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ХАРКІВСЬКА НАЦІОНАЛЬНА АКАДЕМІЯ МІСЬКОГО ГОСПОДАРСТВА

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**ЗБІРНИК ТЕКСТІВ І ЗАВДАНЬ  
З ДИСЦИПЛІНИ “ІНОЗЕМНА МОВА” (АНГЛІЙСЬКА МОВА)  
ДЛЯ ОРГАНІЗАЦІЇ ПРАКТИЧНОЇ РОБОТИ**

(для студентів 1 курсу заочної форми навчання)



Харків ХНАМГ 2010

**ЗБІРНИК ТЕКСТІВ І ЗАВДАНЬ З ДИСЦИПЛІНИ “ІНОЗЕМНА МОВА”  
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## Вступ

Збірник текстів і завдань рекомендується для проведення практичних занять студентів 1 курсу заочної форми навчання. Головною метою збірника є формування навиків читання і розуміння інформації з англомовних джерел, що відповідає вимогам професійно-орієнтованого навчання іноземній мові. Зміст завдань відповідає вимогам програми учбової дисципліни “Іноземна мова”, тематика текстів сприяє поширенню обсягу сучасної англійської науково-технічної лексики.

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## UNIT 1

### 1 Before you read

#### *New words and phrases*

|                   |   |
|-------------------|---|
| get ahead         | - процвітати ( <i>преуспевать</i> )   |
| social networking | - встановлення та підтримання контактів за допомогою мережі Інтернет<br>( <i>установление и поддержание контактов посредством сети Интернет</i> )                               |
| spam sb           | - спамити кого-небудь ( <i>розм.</i> ), посилати кому-небудь небажані повідомлення ( <i>спамить кого-либо (разг.)</i> ),<br><i>посылать кому-либо нежелательные сообщения</i> ) |
| privacy settings  | - параметри конфіденційності<br>( <i>настройки конфиденциальности</i> )   |

### 2 Reading

***Read about the social networking which is used to solve your personal problems.***

#### **What Is Online Social Networking**

Just as we need road networks to get from A to B, we also need networks of people to get ahead in life. We can use social networks to make new friends, exchange business knowledge, or find a new job. For example, your friend Peter knows Susan, who has a friend, Michael, whose company is looking for new staff. In the real world, we may hear of these opportunities by chance, but all too often we don't see the potential of our own networks. Social networking sites make the connections between people visible. Most sites require you to have only an e-mail address to open an account. Once you have set up your profile, you search for people you know. When you have found someone, you click on the button "Add to contacts". You and this person now have a connection on the site that others can see. These contacts are members of your network, and you are a member of theirs. Through these networks, you can see who your friends know, and who your friends' friends know.

### 3 Reading Comprehension

#### A. Answer the questions.

1. What do we need networks of people for?
2. How can people use social networks?
3. How do person's own networks differ from social networking?

#### B. Think about.

1. Do you know how long ago the first online social networks appeared?
2. Do you know any site for the purpose of professional networking among individuals?
3. Do you know the name of the largest social networking site (with over 200 million profiles), and the sixth most popular website in the world?
4. What functions do the social networking sites have?
5. How many social networking sites are there now?

### 4 Vocabulary

#### A. Match the following word pairs from the text to make word partnerships.

- |               |                        |
|---------------|------------------------|
| 1. networks   | a. of the network      |
| 2. to hear    | b. to contacts         |
| 3. add        | c. of our own networks |
| 4. members    | d. for new staff       |
| 5. to click   | e. for people          |
| 6. looking    | f. of people           |
| 7. potential  | g. on the site         |
| 8. to search  | i. by chance           |
| 9. connection | h. on the button       |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...; 6 - ...; 7 - ...; 8 - ...; 9 - ...

#### B. Complete the following passage with the terms given below.

*office    privacy settings    quality    profile    connection    sites*

## The Dos and Don'ts of Social Networking

### DO...

- fill out your (a) \_\_\_\_\_ as thoroughly as possible and keep it up to date.
- connect with as many people as you know personally as possible. Some (b) \_\_\_\_\_ allow you to download your Outlook address book and will find your contact
- change the (c) \_\_\_\_\_ of your profile so that information or photos you would rather keep private are visible only to trusted contacts.

### DON'T...

- spam people. If you write to a stranger to suggest making (d) \_\_\_\_\_ , explain why you're writing and show that you know something about their background.
- confuse quantity for (e)\_\_\_\_\_. Ask yourself when connecting with someone, "Could I recommend this person, and could he/she recommend me? "
- use your (f) \_\_\_\_\_ computer to search social networking sites for a new job.

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. Contacts that are made online have to move offline at some point for the \_\_\_\_\_ to develop. (RELATION)
2. Online networking has become an \_\_\_\_\_ tool for those in the business of finding talent. (IMPORTANCE)
3. I use *LinkedIn* mainly for \_\_\_\_\_ networking.(PROFESSION)
4. Some firms are establishing their own social networks to encourage internal \_\_\_\_\_. (COMMUNICATE)
5. Major companies are also \_\_\_\_\_ with social networking as a recruiting tool. (EXPERIMENT)

## UNIT 2

### 1 Before you read

#### *New words and phrases*

|  |  |
|--|--|
| annual leave                             | - щорічна відпустка ( <i>ежегодный отпуск</i> )  |
| collective bargaining                    | - переговори про укладення колективного договору (між підприємцями та профспілками)<br>( <i>переговоры о заключении коллективного договора (между предпринимателями и профсоюзами)</i> ) |
| disability                               | - інвалідність, фізична вада<br>( <i>инвалидность, физический недостаток</i> )   |
| employment tribunal                      | - суд по трудових спорах<br>( <i>суд по трудовым спорам</i> )  |
| genuine occupational qualification (GPO) | - справжня професійна придатність<br>( <i>подлинная профессиональная пригодность</i> )   |
| make smb redundant                       | - звільнити будь-кого ( <i>уволить кого-либо</i> )   |
| termination of employment                | - звільнення ( <i>увольнение</i> )   |
| opt-out                                  | - виняток ( <i>исключение</i> )  |
| remuneration                             | - винагорода, возмешеніє, компенсація<br>( <i>вознаграждение, возмешение, компенсация</i> )  |

### 2 Reading

*Read about the relationship between employers and employees.*

#### **Employment Law**

Employment law regulates the relationship between employers and employees. This begins when an employee is hired, and continues until the termination of employment.

In the EU, certain aspects of employment law are regulated by directives. One of these is the Working Time Directive, which covers working time, rest breaks and the right to paid annual leave. Britain has an opt-out from this directive that allows

people in the UK to work more than 48 hours a week. In contrast, France limits the maximum working week to 35 hours (paid overtime is allowed). An employment contract, also known as a contract of employment, is an agreement between an employer and an employee which specifies employment rights, responsibilities and duties.

Employers must be careful to avoid any discrimination based on religion or beliefs, sexual orientation, gender, age, race or disability. If personal questions are asked during a job interview, such as whether a candidate is pregnant, the company risks being taken to an employment tribunal.

It is also against the law to make workers redundant on the basis of age, or to exclude them from promotion or training because they are too old or too young. In certain fields, minimum age requirements are allowed, such as in the military and in the police. This is viewed by a potential employer as a genuine occupational qualification (GOQ). Although the terms "employment law" and "labour law" are sometimes used synonymously, this is technically incorrect. Employment law relates to the areas discussed here, while labour law deals specifically with relations between employers and trade unions. This includes collective bargaining, which refers to direct negotiations between the union and the employer on such basics as wages, working hours and other conditions of employment.

### **3 Reading Comprehension**

*Mark the following statements as true (T) or false (F).*

1. Employment law regulates the terms of employment. ...
2. The employment law directives cover different aspects of employment. ...
3. People in the UK and France have the same working week. ...
4. Discriminated employees risk being taken to an employment tribunal. ...
5. Employment and labour laws cover the same conditions of employment. ...



## 4 Vocabulary

A. Choose the words that best complete the text.

### Rights and Responsibilities

In the EU, employment is regulated by national laws and European a) *opt-outs / duties / directives*. Companies must avoid b) *discrimination / provisions / promotion* on the basis of race, gender or other characteristics. Labour law refers to union-employer relations, including negotiation of contract details through c) *termination / employment tribunals / collective bargaining*. The employment d) *authority / contract / condition* specifies the duties, responsibilities and rights of the employee. For his or her services, an employee receives from the employer e) *remuneration / redundant / requirements*.

B. Complete an example of an employment contract with the terms given below.

*tasks reputation time duties remuneration*

#### 2. Employment Duties

2.1 The Employee will execute such (1) \_\_\_\_\_ as may be required of the Employee in relation to any and all of the Company's business functions.

2.2 During the period of Employment, the Employee will:

(a) give the whole of the Employee's working (2) \_\_\_\_\_, attention and skill to the duties of the Employment;

(b) accept all reasonable (3) \_\_\_\_\_ given to the Employee by the Company Management or its representatives;

(c) not do anything which may damage the (4) \_\_\_\_\_ of the Company or the Group.

2.3 Normal office hours are 9.00 a.m. to 5.30 p.m. Monday to Friday inclusive, with an hour for lunch. The Employee may, and likely will, be required to work, without additional (5) \_\_\_\_\_, additional hours if the duties of the Employee's job so require.

