say that system of education in the USA is flexible and pays **great attention to professional skills**. It can be seen in high school where students can choose definite subjects. Finally, we all can see how things are going in the USA and with its economy. Huge part of this, was contributed by high quality education.

### 2. Germany and its system of education

Germanic system of education is quite similar to those of other European countries. It is divided into pre-school, primary and high school and higher education. Let's look briefly at each of these steps in education.

**Kindergartens** are **mostly private** or there can be met those of mixed type when government is the co-owner. The main features are development of logical type of thinking and attention to individuality of each child. It is interesting but **children in Germany don't learn how to write till school**.

Kindergarten teaches them only how to draw and some basis of music..

Talking about school period, we can mentioned that in Germany child is ready for school not when he can read or write, but when he can demonstrate social skills as to do some team work with his coevals. **Primary school** lasts for **four years** everywhere except two cities – Berlin and Brandenburg, where children stay in primary schools for six years.

**Secondary schools** are **of different types** and it depends on your intentions. If you want to work in some practical spheres and to finish vocational education, you should go to one establishment, if you want to study at the university in future, you should choose another type of school like Gymnasium.

It should be said that you can't give child education at home and it's illegal. However, there are **many** kinds of **alternative schools** like Waldorf School or Montessori Method schools. Alternative kinds of education are quite developed and common in Germany. The **main feature of higher education in Germany** is its **liberty**. It is made in such way, that every student can visit lectures and practical courses free. Germany is proud by this principle.

However, it doesn't mean that teenagers in Germany don't study at all. They should choose definite specialization and subjects for

learning. **High schools** are very **popular in Germany**. Here students can get diplomas of workers in sphere of medicine, engineering IT industry and some other spheres. **Dual system** becomes popular too. Every student dreams about practice not only dull theory. In Germany it's possible to visit lectures and get some theoretical information and at the same time work at the definite company.

As we can understand from a previous two examples, system of education in different countries differs, but not too much. Maybe that is because they are European ones and system of education in Europe is similar. Let's look at Chinese and Finland systems of education to check if they are different from those of the USA and Germany.

### **3. China and its system of education**

In China, there is a problem with education. Not because its quality is bad, but because there are too many children and very high competition. However, during last years, thanks to government policy, schools became affordable for almost all children. Talking about system itself it is similar to European countries: there exists **pre-school, school and higher education**.

**Kindergartens** are presented both by **private** and **public** ones. However, government encourages development of private kindergartens constantly. There is also a difference between private and public kindergartens. In **private kindergartens**, attention is paid to **art and development of creativity** while in **public** ones children acquire different **practical skills** and preparing to school. Unfortunately, there is a huge minus in Chinese education: there is **no goal to develop sense of individuality** in child. Vice versa children's behavior is controlled by teachers and every their step is under strict control. Discipline is above all, while individuality is not evaluated.

School consists of **three stages: primary, secondary and high**. There are about six main subjects in Chinese schools among which is math and Chinese language. It should be also mentioned that **higher education in school is not free**. Another minus is that there is too much pressure on students: volume of home task is huge and they studying almost during the whole day. What about **Chinese universities**? Only those who graduated from high schools, which are not free, can go to university. There are two ways: finish **two years** and receive **certificate**, or to study **four years** and become a **bachelor**. Government cares about higher education and that's why Chinese diplomas are quite appreciated all around the world.

The main **feature of Chinese universities** is their **narrow specialization**. Education is held on English and Chinese, so people who came from other countries could study in Chinese universities too.

### **4. Finland – new star at the sky of education**

Finland gained its power and level of life during last years. Students in Finland showed one of the highest levels of quality of knowledge among the world. At the same time children in Finland spend quite small amount of time in school and government's investments in education are quite moderate. So, let's look at its system of education and find out its main features.

Talking about **school**, it is **divided into two periods** in Finland: there exist **lower** and **higher schools**. First lasts six years and second one –three. There is a tenth form but it's not like in other countries. It is for students, who want to fix their marks or to better them.

Then children can go in for professional studying or to lyceum. Lyceums are only for those, who really want to study and can bear big volume of knowledge and comparatively big pressure. However, it is not obligatory.

There are some **principles in Finnish schools**:

1. **All schools are equal** and there are no bad or good schools.
  2. **All subjects are of equal importance**. There are even schools where subjects are held not in Finnish language.
-

**3. No status difference**, moreover teachers can't ask parents about their job and things related with position in the society except cases when it is needed.

**4. No comparing.** We can often hear when teacher says that one student is great and other is lazy. In Finland, it is prohibited and teacher, who says it, will have serious problems. Child is also equal in rights with parents and teachers.

**5. What about payments?** Education in school is free; moreover, children also have free dinners and buses to carry children home, books and other materials, even pencils and pens.

**6. Help for students with definite subjects.** In Finnish school children are not differentiated into weak and talented. Those students, who have problems with definite subjects, should visit special additional lessons which are absolutely free.

In general, we can see that **Finnish educational system stands out** because of its democracy, awesome conditions for students and high awareness of each child's uniqueness and individuality. Talking about subjects, they are different in different schools; however, foreign language and music lessons are important for Finland schools.

Talking about **technical education**, it is very **popular in Finland** and people with professions of applied type can easily find a job. Higher education is also present and is characterized by democracy in it.

To sum up we can say that **different countries have different systems of education**, with some similarities and differences. Each person may like definite country for its education. However, we can say with sure that **education influence level of life and economy** in the country. As we can see with Finland, where education is democratic and great. So feel free to know more about education in other countries and try to enter university of the country you like.

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### ПЗ№11 Английский язык в современном мире

Работа с текстом по теме «Система среднего профессионального образования в России». Ответы на вопросы по тексту.

#### **System of Secondary Vocational Education in Russia for International Students**

Secondary vocational education in Russia is a highly regarded pathway for international students seeking to obtain practical skills and professional qualifications. Here's an introduction to the system and accompanying tasks.

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#### **Overview**

In Russia, secondary vocational education focuses on delivering targeted knowledge and skills necessary for immediate entry into the workforce.

Typically, students attend colleges or technical schools (техникумы / колледжи) for 2-4 years, depending on their prior education level.

The main objectives of secondary vocational education include:

- Preparing specialists in specific fields (e.g., engineering, healthcare, tourism, hospitality, and agriculture).
- Providing practical training through internships and apprenticeships.
- Offering affordable tuition fees compared to university-level programs.

#### **Admission Requirements**

Admission to Russian colleges typically requires:

- Completion of secondary school or equivalent qualification.
-

- Proficiency in Russian language (TOFL exam may be required).
- Passing entrance exams or interviews depending on the program.

### **Advantages for International Students**

Studying in Russia offers several benefits:

- Affordable tuition fees and accommodation.
  - Opportunity to learn Russian language simultaneously.
  - Recognition of Russian diplomas in many countries.
  - Practical hands-on experience with direct application in the job market.
- 

### **Task 1: Gap-Filling**

Insert suitable words into the gaps below:

1. Secondary vocational education in Russia lasts from \_\_\_ to \_\_\_ years.
2. Students attend \_\_\_ or \_\_\_ to acquire practical skills.
3. Admission requires proof of \_\_\_ in Russian language.
4. Tuition fees are generally \_\_\_ compared to university programs.

### **Correct answers:**

1. Two, Four
  2. Colleges, Technical Schools
  3. Proficiency
  4. Lower/Affordable
- 

### **Task 2: True or False**

Indicate whether the following statements are true (T) or false (F):

1. All Russian colleges teach exclusively in Russian.
2. Secondary vocational education qualifies students for direct entry into the workforce.
3. International students pay higher tuition fees than domestic students.
4. Internships and apprenticeships are integral parts of Russian secondary vocational education.

### **Correct answers:**

1. T
  2. T
  3. F
  4. T
-

### Task 3: Essay Writing

Write a brief essay (~150 words) explaining why secondary vocational education in Russia might appeal to international students.

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#### Summary

Understanding the Russian system of secondary vocational education empowers prospective international students to make informed decisions about their academic and professional futures. With its emphasis on practical skills and affordability, it stands as a viable option for many aspiring professionals worldwide.

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#### ПЗ№12 Английский язык в профессиональной деятельности.

Составление диалогов по теме «Иностраный студент поступает в учебное заведение в России».

#### Dialogue on the Topic: "An International Student Enrolling in a Russian Educational Institution"

**International Student (IS):** Hello, I'd like to ask about admission procedures for international students at your university.

**University Representative (UR):** Welcome! We're happy to assist you. What program are you interested in applying for?

**IS:** I'm planning to apply for a Bachelor's degree in Computer Science. Could you walk me through the application process?

**UR:** Certainly. First, you'll need to submit an official application form along with your previous educational transcripts translated into Russian or English. You'll also need to demonstrate proficiency in Russian by passing a TOFL exam or attending preparatory language courses.

**IS:** What are the entry requirements besides language proficiency?

**UR:** Besides language tests, you'll need to show evidence of completing secondary education (high school diploma). Depending on the program, you might also need to sit for subject-specific entrance exams.

**IS:** How long does the enrollment process usually take?

**UR:** The duration varies but typically ranges from 3 to 6 months. Once you've submitted all required documents, you'll receive confirmation within a few weeks. Then, you'll undergo pre-enrollment checks and final acceptance notification.

**IS:** Are scholarships available for international applicants?

**UR:** Yes, there are scholarship opportunities. Some are merit-based, while others depend on nationality or regional quotas. Applications for scholarships usually begin earlier than regular admissions, so it's advisable to check eligibility criteria and deadlines beforehand.

**IS:** Thank you for your help. This clarified a lot of doubts I had.

**UR:** You're welcome! Feel free to reach out if you have further questions. Good luck with your application!

**IS:** Thank you! I'll be in touch if needed.

Составление диалога по образцу с использованием изученной лексики

#### Admissions Process Terms

- Application Form – анкета-заявление
  - Transcript – выписка из аттестата/дневника успеваемости
  - Translation – перевод документа
-

- Language Proficiency Test – экзамен по языку
  - TOFL Exam – тест на знание русского языка (Test of Russian as a Foreign Language)
  - Subject-Specific Entrance Exams – вступительные экзамены по отдельным дисциплинам
  - Merit-Based Scholarship – стипендия на конкурсной основе
  - Regional Quota – региональная квота
  - Preparatory Courses – подготовительные курсы
  - Visa Support – визовая поддержка
  - Invitation Letter – приглашение для оформления визы
  - Medical Insurance – медицинское страхование
  - Accommodation Arrangement – оформление проживания
  - Academic Year – учебный год
  - Term Dates – начало семестра
  - Orientation Week – неделя ориентации для первокурсников
  - Enrollment Fee – регистрационный взнос
  - Tuition Fee – плата за обучение
  - Registration Deadlines – крайний срок подачи заявления
  - Document Submission – подача документов
  - Interview – собеседование
  - Acceptance Notification – уведомление о зачислении
  - Admission Committee – приёмная комиссия
  - Appeal Procedure – процедура обжалования отказа
  - Clearance Procedures – прохождение проверок и процедур регистрации
  - Host Country Embassy – посольство принимающей страны
- 

### **Useful Expressions**

- Submit an Application – подать заявление
  - Meet Requirements – соответствовать требованиям
  - Satisfactory Grades – хорошие отметки
  - Complete Previous Education – завершить предыдущее образование
  - Demonstrate Proficiency – подтвердить знание языка
  - Apply Early – подавать заявку заранее
  - Be Aware of Deadlines – учитывать сроки подачи заявлений
  - Confirm Admission – подтверждение приёма
-

- Receive Confirmation – получить уведомление о приёме
  - Waitlist – резервный список кандидатов
  - Await Results – ожидать результатов рассмотрения
  - Make Payment – произвести оплату
  - Start Classes – приступить к занятиям
  - Adjust to New Environment – приспособиться к новой обстановке
  - Follow University Regulations – соблюдать правила учебного заведения
  - Seek Help from Counselors – обращаться за консультацией
  - Enjoy Campus Life – наслаждаться жизнью на кампусе
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### **Academic Terminology**

- Course Syllabus – программа курса
  - Credit Points – зачётные единицы
  - Lecture Series – лекционный курс
  - Seminar – семинар
  - Laboratory Session – лабораторное занятие
  - Midterm Examination – промежуточный экзамен
  - Final Assessment – итоговая проверка знаний
  - Thesis Defense – защита дипломной работы
  - Summer/Winter Vacation – летние/зимние каникулы
  - Extension Request – ходатайство о продлении срока сдачи экзамена или работы
  - Research Assistantship – должность ассистента-исследователя
  - Participation Certificate – сертификат участника мероприятия
  - Conference Proceedings – сборник материалов конференции
  - Publication Record – перечень публикаций автора
  - Supervisor Approval – одобрение научного руководителя
  - Grading Scale – шкала оценивания
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Просмотровое чтение текста по теме «Я и моя профессия». Ответы на вопросы по тексту

Полезные слова:

car mechanic – автомеханик.

to repair and maintain – ремонтировать и обслуживать.

vehicles – транспортные средства.

in good working condition – в хорошем рабочем состоянии.

to specialize in – специализироваться на чем-то.

engines – двигатели.

electrical systems – электрические системы.

deep understanding – глубокое понимание.

to identify problems – определять проблемы.

to work with various tools and equipment – работать с различными инструментами и оборудованием.

diagnostic tools – диагностические инструменты.

hand tools – ручные инструменты.

power tools – электроинструменты.

to cooperate well with others – хорошо сотрудничать с другими.

job duties – обязанности по работе.

diagnosing problems – диагностика проблем.

replacing or repairing parts – замена или ремонт деталей.

regular maintenance – регулярное техническое обслуживание.

various types of vehicles – различные типы транспортных средств.

**Аудирование:** <https://langformula.ru/car-mechanic/>

### **Car Mechanic**

A car mechanic is a professional who repairs and maintains vehicles such as cars, trucks, and buses, ensuring that they are in good working condition.

Mechanics can specialize in a specific type of vehicle or repair, like engines, transmissions, or electrical systems.

To be a mechanic, you must have a deep understanding of how vehicles operate, and be able to identify problems and fix them. You should also be able to work with various tools and equipment, including diagnostic tools, hand tools, and power tools. Additionally, it's crucial to cooperate well with others as a part of a team.

As a mechanic, your job duties may include diagnosing problems, replacing or repairing parts, performing regular maintenance, and conducting tests to guarantee that vehicles are running correctly. Mechanics may work at car dealerships, repair shops, or be self-employed. They may also work on various types of vehicles, from cars and trucks to buses and heavy machinery.

Дискуссия: «Взаимосвязь иностранного языка и моей профессии».

Вопросы для дискуссии:

1. **How important is knowing a foreign language in your chosen profession?**
  - Is fluency in a foreign language necessary for career progression in your field?
2. **Which languages are most beneficial for your professional goals?**
  - Are there particular languages that hold greater advantage depending on geographic location or industry?
3. **Do you feel confident communicating professionally in a foreign language?**
  - Share experiences or challenges you've encountered when using a foreign language in a professional setting.
4. **Can bilingualism/multilingualism improve your competitiveness in the job market?**
  - Provide examples of how language skills have helped colleagues succeed in their careers.
5. **To what extent does speaking a foreign language affect your ability to collaborate with international partners?**
  - Illustrate instances where linguistic barriers impacted project outcomes positively or negatively.
6. **Are there specific language-related tasks required in your daily work routine?**
  - List tasks such as translation, interpretation, negotiation, or documentation preparation.
7. **Does your employer offer language training programs or incentives for improving language skills?**
  - Describe any benefits or opportunities provided by your workplace to enhance language proficiency.
8. **Have you observed differences in work culture or etiquette influenced by language barriers?**
  - Explain any cultural nuances learned while interacting with speakers of other languages.
9. **Would you consider relocating to another country for professional purposes?**
  - Discuss how language proficiency might influence your decision-making process.
10. **What steps can you take to improve your foreign language competence for professional purposes?**
  - Outline strategies for enhancing language skills, such as courses, apps, or immersion experiences.

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### ПЗ№15 Профессиональный диалог

Обобщение и применение правил СПП и ССП при переводе текстов с английского на русский. Просмотр видео по теме «Профессиональный диалог». Ответы на вопросы по просмотренному видео

#### **Interview Dialogue for Auto Mechanic Position**

**Interviewer (I):** Good afternoon! Thank you for coming to your interview. Could you please introduce yourself?

**Candidate (C):** Good afternoon! My name is Andrey Petrov. I have five years of experience as an auto mechanic, mostly working with passenger cars and trucks. I possess certifications in diesel engines and diagnostics.

**I:** That's excellent. Tell me, what do you consider your strongest skills?

**C:** My greatest strengths lie in troubleshooting complex mechanical failures and performing precise repairs. I am adept at reading diagnostic codes and identifying underlying issues. Additionally, I am comfortable handling manual transmissions, brake systems, and suspension components.

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**I:** What software tools or diagnostic equipment are you familiar with?

**C:** I frequently use OBD-II scanners, oscilloscopes, and computerized testing devices. I'm trained in using Autodata, Mitchell OnDemand, and Bosch KTS diagnostic systems.

**I:** Walk me through a difficult repair case you've handled recently.

**C:** Recently, I diagnosed a recurring engine misfire in a BMW X5. Initial scans indicated ignition coil failure, but replacement didn't fix the issue. Upon further investigation, I found that moisture ingress caused a faulty cylinder head gasket. Repairing the gasket resolved the problem permanently.

**I:** What's your approach to safety in the workshop?

**C:** Safety is paramount. I strictly adhere to safety protocols, wear protective gear, and properly dispose of hazardous materials. Regular inspections of tools and equipment ensure reliability and minimize accidents.

**I:** How do you stay updated with industry developments?

**C:** I subscribe to trade magazines, attend seminars, and engage in online forums. Regular training sessions help me keep abreast of new technologies and best practices.

**I:** Suppose a client returns with the same issue twice. How would you respond?

**C:** First, I'd apologize sincerely and reassure the client that we will rectify the issue promptly. Next, I'd conduct thorough diagnostics to uncover the root cause. Open communication with the client keeps them informed and satisfied.

**I:** Finally, why do you wish to join our team?

**C:** Your company's reputation for excellence and commitment to customer satisfaction resonates strongly with my values. I believe my skills complement your team's goals, and I look forward to contributing to your continued success.

**I:** Thank you, Andrey. We'll contact you shortly with our decision.

Аудирование:

<https://yandex.ru/video/preview/558051523429955362>

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### ПЗ№16 Собеседование

Часто задаваемые вопросы на собеседовании. Ответы на вопросы. Выполнение тренировочных лексических и лексико-грамматических упражнений на закрепление активной лексики и фразеологических оборотов

#### Job Interview and its purpose

A job interview is a formal meeting between a job applicant and company representatives (it could be someone from human resources (HR), the hiring manager, or the team the applicant would be working with) to learn more about the candidate and determine if they are a good fit for the position.

The key objectives of a job interview:

- **Evaluate qualifications:** A job interview is a good time for the employer to learn more about the applicant's skills, experience, and qualifications to determine if they are a suitable fit and would succeed in the role.
- **Assess cultural fit:** During the job interview, the employer can assess whether the candidate would fit well within the company culture. This can be done by learning more about their goals, values, work style, and approach to handling job requirements.
- **Verify information:** A job interview presents the employer with the opportunity to ask the candidate more about the information on their resume,

like their background, education, and experience. Employers and recruiters can also ask for references to verify information like job history and get a second opinion on the candidate's qualifications.

- **Mutual exploration:** While the job interview is primarily for the employer to learn more about the candidate and their qualifications, it's also a chance for the applicant to ask questions about the role and the company so that both parties are better informed in making a decision.

What are the different types of job interviews?

- **One-on-one interview:** This is the most traditional type of job interview, in which an employer and candidate meet face-to-face to discuss the role in person. It can be unstructured, where the interview is conducted more like a conversation, or structured, where the interviewer asks the same questions from each potential hire.
- **Video interview:** This is when the interview is conducted using video, either through a video chat (for example, Zoom) or a pre-recorded video that could involve the candidate responding to a set of prompts or questions. This interview style has become more prevalent in recent years with the advancement of technology and the rise of [remote](#) and [hybrid](#) working arrangements.
- **Phone interview:** This interview is conducted over the phone and can be a good way for an employer to do preliminary screening to narrow the batch of potential hires before moving on to a more thorough interview stage.
- **Group interview:** This is where several candidates are interviewed simultaneously, which allows the employer to interview more efficiently and see how a candidate interacts with others.
- **Panel interview:** This is when a "[panel](#)" or [group of interviewers](#) focuses on one candidate. The different interviewers might represent different departments in the company, or the interview could be tiered, with varying levels of managers up to senior executives.
- **Behavioral interview:** This is when an interviewer asks a job candidate how they might respond to certain situations or how they may have dealt with situations in past job experiences. This can let the employer know if the candidate's approach and behavioral traits fit the role well. It also might be included in another interview style.
- **Skills-based interview:** Also known as a competency-based interview, this interview style allows the employer to assess the candidate's skill sets. For example, in a technical position like coding or computer engineering, this interview style might be used to determine if the applicant has the right technical skills to perform in the position.
- **Informal interview:** This is a more casual approach to an interview that might be structured more like a conversation over lunch or coffee. Similar to a phone interview, this style can be used as a screening tool to narrow down a batch of candidates.

Составьте 20 вопросов по тексту.

### ПЗ№17 Светская беседа (Small talk)

Групповое изучающее чтение диалогов по теме «Светская беседа (Small talk)» с извлечением новых речевых оборотов и выражений.

Выполнение тренировочных лексических и лексико-грамматических упражнений на закрепление активной лексики и фразеологических оборотов.

#### Что такое small talk

Ситуация: вместе со своим партнёром вы оказались на вечеринке, где совсем никого не знаете. Вы подходите к книжному шкафу, чтобы рассмотреть обложки, и встаёте рядом с человеком, который уже этим занимается. Спустя несколько секунд вы переглядываетесь и возникает

неловкая пауза.

Small talk или «светский разговор ни о чём» нужен как раз для того, чтобы такие паузы заполнить. **Это ни к чему не обязывающий диалог с малознакомым или совсем незнакомым человеком, благодаря которому люди избегают неловкого молчания, а также заводят новые полезные знакомства.** Умение вести small talk считается базовым навыком этикета, но особенное значение придаётся такой беседе в Великобритании. Англичане славятся своей вежливостью и всегда стараются сделать всё, чтобы заполнить неудобные паузы. Поэтому small talk ассоциируется с жителями Англии.

### Правила small talk

Может показаться, что в small talk нет ничего сложного — ведь каждый способен болтать ни о чём. Но это только на первый взгляд: на самом деле, у small talk есть выработанные правила, которые важно соблюдать, чтобы не показаться собеседнику грубым или невежливым.

✓ **Называйте человека по имени.** Даже если это незнакомец, постарайтесь узнать, как его зовут, чтобы, впоследствии, активно использовать прямое обращение во время беседы. Психологи утверждают, что человеку приятно слышать, как его называют по имени — это помогает быстрее наладить контакт и создать более доверительную атмосферу.

✓ **Соглашайтесь с собеседником.** Вы можете быть не согласны с некоторыми фразами в диалоге, но не стоит превращать беззаботный small talk в поле для жарких дискуссий и споров на глубокие темы.

✓ **Шутите.** Допустимо использовать юмор, остроумные сравнения или вспоминать шутки по теме, но, главное — не переборщить и не превратить беседу в сольный стендап.

✓ **Делайте комплименты.** Это отличный способ завязать разговор и расположить к себе собеседника. Следите за тем, чтобы комплимент не был надуманным или неэтичным. Похвалить серьги или причёску — да, сказать человеку, что морщины на лице придают шарма — нет.

✓ **Используйте открытый тип вопросов.** Диалог будет естественнее, если задавать вопросы, на которые можно ответить развернуто, а не простыми и тупиковыми «да», «нет», «не знаю». В английском языке открытые вопросы — это специальные вопросы.

✓ **Не скупитесь на ответы.** Старайтесь и сами давать как можно больше информации по теме в своих ответах. Даже если вы понятия не имеете, о чём речь, лучше открыто в этом признаться и попросить собеседника рассказать о предмете диалога больше, чтобы сформулировать свою позицию.

✓ **Найдите общую тему для разговора.** Если обсуждение затрагивает вопрос, одинаково актуальный для каждого участника беседы, говорить о ней становится гораздо проще. Чтобы понять степень заинтересованности, обратите внимание на язык жестов и эмоции человека: односложные ответы, «закрытая» поза и нейтральное выражение лица могут сигнализировать о необходимости сменить тему.

### Подходящие темы для small talk

Понятия не имеете, о чем говорить с незнакомцами? Подготовили для вас шпаргалку с безопасными темами и удачными фразами, которые допустимо использовать!

 Погода

Самая популярная, хоть и банальная тема для small talk среди англичан. Начать можно с неё, а далее перейти к менее заезженным обсуждениям.

### Примеры фраз:

*How do you feel about the current forecast? — Как вам текущие прогнозы?*

*Have you heard about recent climate anomalies in our region? — Слышали о недавних климатических аномалиях в нашем регионе?*

*Are you satisfied with the weather today? — Как вам погода сегодня?*

*The weather is great although I prefer... — Погода прекрасна, хотя я предпочитаю...*

*From where I am, the weather conditions are... — Там, откуда я родом, погодные условия...*

### Отпуск и отдых

Приятная и нейтральная тема для обсуждения, которая может и пользу принести — откроете для себя новые идеи, как провести выходные, или обретёте компанию для долгожданного похода на байдарках.

### Примеры фраз:

*Where did you spend your last vacation? — Где вы провели свой последний отпуск?*

*What type of vacation suits you? — Какой тип отпуска вам подходит?*

*What are your plans for your future vacation/weekend? — Какие планы на будущий отпуск/выходные?*

*The greatest vacation in my life was... — Лучший отпуск в моей жизни был...*

*Well, I am planning to... — Ну, я планирую...*

### Спорт

Обсуждайте увлечения спортом, особенно если small talk происходит на спортивном мероприятии. Постарайтесь не бросаться резкими суждениями о конкретных личностях или командах — возможно, ваш собеседник фанат «Манчестер Юнайтед», в то время как вы обожаете «Ливерпуль».

### Примеры фраз:

*Do you practice any type of sport? — Вы занимаетесь каким-либо спортом?*

*What do you think about the recent ... championship? — Что вы думаете о недавнем чемпионате?*

*What is your favorite team? Why? — Какая у вас любимая команда? Почему?*

*I am a great fan of... — Я — большой фанат...*

*Physical activity is extremely important to me, because... — Для меня очень важна физическая активность, потому что...*

### Искусство

Поднимая эту тему во время беседы, помните, что восприятие любого искусства — субъективно, и будьте готовы не скатываться в спор, но излагать свою собственную точку зрения вежливо и корректно.

### Примеры фраз:

*What was the last exhibition you saw? — Какую последнюю выставку вы видели?*

*Who is your favorite artist/singer/poet/actor/dancer/...? — Кто ваш любимый художник/певец/поэт/актёр/танцор/...?*

*What is your opinion concerning the (any museum)? — Что вы думаете о (таком-то) музее?*

*Personally, my love for art began, when... — Лично для меня любовь к искусству началась, когда...*

*I can relate, because... — Отлично понимаю, потому что...*

### Хобби

Ещё одна беспроблемная тема — обсуждение увлечений. У незнакомца наверняка найдётся что-то, чем ему нравится заниматься — можно обменяться впечатлениями от любимых хобби или разделить радостные эмоции от приятных совпадений во вкусах.

#### **Примеры фраз:**

*What are you doing in your freetime? — Чем занимаетесь в свободное время?*

*Why did you choose this exact hobby? — Почему вы выбрали именно это хобби?*

*What is your favorite thing about...? — Что в ... вам нравится больше всего?*

*I was always dreaming about... — Я всегда мечтал о...*

*This hobby brings me peace and joy, and what about yours? — Это хобби приносит мне удовольствие и умиротворение, а ваше?*

### Еда и кулинария

Ещё одна безопасная тема для диалога с малознакомым человеком. Сосредоточьтесь на позитивных аспектах блюд или процесса готовки, вместо жалоб на недостаток соли и плохую работу электрической плиты.