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. Many companies now routinely use online \_\_\_\_\_ form. (APPLY)
2. People used to look for job \_\_\_\_\_ in newspapers. (ADVERTISE)
3. Recruiters will be calling people who are \_\_\_\_\_ employed. (HAPPY)
4. Social networking can enhance your \_\_\_\_\_ reputation. (PROFESSION)
5. As more and more young people grow up with \_\_\_\_\_ skills and familiarity with YouTube and other internet video sites, video CVs are likely to become more common. (COMPUTE)

## UNIT 3

### 1 Before you read

#### *New words and phrases*

|                          |   |
|--------------------------|---|
| compensation             | - оплата праці ( <i>оплата труда</i> )  |
| downsizing               | - скорочення штатів ( <i>сокращение штатов</i> )  |
| inescapable              | - неминучий ( <i>неизбежный</i> )   |
| networking               | - встановлення та підтримка контактів<br>( <i>установление и поддержка контактов</i> )      |
| survey                   | - опитування ( <i>опрос</i> )   |
| employee displacement    | - вивільнення персоналу ( <i>высвобождени персонала</i> )                                   |
| work-life balance        | - баланс між роботою та особистим життям<br>( <i>баланс между работой и личной жизнью</i> ) |
| to respond to the survey | - взяти участь ( <i>принять участие</i> )   |

### 2 Reading

*Read about different reasons for losing a job while doing business.*

#### **Time for a Change**

Have you ever lost your job because your company changed its structure? If so, you are not alone. More than 50 percent of workers in an online survey said they had

lost or changed jobs because of downsizing or restructuring. "Employee displacements have become an inescapable part of doing business," says Douglas J. Matthews, president of Right Management, the company that did the survey. Matthews added that most employees can expect to face losing their job at least once in their careers.

With the current difficult job market, Matthews said networking is even more important than ever. Research from Right Management shows that 42 percent of employees have found new jobs through networking contacts. It is also important to develop new skills, Matthews believes.

A total of 1,308 people responded to the Right Management survey. Other reasons given for changing jobs included looking for new opportunities, ineffective leadership, the wish to improve one's work-life balance, and also better compensation.

| <b>SAYING GOODBYE</b>                     |       |            |
|---|-------|------------|
| <b><u>Why people leave their jobs</u></b> |       |            |
| <b>Downsizing or restructuring</b>        | ..... | <b>54%</b> |
| <b>Seeking new opportunities</b>          | ..... | <b>30%</b> |
| <b>Ineffective leadership</b>             | ..... | <b>25%</b> |
| <b>Poor relationship with manager</b>     | ..... | <b>22%</b> |
| <b>To improve work-life balance</b>       | ..... | <b>21%</b> |
| <b>Better compensation and benefits</b>   | ..... | <b>18%</b> |
| <b>Company or job relocated</b>           | ..... | <b>12%</b> |

### **3 Reading Comprehension**

#### ***A. Answer the questions.***

1. What was the reason for losing a job for 50 percent of workers according to an online survey?
2. What is an inescapable part of doing business?
3. Who do networking contacts help?
4. What can be the other reasons for changing jobs?

5. According to the table, which reason for leaving the job is the main? Which reasons are less important?

***B. Think about.***

1. Do you know what the percentage of the unemployed in Ukraine is?
2. Do you think the reasons for saying goodbye to the employed in Ukraine are the same as those in the article?

**4 Vocabulary**

***A. Match the following word pairs from the text to make word partnerships .***

- |                  |                      |
|------------------|----------------------|
| 1. to lose       | a. new opportunities |
| 2. to change     | b. new skills        |
| 3. to do         | c. business          |
| 4. to develop    | d. a job             |
| 5. to look (for) | e. a structure       |

1- ...; 2- ...; 3- ...; 4- ...; 5- ...

***B. Now use these word partnerships to complete the statements. Make changes if necessary.***

1. The industry has \_\_\_\_\_ 60,000 \_\_\_\_\_.
2. They decided \_\_\_\_\_ the business \_\_\_\_\_ with as little effort and time as possible.
3. Take a trip around the world to discover how easy (or difficult) it is \_\_\_\_\_ in 183 economies.
4. If you are interested in \_\_\_\_\_ your managerial \_\_\_\_\_, a number of programmes are available.
5. Small firms use IT \_\_\_\_\_.

**5 Word Building**

***Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.***

1. The programmes detailed here illustrate several successful alternatives to

- employee **a)** \_\_\_\_\_ and organizational **b)**\_\_\_\_\_. (DISPLACE, DOWNSIZE)
2. \_\_\_\_\_ starts long before a job search, and you probably don't even realize you are doing it. (NETWORK)
  3. We provide the ability for employees to participate in a range of \_\_\_\_\_ programs. (COMPENSATE)
  4. A research on best practices in downsizing and \_\_\_\_\_ has been carried out by a group of experts. (RESTRUCTURE)
  5. All the stores are in good \_\_\_\_\_ (LOCATE)

## **UNIT 4**

### **1 Before you read**

#### ***New words and phrases***

|   |  |
|---|--|
| chartered accountant                    | - аудитор ( <i>аудитор</i> )   |
| chief financial officer (CFO)           | - фінансовий директор ( <i>финансовый директор</i> )   |
| grounding                               | - основи (знань) ( <i>основы (знаний)</i> )  |
| MBA (Master of Business Administration) | - вчений ступінь магістра ділового адміністрування ( <i>ученая степень магистра делового администрирования</i> ) |
| spreadsheet                             | - табличні розрахунки ( <i>табличные расчеты</i> )   |
| stuff                                   | - тут: інформація ( <i>здесь: информация</i> )   |

### **2 Reading**

***Read about an unconventional Canadian banker Janice Fukakusa.***

#### **A Head for Figures**

She studied philosophy at university and started her working life in a jewellery shop. Today, as chief financial officer (CFO) for Canada's largest bank, Janice Fukakusa has one of the top banking jobs in the country.

Fukakusa's path to the top was a rather unconventional one. "The philosophy degree gave me a good grounding," the 53-year-old banker told *The Globe and Mail*

in Toronto, "but I couldn't get a good job." She therefore decided to do an MBA, and later became a chartered accountant.

Fukakusa's use of new technology is also unconventional: she prints out her e-mails every day and takes them home with her. "I know, it's pretty bad," she admits. "It's simply easier that way. I do a lot of reading when I'm lying down, and it's easier to go through some of the stuff I get, like spreadsheets."

Since joining the Royal Bank of Canada (RBC) in 1985, she has held 12 different positions. "That's one of the advantages of RBC," she comments. "Every time we restructure, it creates a new opportunity."

Though she is clearly used to success, Fukakusa says she did not face excessive pressure to succeed. "I was happy my older brother became a doctor — it takes the pressure off the other children when one becomes a doctor."

### **3 Reading Comprehension**

#### ***A. Answer the questions.***

1. What is one of the top banking jobs?
2. What gave Fukakusa a good grounding?
3. Why did Fukakusa decide to do an MBA?
4. What technology does Fukakusa use in her job?
5. How many different positions has Fukakusa held since joining the RBC?

#### ***B. Think about.***

1. Competence in what techniques can help a person towards a career in accounting and business management?
2. What opportunities does the Economics Faculty in Kharkiv National Academy of Municipal Economy offer?

### **4 Vocabulary**

#### ***A. Match the following word pairs from the text to make word partnerships.***

1. working a. positions

- |              |                |
|--------------|----------------|
| 2. banking   | b. opportunity |
| 3. good      | c. accountant  |
| 4. new       | d. life        |
| 5. chartered | e. job         |
| 6. different | f. grounding   |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...; 6 - ...

***B. Choose and underline the words that best complete the text.***

*accountant    spreadsheets    experience    technology    skills*

**What Makes a Good Accountant?**

There are many (1) \_\_\_\_\_ that make a good accountant. If you have these qualities, you will find the accounting field offers unlimited opportunities for you:

- Logical thinking
- Love of numbers
- Strong communication skills
- Analytical ability
- Ability to synthesize
- Solid computer skills.

Working as an (2) \_\_\_\_\_ means being part of a team. When you first start out, you will probably work as a junior member of an accounting team. You will work with other accountants with more (3) \_\_\_\_\_. As you work your way up the ladder, you will interact with co-workers in other departments. It's important that you enjoy working with others and can collaborate on projects.

Additionally, accountants need to be on the cutting edge of (4) \_\_\_\_\_. Software programs are constantly updated, and it's your job to make sure you know how to use technology to your benefit. The use of (5) \_\_\_\_\_, databases and word processing programs will also come in handy in your daily work.

If you have this variety of qualities, you should seriously consider getting your online accounting or finance degree. Your degree can teach you many useful

accounting skills, but you have to have the foundation and interest necessary to make it in the accounting world.

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. Accounts assistants are required to have good \_\_\_\_\_ skills. (ADMINISTRATE)
2. These days, business schools are taking a fresh look at fraud\_\_\_\_\_, risk, internal controls, and ethics. (DETECT)
3. \_\_\_\_\_ are rapidly changing the nature of the work for most accountants and auditors. (COMPUTE)
4. Web sites provide \_\_\_\_\_ on the new Microsoft Accounting Software. (UNIFORM)
5. Technology has changed our \_\_\_\_\_ skills and , I particular our language skills. (COMMUNICATE)

## UNIT 5

### 1 Before you read

#### *New words and phrases*

|                 |                               |
|-----------------|-------------------------------|
| non-numerical   | - нечислової (нечисловой)     |
| standalone      | - окремиий (отдельный)        |
| gist            | - суть (суть)                 |
| native speakers | - носії мови (носители языка) |

### 2 Reading

*Read about the importance of machine translation nowadays.*

#### **Machine Translation**

The idea of using machines to transfer words from one language into another is widely said to come from French philosopher and mathematician Rene Descartes. In the early 17th century, he suggested that humans are machines, and that symbols



could be used to transfer ideas instead of language. Three hundred years later, serious attempts to use computers to translate began. "Machine translation was one of the first non-numerical applications of the computer", writes John Hutchins in *Machine Translation: Past, Present, Future*.

Today, we have to translate more than ever. Companies communicate across borders, and global business depends on having multilingual documents, Web sites, and product material. International organizations, such as the United Nations and the European Union, inform world citizens of their services in many languages.

And the internet has created oceans of words: Web sites from Ukraine, blogs from Iraq, news from China, chats, forums, and Twitter are available to nearly everyone on the planet. Without the help of machine translation, few of us would ever be able to read them.