#### **Пример фраз:**

*What is your favorite cuisine? — Какую кухню вы предпочитаете?*

*This is the best ... that I've ever tried! What about you? — Это лучший ... что я когда-либо пробовал! А вам как?*

*Oh, I follow the unique receipt from my childhood! The special secret is.. — О, я следую уникальному рецепту из детства! Секретный ингредиент — ...*

*I am a sweet tooth, are you too? — Я сладкоежка, а вы?*

*The dishes are amazing! I wonder, have you been here earlier? — Блюда великолепны! Вы были здесь ранее?*

#### **Темы, которые не стоит затрагивать во время small talk**

Неспроста small talk называют «безопасной» и «ни к чему не обязывающей» беседой. Все темы выше подразумевают минимальную вероятность вызвать негативные эмоции, спровоцировать скандал или серьёзный спор, способный закончиться конфликтом. Поэтому существует негласный список вопросов, затрагивать которые во время small talk считается признаком дурного тона.

Тема	Причина
Деньги	У каждого человека — разный уровень достатка и свое собственное отношение к финансам, в зависимости от многих личных факторов. Иными словам, вопрос известного интервьюера «Сколько ты зарабатываешь?» не подойдёт для начала small talk.

Религия	Сенситивная тема, в рамках которой стоит учитывать слишком много ограничений. Навряд ли верующему католику захочется продолжать общение с ярким атеистом, впечатление от встречи и диалога будет безнадежно испорчено.
Политика	Причина для самых пылких споров и дискуссий. Нет ничего плохого в том, чтобы в рамках вежливости обсудить плюсы и минусы демократий и автократий, но даже самые тактичные ответы могут вызвать эмоциональную реакцию, поэтому говорить о политике с малознакомыми людьми не стоит.
Личная жизнь	С одной стороны, нет ничего плохого в том, чтобы рассказать о предстоящей свадьбе или о том, что вы переживаете болезненный разрыв. С другой стороны, вся эта информация не подходит под определение small talk как «ни к чему не обязывающего» диалога, а значит её стоит придержать, как минимум до второй встречи за кофе.
Упоминание о заболеваниях, утрата	Слишком подробные разговоры о хронических болезнях, лечении, процедурах или потерях тоже не стоит заводить в рамках small talk. Незнакомцы вряд ли смогут проявить должный уровень эмпатии или проникнуться историей.
Внешний вид	Допустимо в нейтральном тоне обсудить новые модные тенденции или образы селебрити, а вот критически оценивать внешность собеседника или окружающих вас людей точно не стоит.
Сплетни	Уместно перемывать кости знакомым в компании близких друзей или родственников, но делать это на светском мероприятии — как минимум, невежливо, а, как максимум, может спровоцировать виток сплетен про вас.

**ПЗ №18 Беседа с иностранным партнером.**

Обсуждение особенностей светской беседы, тематики. Составление диалогов-моделей «Беседа с иностранным партнером».

**Диалог №1: Встреча с зарубежным поставщиком**

**(Setting: телефонный разговор)**

**Василий:** Hello, this is Vasily Ivanov from ABC Company. Am I speaking with Mr. Johnson? **Джонсон:** Yes, hello Vasily. Good to talk to you again.

How can I assist you today?**Василий:** I'd like to discuss the delivery schedule for next month. Our sales forecast shows increased demand, and we expect to order larger quantities. Could you confirm if your factory can handle additional orders?**Джонсон:** Of course, let me check our capacity... Yes, we're prepared to increase production. Please send us updated purchase orders via email.**Василий:** Wonderful news! We'll prepare and send them tomorrow. One more thing: we prefer shipping by sea, but air freight would be faster. Can you advise on the cost difference?**Джонсон:** Sea freight takes longer but is cheaper. Air freight is quicker but costs nearly double. Let me calculate exact figures and I'll reply ASAP.**Василий:** Appreciate your prompt assistance. Looking forward to hearing from you soon.**Джонсон:** Same here. Best regards, John.**Василий:** Bye-bye, thank you.

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### **Диалог №2: Согласование деталей договора**

**(Setting: встреча в офисе партнера)**

**Анна:** Hi David, thanks for meeting today. We're ready to finalize the contract terms. Did you review the last draft?**Давид:** Yes Anna, we've looked it over thoroughly. Just one concern: payment terms seem strict. Would you accept a longer payment period?**Анна:** Normally we require payments within 30 days. However, given our partnership, we could extend it to 45 days for this agreement.**Давид:** That's helpful. And what about the warranty clause? Shouldn't it cover spare parts as well?**Анна:** Excellent suggestion. We'll add that provision. Anything else you'd like to clarify?**Давид:** Everything seems fine now. We'll sign documents next week.**Анна:** Perfect timing. We'll arrange signing ceremonies accordingly. See you then.**Давид:** Cheers, looking forward to it.

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### **Диалог №3: Решение вопроса о задержке поставки**

**(Setting: электронное письмо)**

**Антон:** Dear Ms. Lee, hope you're doing well. Unfortunately, we've recently faced delays in shipments from your company. This affects our production timelines significantly. Could you please explain the situation and suggest alternative arrangements?**Ли:** Hello Anton, sorry to hear about the delay. Due to COVID restrictions in our region, some factories temporarily halted operations. We're already resolving the issue and anticipate normalizing deliveries within two weeks. Meanwhile, we'll expedite partial shipments to minimize disruption.**Антон:** Thank you for your prompt reply. Any chance of receiving priority treatment for urgent items?**Ли:** We've noted your request and arranged express delivery for critical components. Rest assured, we'll inform you regularly on progress updates.**Антон:** Much appreciated. Keep us posted, and let's catch up post-resolution.**Ли:** Will do. Stay safe, Anton.

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### **ПЗ№19 Составление деловых писем, докладных записок**

Введение новых лексических единиц по теме занятия для снятия языковых трудностей при просмотре видео. Видовременные формы глагола. Настоящее завершённое, прошедшее простое. Основные слова, определяющие форму глаголов.

Деловая переписка на английском языке

#### **СЛУЖЕБНЫЕ ЗАПИСКИ**

**Служебная записка (memorandum)** - это письменные сообщения внутри компаний или в пределах подразделений компании. Они, как правило, предназначены для объявлений, обсуждения бизнес-процессов, представления отчетности о работе компании, распространения информации среди сотрудников. Служебная записка является публичным документом, поэтому не следует в ней писать какую-либо

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конфиденциальную информацию.

При написании обычно используется неофициальный стиль. Служебная записка не должна быть слишком краткой и излишне официозной, однако лаконичность приветствуется. Структура служебной записки следующая: наиболее важную информацию размещают в первом абзаце, а в последующих абзацах разъясняют ее более подробно. Во всех служебных записках присутствуют следующие элементы:

- *получатель*: с выравнением по левому краю, в верхней части страницы;
- *отправитель*: с выравнением по левому краю, непосредственно под получателем;
- *дата*: с выравнением по левому краю, под отправителем;
- *тема*: с выравнением по левому краю, под датой.

Для служебных записок принято использовать белую бумагу для печати, формата А4 или меньшего (служебные записки должны помещаться в лотки для входящих документов).

Не увлекайтесь рассылкой чрезмерного количества служебных записок - помните, что каждый сотрудник занят и у него есть своя работа.

Некоторые думают, что служебные записки являются эффективными инструментами управления, однако это не совсем так. Хотя служебные записки допускается использовать для направления работы и предложений, критику и похвалу лучше высказать человеку лично.

Несмотря на то что большая часть информации сегодня передается по электронной почте посредством ввода сообщения в поле для письма, использование прикрепленных служебных записок (документов) остается важным элементом в деловой переписке. При отправке документов по электронной почте не забывайте о правильном их оформлении (Примеры 1, 2).

#### **ПРИМЕР 1**

**To:** Igor Ivanov/*Игорь Иванов*

Managing director Funny Cats, ZAO/  
*Управляющий директор ЗАО «Фанни Кэтс»*

**From:** Yulia Sergeeva/*Юлия Сергеева*

Vice-president Communications ZAO Funny Cats/  
*Вице-президент по связям с общественностью ЗАО «Фанни Кэтс»*

**Date:** June 08, 2011/*08 июня 2011*

**Attached:** Advance report #08/2011/  
*Авансовый отчет № 8/2011*

OAL (copy)/*Выписка со счета (копия)*

**Memorandum/Служебная записка**

I ask to accept to the account 52 300 (fifty two thousand three hundred) roubles that I drew out as daily allowance for my first business trips to Sweden and Italy without the receipt (it was lost).

*Прошу принять к учету сумму в размере 52 300 (пятьдесят две тысячи триста) рублей, снятых в качестве командировочных за мои первые две служебные поездки в Швецию и Италию без чека, т.к. он был утерян.*

\_\_\_\_\_ / Yulia Sergeeva /Юлия Сергеева

**ПРИМЕР 2**

**To:** Marketing Department ZAO Funny Cats/  
*Департамент маркетинга ЗАО «Фанни Кэтс»*

**From:** Igor Ivanov/*Игорь Иванов*  
Managing director Funny Cats, ZAO/  
*Управляющий директор ЗАО «Фанни Кэтс»*

**Date:** June 15, 2011/*15 июня 2011*

**Subject:** Customer Presentation/  
*Презентация для заказчика*

The New Product Marketing presentation you prepared last week was exceptional!

Your enthusiasm, sales strategy, and product knowledge were impressive and certainly sealed the deal with our partner.

Thank you for your outstanding work and dedication!

My congratulations to all of you!

*Презентация по сбыту нашей новой продукции, которую вы приготовили на прошлой неделе, была великолепна!*

*Ваш энтузиазм, стратегия продаж и знание продукта были впечатляющими и, безусловно, станут гарантией заключения сделки с нашим партнером.*

*Благодарю вас за выдающуюся работу и преданность компании!*

*Мои поздравления всем вам!*

Sincerely yours,/С уважением,

Igor Ivanov/Игорь Иванов

### **Заявление об увольнении**

**Заявление об увольнении (resignation letter)** – это официальный документ, которым сотрудник уведомляет о своем увольнении с должности или из подразделения. Оно подается непосредственному руководителю. Если компания иностранная, заявление может быть написано на английском языке.

Почему необходимо обязательно представить заявление об увольнении? Прежде всего для того, чтобы сохранить хорошие отношения с работодателем и организацией, в которой вы работали, и получить положительную характеристику (рекомендательные письма). Даже если в некоторых компаниях достаточно устного сообщения об увольнении, заявление об увольнении может быть сохранено работодателем и работником и использовано в юридическом аспекте при необходимости.

Существует множество вариантов написания заявлений на английском языке, однако все зависит от конкретной компании и принятых норм ведения делопроизводства. Но есть важные моменты: например, в тексте заявления должны обязательно присутствовать дата увольнения, дата написания и личная подпись.

В конце заявления необходимо обязательно указать копии, которые адресуются другим лицам, кроме непосредственного руководителя (например, менеджеру по персоналу либо главе компании).

Заявление об увольнении должно быть написано грамотно и лаконично в деловом стиле, основанном на строгих языковых особенностях, присущих современному английскому языку.

Однако отметим, что главное в этой ситуации – уметь попрощаться с компанией на хорошей ноте. Это одна из составляющих карьерного

успеха и профессионального роста.

Ниже приведено современное стандартное заявление об увольнении на английском языке, составленное в Великобритании (Пример 3).

### **ПРИМЕР 3**

083, Oxford Road/*Оксфорд роад, 083*  
Manchester, NH 23432/*Манчестер, NH 23432*

**Date:** February 15, 2011/*15 февраля 2011*

**To:** Mrs. Ann Clark/*Миссис Энн Кларк*  
Sales Senior Specialist MA Trade/*Старший специалист по продажам MA Trade*

Dear Mrs. Clark,

Please, accept this letter as an official resignation from my position as a Sales Manager, effective date September 24th, 2011.

I am leaving this position because an opportunity to study a Master on Business Administration has appeared. I understand this position requires my full attention and, therefore, will not allow me to study part-time.

I thank MA Trade for the given opportunity and thank you, particularly, for your valuable training and professionalism shown. I would be more than happy to give the company a month in order to find a replacement for my position.

*Уважаемая миссис Кларк,*

*Прошу принять данное заявление как мой официальный отказ от должности менеджера по продажам с 24 сентября 2011 г.*

*Я ухожу с этой позиции из-за появившейся возможности пройти обучение и получить степень магистра по специальности «Управление предприятием». Работа на этой должности требует моего усиленного внимания, и мне сложно найти возможности для дополнительного обучения.*

*Я благодарю компанию MA Trade за предоставленные мне возможности и Вас лично за те знания и профессионализм, которыми Вы делились со мной все это время. Я с радостью готова предоставить компании 1 месяц на поиски кандидата на мою*

*должность.*

Very sincerely yours, / *С искренним уважением,*  
Juliet Pratt / *Джульет Пратт*  
Sales Manager, MA Trade / *Менеджер по продажам MA Trade*

Сс: Mrs. Cecilia Rodriguez, Human Resources Manager /  
*Копия: Сесилии Родригес, менеджеру по работе с персоналом*

### **Электронная переписка**

Современные **электронные сообщения**, пересылаемые сотрудниками друг другу по почте, как правило, достаточно короткие, могут быть и официальными, и неформальными. Но даже если письмо неофициальное, оно должно быть аккуратным и удобным для прочтения и усваивания информации.

Ниже представлены несколько вариантов стандартного оформления электронных сообщений (начала и окончания) в зависимости от адресата, текущих задач и ваших взаимоотношений.

<b>Вы хорошо знакомы</b>	<b>Вы знакомы</b>	<b>Вы не знакомы</b>
Hi, Kim! How are you? It was good to talk yesterday. I'm finalizing <a href="#">[1]</a> the details of management meeting. Thank you for your part, no changes needed. Please email me in case of any issues. Regards, Andreas	Dear Mrs. Gonzales! It was nice to talk to you by phone yesterday. I would like to invite you to visit us on Monday to finalize the details of upcoming management meeting. Hope you can come. Yours sincerely, Andreas Schlutt	Dear Sir/Madam! We would like to invite you to annual meeting dedicated to the environmental protection on Monday, May 31 at 11:00. Please find the detailed information in attached. Yours sincerely, Andreas Schlutt, Senior Specialist
<i>Привет, Ким!</i> <i>Как дела? Было здорово поговорить с тобой вчера.</i> <i>Я готовлю детальные</i>	<i>Уважаемая миссис Гонзалес!</i> <i>Было приятно поговорить с Вами вчера по телефону.</i> <i>Я хотел бы пригласить Вас к</i>	<i>Уважаемые господа!</i> <i>Разрешите пригласить вас на ежегодное собрание, посвященное вопросам</i>

<p><i>результаты встречи руководства компании. Спасибо за твою часть, никаких изменений не требуется. Пожалуйста, напиши мне в случае возникновения проблем. Хорошего дня, Андреас</i></p>	<p><i>нам в понедельник, чтобы окончательно обсудить детали приближающейся встречи руководства компании. Надеюсь, Вы сможете прийти. С уважением, Андреас Шлютт</i></p>	<p><i>защиты окружающей среды, которое состоится в понедельник 31 мая в 11:00. Во вложении вы можете найти детальную информацию относительно данного мероприятия. С уважением, Андреас Шлютт, старший специалист</i></p>
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Лучше всего оформлять приветствие и прощание в том же стиле, которым пользуется ваш собеседник.

В первом письме следует оставлять полную подпись с указанием Ф. И. О. и всех контактных данных. В дальнейшем в переписке можно перейти на вариант «Best regards, имя».

Если вы начинаете официальное письмо с оборота *Dear Mr/Miss/Ms./Mrs.*, то завершать его необходимо фразой *Yours faithfully* (*sincerely* - в американском варианте).

Американский вариант приветствия может заканчиваться двоеточием: *Hi, Kim.:*

Рассмотрим еще некоторые шаблоны, применяемые при переписке.

#### **Передаем от кого-то сообщение/Passing on a message**

<p><i>Dear Andreas! Igor called me today. He's been delayed in Moscow so he'll miss the dinner today. Can you give him apologies, please? Best regards, Katya</i></p>	<p><i>Уважаемый Андреас! Игорь позвонил мне утром и сообщил, что у него задержка рейса в Москве и он не успеет на вечерний ужин. Он приносит свои извинения. С уважением, Катя</i></p>
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#### **Автоответ/Out of office reply**

<p><i>Dear sender! Thank you for your e-mail! I shall be out of office since 11.09 till 18.09. If you need an</i></p>	<p><i>Уважаемый отправитель! Благодарю за письмо! Я отсутствую в офисе в период с 11.09 по 18.09. Если вам</i></p>
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urgent reply please contact Yulia Ivanova (y.ivanova@email.com). Best regards, Ivan Petrov	<i>необходим срочный ответ, пожалуйста, напишите Юлии Ивановой (y.ivanova@email.com). С уважением, Иван Петров</i>
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### **Чаще всего встречающиеся короткие сообщения**

<b>Выражение признательности/Appreciation</b>	
Hi, Bill! Just a quick note to say many thanks for sorting out the problems with the delivery. We really appreciate everything you have done! All the best, Tina	<i>Привет, Билл! Хотела бы сказать тебе большое спасибо за решение проблем с доставкой. Мы действительно очень ценим все, что ты сделал! Всего наилучшего, Тина</i>
<b>Ответ на благодарность/Responding to thanks</b>	
Tina, Glad to hear that everything went well! Very happy to help you. Bill	<i>Тина, Я рад слышать, что все прошло хорошо. Всегда счастлив тебе помочь! Билл</i>
<b>Поздравления/Congratulations</b>	
Dear Flora! Many congratulations on your promotion! But we'll miss your visits – stay in touch. With best regards, Tim	<i>Дорогая Флора! Поздравляем тебя с повышением! Но мы будем скучать без тебя – оставайся на связи. Всего хорошего, Тим</i>
<b>Личное объявление/Personal announcement</b>	
Dear friends!	<i>Дорогие друзья!</i>

<p>This is to let you know that I will be leaving our Company at the end of the month. After a very enjoyable career in USA I've decided to move to Brazil. Please come and visit me if you are visiting Rio.</p> <p>With very best wishes, Mario</p>	<p><i>Сообщаю вам, что в конце месяца я покидаю нашу компанию. После захватывающей карьеры в США я решил переехать в Бразилию. Заходите ко мне в гости, когда будете в Рио!</i></p> <p><i>С самыми наилучшими пожеланиями, Марио</i></p>
<p><b>Прощальное письмо/Saying goodbye</b></p>	
<p>Dear Mario!</p> <p>I was very sorry to hear that you are leaving the Company. It has been a pleasure working with you and I wish you very success in the future!</p> <p>Alex</p>	<p><i>Дорогой Марио!</i></p> <p><i>Мне очень жаль слышать, что ты покидаешь нашу компанию. С тобой всегда было приятно работать, и я желаю тебе успехов во всех твоих начинаниях!</i></p> <p><i>Алекс</i></p>
<p><b>Сообщение хороших новостей/Good news</b></p>	
<p>Alex!</p> <p>I'm pleased to tell you that I have just received the results of the survey and they are very good! I thought you'd like to know immediately.</p> <p>Lena</p>	<p><i>Алекс!</i></p> <p><i>Я рада сообщить тебе, что только что получила результаты исследования, и они очень хорошие! Я подумала, что ты захочешь узнать об этом немедленно.</i></p> <p><i>Лена</i></p>
<p><b>Ответ на получение хороших новостей/Replying to good news</b></p>	
<p>Well done, Lena! You've done a great job, thank you!</p> <p>Alex</p>	<p><i>Отлично, Лена! Ты проделала огромную работу, спасибо!</i></p> <p><i>Алекс</i></p>
<p><b>Сообщение плохих новостей/Bad news</b></p>	
<p>Dear Olga!</p> <p>I'm sorry to tell you that Jeff will be on a sick</p>	<p><i>Уважаемая Ольга!</i></p> <p><i>С сожалением вынужден сообщить, что</i></p>

leave for 2 weeks. Regards, Tim	<i>Джефф пробудет на больничном 2 недели. С уважением, Тим</i>
<b>Ответ на получение плохих новостей/Replying to bad news</b>	
Dear Jeff! I was really sorry to hear that you are not well. Take care and get sure you take plenty of rest. Olga	<i>Дорогой Джефф! Мне очень жаль слышать, что ты приболел. Поправляйся скорее и отдыхай как можно больше. Ольга</i>
<b>Напоминание/Reminder</b>	
Dear Hanna! Have you remembered that Mary is retiring in June? We'd like to organize a leaving party for her. I hope you can make it. Regards, Dima	<i>Дорогая Ханна! Ты помнишь о том, что Мэри уходит от нас в июне? Нам бы хотелось организовать прощальную вечеринку для нее. Надеюсь, ты сможешь присоединиться. Дима</i>
<b>Ответ на напоминание/Reply to a reminder</b>	
Dima, Thank you for reminding me! Just to check – is the party going to be in June? If so, I'd love to come. Hanna	<i>Дима, Благодарю за напоминание! Хочу уточнить – вечеринка будет в июне? Если да, я приду с радостью. Ханна</i>
<b>Если вы заняты перепиской по организации визита</b>	
<b>Приглашение/Invitation</b>	
Dear Mr. Ivanov! We were interested to hear that you will be in Japan for International Conference and we	<i>Уважаемый г-н Иванов! Мы с интересом узнали, что Вы планируете посетить Японию во время Международной</i>

<p>would be very pleased if you could visit our company during your stay in Tokyo. Please let us know your availability and we will arrange a tour of our factory. Yours sincerely, Mr. Taro Sato</p>	<p><i>конференции, и мы рады предложить вам посетить нашу компанию во время Вашего пребывания в Токио. Пожалуйста, сообщите нам о своих планах, и мы подготовим для Вас обзорную экскурсию по фабрике! С уважением, Таро Сато</i></p>
<p><b>Ответ на приглашение/Replying to an invitation</b></p>	
<p>Dear Mr. Sato! Thank you for the invitation to visit your company! I would be very interested in seeing your factory and I will be available on 6th of May. I look forward to your confirmation. Yours sincerely, Mr. Ivanov Mikhail</p>	<p><i>Уважаемый г-н Сато! Благодарю Вас за приглашение посетить Вашу компанию! Я с большим интересом ознакомлюсь с фабрикой и спешу сообщить, что буду свободен 6 мая. Жду Вашего подтверждения! С уважением, Иванов Михаил</i></p>
<p><b>Подтверждение/Confirmation</b></p>	
<p>Hi John! I confirm your visit to us on May 31 at 10:00. Just come to reception and ask for me. If you need to contact me please call on my mobile (+7-111-98-00). See you on Friday! Regards, Kevin</p>	<p><i>Привет, Джон! Подтверждаю твой визит к нам 31 мая в 10:00. Обратись на ресепшен и попроси позвать меня. В случае необходимости звони на мобильный (+7-111-98-00). До встречи в пятницу! С уважением, Кевин</i></p>
<p><b>Отправка деталей/Sending directions</b></p>	
<p>Dear Miss Smith! I'm pleased you are able to visit us on 21th. I'm</p>	<p><i>Уважаемая г-жа Смит! Мне очень приятно, что Вы сможете</i></p>

<p>attaching a map with directions to our factory. I have reserved a car park space for you.</p> <p>Regards, Inna Sergeeva</p>	<p><i>посетить нас 21 числа. Высылаю Вам карту подъезда к нашей фабрике. Я забронировала парковку для Вас.</i></p> <p><i>С уважением, Инна Сергеева</i></p>
<p><b>Запрос информации/Chasing up information</b></p>	
<p>Dear Miss Smith!</p> <p>I'm just finalising arrangements for your visit. Do you know when you are planning to arrive yet?</p> <p>Best regards, Inna Sergeeva</p>	<p><i>Уважаемая г-жа Смит!</i></p> <p><i>Я сейчас занимаюсь окончательной подготовкой Вашего визита и хотела бы уточнить: Вам уже известно, во сколько Вы планируете прибыть?</i></p> <p><i>С уважением, Инна Сергеева</i></p>

Фраза «Please let us know your availability» является формальным вариантом запроса. Также вполне допустимо писать «When would be convenient» и «Are you free on Tuesday (next week, weekend, etc.)».

Вариант «See you Friday» является неформальным завершением письма. Более официальным является предложение «I look forward to meeting you on Friday».

<p><b>Составление маршрута/Arranging an itinerary</b></p>	
<p>Helena,</p> <p>I've put together the following itinerary. Can you let me know what do you think about it? (Flight details, transfer arrangement, hotel booking confirmation, contact phones, etc.)</p> <p>All the best, Michele</p>	<p><i>Елена,</i></p> <p><i>Я собрала всю информацию о твоём маршруте. Пожалуйста, скажи мне, что ты о нём думаешь?</i></p> <p><i>(Данные рейса, информация о трансфере и бронировании отеля, контактные телефоны и т.д.)</i></p> <p><i>Всего наилучшего, Мишель</i></p>
<p><b>Бронирование/Making a booking</b></p>	

<p>Igor, I'm booking Elena's flight today. Do you want to travel with her? It will be LH1332 leaving at 07:30. Shall I reserve you a seat near Elena? Michele</p>	<p><i>Игорь, Я бронирую сегодня билеты для Елены. Вы полетите вместе с ней? Это будет рейс LH 1332, вылетающий в 07:30. Вам зарезервировать место рядом с ней? Мишель</i></p>
<p><b>Подтверждение бронирования/Confirming a reservation</b></p>	
<p>Dear Mr. DeVorsney! I'm writing to confirm a reservation made by phone this morning for 2 single rooms in Savoy hotel on May, 26. Could you please email us a booking confirmation? Thank you! Inna Sergeeva</p>	<p><i>Уважаемый г-н ДеВорсни! Настоящим я подтверждаю бронирование двух одноместных номеров в отеле «Савой» на 26 мая, сделанное сегодня утром по телефону. Не могли бы Вы прислать мне на e-mail подтверждение бронирования? Спасибо! Инна Сергеева</i></p>

Существует несколько фраз, которые можно использовать, чтобы принести извинения от чьего-либо имени: «Can you send her apologies?», «Please give her apologies», «Can you apologise [\[2\]](#) on her behalf, please».

### **ПЗ№20 Составление заявлений**

Видовременные формы глагола. Настоящее завершённое, прошедшее простое. Знакомство с неправильными глаголами. Составление заявлений на основе просмотренного материала.

Письмо-заявление (letter of application, letter of application for a course) чаще всего является приложением к резюме, но его также пишут при поступлении в университет, колледж или на краткосрочные курсы. В таком письме следует указать детальную информацию о полученном тобой образовании и опыте. Это повысит твои шансы на получение желаемой должности или на зачисление в выбранное учебное заведение. В начале письма следует указать название и адрес учебного заведения или фирмы, а при необходимости — имя и должность человека, к которому ты обращаешься.

Как и в любом деловом письме, каждый пункт твоего заявления должен быть освещён в отдельном параграфе. В первом параграфе следует указать цель твоего письма. Затем необходимо подробно рассказать про имеющуюся у тебя квалификацию и опыт. Ты также можешь указать свои жизненные цели и интересы. Упомяни обо всех образовательных учреждениях, которые ты посещал, поделись информацией о курсах и

стажировках, которые проходил. Далее стоит обозначить причины, побудившие тебя подать заявку в это учебное заведение или отправить резюме именно в эту компанию.

Следует придерживаться официально-делового стиля речи, быть вежливым и честным, приводить только достоверные факты.

В конце письма укажи, какие сопроводительные документы ты прилагаешь к письму. Вырази признательность за рассмотрение твоего заявления и надежду на быстрый положительный ответ. После подписи можешь привести свои контактные данные.

В письме-заявлении на английском можно использовать следующие фразы:

#### **Цель письма**

I am writing to apply for admission to the course in... — Я пишу, чтобы подать заявку на поступление на учебный курс в...

I would like to be considered for a place on the course in... — Я прошу рассмотреть моё заявление о поступлении на учебный курс в...

I am writing with regard to... — Я пишу в связи с...

I am writing to apply for... which I saw advertised in... — Я пишу с целью подать заявку на..., объявление о которой я увидел в...

I would like to express my interest for... — Выражаю заинтересованность в...

#### **Упоминание о квалификации (опыте)**

I hold a certificate/degree in... — У меня есть сертификат/степень в...