### 3 Reading Comprehension

1. What idea came from French philosopher and mathematician Rene Descartes?
2. When did serious attempts to use computers to translate begin?
3. What is the reason for doing much translation today?

### 4 Vocabulary

**A. Match the following word pairs from the text.**

- |                  |                   |
|------------------|-------------------|
| 1. serious       | a. applications   |
| 2. non-numerical | b. across borders |
| 3. multilingual  | c. business       |
| 4. communication | d. documents      |
| 5. global        | e. attempts       |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...

**B. Fill the gaps with the words given below.**

*word language people machine translation company*

The term (1) "\_\_\_\_\_ \_\_\_\_\_" originally referred to standalone software programs, but has come to include any system that uses a computer to transform a text from one language into another (2) \_\_\_\_\_. In most cases, the result is far from

perfect. Nevertheless, machine translation allows (3) \_\_\_\_\_ to get the gist of a text — in other words, to get the basic meaning.

This may be good enough for internal (4) \_\_\_\_\_ messages and incoming correspondence. It allows you to see, for example, whether that e-mail from Tokyo is a request for product information or just spam. Sending such texts to a translator would exist at least ten euro cents per (5) \_\_\_\_\_ , or €50 per page, and is just too expensive. More important, it takes too much time.

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. Large organizations use \_\_\_\_\_ developed translation systems. (HIGH)
2. If the texts are translated by software, they must be edited by humans, \_\_\_\_\_ by native speakers. (IDEAL)
3. The machine translation nightmare comes from not knowing \_\_\_\_\_ where mistakes will appear. (EXASCT)
4. Over the years the machine translation systems \_\_\_\_\_ improved. (STEADY)
5. Machines find it \_\_\_\_\_ impossible to translate texts that contain mistakes. (NEAR)

## UNIT 6

### 1 Before you read

#### *New words and phrases*

|                    |   |
|--------------------|---|
| basic rate         | - базова ставка ( <i>базовая ставка</i> )                                   |
| deduct             | - відраховувати ( <i>отчислять</i> )  |
| excise duty        | - акцизний збір ( <i>акцизный сбор</i> )                                    |
| exempt sb from sth | - звільняти КОГО-Л. ВІД ЧОГО-Л.<br>( <i>освободить кого-л. от чего-л.</i> ) |
| levy (a duty)      | - стягувати, накладати ( <i>взимать, налагать</i> )                         |

|                                  |   |
|----------------------------------|---|
| pay-as-you-earn system<br>(PAYE) | - система збору прибуткового податку шляхом автоматичного вирахування з зарплати<br>(система сбора подоходного налога путем автоматического вычета из зарплаты) |
| proportional tax                 | - податок, що стягується за єдиною ставкою<br>(налог, взимаемый по единой ставке)   |
| self-employed                    | - приватний підприємець<br>(частный предприниматель)  |
| sickness benefit                 | - допомога по хвороби (пособие по болезни)  |
| social-security benefits         | - допомоги по соціальному забезпеченню<br>(пособия по социальному обеспечению)  |
| reclaim sth                      | - витребувати будь-що (истребовать что-либо)  |
| value added tax                  | - податок на додану вартість<br>(налог на добавленную стоимость)  |
| tax revenue                      | - податкові надходження (налоговые поступления)   |
| tax return                       | - податкова декларація (налоговая декларация)   |
| tax year                         | - податковий (фінансовий) рік<br>(налоговый (финансовый) год)   |
| zero rate                        | - нульова ставка (нулевая ставка)   |

## 2 Reading

***Read about the system of tax deduction in Great Britain.***

### **Britain's Taxes**

American statesman Benjamin Franklin (1706-90) famously said that "in this world nothing is certain but death and taxes". Most people find death only slightly less pleasant, and most of us aren't exempted from taxes.

In the UK, total tax revenue for the current tax year, which runs from 6 April 2008 to 5 April 2009, is estimated to be €575 billion. Sixty per cent of that revenue

comes from three main types of tax: income tax, National Insurance (NI) contributions and value added tax (VAT).

Most adults in Britain pay income tax by the pay-as-you-earn system (PAYE), in which money is deducted directly from the employee's salary. There is a basic rate for low incomes of 20 per cent and a top rate of 40 per cent. About ten million people, including the self-employed, need to file a tax return in which they state their earnings.

Contributions to National Insurance are also taken from the employee's wages, but the employer must contribute, too. Originally, this tax was intended to cover the cost of social-security benefits - in particular, the state pension, unemployment and sickness benefit. However, the government increasingly prefers to provide support to people who need it through tax credits — where the taxpayer pays reduced taxes — rather than through benefits. This means that, at some stage in the future, income tax and NI contributions will probably be combined.

The value added tax is a proportional tax and is paid on all sales transactions. In Britain, the standard rate of VAT was reduced from 17.5 to 15 per cent in December 2008 to encourage consumers to spend. It will stay at this rate until January 2010. There is a reduced rate of five per cent on some products (for example, on children's car seats). A range of essential goods and services, including food and books, have a zero rate. Companies can reclaim any VAT that they pay on materials needed for the goods and services they produce. In addition to VAT, excise duties are levied on fuel, tobacco and alcohol.

Finally, what about industry? Firms pay a standard rate of 28 per cent corporation tax on income or profit, and rates are lower for small businesses. However, large multinational companies are often able to reduce the amount they actually pay by reporting the profit in a lower-tax country.

### **3 Reading Comprehension**

1. What are the three main types of tax in Great Britain?
2. How do employees state their earnings?

3. Who must contribute to National Insurance?
4. What were the National Insurance contributions intended to cover?
5. What are excise duties levied on?
6. What are the standard tax rates for firms, small businesses and multinational companies?

#### 4 Vocabulary

*A. Match the following word pairs from the text.*

- |                  |                       |
|------------------|-----------------------|
| 1. employee's    | a. goods and services |
| 2. sales         | b. wages              |
| 3. essential     | c. companies          |
| 4. low           | d. transactions       |
| 5. multinational | e. incomes            |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...

*B. Use these words to complete the fictional news report.*

#### Going up or down?

*corporation duties zero levied revenue*

European finance ministers met today in Brussels to discuss what tax measures could be taken to deal with the financial crisis. There was broad agreement that VAT should be reduced in all member states to below 15 per cent, and the range of goods that have a (1) \_\_\_\_\_ rate should include clothing. In order to finance a loss of tax (2) \_\_\_\_\_, the (3) \_\_\_\_\_ on tobacco and alcohol could be raised by five per cent. As the price of oil has fallen, the ministers also are considering raising the fuel tax that is (4) \_\_\_\_\_ on petrol. As for businesses, the ministers also agreed that (5) \_\_\_\_\_ tax should be cut to 25 per cent to reduce the risk of an increase in unemployment.

#### 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. Professional tax preparers and accountants will probably appreciate this *Tax* \_\_\_\_\_ *2010* as it is an excellent tool for estimating whether a person can expect to receive an Internal Revenue Service refund and how much! (ESTIMATE)
2. A \_\_\_\_\_ tax imposes an equal burden (relative to resources) on the rich and poor. (PROPORTION)
3. By dollars paid, the U.S. Social \_\_\_\_\_ programme is the largest government programme in the world. (SECURE)
4. The type and level of National \_\_\_\_\_ contributions you pay depends on how much you earn and whether you're employed or self employed. (INSURE)
5. It is becoming \_\_\_\_\_ clear that this problem will not be easily solved. (INCREASE)

## **UNIT 7**

### **1 Before you read**

#### ***New words and phrases***

|                       |   |
|-----------------------|---|
| copyright (rights)    | - авторське право ( <i>авторское право</i> )                            |
| copyright law         | - закон про авторське право<br>( <i>закон об авторском праве</i> )      |
| grant (rights) to sb  | - надати кому-небудь права<br>( <i>предоставить кому-либо права</i> )   |
| infringement          | - порушення (прав).( <i>нарушение (прав)</i> )                          |
| intellectual property | - інтелектуальна власність<br>( <i>интеллектуальная собственность</i> ) |
| trademark (rights)    | - (права на) товарний знак<br>( <i>права на) товарный знак</i> )        |
| subject matter        | - предмет, зміст ( <i>предмет, содержание</i> )                         |
| wording               | - буквене написання ( <i>буквенное написание</i> )                      |
| injunction            | - постанова суду ( <i>постановление суда</i> )                          |

## **2 Reading**

*Read about some ways of protecting the works by copyright.*

### **Intellectual Property**

Intellectual property (IP) refers to the rights to creations of the mind, such as artistic works, inventions and designs. These rights include patent, copyright and trademark rights. A patent grants temporary monopoly rights to the benefits of an invention. Patent law commonly requires that an invention be of patentable subject matter and new or not already known. The invention must also involve an inventive step and be of practical use in some kind of industry.

When a person creates something, his work is protected by copyright. This includes the right to forbid unauthorized use of the work, with certain exceptions. The right of fair dealing will typically allow a single user to make copies of portions of a copyrighted work as long as the use falls into one of several defined categories, such as scientific study or news reporting. The rights granted by copyright law can be transferred to another person.

A trademark is a design, logo or wording (or combination of these) that allows a person to identify the maker of a product or provider of a service. Examples of trademarks recognized throughout the world are McDonald's golden arches and the three stripes of adidas.

When there is an infringement of intellectual property rights, legal action may be brought against the person or firm that has copied or distributed the work without permission. The inventor may be awarded compensation, and an injunction may be granted to stop the piracy or other unauthorized use of the work. Because countries have different laws regarding intellectual property, a number of agreements attempt to regulate matters involving international rights. The main administrative body is the UN's World Intellectual Property Organization (WIPO).

## **3 Reading Comprehension**

1. What do we refer to creations of the mind?
2. What do we refer to the rights to intellectual property?

3. What does a patent grant?
4. Which rights can be transferred to another person?
5. How can a person identify the maker of a product or provider of a service?