I have taken/passed examination... — Я сдал экзамен на...

I have completed the following courses / degree course... — Я окончил следующие курсы / учебный курс на получение степени...

My degree is in English. — У меня научная степень в области английского языка.

#### **Уведомление о приложении**

I enclose / have enclosed a copy of my degree/diploma... — Прилагаю копию аттестата/диплома о присуждении научной степени...

I have attached all the other necessary documents like... — Прилагаю все необходимые документы: ...

Please find enclosed a copy of my degree/diploma... — Ниже прилагаются копии моего диплома/аттестата...

#### **Заключительные фразы**

I would be glad to attend an interview at any time convenient to you. — Я с удовольствием пройду собеседование в любое удобное для вас время.

I hope that you will consider me for entry/admission to... — Надеюсь, что вы рассмотрите мою кандидатуру на поступление/допуск в...

I hope that you will consider my application... — Надеюсь, вы рассмотрите моё заявление...

I hope you take a favorable decision regarding my application for... — Надеюсь на положительное решение относительно моего заявления о...

***Пример письма-заявления на английском языке о поступлении на учебный курс:***

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California State University  
Department of Music and Theatre  
5151 State University Dr.  
CA 90032 California

August 27, 2014

Dear Sir/Madam,

I am writing to apply for admission to the following course the Master of Arts degree in Music Education at the California State University.

I am 24 years old and have completed a Bachelor's degree in Music at Penn State University, where I received first class honours. Prior to this I was pupil at Melville Comprehensive School, where I obtained 10 CGPA and four A levels in History, English, French, and Latin.

I consider work in music industry an exciting and rewarding profession. I am now anxious to specialize by gaining further qualifications in this field. I strongly believe that through the Master of Arts in Music Education of the California State University, I can update my knowledge thoroughly and prepare myself for the chosen career.

Please find enclosed copies of all the necessary documents like:

1. Passing Certificates
2. Academic Certificates
3. Identity Proof
4. Residential Proof
5. Demand Draft
6. Admission Form.

I hope that you will consider my application for entry. I look forward to hearing from you at your earliest convenience. Thanking you in anticipation.

**ПЗ№21 Деловой разговор по телефону, электронное письмо.** Введение новых лексических единиц по теме занятия для снятия языковых трудностей в аудировании и ознакомительном чтении. Предтекстовые упражнения на отработку лексических единиц. Групповое изучающее чтение диалогов по теме «Деловой разговор по телефону, электронное письмо».

Telephoning is an important part of doing business in English. Telephone conversations, especially business discussions, follow certain patterns:

1. Someone answers the phone and asks if they can help.
2. The caller makes a request—either to be connected to someone or for information.
3. The caller is connected, given information, or told that they are not in the office at the moment.
4. If the person who is requested is not in the office, the caller is asked to leave a message.
5. The caller leaves a message or asks other questions.
6. The phone call finishes.

Of course, all of these discussions do not follow this rigid scheme. But this business telephone conversation example dialogue teaches the essentials, such as requesting information or asking for clarification.

Business Telephone Conversation Example Dialogue

*The following business telephone conversation example dialogue can be used as a [role-play](#) in class to introduce a number of standard phrases to [practice telephoning in English](#).*

**Ms. Anderson (sales representative Jewels and Things):** ring ring...ring ring...ring ring...

**Mr. Smith (Secretary):** Hello, Diamonds Galore, this is Peter speaking. How may I be of help to you today?

**Ms. Anderson:** Yes, this is Ms. Janice Anderson calling. May I speak to Mr. Franks, please?

**Mr. Smith:** I'm afraid Mr. Franks is out of the office at the moment. Would you like me to take a [message](#)?

**Ms. Anderson:** Uhm...actually, this call is rather urgent. We spoke yesterday about a delivery problem that Mr. Franks mentioned. Did he leave any [information](#) with you?

**Mr. Smith:** As a matter of fact, he did. He said that a representative from your company might be calling. He also asked me to ask you a few questions...

**Ms. Anderson:** Great, I'd love to see this problem resolved as quickly as possible.

**Mr. Smith:** Well, we still haven't received the shipment of earrings that was supposed to arrive last Tuesday.

**Ms. Anderson:** Yes, I'm terribly sorry about that. In the meantime, I've spoken with our delivery department and they assured me that the earrings will be delivered by tomorrow morning.

**Mr. Smith:** Excellent, I'm sure Mr. Franks will be pleased to hear that.

**Ms. Anderson:** Yes, the shipment was delayed from France. We weren't able to send it along until this morning.

**Mr. Smith:** I see. Mr. Franks also wanted to schedule a meeting with you later this week.

**Ms. Anderson:** Certainly, what is he doing on Thursday afternoon?

**Mr. Smith:** I'm afraid he's meeting with some clients out of town. How about Thursday morning?

**Ms. Anderson:** Unfortunately, I'm seeing someone else on Thursday morning. Is he doing anything on Friday morning?

**Mr. Smith:** No, it looks like he's free then.

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**Ms. Anderson:** Great, should I come by at 9?

**Mr. Smith:** Well, he usually holds a staff meeting at 9. It only lasts a half-hour or so. How about 10?

**Ms. Anderson:** Yes, 10 would be great.

**Mr. Smith:** OK, I'll schedule that. Ms. Anderson at 10, Friday Morning...Is there anything else I can help you with?

**Ms. Anderson:** No, I think that's everything. Thank you for your help...Goodbye.

**Mr. Smith:** Goodbye.

Short Summary of the Telephone Conversation

*Review your knowledge by filling in the gaps with the words and phrases below to complete the summary of the conversation.*

Ms. Anderson telephones Diamonds Galore to \_\_\_\_\_ with Mr. Franks. Mr. Franks is not in the office, but Henry Smith, the secretary, speaks to Ms. Anderson about a \_\_\_\_\_ problem with some earrings. The earrings have not yet \_\_\_\_\_ at Diamonds Galore. Ms. Anderson tells Peter that there was a problem with the \_\_\_\_\_ from France, but that the earrings should arrive tomorrow morning.

Next, they \_\_\_\_\_ a meeting between Ms. Anderson and Mr. Franks. Mr. Franks is not able to \_\_\_\_\_ with Ms. Anderson on Thursday because he is \_\_\_\_\_. They finally decide on Friday morning at 10 o'clock after a \_\_\_\_\_ that Mr. Owen usually holds on Friday mornings.

**Answers**

Speak, delivery/shipment, arrived, shipment/delivery, schedule, meet, busy, staff meeting

**Key Phrases and Vocabulary**

- **How may I be of help:** This is a formal phrase used to show politeness. It means "Can I help you?"
- **calling:** telephoning
- **out of the office:** not in the office
- **take a message:** to write down a message from the caller
- **urgent:** very important
- **delivery:** the bringing of goods to a client
- **mentioned:** said
- **resolved:** taken care of
- **as quickly as possible:** in the fastest manner, ASAP
- **shipment:** delivery, the bringing of goods to a client
- **assured:** a certainty that something is true or will happen
- **pleased:** happy
- **delayed:** not able to do something on time
- **looks like:** seems
- **staff meeting:** a meeting of employees
- **lasts:** to take time
- **schedule:** make a future appointment

### Practice Cues for Role-Plays

Use these cues, roles, and scenarios to create practice role-plays on your own to further your English telephoning skills to help with workplace communication.

#### **Role-Play Cue 1**

*John*

You'd like to speak to Kevin at FunStuff Brothers, a toy-making company. You're returning his sales call because you're interested in the company's products.

*Kate*

You're the receptionist at FunStuff Brothers, try to transfer the call to Kevin, but take a message when you find out Kevin can't take the call.

#### **Role-Play Cue 2**

*Estelle*

You're calling to schedule a meeting with the head of the personnel department. You'd like to meet on Tuesday morning but can come in on Thursday and Friday as well.

*Bob*

You're able to schedule a meeting at the end of next week, but you will be out of the office until Thursday morning.

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### **ПЗ№22 Приглашение на конференцию**

Неопределенные и отрицательные местоимения. Составление диалогов и перевод их на иностранный язык. Проведение телефонных переговоров. «Приглашение на конференцию»

Welcome Speech for Conference for Students & Children

Welcome Speech for Conference: The opening speech for a conference normally explains in a brief run-through about the list of events planned for the day against a corresponding timeline. The host discusses the theme and context of the conference in a welcome speech. Speakers and delegates of the events are introduced formally.

Find below the best welcome speech for conference delegates in English, written in easy and simple words, suitable for classes 7, 8, 9, and 10 students. Below provided sample on welcome address speech can be used in delivering the speech on different occasions like for cultural program, presentation, international conference, exhibition, event, meeting, etc.

#### **Long Welcome Speech for Conference**

Find below the best sample of welcome speech for conference in English.

Welcome, Ladies & Gentleman.

Honourable chief guest, respected director & all our other guests. My name is ..... & it's a pleasure to welcome you all to the 20th Annual Conference of ..... We are grateful to Mr..... the head of the organizing committee, the members of the organizing committee & all the volunteers who have arranged such a beautiful program.

I wholeheartedly welcome all the delegates across the country. We are fortunate enough to get supported by a group of sponsors with whom we will

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interact in the conference. I would also like to thank our media partners. As you all know, the current scenario of the health care system in India, we all have gathered here to discuss the theme of “Health Care System in India.”

The speakers in the programme are uniquely placed to debate, discuss & highlight the key points, trends & reforms in the system for the audience. It will be great to hear from our keynote speakers about the influence, priorities, development & comparison to international standards in the same field. We have arranged a paper & poster presentation opportunity for our delegates to put forward their reforming thoughts in this vast field.

Our special judge panelists will judge them. I want to inform our delegates & moderators to be very strict about the schedule & don't let overrun any session. All the delegates are requested to collect their conference kit & food coupons from the reception after this session. After the whole day of speculation on the most demanding field of health care, we have organized a cultural program to refresh the minds of all of you in the evening.

Thank you all!

### **Short Welcome Speech for Conference**

Below we have provided a short welcome speech for conference example, usually given for class 1, 2, 3, 4, 5, and 6 students.

Good morning to everyone over here.

I warmly welcome our honourable chief guest, speakers & delegates across the world. I ..... welcome you all to the 12th International Conference of Environmental Issues. The theme of this particular conference is a special discussion on Carbon footprints.

A massive round of applause for our platinum, gold & silver sponsors who have contributed to this great cause & the media persons. It's a pleasure to have you all with us. I thank all the industrialists across the globe who have joined today to describe their ongoing process & work on carbon footprint.

Today we will have sessions, debates & discussions on the greenhouse emissions by individual, event, organization, or product comparing various national & international levels. We will discuss the impact on the present & how detrimental it can be in the future. A vivid discussion on methods & suggestions for reducing the same at various levels will be discussed.

We are also eager to hear from our delegates about their ideas & innovations in reducing the carbon footprint. A detailed schedule of the three-day conference has already been shared with you in your conference kit, kindly note down your time slot & try to be exact & to the point to express your views in the time frame given to you.

I urge you all to collect the food coupon from the reception for your lunch & dinner. For the first time, we have also incorporated various industry-level models that are already working on the issue with paper & poster presentation. I urge you all to pay a visit to the exhibition section. All the sessions & exhibitions will be individually judged by our special panel.

I wish you all the best & hope you all have a pleasant stay in the city for the next three days. Thank you all for your presence & participation. I thank the organizing committee, volunteers for giving such a platform to all of us to raise the issues & go through the solutions of such a burning issue. It is a privilege for all of us to host you all in our city. I sincerely hope you all will enjoy today & the next two days of debate & networking. I declare that the conference is open for further proceedings.

Thank You.

Написание приглашения на конференцию с опорой на текст

### **ПЗ№23 Поиск работы**

Правила образования настоящего совершенного и прошедшего простого времени. Систематизация знаний настоящего совершенного и прошедшего простого времен.

#### **Job Searching: Finding Your Ideal Position**

Finding a job that suits your skills and aspirations can be challenging. Employers today expect candidates to navigate a competitive landscape armed with a solid resume, polished interview skills, and awareness of industry trends. Here are some tips to help streamline your search process:

1. **Self-assessment:** Begin by evaluating your strengths, weaknesses, interests, and career goals. Tailor your job search to align with these attributes.
2. **Resume Optimization:** Ensure your CV highlights relevant experience, accomplishments, and skills. Customize it for each application, focusing on keywords from job descriptions.
3. **Networking:** Build professional connections through LinkedIn, alumni associations, and industry events. Informational interviews can yield invaluable insights.
4. **Online Platforms:** Utilize job boards like Indeed, Glassdoor, Monster, and niche sites tailored to your sector.
5. **Preparation:** Anticipate common interview questions and rehearse responses. Mock interviews sharpen your presentation skills.
6. **Persistence:** Job hunting can be frustrating. Stay resilient, track applications, and follow up politely.

#### **Tasks**

##### **Task 1: Resume Revision**

Revise your resume by incorporating action verbs and quantifiable results. Add sections for awards, volunteer work, and technical skills.

##### **Task 2: Cover Letter Drafting**

Draft a compelling cover letter addressing the company's mission statement and how your qualifications fit their needs.

##### **Task 3: Networking Strategy**

List three ways to expand your professional network beyond conventional channels (e.g., online forums, mentorship programs).

##### **Task 4: Behavioral Interview Preparation**

Prepare answers for behavioral interview questions, such as describing a time you solved a complex problem or managed conflicting priorities.

##### **Task 5: Job Alert Setup**

Set up automated alerts on job platforms to notify you of new listings matching your desired position and location.

### **ПЗ№24 Подготовка резюме. Прохождение собеседования**

Наклонение. Повелительное наклонение. Правила перевода. Выполнение тренировочных лексических и лексико-грамматических упражнений на закрепление активной лексики и фразеологических оборотов

#### **1.Познакомьтесь с формой резюме:**

В США резюме принято называть Resume, в Европе - CV (Curriculum Vitae):

- Личная информация (Personal Information)
- Цель (Objective)

- Опыт работы (Work Experience) если есть.
- Образование (Education)
- Специальные навыки (Additional Skills)
- Рекомендации (References)

**2. Выучите наиболее употребляемые слова:**

directed, led managed, supervised; achieved, delivered, drove, generated, grew, increased, initiated, instituted and launched; cut, decreased, reduced, slashed; accelerated, created, developed, established, implemented, instituted, performed, pioneered, planned, produced, reengineered, restructured, saved and transformed.

**3. Переведите резюме, составленного на определенное объявление о вакансии:**

**Объявление о вакансии**

Large European pharmaceutical company seeks for **Clinical Research Associate** **The ideal candidate should have:**

Medical or pharmaceutical degree;

At least 1 year experience as researcher;

Fluent English;

Advanced computer skills;

Goodwill to learn and work hard;

References on request.

**We offer:**

Competitive package;

Trainings.

**Kindly send your CV to attention Recruitment manager fax 916 20 35**

**Резюме**

**DR. ALEXANDR IVANOVICH CHUTRENOV** Ul. Finnskaya, 31/2-34

**Moscow, RUSSIA** Tel: +7 (095) 874 2854

Email: [a.chutrenov@moskdat.ru](mailto:a.chutrenov@moskdat.ru)

## **OBJECTIVE**

### **Clinical Research Associate**

Having completed many years in my specialist field of treatment of leukemia, I have decided that the time is right for a change in area of specialization. Completing my Ph.D. was one of the most exciting and challenging periods of my life and I want to experience such a steep learning curve again in another medical field. The position of Research Associate would therefore be very suitable for me as I have many years' experience at prestigious medical institutes and have studied in Russia, Germany and in the United States. My level of language is therefore exceptional, and my communication skills have been thoroughly tested. I am looking to broaden my knowledge of medicine, to which I have devoted my life and feel that I would be a particularly suitable candidate for the position.

### **PERSONAL DETAILS**

Date of Birth: 12 April 1969 Marital Status: Married

### **EDUCATION**

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1993-1996:

#### **New York University of Medicine**

- Major field of studies:
- Research into Pharmaceuticals of Treatment of Leukemia

1987-1993:

#### **Moscow State University (MGU)**

- Major field of studies:
- Medicine and Pharmaceutical Research
- Qualification: Doctor of Pharmaceuticals (PhD)

### **WORK EXPERIENCE**

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August 2002 -  
present:

#### **Pharmaceutical Researcher at Pfizer, UK**

- Research into the effective treatment of leukemia
- Focusing on the reduction of treatment side-effects
- Organizing personal funding of research and funding of departmental research
- Organizing pharmaceutical testing
- Liaising with other research departments
- Organizing interns and student work experience

Oct. 1996 - **Research Assistant, Pfizer, Germany**  
June 2002 - Research into alternative therapies of renal cancer and leukemia

Sept. 1993 - **Research Assistant, New York, USA**  
June 1995 - Research into alternative therapies for cancer patients

#### **ADDITIONAL SKILLS**

Languages: - English - Advanced Level / Cambridge Proficiency  
- German - Advanced Level

Computer skills: - Experienced with MS Word, Excel, Internet Explorer and Outlook Express, Turbo Cad, many analytic programs.

Driving License: - Driving License Category A

- Qualified and highly professional; highly motivated; enthusiastic; good communication skills; eager to experience and learn new skills.

#### **4. Составьте резюме, согласно следующим рубрикам:**

- a. Objective
- b. Qualification
- c. Education
- d. Language
- e. Work history
- f. Personal

#### **5. Запомните произношение и значение следующих слов и словосочетаний (активная лексика):**

reference - отзыв, рекомендация present a list of references - предоставить список отзывов tense - напряженный polite - вежливый be confident - быть уверенным

persuade - убеждать

regular duties - обычные обязанности be an asset for the company - быть приобретением для компании give a good representation - хорошо

представить demand - требовать

appoint the date - назначить дату

**ПЗ №25 Трудоустройство и карьера.** Просмотр видео по теме «Трудоустройство и карьера». Ответы на вопросы по просмотренному видео (упражнения лексического характера по содержанию видео, тестовые вопросы по содержанию видео, вопросы с развернутым ответом).

Аудирование: <https://podcasts.apple.com/us/podcast/career-talk-learn-grow-thrive/id1141754534>

#### **Discussion Questions:**

1. What is your dream job, and why?

2. How important is job satisfaction to you?
3. Do you prefer working alone or in a team? Why?
4. What motivates you in your career?
5. What skills do you think are essential for success in today's job market?
6. What advice would you give to someone looking for their first job?
7. How do you define career success?
8. Do you think job-hopping is beneficial or harmful to a career?
9. What are the biggest challenges you face in your current job/career?
10. How do you envision your career trajectory in the next five years?

**Reflection Questions:**

1. What was your favorite job, and what made it enjoyable?
2. What would you change about your current job if you could?
3. Have you ever taken a risk in your career? What happened?
4. What lessons have you learned from past job experiences?
5. How do you balance work and personal life?
6. What role does education play in your career development?
7. What career-related goals have you achieved so far?
8. How do you stay motivated when facing challenges at work?
9. What impact do you want to have in your chosen profession?
10. If you could switch careers completely, what would you choose?

**ПЗ№26 «Интервью и собеседование».**

Прослушивание аудиоматериала по теме «Интервью и собеседование». Ответы на вопросы по прослушанному аудиоматериалу (упражнения лексического характера по содержанию видео, тестовые вопросы по содержанию видео, вопросы с развернутым ответом).

Аудирование: <https://podcasts.apple.com/us/podcast/career-talk-learn-grow-thrive/id1141754534>

**Critical Thinking Questions:**

1. How has technology changed the nature of work in your field?
2. What ethical dilemmas have you faced in your career?
3. How do you cope with stress and burnout in your job?
4. What strategies do you use to keep your skills updated?
5. How do you decide whether to stay in a job or leave for a new opportunity?
6. What steps would you take to improve productivity in your workplace?
7. How do you evaluate a company's culture before accepting a job offer?

8. What sacrifices are you willing to make for career advancement?
9. How do you handle criticism or negative feedback from managers or peers?
10. What contributions do you hope to make in your professional field?

### **ПЗ№27 Анкета-заявка о приеме на работу.**

Введение новых лексических единиц по теме занятия для снятия языковых трудностей при составлении анкеты-заявки о приеме на работу.

#### 1. [Letter Writing](#)

**Application Letter Samples:** An application letter is an important document. You need to be careful and formal while writing an application letter. It is an introduction letter that will give an appropriate picture of you.

When you start writing the application letter, you need to keep the first paragraph short and precise. Additionally, you should explain the reason for your application. For example, you are writing an application for a job.

You should mention your educational qualifications and job experience in your application letter. The application letter for a job position should be formal and respectful. Additionally, it would be best if you convinced your reader that you are the best candidate.

At the end of the letter, you need to add how you need to convey that you are looking forward to hearing back.

Get Other Types of [Letter Writing](#) like Formal, Informal and Different Types of Letter Writing Samples.

Format of Writing an Application Letter

You need to know how to write a letter of application to not make any mistakes. Here are some points you need to remember while writing an application letter:

- In an application letter, you need to be direct, precise and short.
- The tone of an application letter is formal, polite and respectful.
- It would be best if you introduce yourself in the first paragraph of the application letter.
- In the last section of the application letter, you should add that you are looking forward to hearing from the person.
- It would be best if you wrote why you want to work at a particular organisation or company.
- You should give your correct contact details for the other person to reach out to you.

Sample Application Letters

Sample Application letters are listed below for the convenience of the readers.

Sample Job Application Letter

Ms. Hannah Micheal

DSC Company

68 Delaware Road

Bloomsbury, CA 09045

(090) 656-87878

Date

### Sample Job Application Letter

Ms. Hannah Micheal  
DSC Company  
68 Delaware Road  
Bloomsbury, CA 09045  
(090) 656-87878

Date

Dear Ms. Micheal,

I am writing this letter to apply for a junior programmer position advertised in your organisation. As requested, I am enclosing a completed job application, my certificates, my resumes, and four references in this letter.

The opportunity presented in this listing is exciting. I believe that my firm and years of technical experience and education will make me a competent person for the position. The main strengths that I have, which I will contribute to this position include:

- I have designed, developed and supported many different live use applications.
- I continuously work towards achieving my goals through hard work and excellence.
- I provide exceptional contributions to the needs and wants of the consumers.
- I have a Bachelor's of Science degree in Computer Programming. Additionally, I have in-depth knowledge of the complete cycle of a soft development project. Whenever the need arises, I learn new technologies.
- I can be reached on 878-878-7878.

Thank you for your time and consideration.

Sincerely,  
Name

Dear Ms. Micheal,

I am writing this letter to apply for a junior programmer position advertised in your organisation. As requested, I am enclosing a completed job application, my certificates, my resumes, and four references in this letter.

The opportunity presented in this listing is exciting. I believe that my firm and years of technical experiences and education will make me a competent person for the position. The main strengths that I have, which I will contribute to this position include:

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- I provide exceptional contributions to the needs and wants of the consumers.
- I have a Bachelor of Science degree in Computer Programming. Additionally, I have in-depth knowledge of the complete cycle of a soft development project. Whenever the need arises, I learn new technologies.
- I can be reached on 878-878-7878.

Thank you for your time and consideration.

Sincerely,  
Name

Job Application Letter

Date

(Name)

(Position)

(institution)

(Address)

(City, State, Zip Code)

Dear (Name),

In the next few months, I will be finishing my Masters of Arts degree in School Counselling from Saint Paul College. Currently, I am looking for various internships opportunities. I was hoping I could do a 650-hour internship with (name of the institution). Please consider this my

application for this internship opportunity.

Additionally, I have ( other educational qualifications and the institutes where you studied). (you need to add your characteristics according to the relevance of the internship). I am currently a part of many associations in my university. I want to receive this opportunity of working at your institute, so I help students.

### Sample Application Letter

56 Holmes Street  
Coorparoo 3243

September 14, 2018

The State Manager  
Brace- Copper Plastics  
GPO Box 556  
Brisbane QLD 6607

Dear Sir/ Madam,

I am applying for the position of assistant advertised on the courier of August 17 2018. I have had broad experience in the field of work over many years.

I have worked at PinkSteels Products (2010 to 2014), including 16 months of helping the chief storeman with over 500 engineering parts' control. The included duty at the store fund as a sales clerk, handling inquiries and managing.

In my last position with the Coorparoo Council, I was employed as an assistant to the manager. Additionally, I handled the paperwork, storage and helped in stocktakes.

I believe my clerical accuracy, public contact experience and knowledge will help me secure the position.

I am attaching my resume in this application letter, and you can contact me at 897 67678.

Yours faithfully,  
Jade Judith

I have enclosed my resume along with this application letter. If you require any additional information, you can reach me at (your phone number).

Sincerely,  
(Your Name)

### Sample Application Letter

56 Holmes Street  
Coorparoo 3243

September 14 2018

The State Manager  
Brace- Copper Plastics  
GPO Box 556  
Brisbane QLD 6607

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I believe my clerical accuracy, public contact experience and knowledge will help me secure the position.

I am attaching my resume in this application letter, and you can contact me at 897 67678.

Yours faithfully,  
Jade Judith

### Sample Application Letter for General Work

Your address

Your telephone number

Reference: Position of job application

Date

Employer's name

Employer's address

Dear Sir/ Madam,

I am writing as to whether you have any vacancies within your company. I recently completed my education and am keen to find work related to my field of education. I want to work in the \_\_\_\_\_ department of your company.

I am interested in this department because it is the area of my learning and experience. I hope to contribute to the department and the company—[you need to add from why you will be the perfect candidate for the position].

### **ПЗ№28 Портфолио для работодателя**

Введение новых лексических единиц по теме занятия для снятия языковых трудностей при составлении портфолио для работодателя.

Career Portfolio Assignment

About the Career Portfolio

What is a Career Portfolio? A career portfolio is a way to document and display your knowledge, abilities, and potential for employment. Think of it as a collection of information about you that can help you “sell” yourself to a potential employer. In fact, a professional career portfolio could be just the thing that sets you apart from other job candidates.

A well-prepared portfolio shows your achievements and skills, and documents the quality of your experience. While you are developing your portfolio for this course, you really should think of it as a starting point for a career portfolio that you maintain throughout your professional career.

Your career portfolio can help you market yourself to employers. It can be one of the most helpful resources for you during the interview process in a couple of ways. First, you can use the information to help you prepare for an interview. Second, during the interview with the employer, you can support your answers to employer questions with items from your portfolio. As you are talking about specific projects or skills, you can refer back to your portfolio and point out examples of your work.

Your portfolio is an organized record of goals, accomplishments, skills, projects completed, and other evidence of successes and progress. Use your portfolio to compile your achievements and reflections, to demonstrate your accomplishments, and to show your ability to add value.

Designing Your Portfolio

Keep in mind that a printed copy of your Career Portfolio as an excellent resource to take onsite to interviews. For this assignment, you will create a professional formatted Career Portfolio. You may use information from other courses (such as class assignments) as part of your submission.

Here is the recommended order for your Career Portfolio. Make sure to put the documents in this order when you submit them to the PEAK Coordinator.

- Title Page (“Career Portfolio”, Your Name)
- Sample Cover Letter (tailored to a job that you are interested in applying for)
- Academic Plan of Study Summary Sheet (course titles – not course numbers)
- Statement of Professional Goals (short term and long term)
- Personal Mission Statement
- Resume

- Written and Visual Documents (may be memo, case response, research report, Power Point presentation slides, or brochure that you developed) - at least 3-5 required
  - Evidence of Skills and Knowledge Acquired from Academic Preparation and Work Experience (See Sample Documents listing for Business Majors Below.) - at least 1 required
  - Leadership Experiences (as appropriate, college career only)
  - Community Involvement (as appropriate, college career only)
  - Performance Appraisals (if applicable)
  - Awards/Certificates/Honors (as appropriate, college career only)
  - Letters of Commendation (optional)
  - Other Evidence of Professionalism (optional)
  - List of References (names, positions, addresses, phone numbers)
  - Solicited Letters of Recommendation (at least 1 required)
- Common Documents for Evidence of Skills and Knowledge for Business Majors (Others are Acceptable):
- Accounting: (1) (Systems Understanding Aid) or (2) flow chart of an accounting system
  - Business Administration: (1) a production process flow chart, (2) an evaluation of a benefits program for an organization, (3) an analysis of a computer system potential acquisition
  - Economics: (1) analysis of commercial building an a projected market area, (2) population project for a particular city for the next 20 years, (3) evaluation of a county's transportation needs for a specific timeframe.
  - Entrepreneurship: (1) business plan, (2) venture capital funding request, (3) pro forma financial statements.
  - Finance: (1) survivor portfolio, (2) risk analysis, (3) capital budgeting case, (4) ratio analysis, (5) investment portfolio, (5) leasehold evaluation
  - Human Resource Management: (1) a written job description, (2) policy statement, (3) newsletter article, (4) training program
  - Information Systems Technology: (1) program flow chart, (2) SWOT analysis, (3) system design documents

- Management and Business Administration: (1) SWOT analysis for a company, (2) strategic plan, (3) policy statement on cell phone personal use in a firm
- Marketing: (1) marketing plan, (2) tri-fold brochure, (3) market research, (4) survey questionnaire instrument, (5) branding analysis, (6) new logo for a firm

#### Using Your Portfolio After This Experience

It may be a good idea for you to print out your portfolio and maintain a hard copy version of your work. Just remember---your portfolio will not speak for itself; you must explain it. Don't make the mistake of relying on the portfolio to sell your skills to an interviewer. A good portfolio can be a big help, but in the end you, not the portfolio, will need to prove your ability.

Always take your portfolio to interviews. When the interviewer begins to ask questions about your resume, you can use your portfolio to support your responses. For example, an interviewer might say, "I see that you have worked as a human resources intern at for a local manufacturing company. What were your favorite projects?" You might reply, "My favorite assignments include this article (turn portfolio towards the interviewer and show him/her the article in the portfolio) that required a lot of research and this piece (show article) that I wrote for the company newsletter."

During some interviews, you may not have the time to show your portfolio to the reviewer in detail. If possible, carry extra copies of pieces of which you are most proud (or those most relevant for that given interview) so you can offer them to the interviewer to examine later. In other cases, when you may have a series of on-site interviews scheduled throughout the day with several representatives of the same employer, offer to leave your portfolio with the key person while, for instance, you go to lunch with other members of the interview process. You could also offer to send copies of the materials to the interviewer as a follow-up to the interview. If you do not get to share the contents of your portfolio at all during a particular interview, you can still use your portfolio to prepare for an interview. Again, reviewing the contents of your portfolio as you prepare should provide you with fresh examples that you can draw from during the course of your interview.

#### What About Online Career Portfolios?

A good next step for you may be to create an online career portfolio. There are several online tools available that can serve as an online portfolio. Below are some options in case you would like to create your own electronic career portfolio. All the tools listed here allow you to create an account for free.

You can create files or folders and share those links with potential employers.

#### **Составить портфолие на одном из сайтов**

Dropbox – [www.dropbox.com](http://www.dropbox.com)

Skydrive – [www.skydrive.com](http://www.skydrive.com)

Google Docs – [docs.google.com](http://docs.google.com)

**ПЗ№29 Собеседование с работодателем.** Составление диалогов и проведение ролевой игры по темам: «Личная встреча с работодателем», «Беседа претендента на вакансию по телефону», «Переписка в интернете», «Основные ошибки при собеседовании», «Деловой стиль одежды»

### 1. Прочитать и перевести текст.

#### You are fired!



There are Sack and Fire for such cases. You've probably heard the phrase "You are fired!" more than once in movies. - You're fired! when the boss also pronounces it rudely and loudly. Why sack, because sack is a bag? Why fire, because fire is fire? The fact is that in the old days in England, all workers had their own tools, which were stored in a special bag (sack). At the same time, they often traveled from place to place with their tools, changing jobs. When applying for a new job, employees deposited their bags with the employer. When the service life ended, the job was done, or the employer fired the employee, he returned the bags to the workers (give the sack), and they went on in search of work. If the employee was caught stealing, the employer burned his bag along with tools in front of other mercenaries so that the thief could not find another job in the future. This served as a lesson and prevention of theft. This form of punishment was called firing the tools or being fired, respectively: "He is fired" – "He is fired."

### 2. Выписать новую лексику. Добавить собственные примеры

#### Лексика для собеседования

Employee /im'plɔi.i:/ - работник. Есть работодатель - Employer /im'plɔi.ɜr/, а есть работники. Как и trainer и его trainee (тренер и тот, кого он тренирует), как и adviser и advisee (советник и человек, советы принимающий). Все слышали про суффикс er, а про существование ее многие даже и не в курсе. Даже есть slayer (*устребитель кого-то, как Buffy the Vampire Slayer,* ) и slayee (ну, вы поняли).

Employment /im'plɔi.mənt/- трудоустройство.

*Due to the recession, there are thousands of people looking for employment.*

Unemployment /,ʌn.im'plɔi.mənt/ - безработица.

*He has been unemployed for 6 months now.*

to commute /kə'mju:t/- ездить на работу.

*It takes longer for people to commute to work because of traffic problems.*

Salary /'sæl.ɜr.i/ Wages /'weɪ.dʒəz/ - зарплата. Причем тут важно не спутать, salary - это зарплата, фиксированная сумма, которую сотрудник получает ежемесячно за свою работу. Wage или wages — это зарплата, которая рассчитывается на основе отработанных часов/дней в неделю/месяц.

Разница между wage и salary заключается еще и в том, что wages применяется в отношении физического труда, а salary — умственного.

*The company pays me a salary of 30 000 roubles per month.*

*Plant workers protest against low wages*

Есть еще Fee /fi:/ или fees — это гонорар, который платится специалисту за работу.

Flexitime /'flek.si.taɪm/ - гибкий график.

*They have introduced flexitime at my work place so I usually start at 10am now and finish at 6pm.*

Resign [rɪ'zain] - уходить в отставку, покидать пост.

Quit [kwɪt] - уволиться с работы.

Apply for a job \ Applying for a job - та самая подача заявления на работу, податься на вакансию. *She answered the ad and applied for a job - Она ответила на объявление и ответила на вакансию.*

Fill online application -заполнить заявление на вакансию.

A job ad- объявление о работе. *When I saw your job ad at [RandomJobBoardWebsite], even though I wasn't actively looking for a job at the time, I couldn't help but apply!* - Когда я увидел ваше объявление в.... хотя я и не искал работу активно, я не мог не откликнуться!

Skills - навыки. И вот тут можно прямо разгуляться, потому что тут можно прямо выбрать то, что описывает конкретно вас (или все сразу).

Согласно зарубежному сайту *Indeed.com*, специализирующегося на поиске работы и найме), эти навыки считаются ключевыми для выбора в вашу пользу:

Communication skills (коммуникация), computer skills (Владение ПК), customer service skills (общение с клиентами), interpersonal skills (межличностное общение, в том числе с коллегами), leadership skills (лидерство), management skills (управление), problem-solving skills (навык решения проблем), time management skills (управление временем).

Opening - открытая вакансия. *RBC bank has several new openings for Custom Service Assistants.*

Previous experience - предыдущий опыт. *No previous experience required for this position-* Для этой позиции опыт не требуется. *Managerial experience - управленческий опыт. Gain hands-on experiece - получить прикладной опыт.*

Career prospects - карьерные перспективы - *This post offers career prospects to candidates-* Пост предлагает карьерные возможности для кандидатов.

A competitive salary - конкурентная зарплата.

Salary expectations - зарплатные ожидания.

Benefit package - бонусный пакет (соц. пакет). Сюда может войти healthcare plan - наш ДМС.

Cover Letter - сопроводительное письмо. *A cover letter should always accompany a proposal - Сопроводительное письмо должно всегда сопровождать предложение.*

**3. Составить диалог в паре, используя изученную лексику**

### **ПЗ№30 Достижения и инновации в науке и технике**

Страдательный залог. Правила образования и перевода на русский язык. Введение новых лексических единиц по теме занятия для последующего чтения текста

#### **Title: Achievements and Innovations in Science and Technology**

Throughout history, breakthroughs in science and technology have driven remarkable transformations in human society. Recent decades have witnessed unprecedented advances, altering industries, revolutionizing communications, and reshaping our daily lives.

#### **Section 1: Artificial Intelligence**

Artificial Intelligence (AI) has emerged as a transformative force, enabling machines to mimic human cognition. AI-driven innovations include autonomous vehicles, predictive analytics, personalized medicine, and enhanced cybersecurity.

**Question 1:** Define artificial intelligence and give two examples of its applications.

### **Section 2: Renewable Energy Sources**

Renewable energy technologies such as wind turbines, solar panels, and hydroelectric plants have gained prominence. Clean energy alternatives mitigate carbon emissions, combat climate change, and ensure sustainable resource utilization.

**Question 2:** Explain the benefits of renewable energy sources and provide an instance of their implementation.

### **Section 3: Biomedical Engineering**

Biomedical engineering integrates biology, medicine, and engineering to devise medical instruments, prosthetics, implants, and therapeutic treatments. Breakthroughs in regenerative medicine and gene therapy promise revolutionary cures for chronic diseases.

**Question 3:** Describe the role of biomedical engineering and illustrate its impact on patient care.

### **Section 4: Space Exploration**

Space missions have expanded our understanding of the universe. Robotic probes, satellites, and telescopes enable astronomical discoveries, climate monitoring, navigation, and disaster relief coordination.

**Question 4:** Highlight notable achievements in space exploration and their implications for humanity.

### **Conclusion**

From AI algorithms to green energy solutions, from medical advancements to extraterrestrial voyages, science and technology shape our future. Continued investments in research and innovation guarantee exciting prospects for humanity.

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### **Questions for Self-Assessment**

1. What defines artificial intelligence, and how is it transforming industries?
2. Why are renewable energy sources important, and what are their advantages?
3. How does biomedical engineering contribute to healthcare improvements?
4. What key discoveries stem from space exploration, and what benefits do they confer?

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### **Grammar Review**

Review the passive voice constructions in the text above. Identify sentences where passive voice is appropriately used and rewrite those where active voice would be more effective.

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### **ПЗ№31 Открытия XXI века**

Правила образования формы глагола в страдательном залоге. Выполнение тренировочных лексических и лексико-грамматических упражнений на закрепление активной лексики и фразеологических оборотов

### **Most Important Inventions of the 21st Century**

The human race has always innovated, and in a relatively short time went from building fires and making stone-tipped arrows to creating smartphone apps

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and autonomous robots. Today, technological progress will undoubtedly continue to change the way we work, live, and survive in the coming decades. Since the beginning of the new millennium, the world has witnessed the emergence of social media, smartphones, self-driving cars, and autonomous flying vehicles. There have also been huge leaps in energy storage, artificial intelligence, and medical science. Men and women have mapped the human genome and are grappling with the ramifications of biotechnology and gene editing. We are facing immense challenges in global warming and food security, among many other issues. While human innovation has contributed to many of the problems we are facing, it is also human innovation and ingenuity that can help humanity deal with these issues. These are 21 strategies that could avert climate disaster.

24/7 Wall St. examined media reports and other sources on the latest far-reaching innovations to find some of the most important 21st-century inventions. In some cases, though there were some precursor research and ancillary technologies before 2001, the innovation did not become available to the public until this century. This list focuses on innovations (such as touch screen glass) that support products rather than the specific products themselves (like the iPhone).

It remains to be seen if all the technology on this list will continue to have an impact throughout the century. Legislation in the United States may limit the longevity of e-cigarettes, for example. But some of the inventions of the last 20 years will likely have staying power for the foreseeable future. Here are some inventions that are hundreds of years old but are still widely used today.

### **3D printing**

Most inventions come as a result of previous ideas and concepts, and 3D printing is no different. The earliest application of the layering method used by today's 3D printers took place in the manufacture of topographical maps in the late 19th century, and 3D printing as we know it began in 1980.

The convergence of cheaper manufacturing methods and open-source software, however, has led to a revolution of 3D printing in recent years. Today, the technology is being used in the production of everything from lower-cost car parts to bridges to less painful ballet slippers and it is even considered for artificial organs.

### **Augmented reality**

Augmented reality, in which digital graphics are overlaid onto live footage to convey information in real time, has been around for a while. Only recently, however, following the arrival of more powerful computing hardware and the creation of an open source video tracking software library known as ARToolKit that the technology has really taken off.

Smartphone apps like the Pokémon Go game and Snapchat filters are just two small popular examples of modern augmented reality applications. The technology is being adopted as a tool in manufacturing, health care, travel, fashion, and education.

### **Birth control patch**

The early years of the millennia have brought about an innovation in family planning, albeit one that is still focused only on women and does nothing to protect against sexually transmitted infections. Still, the birth control patch was first released in the United States in 2002 and has made it much easier for women to prevent unintended pregnancies. The plastic patch contains the same estrogen and progesterone hormones found in birth control pills and delivers them in the same manner as nicotine patches do to help people quit tobacco products.

### **Blockchain**

You've likely heard about it even if you don't fully understand it. The simplest explanation of blockchain is that it is an incorruptible way to record transactions between parties — a shared digital ledger that parties can only add to and that is transparent to all members of a peer-to-peer network where

the blockchain is logged and stored.

The technology was first deployed in 2008 to create Bitcoin, the first decentralized cryptocurrency, but it has since been adopted by the financial sector and other industries for myriad uses, including money transfers, supply chain monitoring, and food safety.

### **Capsule endoscopy**

Advancements in light emitting electrodes, image sensors, and optical design in the '90s led to the emergence of capsule endoscopy, first used in patients in 2001. The technology uses a tiny wireless camera the size of a vitamin pill that the patient swallows. As the capsule traverses the digestive system, doctors can examine the gastrointestinal system in a far less intrusive manner. Capsule endoscopy can be used to identify the source of internal bleeding, inflammations of the bowel ulcers, and cancerous tumors.

### **Modern artificial pancreas**

More formally known as closed-loop insulin delivery system, the artificial pancreas has been around since the late '70s, but the first versions were the size of a filing cabinet. In recent years, the artificial pancreas, used primarily to treat type 1 diabetes, became portable. The first artificial pancreas (the modern, portable kind) was approved for use in the United States in 2016.

The system continuously monitors blood glucose levels, calculates the amount of insulin required, and automatically delivers it through a small pump. British studies have shown that patients using these devices spent more time in their ideal glucose-level range. In December 2019, the FDA approved an even more advanced version of the artificial pancreas, called Control-IQ, developed by UVA.

### **E-readers**

Sony was the first company to release an e-reader using a so-called microencapsulated electrophoretic display, commonly referred to as e-ink. E-ink technology, which mimics ink on paper that is easy on the eyes and consumes less power, had been around since the '70s (and improved in the '90s), but the innovation of e-readers had to wait until after the broader demand for e-books emerged. Sony was quickly overtaken by Amazon's Kindle after its 2007 debut. The popularity of e-readers has declined with the emergence of tablets and smartphones, but they still command loyalty from bookworms worldwide.

### **Gene editing**

Researchers from the University of California, Berkeley and a separate team from Harvard and the Broad Institute independently discovered in 2012 that a bacterial immune system known as CRISPR (an acronym for clustered regularly interspaced short palindromic repeats) could be used as a powerful gene-editing tool to make detailed changes to any organism's DNA. This discovery heralded a new era in biotechnology.

The discovery has the potential to eradicate diseases — for example by altering the genes in mice and mosquitoes to combat the spread of Lyme disease and malaria — but is also raising ethical questions, especially with regards to human gene editing such as for reproductive purposes.

### **High-density battery packs**

Tesla electric cars have received so much attention largely because of their batteries. The batteries, located underneath the passenger cabin, consist of thousands of high-density lithium ion cells, each barely larger than a standard AA battery, nestled into a large, heavy battery pack that also offers Tesla electric cars a road-gripping low center of gravity and structural support.

The brainchild of Tesla co-founder J.B. Straubel, these battery modules pack more of a punch than standard (and cheaper) electric car batteries. These packs are also being used in residential, commercial, and grid-scale energy storage devices.

### Digital assistants

One of the biggest technology trends in recent years has been smart home technology, which can now be found in everyday consumer devices like door locks, light bulbs, and kitchen appliances. The key piece of technology that has helped make all this possible is the digital assistant. Apple was the first major tech company to introduce a virtual assistant called Siri, in 2011, for iOS.

Other digital assistants, such as Microsoft's Cortana and Amazon's Alexa, have since entered the market. The assistants gained another level of popularity when tech companies introduced smart speakers. Notably, Google Home and Amazon's Echo can now be found in millions of homes, with an ever-growing range of applications.

<p><b>ПЗ№32</b> <b>Отраслевая выставка.</b> Предпросмотр видеопросмотрового видео</p> <p><b>Просмотр видео</b> <a href="https://yandex.ru/video/preview/5385382814325692319">https://yandex.ru/video/preview/5385382814325692319</a></p> <ol style="list-style-type: none"><li>1. Industrial exhibition — промышленная выставка</li><li>2. Exhibitor — экспонент</li><li>3. Stand — стенд</li><li>4. Booth — павильон</li><li>5. Catalogue — каталог</li><li>6. Flyer — листовка</li><li>7. Pamphlet — брошюра</li><li>8. Brochure — проспект</li><li>9. Showcase — витрина</li><li>10. Display — экспозиция</li><li>11. Equipment — оборудование</li><li>12. Machinery — машины</li><li>13. Innovation — инновация</li></ol>	<p><b>ПЗ№32</b> <b>Технологическая отраслевая выставка.</b> Предпросмотр видеопросмотрового видео</p> <ol style="list-style-type: none"><li>15. Production — производство</li><li>16. Manufacturing — изготовление</li><li>17. Assembly line — сборочный конвейер</li><li>18. Automation — автоматизация</li><li>19. Robot — робот</li><li>20. Machine tool — станок</li><li>21. Tooling — оснастка</li><li>22. Materials — материалы</li><li>23. Raw materials — сырьё</li><li>24. Components — компоненты</li><li>25. Supplier — поставщик</li><li>26. Contractor — подрядчик</li><li>27. Negotiations — переговоры</li><li>28. Deal — сделка</li><li>29. Agreement — соглашение</li><li>30. Signature — подпись</li><li>31. Press release — пресс-релиз</li><li>32. Newsletter — рассылка новостей</li></ol>	<p><b>ПЗ№33</b> <b>Убик</b> видеосистема. Ответы на вопросы по просмотренному видео</p> <ol style="list-style-type: none"><li>34. Audience — аудитория</li><li>35. Participant — участник</li><li>36. Organizer — организатор</li><li>37. Venue — площадка</li><li>38. Schedule — расписание</li><li>39. Programme — программа мероприятий</li><li>40. Opening ceremony — церемония открытия</li><li>41. Award ceremony — церемония награждения</li><li>42. Prize — приз</li><li>43. Trophy — трофей</li><li>44. Panel discussion — панельная дискуссия</li><li>45. Round-table session — круглый стол</li><li>46. Workshop — рабочая сессия</li><li>47. Speech — речь</li><li>48. Presentation — презентация</li><li>49. Debate — дебаты</li><li>50. Forum — форум</li></ol>
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**ПЗ№33** **Посещение отраслевой выставки.** Составление диалогов по теме.

#### At an exhibition:

- Marie: I've only seen reproductions of Van Gogh's paintings.
- Martin: How you can see the real ones here.
- Gisela: There's such a long queue to get into the exhibition.
- Mike: Yes. I'm surprised how many people are here to see his paintings.

- Gisela: I like his portraits.
- Marie: And you Mike?
- Mike: I like his night scenes.
- Martin: Yes, I like the «Starry, Starry Night.»
- Mike: And the night cafe scenes.
- Martin: Four adults for the Van Gogh exhibition.
- Ticket Agent: That's £40.
- Mike: Let's leave our jackets in the cloakroom.
- Martin: And I'll put my camera in a locker. I can't take pictures in here anyway.
- Gisela I hope the guide speaks slowly.

Составление диалога в парах по образцу

### **ПЗ.№34 Достижение в области науки и техники, изменившее мою жизнь**

Поиск информации. Изучение темы. Подготовка к дискуссии.

1. **Smartphones Revolutionized Daily Life**
  - Subtopics: Communication, Entertainment, Health Monitoring Apps, Productivity Tools.
2. **Internet Connectivity and Digital Transformation**
  - Subtopics: Remote Work, Online Education, Global Networking, Information Accessibility.
3. **Electric Vehicles Transforming Transportation**
  - Subtopics: Environmental Sustainability, Cost Savings, Urban Planning, Infrastructure Development.
4. **Genetic Testing and Personalised Medicine**
  - Subtopics: Disease Prevention, Treatment Optimisation, Genetic Counselling Services.
5. **Virtual Reality Enhancing Experiences**
  - Subtopics: Gaming Industry Advancement, Therapeutic Uses, Architectural Visualisations.
6. **Robotics Assisting Human Capabilities**
  - Subtopics: Healthcare Assistance, Industrial Automation, Domestic Helper Bots.
7. **Cloud Computing and Data Storage Solutions**
  - Subtopics: Secure Backups, Scalable Resources, Business Growth Potential.
8. **Augmented Reality Expanding Possibilities**
  - Subtopics: Navigation Enhancements, Interactive Shopping Experiences, Educational Applications.
9. **Green Technologies Driving Sustainable Living**
  - Subtopics: Solar Panels, Wind Turbines, Eco-friendly Construction Methods.
10. **Artificial Intelligence Reshaping Industries**
  - Subtopics: Predictive Analytics, Decision-Making Algorithms, Fraud Detection Systems.

Темы для самостоятельной подготовки

### **ПЗ №35 Посещение отраслевой выставки**

Поиск информации. Изучение темы. Подготовка к дискуссии.

Введение лексики темы.

**ВЫСТАВКА:**

exhibition, show; exposition амер. ~ в витрине магазина window-display; ~ картин exhibition of paintings; ~ собак dog-show; всемирная ~ world fair; международная ~ international exhibition; национальная ~ national exhibition; отраслевая ~ sectoral/branch exhibition; промышленная ~ industrial exhibition; сельскохозяйственная ~ agricultural exhibition; торгово-промышленная ~ trade and industrial exhibition, художественная ~ art exhibition; ~-продажа selling exhibition, exhibition-cum-sale; ~-ярмарка fair, show

Чтение и перевод текста по теме.

#### **FAIRS AND EXHIBITIONS**

Every year a lot of international, national and specialized exhibitions and fairs are held in different countries of the world. The number of countries and companies who take part in them is growing from year to year and the scope of fairs and exhibitions is becoming larger.

The display during these exhibitions includes a wide range of exhibits which show the latest achievements in different fields of industry, science and agriculture of many countries.

Every exhibition is an eye-opening experience and also a method to advertise products. Fairs and exhibitions are usually held under various mottoes.

International fairs and exhibitions pave the way for the consolidation of friendship among countries and nations. They provide an opportunity to establish profitable contacts and promote mutual understanding among different nations.

Every year a lot of international, national and specialized exhibitions and fairs are held in different countries of the world. The number of countries and companies who take part in them is growing from year to year and the scope of fairs and exhibitions is becoming larger.

Usually fairs and exhibitions are crowded with visitors, who show much interest in the exhibits on display. At international and national exhibitions commercial centres are established where participants can negotiate the sale and the purchase of different goods.

The first world industrial exhibition was held in London in 1851. It was a great success. It displayed exhibits of 40 participating nations and the number of visitors reached over 6 million.

Since then world industrial expositions have had a colorful history. Many such events have been held, some of them on a large scale. They have changed not only in size and scope, but also in character and overall purpose. Such events provided opportunities for exchanging scientific, technological and cultural achievements of people of Europe, America, Australia, Asia and Africa.

Beginning with the early 60s, international expositions began to take new forms, trying to emphasize not only technological progress, but also other aspects of life. They became festivals of industry and culture.

Выполните задания (письменно):

Подберите английские эквиваленты к русским словам и словосочетаниям:

принимать участие в выставках и ярмарках; масштаб чего-либо; последние достижения в различных отраслях промышленности; участник; устраивать(вести переговоры); рекламировать продукцию; прокладывать путь к чему-либо.

Соедините слова с противоположным значением.

A B

progress, grow, large, begin, wide, colorful, success, crowded, interest, various, consolidation failure, disinterest, small, disintegration, regress, single, empty, narrow, colorless, decrease, finish

Переведите словосочетания на русский язык.

to hold an exhibition (a fair); to take part in fairs and exhibitions; from year to year; the scope of fairs and exhibitions; a wide range of exhibits; the latest achievements; to be crowded with visitors; exhibits on display; to negotiate the sale and the purchase; an eye-opening experience; to pave the way for the consolidation.

Переведите диалог. Запишите весь диалог.

– Я пришёл сделать предложение.

Very well. I know your firm. I'm very sorry we haven't had any contacts.

– Теперь у нас будет возможность заключить

What are the terms?

– Надеюсь, условия будут выгодные и для вас и для нас.

Could you tell me the details?

– Это мы обсудим позднее. Я не уполномочен обсуждать это сейчас.

Напишите адрес, разместив в необходимом порядке следующую информацию.

The sales Department of J.B. Simpson & Co., Ltd. Their head office is in Leeds, number 16, Milton Drive. Write an attention line to say the letter is for the manager.

Составьте визитную карточку для себя на английском языке.

### ПЗ. №36 История чемпионатов.

Введение новых лексических единиц по теме занятия для профессионального специалиста. Предтекстовые задания: 23. Gold/Silver/Bronze Medal — золотой/серебряный/бронзовый медалист. Предтекстовые задания: 23. Gold/Silver/Bronze Medal — золотой/серебряный/бронзовый медалист.

1. Competition — соревнование	10. Occupation — профессия	22. Award Ceremony — церемония награждения
2. Champion — чемпион	11. Professional — профессионал	23. Gold/Silver/Bronze Medal — золотой/серебряный/бронзовый медалист
3. Expert — эксперт	12. Standard — стандарт	24. Ranking — рейтинг
4. Judge — судья	13. Qualification — квалификация	25. Module — модуль
5. Medal — медаль	14. Team — команда	26. Exhibition — выставка
6. Skill — навык	15. Delegation — делегация	27. Demonstration — демонстрация
7. Craftsmanship — мастерство	16. Training — обучение	28. Knowledge — знания
8. Competitor — участник соревнования	17. Mentor — наставник	29. Experience — опыт
9. Category — категория	18. Coach — тренер	30. Certification — сертификация
	19. Selection — отбор	31. Excellence — превосходство
	20. Elimination — отсев	32. Championship — чемпионат
	21. Scoreboard — табло результатов	33. Judging Panel — судейская коллегия

34. Skill Set — набор навыков
35. Portfolio — портфолио
36. Track Record — послужной список
37. Feedback — обратная связь
38. Validation — верификация
39. Skill Arena — арена мастерства
40. Olympiad — олимпиада

Ответить на вопросы:

1. What is the WorldSkills championship, and when was it first held in Russia?
2. What professions participate in the WorldSkills championship in Russia?
3. Who can participate in the Russian stage of the WorldSkills championship?
4. What categories of participants are represented at the WorldSkills championships?
5. In which cities have the WorldSkills championships been held in Russia?
6. Which city hosted the latest Russian stage of the WorldSkills championship?
7. What are the distinctions between JuniorSkills and Hi-Tech nominations at the WorldSkills championship?
8. What prizes are awarded to winners of the Russian stage of the WorldSkills championship?
9. How are participants selected for the national stage of the WorldSkills championship?
10. Why are WorldSkills championships important for the development of vocational education in Russia?

### **ПЗ№37 Чемпионаты России по профессиональному мастерству.**

Групповое изучающее чтение текста по теме «История чемпионатов России» с извлечением новых речевых оборотов и выражений. Выполнение тренировочных лексических и лексико-грамматических упражнений на закрепление активной лексики и фразеологических оборотов.

No motivation? - Become a Professional!

Professional skills competitions have recently become extremely widespread, media-friendly and interesting, probably there are no people left who have not heard of them, but I will tell you anyway

First there was World Skills, Now "Professionals"

A little history

Professional skills competitions have a long and significant history both in Russia and in the world. These competitions not only help improve the qualifications of specialists, but also contribute to the popularization of blue-collar jobs.

The Russian national team at the WorldSkills championship final

The world history of professional skills competitions began in 1946 with the founding of the WorldSkills organization in Spain, when the world needed skilled workers. Initially, the goal of these competitions was to increase the prestige of blue-collar jobs and training standards. Since then, the movement

has expanded, covering more than 80 countries, including Russia, which joined in 2012.