#### 4 Vocabulary

*A. Match the following word pairs from the text.*

- |               |                    |
|---------------|--------------------|
| 1. the maker  | a. of a service    |
| 2. benefits   | b. of the mind     |
| 3. a provider | c. of trademarks   |
| 4. creations  | d. of a product    |
| 5. examples   | e. of an invention |

1- ...; 2- ...; 3- ...; 4- ...; 5- ...

*B. Choose and underline the words that best complete the text.*

#### Whose rights?

To get the exclusive rights to a new invention, the inventor will need a (a) *copyright / trademark / patent*. The right of (b) *fair dealing / public domain / public interest* allows individuals to make copies of portions of copyrighted materials, as long as the use of these copies falls into one of several categories. Information that may be freely distributed without copyright or patent is referred to as (c) *public interest / public domain / piracy*. The rights that are (d) *granted / distributed / reported* by copyright law can be transferred to another person. If someone distributes copies of a work without permission, an (e) *infringement / intangible property right / injunction* may be necessary to stop this unauthorized use of copyrighted material

#### 5 Word Building

*Add the necessary suffix and prefix to the word in brackets and put the word in the correct form to complete the statement.*

1. An *a*) \_\_\_\_\_ step means that the invention should have something which is seen



- as an **b**) \_\_\_\_\_ by someone who is skilled in that area of technology. (INVENT)
2. These are inventions that are very \_\_\_\_\_ for everyday situations. (PRACTISE)
  3. EU Commission ignores \_\_\_\_\_ studies on copyright term extension. (SCIENCE)
  4. Copyrights play not less \_\_\_\_\_ role in society than patent rights.  
(IMPORTANCE)
  5. Patents, literary, and art work, all fall under the umbrella of \_\_\_\_\_ of the mind.  
(CREATE)
  6. The university has the right to the **a**) \_\_\_\_\_ and **b**) \_\_\_\_\_ manuscripts and literary property. (PUBLISH / NOT PUBLISH)

## UNIT 8

### 1 Before you read

#### *New words and phrases*

|                            |  |
|----------------------------|--|
| applicant                  | - здобувач, кандидат ( <i>соискатель, кандидат</i> )   |
| assessment centre          | - центр/метод оцінки / відбору персоналу<br>( <i>центр/метод оцінки / отбора персонала</i> )               |
| competency-based framework | - рамки компетенції ( <i>рамки компетенции</i> )   |
| executive search           | - пошук топ-менеджерів<br>( <i>поиск топ-менеджеров</i> )  |
| headhunting                | - "полювання за головами";<br>переманювання кадрів<br>( <i>"охота за головами"; переманивание кадров</i> ) |
| interview                  | - (собеседование)  |
| job board                  | - біржа вакансій ( <i>биржа вакансий</i> )   |
| job fair                   | - ярмарок вакансій ( <i>ярмарка вакансий</i> )   |
| temporary agency           | - агенство з надання тимчасової роботи<br>( <i>агентство по предоставлению временной работы</i> )          |
| work-life balance          | - баланс між роботою та особистим життям<br>( <i>баланс между работой и личной жизнью</i> )                |

## 2 Reading

*Read about how recruitment is going global.*

### **Recruitment**

International assignments, European-Union initiatives and the rising need for highly skilled employees have all promoted globalization in recruitment. Although these trends are largely positive for job seekers, they have also made the search for qualified employees more complex.

Before recruitment, companies usually create a job description, a list of the qualifications and experience the candidates are required to have, and a "person specification", which describes the personal qualities needed. A competency-based framework may also detail desired skills, such as the ability to solve problems or to work in teams.

Recruitment often involves placing job advertisements in newspapers or in specialist publications. Online recruitment, the advertising of job vacancies on company websites or on job boards, has become more and more common. Other methods of attracting candidates may include career forums, job fairs and recruitment events, which give company representatives the opportunity to meet potential candidates in person. An executive search is generally reserved for management positions, but recruitment consultants often search for employees at various levels. This search may include headhunting, which is finding job-holders who have specific skills for open positions at other firms.

Telephone interviews have become a popular means of getting a first impression of applicants, in particular when dealing with people who live abroad, or when the telephone will be an essential part of the job, as in customer-service roles. Recruitment consultants may meet with job-seekers and then suggest suitable candidates to a company, which will invite the best applicants for a second interview. Sometimes, additional steps are needed before a firm makes its final decision. Assessment centres offer a way to observe and judge candidates in group situations. Such a method can test social skills, how well people work under stress, or their

ability to work in teams. Or, through the use of temporary agencies, firms have an excellent source of "temp-to-perm" (temporary-to-permanent) employees.

Increasingly, employees expect to change jobs, and perhaps even careers, several times during their working life. Their work-life balance has also become more important to them. For employers, managing talent — not only attracting but also keeping key employees — has become a recruitment priority.

### **3 Reading Comprehension**

1. What was globalization in recruitment promoted by?
  - a. By different needs for highly qualified employees.
  - b. By the majority of unqualified personnel on the staff.
  
2. How does a company prepare for recruitment?
  - a. It creates special documents with relevant information.
  - b. It dismisses the majority of employees.
  
3. What are the most common ways of attracting candidates?
  - a. The ways of attracting candidates depend on the available vacancy.
  - b. The candidates are usually interviewed.
  
4. Why have telephone interviews become popular?
  - a. Telephone interviews give the first impression of applicants.
  - b. Telephone interviews are obligatory before the second interview.
  
5. What steps are needed before the final decision of a firm?
  - a. Checking the candidates for special skills is usually necessary.
  - b. Advertising the assessment centres or temporary agencies to other people.

**1- ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...**

## 4 Vocabulary

*Complete the statements with terms from the text which are given below.*

*social skills      modern directions      online recruitment*

*competency-based frameworks      work-life balance      job-seekers*

1. \_\_\_\_\_ in assigning for the position have resulted in the recruitment globalization.
2. Many companies develop their \_\_\_\_\_ to help in recruiting.
3. Nowadays job advertisements in newspapers, \_\_\_\_\_ and advertising on websites are the most common practice.
4. \_\_\_\_\_ can be interviewed by telephone.
5. Ability to have \_\_\_\_\_, to work under stress and in a team are assessed at additional steps of recruitment.
6. The \_\_\_\_\_ is very important to people.

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. A large proportion of the company's \_\_\_\_\_ work outside the UK. (EMPLOY)
2. She is in Greece on an \_\_\_\_\_ for one of the Sunday newspapers. (ASSIGN)
3. Most organizations underestimate the benefits of \_\_\_\_\_. (ADVERTISE)
4. She lacked \_\_\_\_\_ experience and didn't get the job. (MANAGE)
5. The firm has appointed a \_\_\_\_\_ to advise on the restructuring of the company. (CONSULT)

**6 Now when you know about business of recruiting new people do the following quiz.**

*Choose the correct answers.*

### **An Employment Hunt**

1. Which recruitment tool describes duties and job title?
  - a. job description
  - b. framework
  - c. career forum

2. What is an open job position called?
  - a. applicant
  - b. vacancy
  - c. agency
  
3. What is the correspondence in an application called?
  - a. covering letter
  - b. trial period
  - c. assessment
  
4. Which document is not necessary for an application?
  - a. recipe
  - b. resume
  - c. reference
  
5. Which of these is another word for staff?
  - a. personality
  - b. personnel
  - c. personal
  
6. What does "HR" stand for?
  - a. have reserved
  - b. human resources
  - c. hire replacement

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 -...; 6 -...

## UNIT 9

### 1 Before you read

#### *New words and phrases*

|                    |   |
|--------------------|---|
| bribery            | - хабарництво ( <i>взяточничество</i> )   |
| embezzlement       | - привласнення чужого майна або чужих грошей<br>( <i>присвоєння чужого имуществва или чужих денег</i> ) |
| fraudster          | - шахрай, аферист ( <i>мошенник, аферист</i> )  |
| kickback           | - відкат ( <i>откат</i> )   |
| whistle-blower     | - інформатор ( <i>информатор</i> )  |
| white-collar crime | - посадовий злочин ( <i>должностное преступление</i> )  |

## 2 Reading

*Read about new economic crimes of deceiving companies in order to get money illegally.*

### **Fraud**

A 2004 report for the British government estimates that fraud costs the country's economy £14 billion (\$22.63 billion) a year. Fraud is white-collar crime: that is, a non-violent illegal activity to get money or other benefits. Fraud can be carried out by employees at different levels of an organization, for personal benefit or for the firm.

At an individual level, one of the most common forms of fraud is embezzlement, which is when an employee removes money from a company, pretending it is for a legitimate purpose, but instead transfers it into a private bank account. Another form is insider trading: using knowledge of a company's intentions, often gained through a management role, to buy or sell shares in the company for personal profit.

What about fraud that is carried out to benefit the company? This can take the form of price fixing, which is secretly agreeing with rival companies not to sell a certain product below an established price. Bribery is offering money or other gifts as a way of influencing someone's actions. A kickback is an agreed sum of money that is paid secretly in return for certain actions.

For shareholders, the most dangerous form of fraud is dishonest accounting or cooking the books. The former US energy company Enron managed to make its finances look healthy until a whistle-blower informed the authorities.

To prevent individual fraud, companies should observe carefully the activities of employees who rarely go on holiday or who work far too many hours every week. Fraudsters know there is a risk that the illegal activity will be discovered if other people do their jobs — for example, when they take holidays. Also, any employees who are clearly spending far more money than they earn should be watched. Stock exchanges also have a responsibility to keep an eye on firms' behaviour and to check company annual reports. The Securities and Exchange Commission (SEC) is very strict in regulating the behaviour of listed firms on the New York Stock Exchange. If

fraud is discovered, the firm must pay huge fines, and the fraudsters face going to prison.

### 3 Reading Comprehension

*Mark the following statements as true (T) or false (F).*

1. Fraud is a legal activity of employees for financial gain. ...
2. Many forms of fraud are carried out secretly. ...
3. There are no forms of fraud to benefit the company. ...
4. The illegal activity of fraudsters is not punishable. ...

### 4 Vocabulary

*A. Use the words in each column to form terms found in the text. Then match each term with its definition.*

*illegal*

*fixing*

*stock*

*the books*

*cooking*

*activity*

*price*

*crime*

*white-collar*

*exchange*

- a. .... Behaviour or action that is punishable by criminal law.
- b. .... The setting of commodity prices artificially by a government.
- c. .... A place where stocks, bonds, or other securities are bought and sold.
- d. .... A kind of fraud by businesspersons, confidence men, and public officials.
- e. .... The manipulating of a firm's financial records so that they are incorrect.

*B. Complete this fictitious news report with terms from the article which are given below.*

*fraud insider trading whistle-blow embezzlement kickbacks*

Peter Washington, head of Schneeman Industries, spoke to the press this morning to confirm earlier reports that a top Schneeman manager was under investigation by the SEC for possible **1)** \_\_\_\_\_ (illegal stock market activity). According to sources close to Schneeman, a **2)** \_\_\_\_\_ (person who informs the authorities of something illegal) within the company informed the SEC. This investigation follows several recent scandals involving Schneeman. In May, it was discovered that finance manager Tony Londano had accepted **3)** \_\_\_\_\_ (secret return of payments) from builders of the new Brooklyn Tunnel. Last year, former company president Denise Dubrovsky was sent to prison for **4)** \_\_\_\_\_ (stealing money) from the company pension fund. "I want to make one thing perfectly clear," said Mr Washington. "Schneeman has zero tolerance for any kind of corporate **5)** \_\_\_\_\_ (illegal activity "for financial gain)."

## **5 Word Building**

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. Prices are very much \_\_\_\_\_ by market demand. (GOVERN)
2. We couldn't have \_\_\_\_\_ without you. (MANAGE)
3. They are not fully \_\_\_\_\_ about the changes. (INFORM)
4. Money is \_\_\_\_\_ from my bank account to his. (TRANSFER)
5. It was later \_\_\_\_\_ that the diaries were a fraud. (DISCOVER)

## **UNIT 10**

### **1 Before you read**

#### *New words and phrases*

cocooning

- створення кокона, усамітнення у власних чотирьох стінах (*создание кокона, уединение в собственных четырех стенах*)



|                            |  |
|----------------------------|--|
| socialize                  | - підтримка особистих і робочих контактів<br>( <i>поддержание личных и рабочих контактов</i> ) |
| economic hardship          | - економічні труднощі<br>( <i>экономические трудности</i> )                                    |
| implication                | - наслідки ( <i>последствия</i> )  |
| harsh                      | - суворий ( <i>суровый</i> )   |
| armoured                   | - броньований ( <i>бронированный</i> )   |
| topical                    | - актуальний ( <i>актуальный</i> )   |
| snuggle down into smth     | - затишно влаштовуватися де-небудь<br>( <i>уютно устраиваться где-либо</i> )                   |
| uber-                      | - ( <i>prefix informal</i> ) better, larger or greater   |
| bricks-and-mortar business | - традиційний магазин з торговою площею<br>( <i>традиционный магазин с торговой площадью</i> ) |

## 2 Reading

*Read about the origin of the notion "cocooning".*

### **What Is ... Cocooning?**

"Cocooning" describes the trend of people socializing, entertaining and working at home rather than going out. The phenomenon tends to grow during periods of economic hardship. The American futurist and marketing consultant Faith Popcorn invented the term "cocooning" in 1981 and was the first to talk about its marketing implications. She created a new active verb from the noun "cocoon". Up to then, the verb had been used only in the form of a passive participle: "be cocooned". In a video on her website, Popcorn describes cocooning as "creating a safe place around you. It is the need to protect oneself from the harsh, unpredictable realities of the outside world". She identified three forms of cocoon: the "social", or home, cocoon; the "wandering" cocoon, in which one listens to music players in public, cocooning oneself in a private world of sound; and the "armoured" cocoon, where one builds high-security barriers around oneself (for example, in the form of network firewalls or home security).

Cocooning has again become topical as people reduce their spending in response to the financial crisis. Popcorn renamed the trend "uber-cocooning" in October 2008. According to a survey she carried out, almost three out of four American consumers said they now spend "a lot of time at home". As Popcorn says: "It's a deeper and deeper snuggling down into the home."

New technologies that have promoted entertaining and working from home have made it easy to cocoon. For example, social media now allow people to communicate with others without actually meeting in person — a phenomenon Henry Jenkins, director of the Comparative Media Studies program at the Massachusetts Institute of Technology, has called "tele-cocooning".

Cocooning has significant implications for marketers, who try to find new ways to interact with their consumers. For bricks-and-mortar businesses such as shops and restaurants, which need people to enter their stores physically to do business, this is especially difficult. Cocooning has advantages for online firms, however, as well as for those providing home products and services. Indeed, one trend is that, while consumer demand falls during economic hardship, wealthy cocooners in particular invest in more luxury home goods.

### **3 Reading Comprehension**

*Mark the following statements as true (T) or false (F).*

1. Nowadays the phenomenon of cocooning is spreading all over the world. ...
2. The identified three forms of cocooning help people to protect themselves ...  
from the realities of the outside world.
3. Cocooning has advantages for both marketers and online firms. ...
4. It is cocooning that does not allow people to communicate with others ...  
without actually meeting in person.

### **4 Vocabulary**

*A. Use the words in each column to form terms found in the text. Then use each term to complete the sentence.*

- a. ....
- b. ....
- c. ....
- d. ....
- e. ....

|                      |
|----------------------|
| <i>luxury</i>        |
| <i>new</i>           |
| <i>unpredictable</i> |
| <i>economic</i>      |
| <i>marketing</i>     |

|                     |
|---------------------|
| <i>implications</i> |
| <i>reality</i>      |
| <i>hardship</i>     |
| <i>technologies</i> |
| <i>goods</i>        |

1. In Roman and early Europe times \_\_\_\_\_ from China were prohibitive for all but the very rich.
2. \_\_\_\_\_ are those technical innovations which represent progressive developments within a field for competitive advantage.
3. The conflict between predetermined schedule and \_\_\_\_\_ results in significant wastes in the process.
4. Many countries, including Canada and Germany, experienced similar levels of \_\_\_\_\_ .
5. This paper examines the \_\_\_\_\_ for tourism destinations if they are to balance the marketing concept of customer satisfaction with the societal well-being.

**B. Choose and underline the words that best complete the text .**

During the 1991-1992 recession, for example, (a) *consumers / consuming* of luxury goods increased their spending on their gardens, on home (b) *entertainment / entertainers*, on electronics and on home decorating. Earlier this year, there were signs of a similar trend. The marketing-research firm Euromonitor International, for example, has (c) *predicting / predicted* that consumers will spend more on domestic (d) *electricity / electrical* appliances. "They will (e) *increasingly / increasing* choose premium products with added features that make their lives easier," said Euromonitor's research (f) *manager / management* Fflur Roberts.

As conditions improve, cocooning is often (g) *following / followed* by what Pam Danziger, the American author of *Why People Buy Things They Don't Need*,

describes as "connectedness". Consumers then begin to look for what she calls "a new balance between the roles they play in their inner and external worlds".

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. This guide is to make car shopping easier for \_\_\_\_\_. (CONSUME)
2. \_\_\_\_\_ is all about making your guests feel comfortable. (ENTERTAIN)
3. Business \_\_\_\_\_ promotes a product, service, or organization. (COMMUNICATE)
4. Special products, services and technologies are available for \_\_\_\_\_ intellectual property in multimedia and business software, information and documents online etc. (PROTECT)
5. These portable music \_\_\_\_\_ are small and easy to use and children of any age can operate and enjoy using these wonderful devices. (PLAY)

## UNIT 11

### 1 Before you read

#### *New words and phrases*

|                          |   |
|--------------------------|---|
| insolvency               | - банкрутство, неплатоспроможність<br>(банкротство, неплатежеспособность) |
| recession                | - падіння, спад, рецесія (падение, спад, рецессия)                        |
| discharge                | - звільнення від сплати (освобождение от уплаты)                          |
| assets                   | - активи (активы)   |
| be put into receivership | - отримувати право управляти<br>(получать право управлять)                |
| lien                     | - заставне право (залоговое право)  |
| secure sth               | - забезпечувати що-небудь (обеспечивать что-либо)                         |

### 2 Reading

*Read about the insolvency in business and private life.*

## **Insolvency**

During the past year, the recession has spread to most business sectors, and an increasing number of companies are facing insolvency. The largest case in history was the collapse of US investment bank Lehman Brothers in September 2008, with debts of \$613 billion.

The words "insolvency" and "bankruptcy" are often used as if they had the same meaning, but there is a difference. When individuals or organizations are unable to pay their creditors, they are insolvent. Under English law, insolvent individuals may declare bankruptcy, while insolvent businesses go into "liquidation".

Personal bankruptcies differ greatly in length from country to country. Individuals usually receive a discharge from their debt after 12 months in England or France, but this takes six years in Germany. As a result, some EU citizens with large debts try to take up residence and declare bankruptcy in a member country where procedures are short.

Liquidation of a company, also called "winding up", leads to the closing of the business. This is managed by an appointed liquidator, who realizes the company's assets. Alternatively, the firm may be put into receivership — in other words, an official receiver is appointed to manage the company's finances until the firm enters liquidation.

Whether or not creditors get any money depends mainly on their status. Some creditors are paid first, because the debts owed to them are secured by liens. Other creditors are preferred by law; these include the company's employees and, when taxes are owed, the government.

In US law, the term "bankruptcy" refers to both individuals and companies. It is common for insolvent firms to file for bankruptcy under Chapter 11. This section of US bankruptcy law allows restructuring and prevents liquidation while the business continues its operations — something that is strictly forbidden in many other countries.

Keeping a business going rather than destroying it may seem to make sense, but it keeps in place managers who have failed and also takes away the rights of secured creditors to recover their money in the event of non-payment.