In Russia, the first professional skills competitions began to be held in 1969 among oil workers of the Perm Territory.

(Of course, professional skills competitions were held earlier, but they gained popularity and mass character at this time!

Professional skills competitions in Russia originated in the 1920s. The first such competitions were professional teaching competitions. In 1923, the Pravda newspaper, together with the People's Commissariat of Education and other organizations, organized the All-Russian competition for the best teacher)

This event marked the beginning of a tradition that over time covered various industries. In the 70-80s, such competitions became regular at many factories and enterprises. In 2019, Russia held the WorldSkills international championship in Kazan, which became an important milestone for the movement.

WorldSkills Kazan 2019

Today, professional skills competitions are a powerful movement covering various areas: from baking Ossetian pies to developing artificial intelligence. Russia hosts the "Professionals" championships, which replaced WorldSkills after Russia's membership in this international organization was suspended in 2022. The new championships are aimed at developing professional standards and meeting the interests of domestic production.

Currently, "Professionals" include events in various specialties and are actively supported by government agencies. This movement continues to attract young people to blue-collar jobs, increasing their prestige and interest in professional development.

Professional skills competitions play a key role in the formation of qualified personnel and raising the status of blue-collar jobs both in Russia and abroad. With the transition to the "Professionals" championships, Russia continues to develop this important tradition, adapting it to modern realities and the needs of the labor market. Competitions are an integral part of education, especially in college, since in the era of disinterested children, it is the championships and the opportunity to prove "I am the best!" that help to spark interest in children.

I have about 10 championships as a participant in the "Mechatronics" competency and the same number as an expert, now I am the Chief Expert of the NSO in the "Flying Robotics" competency (Main age group). And for all my experience, I will say that this is a wonderful movement, and an excellent opportunity for the development of both education and, in principle, the future of the country!

In the following articles, I will definitely tell you about the participant's experience, what MECHATRONICS is, and a lot of interesting things!

Thank you to everyone who read to the end!

1. Who evaluates the performances of participants at the WorldSkills championship?
2. Are there any age restrictions for participating in the WorldSkills championship?
3. What requirements are placed on venues hosting WorldSkills championships?
4. How many stages are there in the nationwide WorldSkills championship in Russia?
5. What international competitions are held under the auspices of WorldSkills aside from national championships?

### **ПЗ№38 What is World Skills?**

Просмотр учебных видео по предложенной теме. Ответы на вопросы по просмотренному видео. Дискуссия. Видовременные формы глагола. Настоящее простое, длительное. Случай употребления.

С помощью видеоматериала и информации в сети Интернет, опишите как вы понимаете международное движение World Skills? Подчеркните глаголы, определите их видовременные формы.

### **ПЗ№39 Роль World Skills в моей профессии**

Дискуссия. Поиск информации. Изучение темы. Чтение и перевод текста.

WorldSkills plays a crucial role in shaping the professional development of automotive mechanics by providing an international platform for skill enhancement and industry recognition. Here are some key points highlighting its significance:

#### Professional Competence Development

WorldSkills competitions offer opportunities to test your skills against global standards, helping you identify areas where improvement is needed. By participating or preparing for these events, you gain access to cutting-edge technologies and methodologies used worldwide, ensuring that you're equipped with up-to-date knowledge essential for modern vehicle maintenance and repair.

#### Networking Opportunities

Engaging with other professionals from around the world allows you to build valuable connections within the industry. These networks can lead to collaborations on projects, sharing best practices, and learning about new trends and innovations in automotive technology.

#### Career Advancement

Success at WorldSkills events enhances your resume significantly, making you stand out among peers when applying for jobs or seeking promotions. Employers often value candidates who have demonstrated their abilities through such prestigious competitions because it shows dedication, commitment, and a high level of expertise.

#### Innovation Awareness

Participating in WorldSkills encourages continuous learning and adaptation to emerging technologies like electric vehicles, hybrid systems, autonomous driving features, etc., which are becoming increasingly important in today's rapidly evolving automotive landscape.

By embracing what WorldSkills offers—training programs, competition participation, networking possibilities—you ensure not only personal growth but also contribute positively towards advancing your career as an auto mechanic.

**ПЗ№40 Демонстрационный экзамен.** Организация и структура экзамена. Введение новых лексических единиц по теме занятия

С помощью информации в сети Интернет, опишите как вы понимаете Демонстрационный экзамен. Подчеркните глаголы, определите их видовременные формы.

**ПЗ№41 Техническая документация Демонстрационного экзамена.** Чтение технической документации Демонстрационного экзамена (определение тематики и назначения текста; знакомство со структурой документов; поиск в тексте запрашиваемой информации, угадывание значения незнакомых слов по контексту).

Перевести на английский язык, применяя правила перевода « План застройки площадки для проведения демонстрационного экзамена по КОД № 1.6 по компетенции № 33 «Ремонт и обслуживание легковых автомобилей» стр 22

[https://autotechkomi.ru/about\\_the\\_university/svedeniya-ob-ou/documents/РЕМОТ%20И%20ОБСЛУЖИВАНИЕ%20ЛЕГКОВЫХ%20АВТОМОБИЛЕЙ%20КОД%201.6.pdf](https://autotechkomi.ru/about_the_university/svedeniya-ob-ou/documents/РЕМОТ%20И%20ОБСЛУЖИВАНИЕ%20ЛЕГКОВЫХ%20АВТОМОБИЛЕЙ%20КОД%201.6.pdf)

**ПЗ№42 Описание задания Демонстрационного экзамена**

Запишите новых лексических единиц по теме занятия. Описать три картинки, применяя новую лексику





### **ПЗ№43 Задания Демонстрационного экзамена**

Запишите новые лексические единицы по теме занятия.

Опишите на английском языке поэтапно предложенные задания на демонстрационном экзамене

Модуль С - Электрические и электронные системы.

Участнику демонстрационного экзамена необходимо провести диагностику электрооборудования автомобиля, определить неисправности и устранить. Результаты записать в лист учёта.

Модуль G - Тормозная система.

Участнику демонстрационного экзамена необходимо провести диагностику тормозной системы автомобиля, определить неисправности, устранить неисправности, провести необходимые метрологические измерения, провести сборку, привести системы в рабочее состояние.

Выполнить прокачку тормозной системы. Результаты записать в лист учёта.

Модуль Е - Двигатель (механическая часть).

Участнику демонстрационного экзамена необходимо провести разборку двигателя, провести диагностику, определить неисправности, устранить неисправности, провести необходимые метрологические измерения, регулировки, провести сборку в правильной последовательности. Выбрать правильные моменты затяжки. Результаты записать в лист учёта.

### **ПЗ№44 Техническое бюро.**

Запишите новые лексические единицы по теме занятия для последующего чтения текста. Предтекстовые упражнения на отработку лексических единиц.

С помощью сети Интернет ознакомьтесь с понятием «Техническое бюро». Составить описание организации на английском языке.

### **ПЗ№45 Функции технического бюро**

Прочитайте текст по теме «Техническое бюро» с извлечением новых речевых оборотов и выражений. Выполните тренировочные упражнения на закрепление активной лексики и фразеологических оборотов. Определите формы глагола с - ing окончанием. Составьте 5 типов вопросов.

#### **The technical bureau's functions**

The technical bureau performs several critical functions aimed at supporting production processes, improving product quality, and enhancing overall operational efficiency. Below are detailed explanations of each function:

##### **Technical Documentation Management**

Responsible for creating, updating, and maintaining all necessary documentation related to products, including drawings, specifications, assembly instructions, and testing procedures. Ensures compliance with regulatory requirements and internal standards.

##### **Quality Control and Assurance**

Develops methods and tools for inspecting raw materials, components, and finished goods to guarantee they meet specified quality criteria. Conducts regular audits to verify adherence to established protocols.

##### **Process Optimization**

Analyzes existing manufacturing processes to identify inefficiencies and bottlenecks. Proposes improvements aimed at reducing waste, increasing productivity, and lowering costs while maintaining or improving output quality.

##### **Research & Development Support**

Assists R&D teams by conducting feasibility studies, prototyping experiments, and validating design concepts before full-scale implementation. Provides input regarding material selection, tooling choices, and fabrication techniques.

##### **Training Programs Implementation**

Organizes training sessions for employees across various departments covering topics such as safety regulations, equipment operation manuals, troubleshooting guides, etc. Helps ensure consistent understanding and application of best practices throughout the organization.

These functions collectively enable organizations to achieve higher levels of reliability, competitiveness, and sustainability in today's dynamic industrial environment.

### **ПЗ№46 Технологические карты**

Ознакомьтесь с понятием технологической карты. Выполните тренировочные упражнения на закрепление узкоспециализированной лексики.

На примере рассмотренных технологических карт составить т/карту на английском языке по предложенным ниже работ

1. Технологическая карта на проведение смазочных работ
2. Технологическая карта на шиномонтаж передних колес легкового автомобиля
3. Технологическая карта на процесс диагностики тормозной системы автомобиля.
4. Технологическая карта окраски кузовов

### **ПЗ№47 Технологические карты**

Составьте диалог по теме занятия, применяя придаточные предложения условия (Mixed conditionals, предложения с "I wish"). Прочитайте диалог, определите, чем фразы отличаются. Выполните упражнения



Упражнение 1. Переведите на русский язык.

I wish it stopped raining.

I wish you could understand me.

She wishes the exams were over.

He wishes he were strong.

He wished everybody knew about his marriage.

I wish you would take care of your cat.

I wish we had holidays now.

I wish it were not too late.

I wish I were free now.

Упражнение 2. Раскройте скобки, переведите.

I wish I... (live) in a warmer country. It is so cold here.

I wish my sister... (have) real friends.

I wish I... (be) younger and more beautiful.

I wish you... (stop) insulting people.

I wish I... (sleep) now.

I wish I... (can, speak) English.

I wish you... (not, make) so much noise.

I wish people... (not, talk) in the cinema when other people watch the film.

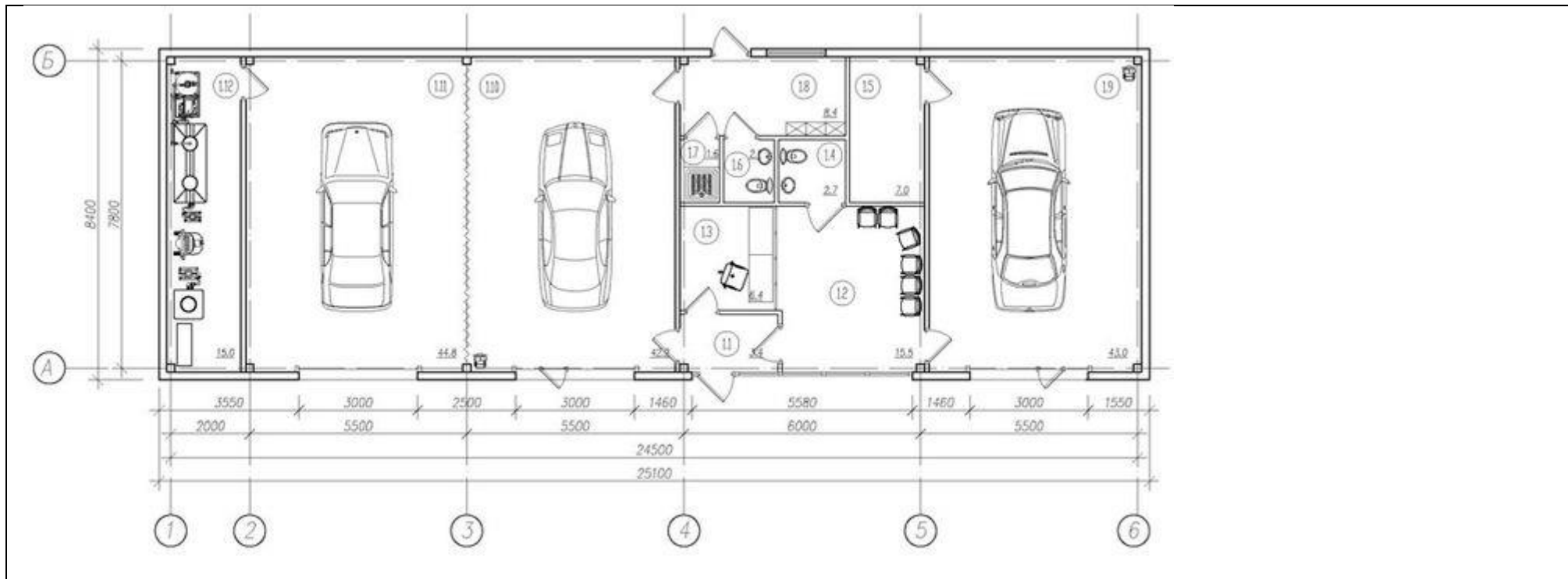
Упражнение 3. Раскройте скобки таким образом, чтобы предложения выражали: а) реальное условие; б) маловероятное условие.

1. If I (know), I (tell) you. 2. If she (want) to talk, she (ring up). 3. If he (have) enough money, he (buy) a large house. 4. She (feel) lonely if Peter (go) away. 5. We (be) pleased to see you if you (arrive). 6. If we (can) come on Sunday, we (come).

Упражнение 4. Выберите наиболее подходящие типы условных предложений и раскройте скобки. 1. If it (rain), I won't go out. 2. You would learn more if you (study) sometimes. 3. If he (ask) me, I would tell him the answer. 4. You would do well if you (take) my advice. 5. She'll catch cold, if her feet (get) wet in this weather. 6. If we (have) nothing to do, life would be boring.

**ПЗ№48 Чертежи.** Выпишите новые лексические единицы по теме занятия. Познакомьтесь с чертежами. Опишите чертежи на английском





**ПЗ№49 Чертежи.** Составьте презентацию собственных чертежей, схем, рисунков, презентаций на английском языке перед аудиторией.

**ПЗ№ 50 Инструменты, оборудование, станки**

Выполните тренировочные лексико-грамматические упражнения на закрепление активной лексики и фразеологических оборотов. Составьте предложения в прошедшем завершённом, завершённом длительном



### Задание №1.

В какой ситуации мы не можем использовать Past Perfect?

Когда говорим о действии, которое произошло до другого действия в прошлом.

Когда имеем в виду результат в прошлом.

С конструкциями scarcely... when, hardly... when, nearly... when, no sooner... than.

Когда говорим про чётко следующие друг за другом действия в прошлом, которые, например, показывают рутинные действия в минувшем.

### Задание №2

Как образуется вопрос в Past Perfect?

Had you been playing computer games?.

Have you played computer games?.

Had you played computer games?

Had played you computer games?

Задание №3

Для чего мы используем Past Perfect Continuous?

Это время, которое выражает факты, привычки, а также ряд следующих друг за другом событий в прошлом, это самый простой способ выражения единичного действия в прошлом.

Это время, которое выражает продолжительное действие в прошлом, причём как в нейтральной, так и в негативной окраске, а также с помощью него можно показать прерванные в процессе выполнения действия.

Это время, которое используется, когда мы говорим о действиях и ситуациях, которые были в процессе до какого-либо момента в прошлом.

Это предпрошедшее время, которое используется, чтобы подчеркнуть тот факт, что какое-либо действие завершилось, прежде чем началось другое действие в прошлом.

Задание №4:

Какое выражение будет являться словом-маркером для Past Perfect Continuous?

For 2 years;

Never;

Yesterday;

In 2020

Задание №5:

В каком случае Past Perfect Continuous употреблен верно?

I had been owning this house for 20 years before I sold it.

I had been wanting to marry you since childhood.

I had been finishing watching Euphoria before I went to work.

I had been preparing this project for a week before the meeting was cancelled.

### **ПЗ№51 Программы и программное обеспечение**

Выполните тренировочные лексико-грамматические упражнения на закрепление активной лексики и фразеологических оборотов. Резюмируйте текст, составьте 5 типов вопросов

Software is a collection of instructions, data, or computer programs that are used to run machines and carry out particular activities. It is the antithesis of hardware, which refers to a computer's external components. A device's running programs, scripts, and applications are collectively referred to as "software" in this context.

What is a Software?

In a computer system, the software is basically a set of instructions or commands that tell a computer what to do. In other words, the software is a computer program that provides a set of instructions to execute a user's commands and tell the computer what to do. For example like MS-Word, MS-Excel, PowerPoint, etc.

Types of Software

It is a collection of data that is given to the computer to complete a particular task. The chart below describes the types of software:

Types of Software

Above is the diagram of types of software. Now we will briefly describe each type and its subtypes:

System Software  
Operating System  
Language Processor  
Device Driver

Application Software  
General Purpose Software  
Customize Software  
Utility Software  
System Software

System software is software that directly operates the computer hardware and provides the basic functionality to the users as well as to the other software to operate smoothly. Or in other words, system software basically controls a computer's internal functioning and also controls hardware devices such as monitors, printers, and storage devices, etc. It is like an interface between hardware and user applications, it helps them to communicate with each other because hardware understands machine language(i.e. 1 or 0) whereas user applications are work in human-readable languages like English, Hindi, German, etc. so system software converts the human-readable language into machine language and vice versa.

## Types of System Software

It has two subtypes which are:

**Operating System:** It is the main program of a computer system. When the computer system ON it is the first software that loads into the computer's memory. Basically, it manages all the resources such as computer memory, CPU, printer, hard disk, etc., and provides an interface to the user, which helps the user to interact with the computer system. It also provides various services to other computer software. Examples of operating systems are Linux, Apple macOS, Microsoft Windows, etc.

**Language Processor:** As we know that system software converts the human-readable language into a machine language and vice versa. So, the conversion is done by the language processor. It converts programs written in high-level programming languages like Java, C, C++, Python, etc(known as source code), into sets of instructions that are easily readable by machines(known as object code or machine code).

**Device Driver:** A device driver is a program or software that controls a device and helps that device to perform its functions. Every device like a printer, mouse, modem, etc. needs a driver to connect with the computer system eternally. So, when you connect a new device with your computer system, first you need to install the driver of that device so that your operating system knows how to control or manage that device.

## Features of System Software

Let us discuss some of the features of System Software:

System Software is closer to the computer system.

System Software is written in a low-level language in general.

System software is difficult to design and understand.

System software is fast in speed(working speed).

System software is less interactive for the users in comparison to application software.

## Application Software

Software that performs special functions or provides functions that are much more than the basic operation of the computer is known as application software. Or in other words, application software is designed to perform a specific task for end-users. It is a product or a program that is designed only to fulfill end-users' requirements. It includes word processors, spreadsheets, database management, inventory, payroll programs, etc.

## Types of Application Software

There are different types of application software and those are:

**General Purpose Software:** This type of application software is used for a variety of tasks and it is not limited to performing a specific task only. For example, MS-Word, MS-Excel, PowerPoint, etc.

**Customized Software:** This type of application software is used or designed to perform specific tasks or functions or designed for specific organizations.

For example, railway reservation system, airline reservation system, invoice management system, etc.

**Utility Software:** This type of application software is used to support the computer infrastructure. It is designed to analyze, configure, optimize and maintains the system, and take care of its requirements as well. For example, antivirus, disk fragmenter, memory tester, disk repair, disk cleaners, registry cleaners, disk space analyzer, etc.

#### Features of Application Software

Let us discuss some of the features of Application Software:

An important feature of application software is it performs more specialized tasks like word processing, spreadsheets, email, etc.

Mostly, the size of the software is big, so it requires more storage space.

Application software is more interactive for the users, so it is easy to use and design.

The application software is easy to design and understand.

Application software is written in a high-level language in general.

#### Difference Between System Software and Application Software

Now, let us discuss some difference between system software and application software:

<b>System Software</b>	<b>Application Software</b>
It is designed to manage the resources of the computer system, like memory and process management, etc.	It is designed to fulfill the requirements of the user for performing specific tasks.
Written in a low-level language.	Written in a high-level language.
Less interactive for the users.	More interactive for the users.
System software plays vital role for the effective functioning of a system.	Application software is not so important for the functioning of the system, as it is task specific.
It is independent of the application software to run.	It needs system software to run.

**ПЗ№52 Инструменты, оборудование, станки.** Прочитайте текст по теме «Инструменты, оборудование, станки». Выпишите неличные формы глагола (Infinitive).

### **Tools You Need for Do-It-Yourself Auto Repair**

**By Larry Carley copyright AA1Car.com**

Before you can start saving money doing your own car maintenance and repairs, you first have to buy some basic tools.

Professional mechanics earn their living fixing cars so they need an extensive tool collection. Many spend upwards of \$25,000 or more on their tools. Most of these tools will be expensive top quality brand name tools such as Snap-On, MAC, Matco and others. Such tools are made of the best grades of steel and will hold up to heavy daily use year after year.

Fortunately, you do not have to invest that kind of money in a basic DIY tool set, nor do you have to buy the most expensive professional grade tools unless you plan on doing a lot of maintenance and repair work.

Most auto parts store and hardware store brand tools should suffice for the kind of work you will be doing.

Avoid buying cheap quality diecast and low grade steel tools that are sold in discount stores, bargain bins and online stores because they will not hold up to even occasional use. You are throwing your money away on this kind of junk!

### **Basic Tools: hat You Need and What You Don't**

For basic [preventive maintenance](#) work and light repairs, all you need are a few simple hand tools, a couple of specialty tools and a tool box to keep them in. Your total investment should easily be under \$100, perhaps less if you already own some of the items we're about to list.

Basically, you will need a set of combination wrenches (metric and/or SAE depending on the type of vehicle you own), an adjustable wrench, a couple of regular and Phillips screwdrivers, three pairs of pliers (regular, needle-hose and adjustable) and a few assorted special purpose tools such as an oil filter

wrench, a funnel, a catch pan, a feeler gauge (or spark plug gap gauge) and a tire pressure gauge.



*For DIY auto repair work, you will need a basic assortment of hand wrenches in metric and/or SAE sizes.*

## **Wrenches & Sockets**

For simple maintenance jobs, you'll need a set of open end/box end wrenches (also called "combination" wrenches). If your car is an import or a late model domestic, it will have metric fasteners. Older American makes such as Ford, GM and Chrysler will use mostly SAE fasteners, but some will also use a mixture of SAE and metric fasteners depending on the engine and other components.

A set of wrenches ranging in size from 10mm through 19mm should handle all of the nuts and bolts you're likely to encounter. For domestic vehicles with SAE fasteners, you will need a wrench set ranging in size from 3/8-inch to 3/4-inch.



*Work faster with a ratchet wrench and socket set. Six-point sockets are strongest and less apt to slip and damage bolts.*

A 3/8-inch and/or 1/2-inch drive socket set and ratchet is not necessary, but is a nice addition to any tool box because a ratchet wrench and sockets can remove and tighten fasteners much more quickly than open end or box end wrenches. A couple of extensions and a swivel can increase the set's versatility tremendously. A 3/8-inch drive socket and ratchet set is the most versatile for light maintenance and repairs, while a larger 1/2-inch drive set is usually needed for engine and suspension work.

Wrenches and sockets should be drop-forged tempered alloy steel, plated or coated for corrosion resistance and backed by a lifetime guarantee.

Another tool in the nice to own but not absolutely necessary column is a set of metric and/or SAE box end ratcheting wrenches (such as those made by GearWrench). These also speed up the removal and installation of many fasteners.

To loosen brake hoses and other plumbing connections that have large flare nuts, a set of flare nut wrenches will make the job easier and reduce the risk of rounding off a flare nut.

A one-size-fits-all adjustable wrench (also called a Crescent wrench) is a handy addition to your tool set because you can use it on a variety of different sized fasteners.

Allen wrenches (small six-sided L-shaped wrenches in metric and SAE sizes) are required for some fasteners, but probably not ones you will likely encounter for most basic maintenance or light repair work.



*Screwdrivers in various sizes and lengths for DIY auto repair work*

## **Screwdrivers**

For a variety of jobs you'll need at least two different sizes of regular (flat tipped) and Phillips (cross-tip) screwdrivers. The cheapest way to buy screwdrivers is to buy them as a set that includes a variety of sizes and lengths. Plastic or wooden handles are okay but make sure the handle offers a good grip and does not slip if your hand is sweaty, wet or greasy. The blade tips should be hardened tempered steel and the screwdriver should be plated for corrosion resistance.

Many late model vehicles use "Torx" fasteners that require a special type of screwdriver head to remove. These may be found on some headlight and taillight covers, seat belt anchor bolts, fuel system components and electrical components.



*Different types of pliers are useful for a variety of auto repair jobs.*

## **Pliers**

A pair of regular pliers and a pair of long-nose pliers are a must for any tool box. A pair of adjustable pliers (also called water pump pliers) are also handy for gripping and removing things like hose clamps, hoses and other odd-shaped objects. Adjustable locking pliers (such as Vice-Grips) are extremely handy for holding and gripping various fasteners and damaged fasteners. Pliers should be of tempered steel and plated for corrosion resistance

Another type of specialty pliers that may be needed for some repair jobs is snap ring pliers. The needle-like tips on these pliers are designed to remove snap rings from parts such as master brake cylinders, U-joints and starter drives.



*The type of oil filter wrench you will need depends on the size of the oil filter on your engine.*

### **Oil Filter Wrench**

For changing oil, one item you can't do without is an oil filter wrench. There are a variety of different designs from which to choose, but the ones that work best are those that have a metal band that wraps all the way around the filter or the adjustable plier type. The size of the wrench will depend on the diameter of the oil filter on your engine. There are also socket style oil filter wrenches that are designed to grip the fluted end of the oil filter can. These tend to slip off if a filter is really tight. For newer vehicles that use drop-in cartridge style oil filters, a large hex socket that fits the top of the oil filter housing will be needed to remove the cap.

### **Funnel, Catch Pan & Safety Stands**

For do-it-yourself [oil changes](#), you will need a large plastic funnel for adding oil to your engine, and a catch pan (at least 6 quart capacity) to catch the dirty oil as it drains out of the oil pan. The same plastic funnel can also be used for other fluids such as antifreeze, power steering fluid, automatic

transmission fluid and brake fluid provided it is cleaned between uses to prevent fluid cross-contamination.

Another recommended item for do-it-yourself oil changes is a pair of sturdy [safety stands](#) (jack stands), and a hydraulic floor jack. Never trust a jack alone to support your vehicle when you are underneath it. Always use a pair of safety stands to support the vehicle. The rear wheels on your vehicle should also be blocked with a pair of rubber or metal chocks, large blocks of wood or bricks to prevent it from rolling while the front wheels are off the ground.

We do NOT recommend steel or plastic car ramps for raising a vehicle as they have a bad reputation for slipping while you are trying to drive up the ramps, and for the vehicle rolling off the ramps when it is elevated.



*Any of these is a must have tool for measuring spark plug wear and checking or adjusting electrode gaps.*

### **Feeler gauge or Spark Plug Gauge**

Spark plugs in late model engines typically last up to 100,000 miles or more, so this is a tool that will not be used very often. A feeler gauge or spark plug gauge is used to check/adjust the electrode gap on the end of the spark plug when new plugs are installed. New spark plugs are supposed to come pre-gapped from the factory, but on some applications the preset gap may not be correct for the application. So you need to measure and adjust the gas as required for proper ignition performance.

A feeler gauge may also be needed to adjust mechanical valve lifters on older vehicles, but almost all later model vehicles use hydraulic valve lifters that do not require any adjustments.

### **Tire Pressure Gauge**

A tire pressure gauge is a tool that many people own but seldom use. Once bought it is often tossed in the glove box and quickly forgotten. They make great toys for the kids because they love to pull the little plastic indicator stick in and out of the housing.

Actually, a tire pressure gauge is a very necessary tool to own and use.

You need it to check and maintain the inflation pressure in your tires. [Tire inflation pressure](#) is important because it affects fuel economy, tire wear, handling, braking, traction and safety. Late model cars have [Tire Pressure Monitor Systems \(TPMS\)](#) to warn you if a tire is low or leaking air. But some of these systems do not tell you which tire is low. You have to figure that out yourself by checking each tire with a gauge.



*Any of these are useful additions to your tool collection for DIY auto rep[air] work.*

### **Other Handy Tools To Consider**

A deep well spark plug socket is a necessary item for changing spark plugs. The size required will depend on the [spark plugs](#) in your engine.

The most common spark plug size on late model engines is 5/8-inch (16 mm), although some are 14 mm. Older vehicles often have 13/16-inch plugs.