Whatever financial crisis comes next, you never know who will be hit. After all, Oscar Wilde, Henry Ford and Walt Disney all declared bankruptcy in their lifetime.

### 3 Reading Comprehension

*Choose the best answer to each question.*

1. A main reason for personal insolvency is ... .  
a. expensive home loans.      b. bad investments.      c. divorce.
  
2. Which of these business areas has the most insolvencies in England?  
a. building      b. hotels & restaurants      c. education
  
3. How did the number of bankruptcies in the US change between 2007 and 2010 (in per cent)?  
a. - 10%                      b. + 10%                      c. + 30%
  
4. What is a bankrupt person required to do in Australia?  
a. report to court once a month      b. get permission to travel overseas      c. collect money from relatives
  
5. How much may an insolvent person in Germany keep for his/her basic needs every month?  
a. €360                      b. €690                      c. €990

### 4 Vocabulary

*A. Match the following word pairs from the text.*

1. the event                      a. of secured creditors
2. the increasing              b. of bankruptcy law

- |                |                   |
|----------------|-------------------|
| 3. the section | c. from the debt  |
| 4. the rights  | d. of non-payment |
| 5. a discharge | e. of companies   |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...

***B. Complete the passage with the words given below.***

*think business owner decision properly*

Every business (1) \_\_\_\_\_ will want to think carefully before closing their business. The (2)\_\_\_\_\_ to close should only be made after other options have been explored fully. If you (3)\_\_\_\_\_ closure is right for you, you will need to plan your closure (4)\_\_\_\_\_ , especially if your (5) \_\_\_\_\_ has employees, creditors or current customers.

**Word Building**

***Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.***

1. Financial crisis deals with a variety of situations in which some \_\_\_\_\_ institutions or assets suddenly lose a large part of their value. (FINANCE)
2. If you are suffering from \_\_\_\_\_ financial difficulties you may be considering bankruptcy as a solution. (PERSON)
3. I wanted to take a look at the \_\_\_\_\_ strategies people use, and the areas where each does the best. (DIFFERENCE)
4. All events that are remembered and preserved in some authentic form constitute the \_\_\_\_\_ record. (HISTORY)
5. I think that's a very \_\_\_\_\_ idea. (SENCE)

## UNIT 12

### 1 Before you read

#### *New words and phrases*

|                               |   |
|-------------------------------|---|
| amenity area                  | - площа загального користування<br>( <i>площадь общего пользования</i> )  |
| caretaker                     | - керуючий будинком ( <i>управляющий домом</i> )  |
| duct                          | - повітропровід ( <i>воздуховод</i> )   |
| service-level agreement (SLA) | - договір про сервісне обслуговування<br>( <i>договор о сервисном обслуживании</i> )  |
| escape route                  | - запасний вихід ( <i>запасной выход</i> )  |
| facilities management         | - технічне обслуговування будівлі / території<br>( <i>техническое обслуживание здания / территории</i> )  |
| facilities manager            | - керуючий будинком ( <i>управляющий зданием</i> )  |
| fixtures and fittings         | - рухоме та нерухоме майно<br>( <i>движимое и недвижимое имущество</i> )  |
| fleet                         | - автопарк ( <i>автопарк</i> )  |
| occupant                      | - користувач (будівлі) ( <i>пользователь (здания)</i> )   |
| open-plan office              | - офісне приміщення з відкритим плануванням<br>( <i>офисное помещение с открытой планировкой</i> )  |
| outsource (services)          | - скористатися зовнішнім оператором (послуг)<br>( <i>воспользоваться внешним оператором (услуг)</i> )   |
| pest control                  | - боротьба з шкідниками ( <i>борьба с вредителями</i> )   |
| retrofit sth                  | - реконструювати що-небудь<br>( <i>реконструировать что-либо</i> )  |
| waste disposal                | - утилізація сміття ( <i>утилизация мусора</i> )  |
| ergonomics                    | - ергономіка; дисципліна що комплексно вивчає виробничу діяльність людини<br>( <i>эргономика; дисциплина, комплексно изучающая производственную деятельность человека</i> ) |



## 2 Reading

*Read about the profession which deals with maintenance and current repair of premises and offices.*

### **Facilities Management**

According to a definition by the British Institute of Facilities Management (BIFM), facilities managers are responsible for the buildings and services that support businesses. Once referred to as premises managers or buildings supervisors, facilities managers work to keep buildings and factories in good condition, and to keep all equipment in the facility functioning well. They also increasingly work in an administrative role, managing the services needed by the firms that occupy the buildings.

Facilities management (also called facility management or commercial services) is generally divided into "hard" and "soft services". Hard services include the maintenance of buildings and the repair of fixtures and fittings and technical installations, such as lighting or electrical systems. This also means making sure that lifts and air conditioning operate efficiently and safely and that the building complies with all health and safety requirements as well as with fire regulations. For example, buildings must have enough fire escapes, fire doors and evacuation plans.

The term soft services is generally used to refer to administrative duties aimed at supporting the operations of the occupants. Facilities managers make sure that offices and amenity areas such as cafeterias and toilets are cleaned properly and regularly. They may supervise in-house cleaning staff or outsource such services to contractors. Additional administrative duties may include selecting and monitoring gardeners, caterers or even receptionists. Service-level agreements (SLAs) establish the frequency and quality of services required.

In response to a 2007 survey by the BIFM, more than 60 per cent of facilities managers said they expected the range of their duties with their organizations to grow. And the same survey reported that over half of facilities managers expected their budgets to be increased as well.

The responsibilities may now include ergonomics, the science of designing workplaces and equipment so that these are as user-friendly as possible and do not cause injury to the workers. Facilities managers may give advice even before a building is occupied, or they may get involved in retrofitting a property. The push to "go green" has had an effect on their work, and they may be asked to select energy-efficient heating, ventilation and air conditioning (HVAC), or improve recycling efforts and environmentally neutral waste disposal.

As it is in many industries, information technology is an increasingly important tool. Computer-aided facility-management (CAFM) systems allow staff to monitor buildings and property automatically, to report on levels of occupancy, and to provide an inventory of furniture and equipment. Building automation systems (BAS) measure temperature and air quality and control the lighting. They can also monitor such things as the performance of telecommunications and computer networks.

### **3 Reading Comprehension**

*Choose the best answer to each question.*

1. What are the other names for facilities managers?
  - a. Building supervisors or premises managers.
  - b. Facilities management, facility management or commercial services.
2. What does facilities management deal with?
  - a. It deals with efficient and safe services.
  - b. It deals with hard services and soft services.
3. What do administrative duties aim at?
  - a. Administrative duties aim at supporting the operations of the occupants.
  - b. Administrative duties aim at designing workplaces and equipment.
4. What has had an effect on facilities managers' work?
  - a. The attempt to "go green".
  - b. The study of working conditions.

5. What is an important tool in facilities management?
- a. The report on levels of occupancy.
  - b. Information technology.

1- ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...

#### 4 Vocabulary

*A. Put the services into the correct column.*

|                  | <i>Hard Services</i> | <i>Soft Services</i> |
|------------------|----------------------|----------------------|
| building repair  | .....                | .....                |
| catering         | .....                | .....                |
| cleaning         | .....                | .....                |
| fleet management | .....                | .....                |
| fire safety      | .....                | .....                |
| HVAC             | .....                | .....                |
| lighting         | .....                | .....                |
| postal services  | .....                | .....                |
| retrofitting     | .....                | .....                |
| waste disposal   | .....                | .....                |

*B. Match the word pairs with their definitions.*

#### Rooms, places, spaces

- |                          |                           |
|--------------------------|---------------------------|
| a. activity settings ... | d. intra-office space ... |
| b. amenity area ...      | e. escape route ...       |
| c. open-plan area ...    | f. interior parking ...   |

1. Space that can be divided by movable partitions into work areas.
2. Path to follow in case of fire or other emergency.
3. Space for cars that is totally enclosed within the building.
4. Common area between offices or rooms, used as aisles or hallways.
5. Places for specific purposes, ranging from small meetings to large gatherings.

6. Any area in a facility used by employees for non-work activity.

**C. Match the word pairs on the left with the corresponding translations on the right.**

- |                        |  |
|------------------------|--|
| 1. amenity             | a. повітропровід ( <i>воздуховод</i> )   |
| 2. building core       | b. керуючий будинком ( <i>управляющий зданием</i> ) ( <i>США</i> )   |
| 3. building supervisor | c. запасний вихід ( <i>запасной выход</i> )  |
| 4. cleaning staff      | d. протипожежні двері ( <i>противопожарная дверь</i> )   |
| 5. computer-aided      | e. об'єкт, будинок (з прилеглими будівлями і територією) ( <i>объект, здание (с прилегающими постройками и территорией)</i> )      |
| 6. duct                | f. керуючий будинком ( <i>управляющий зданием</i> )  |
| 7. escape route        | g. запаси, опис майна ( <i>запасы, опись имущества</i> )   |
| 8. evacuation plan     | h. центральний стовбур будівлі ( <i>центральный ствол здания</i> )   |
| 9. facility            | i. зручності ( <i>удобства</i> )   |
| 10. fire door          | j. ліфтова шахта ( <i>лифтовая шахта</i> )   |
| 11. fire escape        | k. технічне обслуговування та ремонт ( <i>техническое обслуживание и ремонт</i> )  |
| 12. fire regulations   | l. офісне, виробниче приміщення (з прилеглими прибудовами і ділянкою) ( <i>офисное, производственное помещение (с прилегающими</i> |

|   |           |   |
|---|-----------|---|
|   |           | <i>пристройками и участком)</i>   |
| <b>13.</b> injury   | <b>m.</b> | план евакуації з будівлі<br>( <i>план эвакуации из здания</i> )   |
| <b>14.</b> inventory  | <b>n.</b> | нерухомість ( <i>недвижимость</i> )   |
| <b>15.</b> janitor (US)                                     | <b>o.</b> | персонал з прибирання<br>( <i>персонал по уборке</i> )  |
| <b>16.</b> lift shaft                                       | <b>p.</b> | пожежний вихід ( <i>пожарный выход</i> )  |
| <b>17.</b> maintenance                                      | <b>q.</b> | правила пожежної безпеки<br>( <i>правила пожарной безопасности</i> )  |
| <b>18.</b> operation and maintenance                        | <b>r.</b> | договір про сервісне обслуговування<br>( <i>договор о сервисном обслуживании</i> )                            |
| <b>19.</b> premises   | <b>s.</b> | тілесні ушкодження<br>( <i>телесные повреждения</i> )   |
| <b>20.</b> property   | <b>t.</b> | комп'ютеризований<br>( <i>компьютеризованный</i> )  |
| <b>21.</b> service-level agreement (SLA)                    | <b>u.</b> | експлуатація та технічне<br>обслуговування ( <i>эксплуатация и<br/>техническое обслуживание</i> )             |
| <b>22.</b> to be responsible for                            | <b>v.</b> | містити в доброму стані<br>( <i>содержать в хорошем состоянии</i> )   |
| <b>23.</b> to maintain sth                                  | <b>w.</b> | відповідати чому-небудь<br>( <i>соответствовать чему-либо</i> )   |
| <b>24.</b> to keep in good condition                        | <b>x.</b> | бути відповідальним за що-небудь<br>( <i>быть ответственным за что-либо</i> )                                 |
| <b>25.</b> to occupy sth                                    | <b>y.</b> | обслуговувати що-л., виробляти<br>дрібний ремонт ( <i>обслуживать что-<br/>л., производит мелкий ремонт</i> ) |
| <b>26.</b> to comply with sth<br>( <i>e.g. regulation</i> ) | <b>z.</b> | займати що-небудь<br>( <i>занимать что-либо</i> )   |

1 -...; 2 -...; 3 -...; 4 -...; 5 -...; 6 -...; 7 -...; 8 -...; 9 -...; 10 -...; 11 -...; 12 -... ; 13 -...; 14 -...;  
15 -...; 16 -...; 17 -...; 18 -...; 19 -...; 20 -...; 21 -...; 22 -...; 23 -...; 24 -...; 25 -...; 26 - ...

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. An important feature of facility \_\_\_\_\_ is that it takes account of human needs of its tenants in the use of buildings and other constructed facilities. (MANAGE)
2. The Furniture and Furnishings \_\_\_\_\_ 2010 set levels of fire resistance for domestic furniture, furnishings and other products. (REGULATE)
3. There are no set definitions for what constitutes a *a*)\_\_\_\_\_ or a *b*)\_\_\_\_\_, but generally a *c*)\_\_\_\_\_ is understood to be any item that is bolted to the floor or walls, and a *d*)\_\_\_\_\_ to be any item that is free standing or hung by a nail or hook. (FIX, FIT)
4. Some methods of waste \_\_\_\_\_ release air pollutants and greenhouse gases into the atmosphere. (DISPOSAL)
5. It is vitally important that the caretaker and \_\_\_\_\_ staff feel that they can expect support if they are experiencing a problem. (CLEAN)

## UNIT 13

### 1 Before you read

#### *New words and phrases*

|                          |   |
|--------------------------|---|
| aquifer                  | - водоносний пласт ( <i>водоносний пласт</i> )                |
| chiller technology       | - охолоджувальна система<br>( <i>охладительная система</i> )  |
| chlorofluorocarbon (CFC) | - хлорфторвуглеці (ХФУ)<br>( <i>хлорофторуглерод (ХФУ)</i> )  |
| hydrofluorocarbon (HFC)  | - гідрофторуглерод (ГФУ)<br>( <i>гидрофторуглерод (ГФУ)</i> ) |

### 2 Reading

*Read about the innovation in heating and cooling.*

## Keeping It Cool, and Clean

Refrigeration uses chemicals that absorb heat when lowering temperature. But the chemicals that work best are dangerous. In 1995, the use of chlorofluorocarbons had to be banned because of the damage they do to the ozone layer, which protects the earth from the sun's radiation. Hydrofluorocarbons were introduced instead, but they contribute to global warming. At Christchurch Airport in New Zealand, another solution has been found to heat and cool the building. Water taken directly from the aquifer below the local Canterbury Plains will be used to lower the temperature in the terminal by five degrees in summer and raise it by five degrees in winter. "The difference in temperature is perfect to use as a replacement for traditional chiller technology," says Tony Grist at *Hassell*, the Australian firm that designed the airport.

### 3 Reading Comprehension

#### A. Answer the questions.

1. What chemicals are widely used as refrigerants?
2. Are these chemicals relatively non-toxic or very dangerous?
3. How did experts in New Zealand decide to cool the building without refrigerants?

#### B. Think about.

1. Do you know whether there are any alternatives to CFCs?
2. Do you know the other uses of CFCs despite as a refrigerant?
3. Do you know how long CFCs have been used?

### 4 Vocabulary

#### A. Match the following word pairs from the text to make word partnerships .

- |                     |                      |
|---------------------|----------------------|
| 1. to use           | a. the temperature   |
| 2. to protect       | b. to global warming |
| 3. to contribute    | c. the earth         |
| 4. to heat and cool | d. chemicals         |
| 5. to lower         | e. the building      |

1- ...; 2- ...; 3- ...; 4- ...; 5- ...

**B. Complete the following passage with the terms given below.**

*vacuum cleaner    cleaning    soft brush    once a year    refrigerator*

When you are (1) \_\_\_\_\_ house, you should also regularly clean refrigerator coils. They are something that's often "out of sight and out of mind", but clogged (2) \_\_\_\_\_ coils can seriously impact the efficient operation of your refrigerator. It's important to clean them at least (3) \_\_\_\_\_ so they operate without interference from built-up dust and dirt.

The best way to clean refrigerator coils is by using a vacuum cleaner attachment and a dust rag. When you use a (4) \_\_\_\_\_ you can use the long tube attachment if the coils don't have mesh. With the long tube attachment you can insert it into the coil area. The safest vacuum cleaner attachment to use on any refrigerator coils is the (5)\_\_\_\_\_. The soft brush is meant to be used as a duster and works quite well to remove coil dust and dirt.

## **5 Word Building**

***Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.***

1. Find step-by-step instructions and cost-saving advice for designing and \_\_\_\_\_ your dream house. (BUILD)
2. The Sun's \_\_\_\_\_ and the Earth's blanket of greenhouse gases sustain the mean global temperature at a level supportive of life. (RADIATE)
3. Two superb books describe \_\_\_\_\_ uses for recycled materials. (DIFFER)
4. Nowadays it is much said about the \_\_\_\_\_ of traditional textbooks with e-books. (REPLACE)
5. A *a*)\_\_\_\_\_ engineer installs and services *b*)\_\_\_\_\_ systems for commercial buildings, delivery trucks, and residences. (REFRIGERATE)

## **UNIT 14**

### **1 Before you read**

***New words and phrases***



|                             |  |
|-----------------------------|--|
| burner                      | - нагрівальний диск електричної плити<br>(нагревательный диск электрической плиты)                 |
| cooktop                     | - варильна поверхня (варочная поверхность)   |
| cookware                    | - кухонне начиння (кухонная утварь)  |
| dielectric substrate        | - діелектрична підкладка<br>(диэлектрическая подложка)   |
| extractor fan               | - витяжка (вытяжка)  |
| field-effect transistor     | - польовий транзистор (полевой транзистор)   |
| food processor              | - кухонний комбайн (кухонный комбайн)  |
| hob ring                    | - конфорка (конфорка)  |
| induction cooktop           | - індукційна панель<br>(индукционная варочная панель)  |
| oven                        | - духовка (духовка)  |
| white goods                 | - великі побутові прилади<br>(крупные бытовые приборы)   |
| switching-mode power supply | - імпульсне джерело живлення<br>(импульсный источник питания)                                      |
| short-circuit protector     | - захист від короткого замикання, запобіжник<br>(защита от короткого замыкания,<br>предохранитель) |

## 2 Reading

***Read about the most actual aspects in kitchen appliances design and operation which are of concern with consumers.***

### **Kitchen Appliances**

It is a paradox that many working couples spend little time cooking, although they own a variety of modern, high-quality kitchen appliances. Such appliances are quiet, efficient, simple to use and easy to clean. Ovens may have a self-cleaning function, and freezers can defrost themselves automatically.

A trend in kitchen design has been to move the location of the appliances within the kitchen. The oven has been moved to a higher, more ergonomic position, which saves the cook from excessive bending and lifting from a low place. This also means the cooktop is separate and needs its own control unit.

Increasingly, touch panels are used to operate cooktops, dishwashers or other appliances instead of knobs, buttons or switches. Touch panels function by creating an electric field around the control unit, which is usually mounted behind or below a dielectric substrate, such as glass or ceramic. When a conductive mass, such as a finger, enters the field, the sensors detect the change and react to it by changing the state of the appliance — for example, by turning it on or off.

A further technology can be found in induction cooktops. Rather than heating up hob rings or heating coils, induction cooktops use a high-frequency electromagnet under the glass or ceramic surface of the cooktop to create a magnetic field. When a metal material enters the field, energy is induced into it. The pot or pan itself becomes hot and not the cooktop. The amount of heat being generated can be regulated by controlling the strength of the electromagnetic field. Power is drawn only when cookware is on the element, which means induction cooktops always remain cool and they provide heat-transfer efficiency of close to 90 per cent, compared to the 40 to 70 per cent offered by gas or electric cooktops. The cost of this technology is coming down, making induction cooking more affordable.

Concerns about the environment are increasingly putting the focus on reducing the amount of energy used by appliances, in both their active and inactive states. EU laws require that the power used in standby mode, also called "vampire power" or "phantom load", be reduced to one watt by 2010 and to half that amount by 2012. Appliance makers are aiming for even lower usage. "An industry goal is to achieve zero standby," says Anton Hartmann, head of sales for switches and controls at ZF Electronics.