For rotating or removing tires, a four-way lug wrench gives you much better leverage than the flimsy lug wrenches found in most car trunks.

A trouble light (corded or cordless) can improve visibility when working under the hood or under the car.

A pair of jumper cables is another item you'll eventually acquire if you live in the Northern states, or if you've found yourself stranded because of a rundown battery. You don't need jumper cables for routine maintenance or repair work. But they are essential if you need to [jump start a dead battery](#). A good pair of jumper cables will use heavy gauge (size 4 or 6) copper wire (not aluminum), and have well-built clamps. The cables should be long enough to reach from one end of your car to the other.

Other helpful battery tools include a post puller (for prying battery cables off battery posts without damage to either), a battery post cleaner (for cleaning battery posts and cable clamps), and a battery carrying clamp (if your battery lacks a carrying strap).

A battery charger is another item that may be needed if your battery needs to be recharged. If you buy a charger, get one with at least a 10 amp capacity. The little 2 and 4 amp trickle chargers are too slow for automotive batteries. Also, a "smart" charger that varies the charging rate will [recharge a battery](#) more quickly than a basic charger.

### **Tools for More Advanced Repair Work**



For tightening critical fasteners such as lug nuts, cylinder head bolts and other engine and suspension fasteners, you will need a [torque wrench](#).

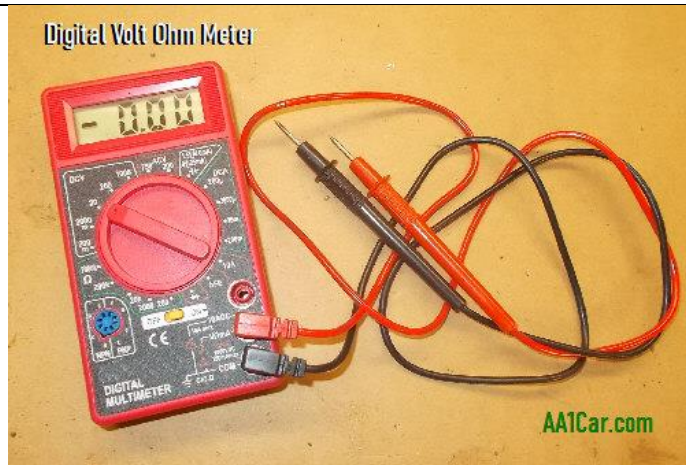
For more in-depth engine, suspension and brake work, as well as tire rotations, you will need an inexpensive torque wrench. The beam indicator type is the least expensive (usually under \$30) and is accurate enough for most applications. The scale should show both standard (pounds-foot) and metric (Newton-meters) torque values. Click-style torque wrenches are more accurate and faster to use, but do require periodic calibration and adjustment.



*You can't troubleshoot a Check Engine Light without one of these. A basic scan tool can provide a wealth of diagnostic information.*

A basic scan tool is a must tool for diagnostics on 1990s and newer vehicles. You do not need an expensive professional grade model for basic troubleshooting. You just need a tool that can display trouble codes, basic system data and can clear codes. Basic scan tools typically sell for \$50 to \$150.

Another hand held electronic device that may be needed to troubleshoot electrical and electronic problems is a Digital Volt Ohm Meter (DVOM). Such a tool can be used to check your battery, the charging system, wiring faults, ground connections, etc. An inexpensive basic DVOM can be bought for less than \$25.



*A DVOM allows you to measure volts, resistance (ohms), continuity and current (amps).*

### **General Tool Safety Precautions**

A tool is only as safe as the person who uses it. The following list of tool precautions is included along with some general suggestions on repair safety. Please take a few minutes to read through them carefully -- especially if you're a novice with respect to auto repair. Working on your car need not be any more dangerous than changing a light bulb provided you use good common sense and observe these rules. When accidents do happen, they are often the result of carelessness or ignorance. Do not let that happen to you!

- \* For general auto repair safety tips [Click Here](#).
- \* Before starting any kind of repair work, dress for the part. Remove all jewelry such as rings, watches and bracelets, and do not wear loose-fitting clothing, ties, scarves or jackets that might become tangled or caught. If you have long hair, tie it back or tuck it under a hat.
- \* Eye protection provided by safety glasses, goggles or a face shield is highly recommended whenever you are using a hammer and chisel, when drilling or grinding, when working under the car, when working on the car's battery or when servicing the air conditioning system.
- \* Use tools for their intended purpose. Screwdrivers make lousy chisels and pry bars, just as pliers and Crescent wrenches make poor hammers. Socket extensions are not designed to double as punches, nor are ordinary hand sockets designed to withstand the abuse of an impact wrench. Vice-grips are great for holding but they can also damage nuts and bolts. Use your tools the right way and they'll serve you well.

- \* Avoid breathing dust from brake linings or clutches. Wear a dust mask to protect your lungs when doing anything that generates dust.
- \* Wear nitrile or rubber gloves to protect your hands when working with fluids, chemicals, motor oil, gasoline or diesel fuel. Toxic substances can absorb into bare skin and cause irritation, burns and possibly even cancer with long term exposure.
- \* Treat a running engine with respect. Keep tools, fingers, hands, hair and clothing away from all moving parts such as belts, pulleys and fans. Avoid touching HOT engine parts, especially the exhaust manifolds and exhaust pipes.
- \* Do NOT touch any ignition component (spark plug wires or ignition coils) while the engine is running because of the potential shock hazard.
- \* On hybrid and plug-in electric vehicles, do NOT touch any part of the high voltage battery or powertrain system whether the system is on or off. The cables are usually color coded ORANGE. Special thick insulated gloves and tools are required for this kind of work because voltages may be as high as 300 volts or more (enough to kill you!).
- \* Do NOT smoke while working on or near any part of the fuel system.
- \* Never run an engine inside a closed garage! Carbon monoxide fumes can build up to lethal levels in minutes. You can't see it and you can't smell it.

**ПЗ№53 Программы и современное программное обеспечение**

Прочитайте текст «Программы и программное обеспечение». Ответьте на вопросы. Ознакомьтесь с видами программного обеспечения



С помощью поисковых сервисов опишите на английском языке предложенные программы

# CAD, CAM, CAE

*CAD: computer-aided design*

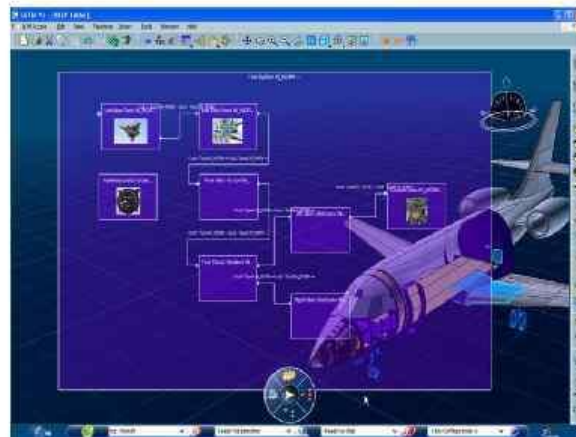
- системы автоматизированного проектирования объектов производства

*CAM: computer-aided manufacturing*

- системы технологической подготовки производства

*CAE: computer-aided engineering*

- системы инженерного анализа



## ПЗ.№54 Необходимое оборудование в моей работе

Запишите новые лексические единицы по теме занятия для последующего чтения текста.

Запишите названия станков на английском языке с переводом. Составьте предложения с каждым. Выберите одно из оборудований для презентации





ПЗ№56 Техника безопасности на производстве. Выполните упражнения на отработку лексических единиц.

**Ex. 1 Read and translate the following text into Russian. Try to remember as much as you can.**

### Safety rules

- Don't smoke while you're working on your car — for obvious reasons!
- Never work on your vehicle unless the *parking brake* is on, the *gearshift* is in Park or Neutral, and the engine is shut off.
- Be sure that the parts of the engine you're working on are cool so that you don't get burned. If you're doing a job that calls for a warm engine, be very careful.
- Never jack a vehicle up unless the wheels are blocked.
- Use insulated tools for electrical work.
- Before using a wrench or *ratchet* on a part that's "stuck". *Pull on wrenches rather than push them whenever possible.*
- Take off your tie, scarf, rings, long necklaces, and other jewelry. If they get caught on parts, they — and you — can be damaged.

- Tie back long hair. If your hair accidentally gets caught in a moving fan or belt, you can literally be scalped.
- If you're working with toxic chemicals, such as *coolant*, cleaners, and the like, keep them away from your mouth and eyes. Wash your hands thoroughly after using them, and either store toxic chemicals safely away from pets and children.
- Know that gasoline is extremely dangerous. Not only because it is toxic and flammable, but the vapor in an *empty* can is explosive enough to take out a city block. If you must keep a small amount of gasoline on hand for a chain saw, always store it in a ventilated gasoline can designed specifically for that purpose.
- Work in a well-ventilated area to avoid breathing in carbon monoxide if you have to run the engine, or breathing in toxic fumes from chemicals and gasoline. If possible, work outdoors. If you must work in your garage, be sure to keep the garage door open and move the vehicle as close to the door as possible.
- Use a work light in dark areas.
- Keep a fire extinguisher handy.

**Learn the following words by heart:**

work on the car – работать с авто

obvious reason – очевидная причина

parking brake – ручной тормоз

gearshift is in Park or Neutral – передача выключена или в нейтральном положении

the engine is shut off – двигатель выключен

to get burned – обжечься

jack – домкрат

to jack a vehicle up – поднять авто на домкрат

insulated tools – инструменты с надежной изоляцией

wrench – гаечный ключ

ratchet – трещотка

parts that are “stuck” – прикипевшие детали

pull on – тянуть

push – толкать

necklace – ожерелье

jewelry – украшения

damage – повреждение

to get caught – попадать, застревать

fan – вентилятор

belt – ремень

coolant – антифриз

cleaner – стеклоочиститель  
thoroughly – тщательно  
store – хранить  
dangerous – опасный  
toxic – ядовитый  
flammable – огнеопасный, легковоспламеняющийся  
can – канистра  
vapour – пар  
empty – пустой  
explosive – взрывчатый  
purpose – цель  
to avoid – избегать  
breath in – вдыхать  
carbon monoxide – угарный газ  
fume – дым  
fire extinguisher – огнетушитель

**Ex. 2 Answer the following questions:**

1. Why mustn't you smoke while you are working on your car?
2. Why should the parts of the engine you are working on be cool?
3. What should you take off when working on your car? Why?
4. What toxic chemicals do you know? What are the safety precautions when working with them?
5. Why is gasoline dangerous?
6. What should we do in order not to breath in carbon monoxide when repairing you car?

**Ex. 3 Cross the word that doesn't belong to the group.**

1. ring, tie, necklace, earring;
2. ratchet, spanner, wrench, wheel;
3. van, omnibus, plane, lorry
4. coolant, cleaner, soap, thinner
5. jack, engine, air filter, battery

**Ex. 4 Translate into English:**

Двигатель выключен, прикипевшие детали, антифриз, хранить, работать с авто, очевидная причина, поднять авто на домкрат, гаечный ключ, толкать, повреждать, вентилятор, ремень, стеклоочиститель, передача на нейтральном положении, канистра, избегать, угарный газ, огнетушитель, легковоспламеняющийся, ядовитый, домкрат.

**Ex. 5 Find the equivalents to the verbs in the left column**

to avoid	блокировать
to understand	использовать
to be burned	избегать
to jack up	вдыхать
to block	хранить
to use	тянуть
to pull on	понимать
to push	обжечься
to keep away from	поднимать на домкрат
to store	толкать
to breath in	беречь от

**Ex. 6 Compose your own sentences using the words given in the ex. 5**

**Ex. 7 Complete the following sentences:**

1. Never jack a vehicle up until the wheels are...
2. If you must keep a small amount of gasoline on hand, always store it in...
3. If you are working with toxic chemicals, such as ..., keep them away from your mouth and eyes.
4. Use ... for electrical work.
5. Never work on your vehicle unless...

**Ex. 8 Translate the following sentences into English:**

1. Заблокируй, пожалуйста, колеса.
2. Если вам приходится работать с прогретым двигателем, будьте осторожны!
3. Вы можете обжечься.
4. Поставь машину на ручной тормоз.
5. Не курите, когда работаете с машиной.
6. Это инструменты с надежной изоляцией?
7. Бензин очень опасен.
8. Работайте в хорошо вентилируемых помещениях, чтобы избежать вдыхания угарного газа.
9. Если вам приходится работать в гараже, откройте дверь.
10. Некоторые канистры предназначены специально для хранения бензина.

**Задание 1.** Прочитайте текст и ответьте на вопросы по тексту

### Safety rules in a workshop

When entering workshop, pick up your hearing and eye protectors and immediately report to the workshop supervisor. Always listen carefully to the teacher and follow his instructions. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand. Check that any tools you have been using have been put away in the appropriate spots, cleaned up your work area and notify the workshop staff. Always use a guard when working on a machine. Do not use a machine if you have not been shown how to operate it safely by the teacher.

What will be your behavior in the workshop? Do not run in the workshop, always be patient, never rush in the workshop. Also you should know where the emergency stop buttons are positioned in the workshop. Every person entering the workshop must put on an apron as it will protect your clothes and hold loose clothing such as ties in place, be sure that he or she wears good strong shoes. Training shoes are not suitable. Bags should not be brought into a workshop as people can trip over them. Long hair has to be tied up including fringes. Remove rings and loose jewellery before operating machinery they can be a hazard.

Определите истинность (True) или ложность выражения (False)

1. Every person entering the room must put on an apron and be sure that he or she wears good strong shoes.
2. After the work check tools, cleaned up your work area and notify the workshop staff.
3. Always listen carefully to the teacher and follow his instructions.
4. Put on rings before operating machinery they can be a useful.
5. When entering workshop, put off your hearing and eye protectors and immediately report to the workshop supervisor.

**Задание 2.** Установите соответствие выражений с картинкой



- Safety helmet must be worn
- Safety gloves must be worn
- Protective footwear may be worn
- Goggles must be worn
- Protective jacket must be worn
- Ear protectors must be worn
- Respirator must be worn
- Protective trousers must be worn

## ПЗ№58 Последствия несоблюдения техники безопасности на производстве.

Составьте брошюру на английском языке по образцу



## ПЗ№59 Виды инструктажей

Переведите виды инструкций, запишите списком с кратким описанием

TUSHY

HOW TO PUT THIS SHIT TOGETHER  
TUSHY SPA

Check out our installation video at  
[HELLOTUSHY.COM/SPAINSTALL](https://www.hellotushy.com/spainstall)  
and some common setup traps at  
[HELLOTUSHY.COM/TRAPS](https://www.hellotushy.com/traps)



### PREP WORK

#### 1. WATER VALVES

Turn off the water valve near the toilet and the warm water supply under the sink in small increments to avoid damage, especially to other valves. There may be some mineral build up - slow and steady wins the race. Try turning it in one direction and then the other, each time turning a little further until it's free to turn all the way around.

#### 2. TOILET TANK

Flush your toilet to drain the tank completely. Hold down the flapper until it empties (A couple inches of water is okay).

#### 3. TOILET SEAT

Flip up the screw caps behind the seat with a flat head screwdriver to access the screws. You may need to hold the seat towards the screen with your other hand while unscrewing. Remove the seat and set aside. Dealing with a unique toilet seat? Check out [hellotushy.com/traps](https://www.hellotushy.com/traps) for some tips.

### CONGRATULATIONS

You have raised the bidet! Your butt, the environment and the world will be better off because of it. Head over to [hellotushy.com](https://www.hellotushy.com) using our handy instructions inside the Hi Hi bucket) and thank that shiny shiny happy poop!

HELLOTUSHY.COM  
HELLOTUSHY.COM/SPAINSTALL  
HELLOTUSHY.ME  
FB.COM/HELLOTUSHY  
INSTAGRAM.COM/HELLOTUSHY

Виды инструкций:

1 **Consumer instructions for goods.** Потребительская инструкция к товарам (инструкция к телевизору, к велосипеду, к детскому питанию и др.).

## 2. **Patient Leaflet (PIL)** Аннотация к медикаментам.

4.2 Posology and method of administration Nelarabine is for intravenous use only and must only be administered under the supervision of a physician experienced in the use of cytotoxic agents. Posology Patients receiving nelarabine are recommended to receive intravenous hydration according to standard medical practice for the management of hyperuricaemia in patients at risk for tumour lysis syndrome. For patients at risk of hyperuricaemia, the use of allopurinol should be considered (see section 4.4). Adults and adolescents (aged 16 years and older) The recommended dose of nelarabine for adults is 1,500 mg/m<sup>2</sup> administered intravenously over two hours on days 1, 3 and 5 and repeated every 21 days. Paediatric population Children and adolescents (aged 21 years and younger) The recommended dose of nelarabine for children and adolescents is 650 mg/m<sup>2</sup> administered intravenously over one hour daily for 5 consecutive days, repeated every 21 days. In clinical studies, the 650 mg/m<sup>2</sup> and 1,500 mg/m<sup>2</sup> dose have both been used in patients in the age range 16 to 21 years. Efficacy and safety were similar for both regimens. The prescribing physician should consider which regimen is appropriate when treating patients in this age range. Limited clinical pharmacology data are available for patients below the age of 4 years (see section 5.2). Dose modification Nelarabine must be discontinued at the first sign of neurological events of National Cancer Institute Common Terminology Criteria Adverse Event (NCI CTCAE) grade 2 or greater. Delaying subsequent dosing is an option for other toxicities, including haematological toxicity. Elderly Insufficient numbers of patients aged 65 years of age and older have been treated with nelarabine to determine whether they respond differently than younger patients (see sections 4.4 and 5.2).

3. **Departmental instructions** Ведомственная инструкция (правила заполнения документов и правила поведения клиентов: таможенная декларация, пожарная инструкция и др).

**CUSTOMS DECLARATION**

\* To be filled in by persons over 16.  
\* To answer mark a cross in the appropriate box below   
\* Keep for the whole duration of your temporary stay abroad/in the country and submit to the Customs on your way back. Not renewable in case of loss.

entry     exit     transit

**1. Information on traveller:**

family name (last name) \_\_\_\_\_ first name \_\_\_\_\_ second name \_\_\_\_\_  
country of permanent residence \_\_\_\_\_ nationality \_\_\_\_\_ passport\* \_\_\_\_\_  
arrived from (country of departure) \_\_\_\_\_ leaving for (country of destination) \_\_\_\_\_

With me I have children under age \_\_\_\_\_  Yes  No    Number \_\_\_\_\_

**2. Information on luggage:**

2.1. Accompanied luggage, including hand luggage     Yes  No    2.2. Unaccompanied luggage (a/s accompanying documents)     Yes  No  
pieces \_\_\_\_\_    pieces \_\_\_\_\_

**3. Information on merchandise:**  
With me and in my luggage I have items which are due to be declared and transportation of which across boarders must be documentarily permitted by authorities:

3.1. National and other currency in cash, currency valuables, articles made of precious stones in any form or condition.     Yes  No

Description of currency, valuables or items	Total sum/Quantity	
	In figures	In words

3.2. Weapons of all descriptions, ammunition, explosives     Yes  No    3.8. Wildlife objects, parts and products thereof     Yes  No  
3.3. Drugs and psychotropic substances     Yes  No    3.9. High-frequency radio-electronic devices and means of communication     Yes  No  
3.4. Antiques and objects of art     Yes  No    3.10. Goods subject to customs duties     Yes  No  
3.5. Printed editions and information media     Yes  No    3.11. Temporarily admitted (exported) goods     Yes  No  
3.6. Poisonous and powerful medicines and substances     Yes  No    3.12. Transportation unit     Yes  No  
3.7. Radioactive materials     Yes  No

\* For the purposes of Customs control goods as in 3.2-3.12., in any, must be described in detail on the back side of the Customs Declaration in 4.

данной должности).

**Job Description**

**EMPLOYEE PIN:**

**JOB HOLDER:**

**POSITION DATA:**

<b>Job Title: Senior Manager</b>	<b>Job Grade: PO/SPO</b>
<b>Department: Human Resources Division</b>	<b>Reporting to: Head of Learning and Development</b>

**JOB PURPOSE:**

Responsible for assisting the HR Learning and Development team to assess of training need, develop different training presentation, communicate and coordinate with different resource persons, organize proper training courses for different level of employee of the Bank, maintain relationships with various departments through concerned HR Relationship Managers.

**JOB REQUIREMENTS**

- Training facilitation skills
- Training planning skills
- Preparing Budgeting for training skills
- Execution and Evaluation skills
- Excellent interpersonal and leadership skills
- Excellent verbal & written communication skills
- Sound computer skills in MS Word, MS Excel, Power Point and MIS Access

**PREPARED BY JOB HOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED BY HEAD OF DIVISION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*(Source: BBL/local/web)*

**4. Job description.**  
Должностная инструкция (правила поведения работника в

### ИЗ №60 World Skills International Health and Safety documentation.

#### 1. Переведите письменно текст, озаглавьте его, разделите на абзацы

Our life today is based on the one cornerstone: skills. Skills shape people and their societies. Plumbers, electricians, machinists, mechanics, cooks, computer technicians, welders, designers, and many other necessary skilled professionals constantly improve our world with the power of skills. In 1950 when skilled labour collaboration and innovation we needed more than ever – the first WorldSkills competition was hosted in Spain. Today, over 70 member countries and regions participate in the biggest vocational education and skills excellence event in the world. The WorldSkills Competition truly reflects the global industry. Tens of thousands of young students and professionals have participated over the years. The WorldSkills Foundation contributes by connecting Champions, Experts and partners with projects and initiatives that improve lives and to build innovative and sustainable activities around the world. WorldSkills is not just a competition though, it is a movement. By working in the six main areas Promoting Skills, Career Building, Skills Competition, Education and Training, International Cooperation and Development, and Research – WorldSkills is the global hub for skills excellence and development with ongoing activities nationally and globally. WorldSkills raises the profile and recognition of skilled people, and shows how important skills are in achieving economic growth and personal success. WorldSkills: the global hub for skills excellence and development.

#### *Ex. 1. Are these statements true or false?(t; f)*

In the 1950<sup>th</sup> there was a great need for skilled workers in Spain. \_\_\_\_\_

The WorldSkills Competitions give a new impulse to their vocational training systems. \_\_\_\_\_

The WorldSkills Foundation is dedicated to get profit through competitions as a means of promoting the skills movement nationally, regionally and globally. \_\_\_\_\_

WorldSkills is a global platform where youth, educators, industry and governments can meet, learn and develop skills together. \_\_\_\_\_

WorldSkills organizes skill competitions and events for young people on all levels in Europe. \_\_\_\_\_

WorldSkills aims to create an increased understanding for how important skills training is for economic development. \_\_\_\_\_

WorldSkills doesn't support and conduct skills research. \_\_\_\_\_

*Ex. 2 Complete the sentences.*

The WorldSkills Competition truly reflects the \_\_\_\_\_.

Tens of thousands of young students and professionals \_\_\_\_\_ over the years.

WorldSkills is not just a competition though, it is a \_\_\_\_\_.

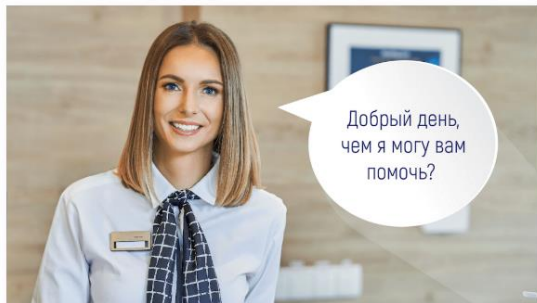
**ПЗ№61 World Skills International Health and Safety documentation.**

С помощью сети Интернет найдите и выпишите Международную документацию по охране труда и технике безопасности World Skills.

**ПЗ№62 Алгоритм действий при заселении гостя во время проведения чемпионата**

Составьте на примере диалог на английском языке.

## Алгоритм действий при заселении гостя

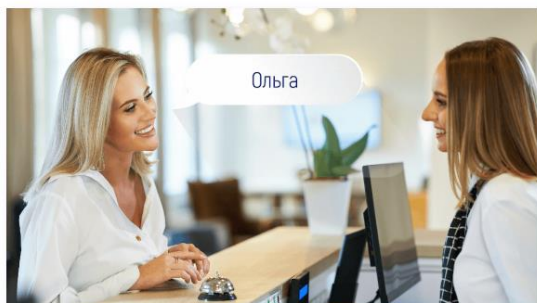


1.  
Установить зрительный контакт с гостем и поздороваться в соответствии с международным стандартом приветствия

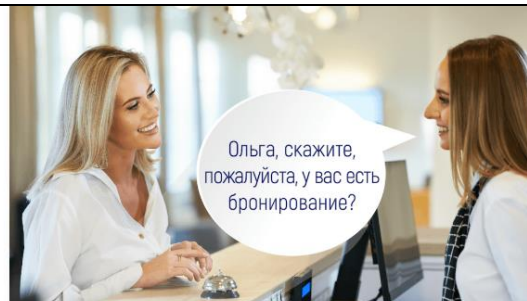


### Важно

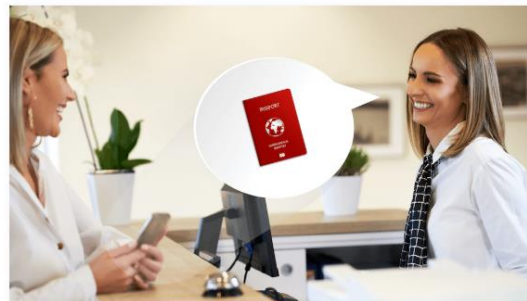
Неформальные выражения, такие как «Здравствуйте», «Привет», «Как дела?» не должны быть использованы при приветствии



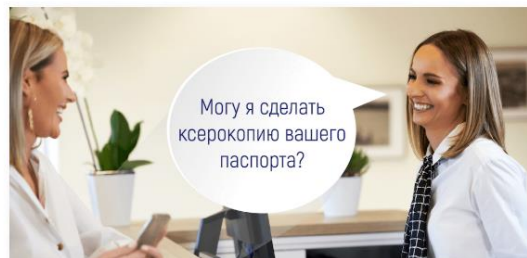
2.  
Узнать имя гостя. Это поможет установить межличностный контакт



3.  
Спросить, есть ли у гостя бронь



4.  
Попросить у гостя документ, удостоверяющий личность, чтобы сверить детали бронирования и идентифицировать гостя. На территории Российской Федерации таким документом является паспорт



5.  
Сделать ксерокопию паспорта гостя

**Важно**

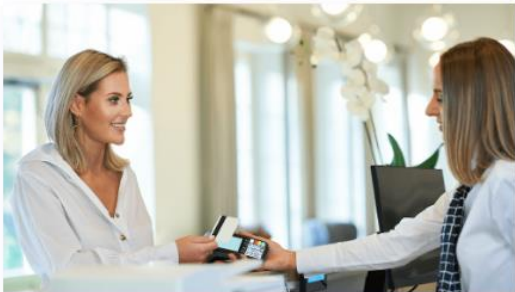
Обычно периферийные блоки соединены на печатной плате. Нам лучше использовать блоки, соединенные гибкими перемычками. Это позволит изменить функционал и сделать систему более дешевой

**6.**

Попросить гостя ознакомиться с правилами отеля и заполнить регистрационную форму

**Важно**

Администратор должен указать на поля, которые следует заполнить, и помочь гостю в заполнении формы, если это требуется

**7.**

Спросить у гостя, каким способом он хочет прогантировать проживание в отеле. Наиболее распространенным способом является кредитная карта

**Важно**

Администратор должен убедиться, что кредитная карта принадлежит гостю, и ее срок действия не истек

**Важно**

Администратор должен убедиться, что кредитная карта принадлежит гостю, и ее срок действия не истек

**8.**

Рассказать основную информацию об отеле, а именно: услуги, входящие в стоимость проживания, дополнительные услуги

**9.**

Выдать гостю ключ от номера



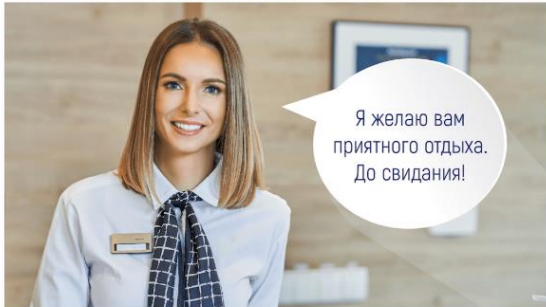
**Важно**

Отдавая гостю ключ, администратор не должен называть номер комнаты, а только этаж, на котором она расположена. А также должен проинформировать, что номер комнаты указан на гостевой карте



10.

Предложить гостю помощь с багажом



11.

Удостовериться, что у гостя нет никаких вопросов и попрощаться с ним

test yourself

What should I do after greeting the guest?

1 Ask about how you can contact him.

2 Ask if he has a reservation.

3 Ask for his passport

4 Ask if he has been to your hotel before

Can a guest guarantee hotel accommodation with someone else's card?

1 Can

2 Yes, if the guest claims that this card belongs to his relative.

3 Yes, if the cardholder is present nearby and has no objections.

What information should the administrator give the guest when giving him the room key?

1 Room number and floor

2 Room number, floor and location of elevator or stairs

3 The floor where the room is located and the location of the elevator or stairs

4 Information about where to view the room number on the guest card, the floor and the location of the elevator or stairs

**ПЗ №63 Safety first/Безопасность превыше всего**

Запишите новые слова по теме занятия для подготовки к диалогу/дискусии. Составьте диалог по теме занятия. Подготовьте 5 вопросов для дискуссии.

To speak about safety, you need the appropriate vocabulary.



**emergency** - чрезвычайная ситуация

**panic** - паника

**to stay calm** - оставаться спокойным

**to depend on** - зависеть от

**serious** - серьезный

**to call the emergency service** - звонить в аварийную службу

**to press the button** - нажать на кнопку

**to lose** - терять

**important** - важный

**quick** - быстрый

**to guess** - угадывать

**police officer** - полицейский

**fire fighter** - пожарный

## ПЗ№64 Safety Rules for Working with Electrical Equipment

Запишите представленные правила на английском с переводом. Перескажите информацию.

### Be cautious and work safely

A safe work environment is not always enough to control all potential electrical hazards. You must be very cautious and work safely. Safety rules help you control your and others risk of injury or death from workplace hazards. The good question is how can I ensure my safety? Recognize, assess, and control potential hazards; that is the three-stage safety strategy to MUST follow.



21 Safety Rules for Working with Electrical Equipment

Thinking about your profession and making plans for potential dangers is essential for safety.

If you want to stay alive, you have to know how to spot potential dangers. Take stock of where you are and what dangers you face. A safe work environment, safe work habits, and reporting concerns to a supervisor or teacher are all ways to control dangers.

Your safety is greatly enhanced when you employ the safety model to identify, assess, and manage potential dangers.

If you are working on electrical circuits or with electrical tools and equipment, you need to use following golden safety rules:

## 21 Golden Safety Rules

### Rule no. 1 – Energized Electrical Circuits

**Avoid contact with energized electrical circuits.** Please don't make fun of this rule if you already know this (and you probably already know if you are reading these lines) and remember that if something bad occurs – you probably won't have second chance. That's not funny.

Electrical risks, particularly electrical shock, are ever-present in every workplace that makes use of power tools or [electrical circuits](#). Whether at home or in the office, anybody is vulnerable to these dangers.



Construction sites can be **dangerous places for workers** because to the abundance of tools and materials, and the rapid pace of the work. Electric power tools are used in many different types of labor, which increases the risk of accidents.

Electricians need to take extreme caution around electrical circuits due to the inherent dangers of their line of work. Electrocutation and burns are possible outcomes of coming into touch with a live electrical current. There is a risk of death or serious injury.

## Rule no. 2 – Be Incredulous

Treat all electrical devices as if they are live or energized. **You never know.**

## Rule no. 3 – Turn Off the Power Before Any Work

Disconnect the power source before servicing or repairing electrical equipment. **This is the only way to be sure.**

## Rule no. 4 – Only Safe Tools

Use only tools and equipment with non-conducting handles when working on electrical devices.

**Easy to check.**

## Rule no. 5 – No Metal Things Around Circuits

Never use metallic pencils or rulers, or wear rings or metal watchbands when working with electrical equipment. This rule is very easy to forget, especially when you are showing some electrical part pointing with metallic pencil.

**Always be aware.**

advertisement

## Rule no. 6 – Watch What You Touch

When it is necessary to handle equipment that is plugged in, be sure hands are dry and, when possible, wear nonconductive gloves, [protective clothes](#) and shoes with insulated soles.

**Remember: gloves, clothes and shoes.**

Figure 1 – Safety clothes, gloves and shoes



Figure 1 – Safety clothes, gloves and shoes

## Rule no. 7 – Save Your Heart

If it is safe to do so, work with only one hand, keeping the other hand at your side or in your pocket, away from all conductive material. This precaution reduces the likelihood of accidents that result in current passing through the chest cavity.

If you ever read about current passing through human body you will know, so remember – work with one hand only.

## Rule no. 8 – Beware of Moisture

Minimize the use of electrical equipment in **cold rooms** or other areas where **condensation** is likely. If equipment must be used in such areas, mount the equipment on a wall or vertical panel.

You run the risk of becoming a conductor for electrical current if you work in wet conditions. Even if you're standing in a little puddle of water, you could still get shocked if you touched a live wire or other electrical component.

Figure 2 – Never work in wet/moisture rooms



## Rule no. 9 – Water on Live Circuit?!

If water or a chemical is spilled onto equipment, shut off power at the main switch or circuit breaker and unplug the equipment.

**Very logical.** NEVER try to remove water or similar from equipment while energized. Afterall, it's stupid to do so.

## Rule no. 10 – Don't Share the Current

If an individual comes in contact with a live electrical conductor, **do not touch the equipment, cord or person.** Disconnect the power source from the circuit breaker or pull out the plug using a leather belt. Tricky situation, and you must be very calm in order not to make the situation even worse.

Keep your hands away from the victim if they are still touching an electrical circuit! You also wish to avoid becoming a victim!

**Like in previous rules – Always disconnect the power FIRST.**

Figure 3 – Always disconnect the power FIRST



Figure 3 – Always disconnect the power FIRST

### Rule no. 11 – Something's Leaking, Be Cautious

Equipment producing a "tingle" should be disconnected and reported promptly for repair. Test circuits to make sure they are de-energized.

### Rule no. 12 – Grounding Often Isn't What You Think It Is

Do not rely on grounding to mask a defective circuit nor attempt to correct a fault by insertion of another fuse or breaker, particularly one of larger capacity.

### Rule no. 13 – Capacitors Could Harm

**Drain capacitors** before working near them and keep the short circuit on the terminals during the work to prevent electrical shock.

### Rule no. 14 – Be Smart In That Moment

Never touch another person's equipment or electrical control devices unless instructed to do so.

**Don't be too smart. Don't try your luck.**

advertisement

### Rule no. 15 – Think of Others Too

Enclose all electric contacts and conductors so that no one can accidentally come into contact with them.

**If applicable do it always, if not be very careful.**

### Rule no. 16 – Not Slippery, But Conductive Floor

Never handle electrical equipment when hands, feet, or body are wet or perspiring, or when standing on a wet floor.

It is imperative that you wear footwear specifically designed for [electrical work](#). (You won't be safe from electrical risks in your tennis shoes.) Wear shoes with additional protection in case of non-electrical dangers, such as large objects, sharp floor nails, etc.

**Remember: Gloves and shoes.**

### Rule no. 17 – Be Smart, the Back Of the Hand

When it is necessary to touch electrical equipment (for example, when checking for overheated motors), use the back of the hand. Thus, if accidental shock were to cause muscular contraction, you would not "freeze" to the conductor.

### Rule no. 18 – Don't Set Yourself On Fire

Do not store **highly flammable liquids** near electrical equipment.

### Rule no. 19 – Read Single Line Diagram

Be aware that interlocks on equipment disconnect the high voltage source when a cabinet door is open but power for control circuits may remain on.

**Read the single line diagram and wiring schemes – know your switchboard.**

## Rule no. 20 – Experiment Carefully

De-energize open experimental circuits and equipment to be left unattended. You must find where circuit breakers, fuses, and switches are located. Then, the circuits that you will be working on (even low-voltage circuits) **MUST BE TURNED OFF!**

Test the circuits before beginning work to make sure they are completely de-energized.

## Rule no. 21 – Act Like an Electrical Engineer

Do not wear loose clothing or ties near electrical equipment. **Act like an electrical engineer, you are not on the beach.** Loose clothing will catch on corners and rough surfaces. Clothing that binds is uncomfortable and distracting.

## Example of human stupidity and ignorance of basic safety

Electrical safety, come on... I guess we'll never know did the cord extension drop into water... Hope not.

## Important to Read and Learn

If you have already read the above twenty-one rule, there is additional very important information that you must know or learn. The severity of injury from electrical shock is dependent upon the magnitude of electrical current and the duration of its passage through the body. For instance, 0.1 ampere of electricity passing through the body for even 2 seconds might be lethal.

A person can withstand an internal current of just ten milliamperes (milliamps or mA) while still maintaining control over the muscles of the arm and hand. Currents over 10 mA might disable or immobilize muscles. During this “**freezing**” phenomenon, an individual becomes incapable of relinquishing a tool, wire, or other object. The electrified object may be grasped more firmly, leading to prolonged exposure to the electric current.



Consequently, hand-held equipment that deliver an electric shock can pose significant hazards. If you cannot relinquish the tool, the current will move throughout your body for an extended duration, perhaps resulting in **respiratory paralysis** (the muscles responsible for breathing become immobile). You cease respiration temporarily. Individuals have ceased respiration when exposed to electrical currents from voltages as low as 49 volts.

Typically, approximately 30 mA of current is required to induce respiratory paralysis.

Currents exceeding 75 mA induce ventricular fibrillation, characterized by a fast and inefficient heartbeat. This scenario will result in death within minutes unless a specialized equipment known as a defibrillator is employed to rescue the person. Cardiac paralysis transpires at 4 amps, indicating that the heart ceases to pump entirely. Tissue gets burned with currents above 5 amps.

Yes, it's that serious.

## ПЗ№65 Правила написания инструкций

Структура и содержание типовых инструкций. Ознакомьтесь с типовыми инструкциями, переведите на английский язык

Конструкторский документ определяет конструкцию изделия и содержит необходимые в общем случае данные для разработки, изготовления, контроля, приемки, эксплуатации и ремонта изделия (ГОСТ 2.102-68 “Виды и комплектность конструкторских документов”). Графический конструкторский документ содержит в основном графическое изображение изделия и (или) его составных частей. Текстовый конструкторский документ содержит в основном сплошной текст или текст, разбитый на графы. Примерами документов, входящих в основной комплект

конструкторских документов изделия, являются: чертеж детали, сборочный чертеж, спецификация, принципиальная электрическая схема, технические условия, эксплуатационные документы и другие, разработанные на данное изделие в целом (ГОСТ 2.102-68).

К текстовой конструкторской документации относятся инструкции, руководства и технические требования. Все эти документы представляют собой перечень руководящих указаний, в значительной степени независимых друг от друга, но написанных в едином стиле, с использованием стандартных для данных документов оборотов и, что особенно важно, строго единообразной терминологии. Подобные русскоязычные документы имеют собственный стиль, свои общепринятые обороты и термины, и это необходимо учитывать при переводе. В качестве примера можно привести такие документы, как ОСТ 27 56-732-84 “Электроприборы бытовые. Руководство по эксплуатации”, ОСТ 27 56-417-79 “Эксплуатационные документы на электробытовые приборы. Общие технические требования”, РД 50-669-88 “Аппаратура радиоэлектронная бытовая. Требования к построению, изложению и оформлению инструкции по ремонту и руководства по эксплуатации”. В любом случае при переводе текстовой конструкторской документации необходимо придерживаться требований ГОСТ 2.105-95 “Общие требования к текстовым документам”. При переводе руководств и инструкций нужно учитывать следующее.

При изложении обязательных требований в тексте должны применяться слова: должен, следует, необходимо, требуется, чтобы, разрешается только, не допускается, запрещается, не следует.

При описании порядка действий в руководствах и инструкциях следует применять глаголы неопределенной формы в повелительном наклонении, например:

- a. Введите значение заданной температуры.
- b. Кондиционер следует отключать кнопкой “I/O”.

При описании порядка действий по разборке, сборке, настройке и т.п. глагол должен стоять на первом месте, например:

Для замены нагревательных элементов необходимо:

- 1) открыть верхнюю крышку блока;
- 2) извлечь воздушный фильтр;
- 3) ...

Нельзя применять глаголы повелительного наклонения в единственном числе, например: отверни, слей, закрой. Такая форма в русском языке используется только в объявлениях для выражения строгого приказа:

Do not stand under the arm	Не стой под стрелой
Close the ash-box door	Закрой поддувало
Do not block the passage	Не загораживай проход

Для обозначения запрета применяются слова: не допускается, запрещается, не следует.

При изложении других положений следует применять слова: могут быть, как правило, при необходимости, может быть, в случае и т.д. При этом допускается использовать повествовательную форму изложения текста документа, например применяют, указывают и т.п.

Следует употреблять названия: “Руководство по эксплуатации”, “Инструкции по техническому обслуживанию”, “Инструкция по технике безопасности”, “Инструкциях по монтажу”, “Инструкциях по диагностике” и т.д.

Российская инженерно-техническая документация характеризуется вполне определенным стилем изложения:

Products designed for use under tropical conditions can receive a moisture- and fungus-proofing treatment, which consists of applying a moisture-resistant varnish containing a fungicide. Изделия, предназначенные для эксплуатации в условиях тропиков, могут выполняться во влагозащищенном исполнении с противогрибковой обработкой, что обеспечивается применением влагостойкого покрытия, содержащего противогрибковую добавку.

Do not install this air conditioner where there are fumes or flammable gases, or in an extremely humid space such as a green house. Запрещается устанавливать кондиционер в местах, где воздух задымлен или содержит горючие газы, а также во влажных помещениях, например в теплицах. Never use or store gasoline or other flammable vapor or liquid near the appliance. Не разрешается в непосредственной близости от устройства хранить и применять бензин и другие летучие и легко воспламеняющиеся вещества.

Запишите типичные выражения, используемые в руководствах по эксплуатации:

operations manual, instruction manual руководство по эксплуатации

service manual инструкция по техническому обслуживанию

user's guide руководство пользователю

security measures, safety measure, safeguard меры безопасности

safety instructions инструкция по технике безопасности

mains сеть электроснабжения, водопроводная сеть

mains voltage напряжение сети, сетевое напряжение

electric shock поражение электрическим током

temperature control регулировка температуры, терморегулятор

unplug вынуть вилку из розетки

mains supply outlet (socket) сетевая розетка

caution внимание

specification технические характеристики

do's and don'ts что нужно и что нельзя

safety instruction инструкция по технике безопасности, правила техники безопасности

mains cord сетевой шнур

if the supply cord is damaged если шнур питания поврежден

power requirement требуемое напряжение (требуемая мощность)

hint совет

check the mains voltage проверьте напряжение сети

specification requirements, technical requirements, requirement specifications технические требования

technical design specification, terms of reference техническое задание

technical conditions, technical specifications технические условия

electrical hazards      опасность поражения электрическим током

2. Переведите пункты инструкций по эксплуатации

1. Do not use appliance for other than intended use. 2. Do not leave unattended when in use. 3. Personnel must be appropriately trained and qualified. 4. Improper repairs can lead to considerable hazards for the user. 5. Do not place a faulty appliance into operation. 6. Do not pull on the connection cord, but rather on the plug, to separate the appliance from the mains. 7. Have repairs and adjustments on the appliance performed by a trained engineer from our customer services department. 8. Worn-out appliances must be made unusable immediately by pulling out the mains plug and cutting through the connection cord and removing the plug. Then dispose of the appliance properly. 9. Do not operate any appliance with a damaged cord or plug or after the appliance malfunctions, or is dropped or damaged in any manner. 10. Do not use outdoors. 11. Make sure the ring nut of the supply pipe is firmly tightened; the detergent dispenser is not plugged and the drainage pipe is firmly fixed. 12. Under no circumstances should you try to repair the set yourself, as this would invalidate the guarantee. 13. The camera's automatic redefocus feature helps to eliminate the red pupils in pictures of people or pets. 14. Cleaning the sewing machine: brush out the lint around the feed dogs to the front by using the lint brush or use a vacuum cleaner. 15. Insert a new needle into the needle clamp with the flat side to the back until the top of the needle touches the edge of the needle bar, then tighten the needle clamp screw on the left. 16. It is forbidden to work with dangerous voltages and machines in the laboratories and workshops if a person who is familiar with the operation of the equipment is not within sight or earshot. 17. Work area shall be roped off and clearly marked so as to eliminate the risk of unintentional contact by unauthorised persons; no unauthorised person should be allowed within the roped-off area while an experiment is in progress. 18. All persons present in the laboratories and workshops must exercise caution around connections that may be live; never touch equipment or connections unless you have personally verified that the circuits are dead. 19. Water must never be used in attempts to extinguish a fire in a laboratory set-up that is powered; carbonic acid or powder should be used instead. 20. A fault current circuit breaker for personal protection (30 mA) reduces the danger from electrical appliances that are accidentally dropped into water.

**ПЗ№66 Правила написания инструкций**

**Ex. 1 Read and translate the following text into Russian. Try to remember as much as you can.**

**Safety rules**

- Don't smoke while you're working on your car — for obvious reasons!
- Never work on your vehicle unless the *parking brake* is on, the *gearshift* is in Park or Neutral, and the engine is shut off.
- Be sure that the parts of the engine you're working on are cool so that you don't get burned. If you're doing a job that calls for a warm engine, be very careful.
- Never jack a vehicle up unless the wheels are blocked.

- Use insulated tools for electrical work.
- Before using a wrench or *ratchet* on a part that's "stuck". *Pull on wrenches rather than push them whenever possible.*
- Take off your tie, scarf, rings, long necklaces, and other jewelry. If they get caught on parts, they — and you — can be damaged.
- Tie back long hair. If your hair accidentally gets caught in a moving fan or belt, you can literally be scalped.
- If you're working with toxic chemicals, such as *coolant*, cleaners, and the like, keep them away from your mouth and eyes. Wash your hands thoroughly after using them, and either store toxic chemicals safely away from pets and children.
- Know that gasoline is extremely dangerous. Not only because it is toxic and flammable, but the vapor in an *empty* can is explosive enough to take out a city block. If you must keep a small amount of gasoline on hand for a chain saw, always store it in a ventilated gasoline can designed specifically for that purpose.
- Work in a well-ventilated area to avoid breathing in carbon monoxide if you have to run the engine, or breathing in toxic fumes from chemicals and gasoline. If possible, work outdoors. If you must work in your garage, be sure to keep the garage door open and move the vehicle as close to the door as possible.
- Use a work light in dark areas.
- Keep a fire extinguisher handy.

**Learn the following words by heart:**

work on the car – работать с авто

obvious reason – очевидная причина

parking brake – ручной тормоз

gearshift is in Park or Neutral – передача выключена или в нейтральном положении

the engine is shut off – двигатель выключен

to get burned – обжечься

jack – домкрат

to jack a vehicle up – поднять авто на домкрат

insulated tools – инструменты с надежной изоляцией

wrench – гаечный ключ

ratchet – трещотка

parts that are "stuck" – прикипевшие детали

pull on – тянуть

push – толкать

necklace – ожерелье

jewelry – украшения

damage – повреждение

to get caught – попадать, застревать

fan – вентилятор  
belt – ремень  
coolant – антифриз  
cleaner – стеклоочиститель  
thoroughly – тщательно  
store – хранить  
dangerous – опасный  
toxic – ядовитый  
flammable – огнеопасный, легковоспламеняющийся  
can – канистра  
vapour – пар  
empty – пустой  
explosive – взрывчатый  
purpose – цель  
to avoid – избегать  
breath in – вдыхать  
carbon monoxide – угарный газ  
fume – дым  
fire extinguisher – огнетушитель

**Ex. 2 Answer the following questions:**

1. Why mustn't you smoke while you are working on your car?
2. Why should the parts of the engine you are working on be cool?
3. What should you take off when working on your car? Why?
4. What toxic chemicals do you know? What are the safety precautions when working with them?
5. Why is gasoline dangerous?
6. What should we do in order not to breath in carbon monoxide when repairing you car?

**Ex. 3 Cross the word that doesn't belong to the group.**

1. ring, tie, necklace, earring;
2. ratchet, spanner, wrench, wheel;
3. van, omnibus, plane, lorry
4. coolant, cleaner, soap, thinner
5. jack, engine, air filter, battery

**Ex. 4 Translate into English:**

Двигатель выключен, прикипевшие детали, антифриз, хранить, работать с авто, очевидная причина, поднять авто на домкрат, гаечный ключ, толкать,

повреждать, вентилятор, ремень, стеклоочиститель, передача на нейтральном положении, канистра, избегать, угарный газ, огнетушитель, легковоспламеняющийся, ядовитый, домкрат.

**Ex. 5 Find the equivalents to the verbs in the left column**

to avoid	блокировать
to understand	использовать
to be burned	избегать
to jack up	вдыхать
to block	хранить
to use	тянуть
to pull on	понимать
to push	обжечься
to keep away from	поднимать на домкрат
to store	толкать
to breath in	беречь от

**Ex. 6 Compose your own sentences using the words given in the ex. 5**


**Ex. 7 Complete the following sentences:**

1. Never jack a vehicle up until the wheels are...
2. If you must keep a small amount of gasoline on hand, always store it in...
3. If you are working with toxic chemicals, such as ..., keep them away from your mouth and eyes.
4. Use ... for electrical work.
5. Never work on your vehicle unless...

**Ex. 8 Translate the following sentences into English:**

1. Заблокируй, пожалуйста, колеса.
2. Если вам приходится работать с прогретым двигателем, будьте осторожны!
3. Вы можете обжечься.
4. Поставь машину на ручной тормоз.
5. Не курите, когда работаете с машиной.
6. Это инструменты с надежной изоляцией?
7. Бензин очень опасен.
8. Работайте в хорошо вентилируемых помещениях, чтобы избежать вдыхания угарного газа.
9. Если вам приходится работать в гараже, откройте дверь.
10. Некоторые канистры предназначены специально для хранения бензина.

# Определите вид инструкции. Запишите название на английском



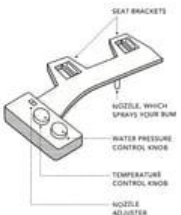
**TUSHY**

HOW TO PUT THIS SHIT TOGETHER

Check out our installation video at [HELLOFLUSHY.COM/INSTALL](https://www.helloflushy.com/INSTALL) and some common setup traps at [HELLOFLUSHY.COM/TIPS](https://www.helloflushy.com/TIPS)

HELLOFLUSHY.COM  
HELLOFLUSHY.COM/INSTALL  
HELLOFLUSHY.ME

### KNOW YOUR TUSHY



SEAT BRACKETS

NOZZLE, WHICH SPRAYS YOUR BUM

WATER PRESSURE CONTROL KNOB

TEMPERATURE CONTROL KNOB

NOZZLE ADJUSTER

#### INCLUDED PARTS


- Muge Adapter + Rubber Washer
- Mir Adapter + Rubber Washer
- Rubber Pads for Toilet Seat
- Flexible Hose (80cm)
- Plastic Tube (200cm)
- Teflon Tape

#### YOU MIGHT ALSO NEED

- Wrench
- Screwdriver


### PREP WORK

**1. WATER VALVES**




Turn all the water valves near the toilet and the water supply under the sink in small increments to 1/4 turn, especially to older homes. There may sometimes build up sludge and bleed when the valve is turned in one direction and then the other, so turn it a little further until it's free in all the way around.

**2. TOILET TANK**



Flush your toilet to drain the tank completely. Hold down the flusher until it empties (at least a couple inches of water is okay).

**3. TOILET SEAT**



Flip up the screw caps behind the seat with a flat head screwdriver to access the screws. You may need to hold the bolt beneath the screw with your other hand while unscrewing. Remove the seat and set aside. Dealing with a unique toilet seat? Check out HelloFlushy.com/tricks for some tips.

### CONGRATULATIONS

**CUSTOMS DECLARATION**

\* To be filled in by persons over 16.  
\* To answer mark a cross in the appropriate box below (X)  
\* Keep for the whole duration of your temporary stay abroad/in the country and submit to the Customs on your way back. Not renewable in case of loss.

entry     exit     transit

1. Information on traveller:

family name (last name)    first name    second name

country of permanent residence    nationality    passport\*

arrived from (country of departure)    leaving for (country of destination)

With me I have children under age     Yes     No    Number \_\_\_\_\_

2. Information on luggage:

2.1. Accompanied luggage, including hand luggage     Yes     No    2.2. Unaccompanied luggage (it's accompanying documents)     Yes     No

\_\_\_\_\_ pieces    \_\_\_\_\_ pieces.

3. Information on merchandise:

With me and in my luggage I have items which are due to be declared and transportation of which across boarders must be documentarily permitted by authorities:

3.1. National and other currency in cash, currency valuables, articles made of precious stones in any form or condition.     Yes     No

Description of currency, valuables or items	Total sum/Quantity	
	In figures	In words

3.2. Weapons of all descriptions, ammunition, explosives     Yes     No    3.8. Wildlife objects, parts and products thereof     Yes     No

3.3. Drugs and psychotropic substances     Yes     No    3.9. High-frequency radio-electronic devices and means of communication     Yes     No

3.4. Antiques and objects of art     Yes     No    3.10. Goods subject to customs duties     Yes     No

3.5. Printed editions and information media     Yes     No    3.11. Temporarily admitted (exported) goods     Yes     No

3.6. Poisonous and powerful medicines and substances     Yes     No    3.12. Transportation unit     Yes     No

3.7. Radioactive materials     Yes     No

\* For the purposes of Customs control goods as in 3.2-3.12., in any, must be described in detail on the back side of the Customs Declaration in 4.

Job Description	
EMPLOYEE PIN:	
JOB HOLDER:	
POSITION DATA:	
Job Title: Senior Manager	Job Grade: PO/SPO
Department: Human Resources Division	Reporting to: Head of Learning and Development
<b>JOB PURPOSE:</b>	
Responsible for assisting the HR Learning and Development team to assess of training need, develop different training presentation, communicate and coordinate with different resource persons, organize proper training courses for different level of employee of the Bank, maintain relationships with various departments through concerned HR Relationship Managers.	
<b>JOB REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Training facilitation skills</li> <li>• Training planning skills</li> <li>• Preparing Budgeting for training skills</li> <li>• Execution and Evaluation skills</li> <li>• Excellent interpersonal and leadership skills</li> <li>• Excellent verbal &amp; written communication skills</li> <li>• Sound computer skills in MS Word, MS Excel, Power Point and MIS Access</li> </ul>	
PREPARED BY JOB HOLDER:	DATE:
REVIEWED BY SUPERVISOR:	DATE:
APPROVED BY HEAD OF DIVISION:	DATE:
<i>(Source: BBL/local/web)</i>	

### ПЗ№68 Профессиональные стандарты..

С помощью сети Интернет, выписать на английском языке основные профессиональные стандарты стандарты. Составить 5 вопросов по теме. Запишите новые лексические единицы по теме занятия для последующего чтения текста

**ПЗ№69 Стандарты в производстве.** Прочитайте текст по теме «Стандарты в производстве» с извлечением новых речевых оборотов и выражений. Запишите их в тетрадь.

Ознакомиться со стандартами в автопроизводстве. Представить информацию о двух из них в виде презентации на английском языке.

- **ГОСТ Р 58139-2024.** Стандарт предназначен для разработки, применения и оценки систем менеджмента качества. Он устанавливает требования к организациям, производящим грузовые и легковые автомобили, автобусы, мотоциклы, прицепы и полуприцепы. [1](#)
- **ГОСТ Р 51814.2-2001.** Стандарт распространяется на технические объекты автомобилестроения. Он устанавливает методику и порядок проведения анализа видов, последствий и причин потенциальных дефектов (отказов) технических объектов и процессов их производства. [5](#)
- **ГОСТ Р 51814.3-2001.** Стандарт устанавливает некоторые основные статистические методы, которые могут быть использованы для совершенствования работы процессов, в том числе технологических. [5](#)
- **ГОСТ Р 51814.4-2004.** Стандарт касается систем менеджмента качества в автомобилестроении и устанавливает требования к одобрению

производства автомобильных компонентов. [2](#)

- **ГОСТ Р 51814.5-2005.** Стандарт распространяется на внешних и внутренних поставщиков автосборочных заводов. Он рекомендуется применять при разработке стандартов предприятия, процедур, инструкций, форм, бланков и иных документов в рамках действующей на предприятии системы менеджмента качества. [2](#)
- **ГОСТ Р 51814.6-2005.** Стандарт касается систем менеджмента качества в автомобилестроении и устанавливает требования к менеджменту качества при планировании, разработке и подготовке производства автомобильных компонентов. [2](#)

### ПЗ №70 Проблемы на производстве

Составьте диалог в автомастерской, используя неличные формы глагола (Participles). Выполните задания

1. Найдите в правой колонке русские эквиваленты английских слов и словосочетаний:

- |   |  |
|---|--|
| 1. mechanical engineer                    | a. долгий срок службы                      |
| 2. to deal (with)                         | b. запустить в массовое производство       |
| 3. designing cars                         | c. подвергать испытаниям                   |
| 4. to put into mass production            | d. плавное сцепление                       |
| 5. long service life                      | e. отвечать современным требованиям        |
| 6. driving safety                         | f. иметь дело (с кем-л., чем-л.)           |
| 7. to meet up-to-date demands             | g. надежные тормоза и рулевое управление - |
| 8. smooth-acting clutch                   | h. безопасность езды (вождения)            |
| 9. silent gearbox                         | i. бесшумная коробка передач               |
| 10. dependable brakes and steering system | j. инженер-механик                         |
| 11. to subject to tests                   | k. конструирование автомобилей             |

2. Переведите на русский язык встречающиеся в тексте интернациональные слова:

mechanical, mechanism, specialist, industry, phase, technology, process, laboratory, test, fact, automobile, engineer, method, principle, corrosion, type, material, comfortable.

3. Прочтите текст и выполните следующие за ним упражнения:

## AUTOMOBILE PRODUCTION

1. Specialists in automobile industry deal with designing and manufacturing cars, so they should know that the production of the automobile comprises the following phases:

1. Designing,
2. Working out the technology of manufacturing processes,
3. Laboratory tests,
4. Road tests.
5. Mass production (manufacturing).

2. Why is it necessary to know all these facts?

It is important to know them as before the automobile (car or truck) is put into mass production, it should be properly designed and the automobile must meet up-to-date requirements.

3. What are these requirements?

The automobile must have high efficiency, long service life, driving safety, ease of maintenance and pleasant appearance.

In order to obtain all these qualities engineers should develop up-to-date methods of designing cars, using new types of resistant to corrosion light materials. Also it is important to know computer science because it is intended to shorten the time between designing and manufacturing. Computers offer quick and optimal solutions of problems.

4. But before the car is put into mass production all its units and mechanisms are subjected to tests, first in the plant's laboratory, then the car undergoes a rigid quality control in road tests. Only then the car is put into mass production. Why are these tests required? What qualities are required of the automobile? The modern automobile must be rapid in acceleration, must have smooth acting clutch, silent gearbox, dependable brakes and steering system, as well as pleasant appearance. Also it must be comfortable and have all conveniences.

5. Переведите на русский язык в письменной форме абзацы 3 и 4.

6. Найдите соответствующие ответы на вопросы и напишите их в той последовательности, в которой заданы вопросы:

### *Вопросы*

1. What phases does the production of the automobile comprise?
2. What requirements must the automobile meet?
3. Why are cars subjected to road tests?

4. What qualities are required of the automobile?
5. Why is it important for the specialists in automobile industry to know computing methods?

*Ответы*

- a. It must have high efficiency, long service life, driving safety, ease of maintenance and pleasant appearance.
- b. They should be able to develop up-to-date methods of designing cars and shorten the time between designing and manufacturing.
- c. Because they must meet up-to-date requirements.
- d. Designing, working out technological processes, laboratory and road tests, mass production.
- e. It must be rapid in acceleration, must have smooth acting clutch, silent gearbox, dependable brakes and steering system.

б. Закончите предложения, выбрав соответствующий вариант окончания:

1. *The cars are subjected to road tests in order....*

a) to shorten the time between designing and manufacturing

2. to meet up-to-date requirements

3. to work out new technological processes

2. *The car must have the following units....*

3. *The car must have the following qualities....*

a) high efficiency, long service life, driving safety and pleasant appearance;

b) smooth acting clutch, silent gearbox dependable brakes and steering system.

**ПЗ№71 Возможные нестандартные профессиональные ситуации и пути их решения**

Опишите на английском языке ситуации в автомастерской, встречающихся во время прохождения производственной практики, соблюдая конструкцию английского предложения.

**ПЗ№77 Возможные нестандартные профессиональные ситуации и пути их решения** Прочитайте текст по теме, составьте вопросы и ответьте на них. Определите, какая информация в тексте является главной, а какая — второстепенной, выясните, какая цель автора текста.

Why do you think workshop Safety Rules are important?

If everyone follows workshop rules, everyone will be safe and learn how to use tools and equipment properly and efficiently.

1. Always listen carefully to the teacher and follow instructions.

The instructions given by your teacher, his / her demonstrations on the use of equipment and tools, will help you understand how to work in a workshop safely and efficiently.

2. Do not run / rush in the workshop.

You could 'bump' into another pupil and cause an accident. You could run into a machine or bench, which could cause a serious injury.

3. Know where the emergency stop buttons are positioned in the workshop.

If you see an accident at the other side of the workshop, you can use the emergency stop button to turn off all electrical power to the machines.

4. Always wear an apron.

It will protect your clothes and hold loose clothing such as ties in place. This will prevent loose clothing getting caught in a machine, pulling the machine operator into the moving parts.

5. Wear good strong shoes. Training shoes are not suitable.

Tools and equipment can have sharp edges and are usually heavy. Good shoes prevent damage to feet, if a piece of equipment or a tool, is dropped on feet.

6. When attempting practical work, all stools should be put away.

If stools are left out in the workshop during a practical session, they will get in the way and inevitably become a trip danger.

7. Bags should be stored away, during practical sessions in the workshop.

A person can easily trip over a bag left on the floor and accidentally push into someone using a machine. This could cause a serious accident.

8. When learning how to use a machine, listen very carefully to all the instructions given by the teacher. Ask questions, especially if you do not fully understand.

It is very important to ask questions, especially when learning how to use machines and tools, if there is a need to clarify instructions. Using a machine without a full understanding of its use, could easily lead to an accident.

9. Do not use a machine, if you have not been shown how to operate it safely, by your teacher.

It is extremely dangerous (and illegal), to use a machine in the workshop, without having followed and understood, all the teacher instructions.

10. Always be patient, never rush practical work.

The most productive and efficient 'craftspeople / engineers', work patiently and never rush their work. Working at a safe, steady pace, is how skilled professions complete their tasks.

11. Always use guards, when operating machines.

The guard on a machine, protects the user, especially the users eyes, from dangerous 'debris' that is thrown out, often at high speed. The guards also ensure that hands and fingers, are not near moving parts. A good example of a machine guard, is seen in front of the chuck, of a machine drill.

12. Keep hands / hair and clothing away from moving/rotating parts of machinery.

Loose Clothing (e.g. a school tie) and long hair, can be caught in the moving parts of a machine (e.g. the chuck of a drill). Hands / clothing should must be kept away, from the moving / rotating parts. Long hair should be tied back.

13. Use hand tools carefully, keeping both hands behind the cutting edge.

Never place a hand in front of a cutting tool (e.g. a chisel). There is always a possibility, of the tool slipping and the sharp edge slicing into the hand / fingers.

14. Report any damage / faults to machines/equipment. Damage or a faulty part, could cause an accident.

A broken or damaged tool can be dangerous. For example, a hammer with a loose hammer head ,should be reported to the teacher. It is always possible that the hammer head will ‘fly off’ the handle, when it is in use.

15. Keep your workbench tidy. When you have finished with a tool / piece of equipment, return it to its storage cupboard / rack.

A bench top, crowded with tools, will eventually lead to one or more, being knocked on to the floor, or on to feet. Tools are damaged easily and people can be injured.

16. Never distract another pupil, when they are working on a machine or using tools / equipment.

A distracted pupil could have an accident, as a distraction will take their focus and concentration away from the work they are doing. If using a tool / machine, a distraction can easily lead to an accident.

**ПЗ№78 Охрана труда на производстве.** Прочитайте и переведите текст, подготовьтесь к дискуссии (составьте 5 вопросов)

### Occupational Safety and Health in Manufacturing

Ensuring the safety and health of employees is a crucial aspect of any manufacturing enterprise. Effective occupational safety measures not only protect workers from accidents but also contribute to increased productivity by minimizing downtime caused by injuries or illnesses. Below are key elements that should be implemented for comprehensive workplace safety management:

#### Key Components of Occupational Safety Program

##### 1. Risk Assessment

Conduct regular risk assessments to identify potential hazards associated with machinery, equipment, chemicals, ergonomic issues, etc., ensuring appropriate control measures are put into place.

##### 2. Training and Education

Provide thorough training programs covering safe operating procedures, emergency response protocols, use of personal protective equipment (PPE), and first aid techniques.

##### 3. Equipment Maintenance

Regular maintenance and inspection schedules help prevent malfunctions leading to accidents. Machinery should undergo periodic testing and certification where applicable.

##### 4. Emergency Preparedness

Develop clear evacuation plans, conduct drills regularly, install fire suppression systems, ensure access to medical supplies, and train personnel on how to respond during emergencies such as fires, chemical spills, or power outages.

### 5. Personal Protective Equipment (PPE)

Ensure all employees have access to suitable PPE including hard hats, goggles, gloves, respirators, earplugs, and other necessary gear depending upon specific job requirements.

### 6. Ergonomic Considerations

Address physical strain through proper workstation design, adjustable furniture, lifting aids, and task rotation strategies aimed at reducing musculoskeletal disorders among workers engaged in repetitive tasks.

### 7. Reporting System

Establish an efficient incident reporting system allowing immediate notification when incidents occur so corrective actions can follow promptly.

By integrating these components within your organization's policies and practices, you will create safer working conditions while complying with national regulations regarding worker protection. This proactive approach fosters employee well-being, boosts morale, reduces absenteeism rates due to illness/injury, enhances overall efficiency levels across operations resulting ultimately in greater profitability over time.

**ПЗ№70 Проблемы на производстве.** Ролевая игра «Обоснование несоответствия рабочего места требованиям охраны труда и поиск выхода из ситуации в условиях дефицита языковых средств»

Divide into teams of 4 people. Create dialogues on three topics. Read by roles. Compose and ask questions to other teams.

1. Failure to provide safety instructions
2. Violation of the work and rest regime of employees
3. Failure to provide workers with work clothes and protective equipment

**ПЗ№71 Профессиональный рост в выбранной профессии**

Прочитайте текст по теме. Определите, какая информация в тексте является главной, а какая — второстепенной, выясните, какая цель автора текста. Выполните задания после текста.

This Auto Mechanic job description template is optimized for posting on online job boards or careers pages and easy to customize for any company.

**Auto Mechanic responsibilities include:**

- Inspecting vehicle engine and mechanical/electrical components to diagnose issues accurately
- Inspecting vehicle computer and electronic systems to repair, maintain and upgrade

Conducting routine maintenance work aiming to vehicle functionality and longevity

### **Job brief**

We are looking for a skilled Auto Mechanic to maintain and repair vehicles. You will be responsible for troubleshooting issues and fixing them aiming to maximum reliability and functionality.

An excellent auto mechanic has good eye-hand coordination and manual dexterity. They are well-versed in complex mechanical or electrical systems of vehicles and have excellent problem-solving abilities. They must also be good communicators to provide advice to customers.

### **Responsibilities**

Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately

Inspect vehicle computer and electronic systems to repair, maintain and upgrade

Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity

Schedule future maintenance sessions and advise motorists on good vehicle use

Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)

Provide accurate estimates (cost, time, effort) for a repair or maintenance job

Keep logs on work and issues

Maintain equipment and tools in good condition

### **Requirements and skills**

Proven experience as auto mechanic

Excellent knowledge of mechanical, electrical and electronic components of vehicles

Working knowledge of vehicle diagnostic systems and methods

Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)

Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals etc.

Excellent physical condition

High school diploma is preferred; Certification from a vocational school or completion of apprenticeship is preferred

Valid certification (e.g ASE) is a definite plus

Ex. 1 Put the words and expressions in the box. Some of them can refer to both categories.

Personal qualities	Professional qualities or knowledge
--------------------	-------------------------------------

imaginative, well-educated, professional, well-organized, knowledgeable, able to work to tight deadlines, computer literate, creative, able to work in a team, interpersonal skills, telephone skills, able to make decisions, able to solve problems, able to do research, negotiation skills (навыки ведения переговоров), initiative, competent, enthusiastic, responsible, competitive, persistent (упорный, настойчивый), inspirational, able to cope with stress, able to take risks, motivated, dedication, physical strength, leadership, ability to work under pressure, flexibility

## PERSONAL QUALITIES

Personal qualities refer to the inherent characteristics, traits, or attributes of an individual that shape their behavior, attitudes, and interactions with others.

### OVERVIEW

Personal qualities are the distinct traits and attributes that define an individual's character and influence their actions and relationships. They are often considered intrinsic and enduring, reflecting a person's values, beliefs, and emotional intelligence.

Positive personal qualities can contribute to personal growth, success, and positive interactions with others.

### EXAMPLES

- **Trustworthy** - Trustworthiness is earned over time and can eventually give you privileges such as insights into others' secrets, knowing you won't give them away.
- **Conscientious** - Conscientiousness is about doing the right thing, even when others aren't looking. It's a desirable skill in workplaces and closely related to 'work ethic'.

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### ПЗ№72 Самосовершенствование в профессиональной деятельности.

1. Выпишите 15 новых словосочетаний на английском с переводом по теме.
2. Выпишите глаголы с переводом. Определите видоременную форму глагола

Challenges of My Professional Development

There is no doubt that difficulties and challenges of the professional development are one of the most pressing issues in the teaching profession. Nowadays I, as a teacher, face difficult decision when I think about the conformity of my personality and my profession. It is generally accepted that the personality of the teacher, his training and skills decide the success of the case. In pedagogy, the most integral and systemic concept that determines the quality of professional activity is the concept of "pedagogical skills".

I would like to express my opinion on this problem: the teacher must not be a dictator, imposing child existing norms, the teacher should be a mentor, organizing and directing the process of mastering public experience, adoption of the standards formulated by society, the implementation of public experience and develop the own experience. My personal view is that never stop learning because life never stops teaching us. The thing that needs to be said, as an English teacher, I mastered various methods of teaching children, I took the book "How to teach English" by Jeremy Harmer. "The How to... series is written by teachers and teacher trainers, people who know the reality of the classroom and the support teachers need to get the most out of their students. Our aim is to build teachers' confidence, knowledge and classroom abilities - and inspire them to try out new ideas." (Jeremy Harmer). This book helped me a lot in my professional development because I had a big break in my career because of maternity leave. In the first place for me is Communicative Language Teaching (CLT). The main purpose of this training is the communicative competence of students. The teacher when using the communicative approach, as a rule, acts as a: assistant, friend, adviser. The focus is on group learning. In my experience, it is necessary for effective teaching.

It is often said that 'good teachers are born, not made' and it does seem that some people have a natural affinity for the job. But there are also others, perhaps, who do not have what appears to be a natural gift but who are still effective and popular teachers. Such teachers learn their craft through a mixture of personality, intelligence, knowledge and experience (and how they reflect on it). And even some of the teachers who are apparently 'born teachers' weren't like that at the beginning at all, but grew into the role as they learnt their craft. "Teaching is not an easy job, but it is a necessary one, and can be very rewarding when we see our students' progress and know that we have helped to make it happen. It is true that some lessons and students can be difficult and stressful at times, but it is also worth remembering that at its best teaching can also be extremely enjoyable." (Jeremy Harmer). There is a great deal of truth in what he says, the professional competence of the teacher depends on the different properties of the individual, its main source is training and subjective experience.

On the one hand, my professional competence is characterized by a constant desire for improvement, acquisition of new knowledge and skills, enrichment activities. Psychological basis of competence is readiness for constant improvement of the qualification, professional development. On the other hand, it is necessary to create the conditions in which the teacher is aware of the need to improve the own professional skills. The analysis of own pedagogical experience activates professional self-development of the teacher. I think, it is possible to distinguish stages of formation of professional competence: self-analysis and awareness of the need; self-development planning (goals, objectives, solutions); self-manifestation, analysis, self-correction.

In conclusion, I would like to emphasize that how many teachers have so many own opinions... All in all, I still strongly believe that the success of a student's activity in a foreign language lesson will depend on how the teacher laid the motivational basis for learning and self-learning. The teacher,

who is not developing, will never educate creative personality. In summary, I believe that the competence of a foreign language teacher can be defined as a set of professional and personal qualities (competencies) of a teacher, which determines the effectiveness of the pedagogical activity.

### **ПЗ№73 Foreign Language in Professional**

Прочитайте текст по теме, ответьте на вопросы. Определите, какая информация в тексте является главной, а какая — второстепенной, выясните, какая цель автора текста.

#### **The Importance Of Finding A Car Mechanic Specialized In Relaxed English Language**

Why Should I Take my Toyota to a Specialized Mechanic? Choisser

Car problems can be a headache, especially when you don't have a mechanic you can trust. It can be even more frustrating when you can't understand what your mechanic is saying. That's where finding a car mechanic specialized in relaxed English language comes in handy.

Dealing with car problems can be stressful enough, but trying to decipher technical jargon just adds to the frustration. A car mechanic specialized in relaxed English language understands the importance of communicating with their clients in a way that is understandable and clear.

When you find a car mechanic specialized in relaxed English language, you can expect to have all of your questions answered in a way that you can understand. They take the time to explain the issues with your car and the steps required to fix it, without using complex terminology that leaves you feeling overwhelmed.

In summary, finding a car mechanic specialized in relaxed English language is essential for anyone who wants to have a stress-free experience when dealing with car problems. Not only will they be able to fix your car, but they will also take the time to explain everything in a way that you can understand.

What is Car Mechanic Specialized in Relaxed English Language?

Car mechanics specialized in relaxed English language are professionals who understand the importance of clear communication with their clients. They use simple language that is easy to understand, which makes it easier for clients to make informed decisions about their cars.

Personally, I had a great experience with a car mechanic specialized in relaxed English language. I had been having issues with my car, but I didn't know what was wrong with it. I took it to this mechanic, and they were able to explain everything to me in a way that I could understand. They even showed me what was wrong with my car and explained how they were going to fix it.

Why is it Important to Find a Car Mechanic Specialized in Relaxed English Language?

As mentioned earlier, finding a car mechanic specialized in relaxed English language is essential for anyone who wants to have a stress-free experience

when dealing with car problems. It is important because it allows you to have a clear understanding of the issues with your car and the steps required to fix it.

Another personal experience that highlights the importance of finding a car mechanic specialized in relaxed English language is when I took my car to a mechanic who was using complex terminology that I didn't understand. I ended up feeling overwhelmed and frustrated, which made the experience even worse. That's when I realized the importance of finding a mechanic who could communicate with me in a way that I could understand.

#### The Benefits of Having a Car Mechanic Specialized in Relaxed English Language

One of the main benefits of having a car mechanic specialized in relaxed English language is that it helps to eliminate any confusion or misunderstandings. When you can understand what your mechanic is saying, you can make informed decisions about your car. Another benefit is that it helps to build trust between you and your mechanic. When you feel like your mechanic is being transparent and honest with you, you are more likely to trust them with your car.

#### How to Find a Car Mechanic Specialized in Relaxed English Language

Finding a car mechanic specialized in relaxed English language can be challenging, but it is worth the effort. One way to find a mechanic is to ask for referrals from family and friends. You can also do an online search for mechanics in your area and read reviews from other clients.

#### Question

- 1: What should I look for in a car mechanic specialized in relaxed English language?
- 2: How can I tell if a mechanic is using technical jargon?
- 3: Can I trust a car mechanic specialized in relaxed English language?
- 4: Is it more expensive to go to a car mechanic specialized in relaxed English language?

#### **ПЗ№74 Самосовершенствование в профессии.**

Прочитайте текст по теме «Самосовершенствование в профессии» с извлечением новых речевых оборотов и выражений.

#### Self-improvement in the profession

Making a positive career choice is a problem which worries many people nowadays. What am I good at? How can I find a well-paid job? What kind of knowledge and what traits of character should I have to succeed? These are the questions that people often ask themselves. Nowadays employers demand perfect knowledge, work experience, a range of transferable skills and such qualities as efficiency, punctuality, practicality, creativity and many others. If you want to get a good job, you must convince your employer that you are the best candidate for it. Choosing your future job you should take into consideration your interests, abilities and opportunities. Besides, you should know your employer's requirements.

If you want to become a good specialist, to keep your job and to get a promotion, you should be competent. Competence is a requirement for a person to properly perform a specific job. In other words, it is a combination of knowledge, skills and behavior, the ability to perform a specific role. Today executives and managers don't only speak of skills and qualifications of their employees, but of their competencies that measure a person's appropriateness for a particular job. There are a lot of competencies but as a rule they are divided into two large groups: technical competencies and personal competencies. Technical competencies comprise the skills and knowledge that are essential in order for a person to do a particular job appropriately (for example word processing). Personal competencies include characteristics that people use together with their technical competencies in order to do their work well (for example, initiative and sociability). Competence development is a long process that requires training and personal development. Competence grows through experience.

The ability to make the right decision is crucial in the world of business. A well considered decision will lead your team to success; a poor decision can result into failure. A good employee should demonstrate problem-solving capability and think about what is to be achieved and how it is to be achieved. Many companies need people who can work effectively in different countries and cultures, in other words, people who can function in a global context. Therefore it is important to develop intercultural competence. This requirement stems from the mass globalization of business and the development of cross-cultural contacts. Intercultural competence is the ability to understand people of other cultures and to work effectively with them. A person must remember that the traditions and customs that he or she is used to may be inadmissible in another country. That is why one should be aware of intercultural differences to avoid mistakes, misunderstanding or offence and to achieve one's business goals.

Negotiating is part and parcel of working life that is why negotiating skills are essential no matter what kind of job a person has. The most important thing is to take into consideration your personal style and your partner's expectations and reaction. You should be calm, reasonable, self-confident and convincing. You should try to win your partner's favour and make him trust you. It is useful to take into account all details: your speech, body language, physical contact, eye contact, etc.

Relationship-building is a new popular term that means building good relationships with partners and clients. You should understand their needs and respect their rights. You should also maintain good relationships with supervisors and peers. It is very important to handle appropriately criticism and complaints, to deal respectfully with cultural and racial diversity and never to engage in harassment of any kind.

Modern life is full of stress that is why it is essential to be able to cope with stress and fatigue. When a person is busy achieving his aspirations, he often forgets about work-life balance. Many people suffer from the conflict between work and family. They are too much preoccupied with their career and they have no time for rest, pleasure and spiritual development. Don't forget that if you want to make a career, you should be healthy and happy. And if you want to be healthy and happy, you should not forget a simple rule: don't overwork, take breaks and remember that we work to live but not vice versa.

1. Complete each sentence (A-H) with one of the endings (1-8):

A. Nowadays employers demand

B. Competence is

C. Today executives and managers don't only speak of skills and qualifications of their employees, but of

D. Competence development is a long process that requires

E. A good employee should demonstrate problem-solving capability and think about

F. Intercultural competence is the ability

G. Relationship-building is a new popular term that means

H. Modern life is full of stress that is why it is essential to be able

1. their competencies that measure a person's appropriateness for a particular job.

2. to understand people of other cultures and to work effectively with them.

3. a combination of knowledge, skills and behavior, the ability to perform a specific role.

4. what is to be achieved and how it is to be achieved.

5. to cope with stress and fatigue.

6. perfect knowledge, work experience, a range of transferable skills and such qualities as efficiency, punctuality, practicality, creativity and many others.

7. building good relationships with partners and clients.

8. training and personal development.

2. Make a short summary of the text (5-7 sentences)

3. Read and translate the following proverbs and sayings. Explain their meaning

— Business is the salt of life.

— A bird is known by his note, the man by his work.

— He works best who knows his trade.

— Business first, pleasure afterwards.

— If you won't work you shan't eat.

— All work and no play makes Jack a dull boy.

— A bad workman quarrels with his tools.

— Jack of all trades is master to none.

— No sweet without some sweat.

— Busiest men find the most time.

4. Answer the questions 1) Why is it difficult to make a positive career choice?

2) What should a person do if he or she wants to get a good job?

3) What should you take into consideration choosing your future job?

4) Why is it important to be competent?

- 5) How many groups of competencies do you know? Say a few words about them.
- 6) Why is the ability to make the right decision crucial in the world of business?
- 7) What does the expression 'to function in a global context' mean?
- 8) Why is it important to develop intercultural competence?
- 9) Are negotiating skills essential in business/in everyday life? Why?
- 10) What are the secrets of successful negotiating?
- 11) What does the term 'relationship-building' mean?
- 12) Why do many people suffer from the conflict between work and family nowadays? What are the ways to solve this problem?

#### 5. Fill in the table

The rules that an employee must observe

- to arrive and to leave on time;
- to be appropriately dressed;
- to follow chain of command;

The skills that are essential for any job

- to adapt to new environments;
- skills in time management (to be able to save and invest time);
- strategic thinking (to predict the future development of one's business and, at the same time, to focus on the present)

6. Read and translate the quotations below. Choose any statement and comment on it — Whatever your life's work is, do it well. A man should do his job so well that the living, the dead, and the unborn could do it no better.' (Martin Luther King, Jr.)

- 'It's true hard work never killed anybody, but I figure, why take the chance?' (Ronald Reagan)
- Work is love made visible. And if you cannot work with love but only with distaste, it is better that you should leave your work and sit at the gate of the temple and take alms of those who work with joy.' (Kahlil Gibran)
- Work is a necessary evil to be avoided.' (Mark Twain)
- 'There is joy in work. There is no happiness except in the realization that we have accomplished something.' (Henry Ford)
- 'Our fatigue is often caused not by work, but by worry, frustration and resentment.' (Dale Carnegie)
- 'Pleasure in the job puts perfection in the work.' (Aristotle)
- 'Choose a job you love, and you will never have to work a day in your life.' (Confucius)
- Competence, like truth, beauty, and contact lenses, is in the eye of the beholder.' (Laurence J. Peter)

If you want to get a job you should convince the employer to give you an interview. That is why your CV (Curriculum Vitae) is of great importance. Practice in writing your CV according to the plan below. A Curriculum Vitae (CV) is an overview of a person's professional and academic achievements. It summarizes educational and academic history, and may include details about teaching experience, publications, and academic honours and awards. There is no single correct format or style for writing a CV. In a CV, completeness is more important than brevity.

Typical Sections on a CV

1. Name, address, contact numbers, e-mail address.

2. Education (diploma or degree, type of qualification).

3. Work experience (put your present job first).

4. Dissertation.

5. Fellowships and awards.

6. Teaching Experience.

7. Research Experience.

8. Related Professional Experience.

9. Languages or other skills relevant to your field (e. g. computer proficiencies).

10. References.

11. Other (miscellaneous personal information such as membership in professional/ scholarly associations, travel or study abroad, hobbies and interests).

Additional tips — Make sure that the information in your CV addresses the job description.

— Don't include skills which you don't have.

— Don't include some personal information if you feel that it is not relevant.

— Use numbers and active verbs.

— Be precise and clear.

A. Make a list of skills you need to get the job of your dream. Discuss it with your group mates.

B. Read the text 'What Skills Do You Need to Get a Good Job?' and continue your list.

**ПЗ№75 Саморазвитие в профессии.** Дискуссия «Если я буду участвовать во всероссийском чемпионате»

1 Подготовьте вопросы для дискуссии на английском языке на тему «Если я буду участвовать во всероссийском чемпионате»

2 Make a list of skills you need to get the job of your dream. Discuss it with your group mates.

3 B. Read the text 'What Skills Do You Need to Get a Good Job?' and continue your list.