In the near future, kitchen appliances will be able to "communicate" with each other or with the user through a home network. Thanks to a central touch screen or a remote control, you may soon be able to operate kitchen appliances from any room in

the house. However, this could lead to unseen accidents, and, as Hartmann says, "Controlling the cooktop, oven or even the dishwasher from another part of the kitchen, house or even from your mobile phone could have disastrous consequences".

### 3 Reading Comprehension

#### A. Answer the questions.

1. What are the typical features of modern kitchen appliances?
2. How do touch panels function?
3. What types of cooktops have better heat-transfer efficiency?
4. What are concerns about the environment putting the focus on?
5. How will kitchen appliances communicate with the user in the future?

#### B. Think about.

1. Do you know whether all kitchen appliances are fully automated nowadays?
2. Do you agree with the statement that the remote control of kitchen appliances could have disastrous consequences?

### 4 Vocabulary

#### A. Match the following word pairs from the text to make word partnerships.

- |             |                       |
|-------------|-----------------------|
| 1. induce   | a. efficiency         |
| 2. detect   | b. a control unit     |
| 3. operate  | c. a magnetic field   |
| 4. create   | d. energy             |
| 5. increase | e. the change         |
| 6. mount    | f. kitchen appliances |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...; 6 - ...

#### B. Choose the correct kitchen appliance term.

1. You heat water for tea using an electric \_\_\_\_\_.  
a. boiler                      b. steamer                      c. kettle

2. Touch-panel controls are mounted within \_\_\_\_\_.
  - a. cooktops
  - b. cookware
  - c. cookbooks
  
3. Induction cooking uses \_\_\_\_\_.
  - a. gas flames
  - b. magnetic fields
  - c. hot air
  
4. A dielectric material \_\_\_\_\_.
  - a. conducts electricity
  - b. can heat a pot
  - c. supports electrostatic fields
  
5. Plates are cleaned in a \_\_\_\_\_.
  - a. washing machine
  - b. washer
  - c. dishwasher
  
6. The state of appliance readiness is called \_\_\_\_\_.
  - a. interconnectivity
  - b. standby mode
  - c. remote control

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...; 6 - ...

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. There are several very different methods of "\_\_\_\_\_" heating. (ELECTRICITY)
2. \_\_\_\_\_ is a third method, completely different from all other cooking technologies. (INDUCE)
3. Unlike conventional cooktops that create heat below a pot, the magnetic induction process makes the pot into the \_\_\_\_\_ element. (HEAT)
4. Magnetic induction relies on cooking with vessels that can be \_\_\_\_\_. (MAGNET)
5. Cooking is the \_\_\_\_\_ of heat to food. (APPLY)

## UNIT 15

### 1 Before you read

#### *New words and phrases*

|              |   |
|--------------|---|
| agribusiness | - агробізнес; агропромисловий комплекс<br>(агробизнес; агропромышленный комплекс)         |
| livestock    | - поголів'я худоби (поголовье скота)  |
| yield        | - урожай, кількість виробленої продукції<br>(урожай, количество вырабатываемой продукции) |
| crop failure | - неврожай (неурожай)   |
| overgraze    | - вибити пасовище (выбить пастбище)   |
| subsidy      | - дотація (дотация)   |

### 2 Reading

*Read the text which includes useful vocabulary on agriculture.*

#### **Agriculture**

In most industrial countries, farming has changed from a family occupation of raising animals and growing crops to the large-scale, mechanized production of food and natural materials.

Agriculture is the term used to describe the science or practice of farming. Agricultural efficiency has improved enormously in the past century, thanks to developments in technology and the biological sciences. Improvements include pest control, the use of fertilizers, and regional specialization of crops, as well as the selective breeding of livestock and poultry and the use of feed supplements.

Agribusiness, also called "industrial agriculture" or "factory farming", refers to the industrialized process of making plant and animal products. It often uses innovative technology, such as satellite observation of soil conditions or crop damage, and biotechnology, such as genetic engineering. The business of agriculture also extends to food inspection and to the processing distribution of farm products.

Productivity gains in industrial agriculture have led to higher yields and lower food prices, but farming remains a risky business. Farmers often require subsidies for

investment in agricultural machinery, or as compensation for crop failure or an outbreak of disease among their animals.

For many people, agribusiness has a negative meaning. Large-scale operations are causing small farms to go out of business and rural communities to disappear. Environmental concerns include overgrazing and soil erosion, and the practice of growing monocultural crops. Consumer worries about animal welfare and food safety are leading to a rise in organic farming and sustainable agriculture.

### 3 Reading Comprehension

*Mark the following statements as true (T) or false (F).*

1. Large-scale food production means most farmers no longer raise animals. ...
2. Using fertilizer is a form of regional specialization. ...
3. Agribusiness means that crops are grown in factories. ...
4. Satellite pictures can assist farmers with land management. ...
5. Diversification of crops is good for the soil. ...

### 4 Vocabulary

*A. Match the word pairs on the left with the corresponding translations on the right.*

- |                            |   |
|----------------------------|---|
| 1. animal welfare          | a. контроль качества пищевых продуктов                    |
| 2. pest control            | b. кормовая добавка                                       |
| 3. feed supplement         | c. защита животных  |
| 4. genetic engineering     | d. повышение производительности                           |
| 5. food inspection         | e. борьба с вредителями                                   |
| 6. productivity gain       | f. генная инженерия                                       |
| 7. monocultural crop       | g. устойчивое сельское хозяйство                          |
| 8. raise animals           | h. селекционное разведение                                |
| 9. sustainable agriculture | i. одноотраслевое хозяйство                               |
| 10. organic farming        | j. выращивать животных                                    |
| 11. selective breeding     | k. земледелие с применением только органических удобрений |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...; 6 - ...; 7 - ...; 8 - ...; 9 - ...; 10 - ...; 11 - ...

**B. Use the words in each column to form terms found in the text. Then match each term with its definition.**

|                 |                       |
|-----------------|-----------------------|
| <i>food</i>     | <i>erosion</i>        |
| <i>soil</i>     | <i>failure</i>        |
| <i>crop</i>     | <i>control</i>        |
| <i>pest</i>     | <i>specialization</i> |
| <i>regional</i> | <i>communities</i>    |
| <i>rural</i>    | <i>inspection</i>     |

- a. .... Widespread damage to plants, fruits or vegetables.
- b. .... Planting and growing crops in particular areas.
- c. .... Groups of people living in the country, not the city.
- d. .... The removal of dirt through water or wind.
- e. .... Checking that what we eat is safe.
- f. .... The killing of insects that may damage plants.

## 5 Word Building

**Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.**

- Most of the meat, dairy, eggs, fruits, and vegetables available in supermarkets are produced using specific methods of \_\_\_\_\_ agriculture. (INDUSTRY)
- Factory \_\_\_\_\_ and industrial agriculture are unsustainable systems that produce large volumes of food. (FARM)
- Food \_\_\_\_\_ is a vital component of a modern food control system. (INSPECT)
- Animal welfare is the ethical \_\_\_\_\_ of ensuring animal well-being. (RESPONSIBLE)
- These days with all the food \_\_\_\_\_ used in food production, eating food can be like navigating a minefield. (ADD)

## UNIT 16

### 1 Before you read

#### *New words and phrases*

|   |   |
|---|---|
| sustainable                             | - раціональний ( <i>рациональный</i> )  |
| potent                                  | - потужний, сильний ( <i>мощный, сильный</i> )  |
| greenhouse gas                          | - парниковий газ ( <i>парниковый газ</i> )  |
| environmentally friendly                | - сприятливий для навколишнього середовища<br>( <i>благоприятный для окружающей среды</i> )                                     |
| solar panel                             | - панель сонячної батареї<br>( <i>панель солнечной батареи</i> )  |
| nitrogen trifluoride (NF <sub>3</sub> ) | - трьохфтористий азот ( <i>трехфтористый азот</i> )   |
| biofuel                                 | - біопаливо ( <i>биотопливо</i> )   |
| perfluoro-carbons                       | - перфтор-вуглець ( <i>перфтор-углероды</i> )   |
| green                                   | - екологічно чистий, не забруднює<br>навколишнє середовище ( <i>экологически чистый, не<br/>загрязняющий окружающую среду</i> ) |

### 2 Reading

*Read about some points of view on environmental and health effects of industrial products.*

#### **The Trouble with Green**

A "green" business, industry or technology is understood to be something that does not harm the environment or the health of animals or people. It is also sustainable, meaning it uses resources wisely, so that they remain available for future generations. But what seems environmentally friendly today may prove later to be the opposite. Some green activists say technology cannot be called "green" because all technologies involve human and natural exploitation.

Last year, for example, the Scripps Institution of Oceanography at the University of California at San Diego published a study showing that a greenhouse gas released during the production of solar panels, called nitrogen trifluoride (NF<sub>3</sub>),



is about 17,000 times more potent than carbon dioxide. A number of industries have used NF<sub>3</sub> because they thought it was less harmful than perfluoro-carbons, also powerful greenhouse gases.

Biofuels were also initially regarded as being green because they are made from plants. However, to make space to grow the soya and palm oil needed to produce the fuel, natural forests and grasslands have been destroyed.

### 3 Reading Comprehension

1. Why is "green" business, industry or technology considered to be sustainable?
2. What do some green activists say about the latest (*modern-day*) technologies?
3. What gases are harmful to people and animals?
4. What does the fuel production result in?

### 4 Vocabulary

#### A. Match the following word pairs from the text.

- |                |               |
|----------------|---------------|
| 1. sustainable | a. gases      |
| 2. green       | b. resources  |
| 3. harmful     | c. forests    |
| 4. natural     | d. activists  |
| 5. available   | e. technology |

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...

#### B. Fill the gaps with the words given below.

*environmentally friendly   greenhouse gas   future   biofuels   carbon dioxide*

1. Industrialized countries make deep cuts in \_\_\_\_\_ emissions in coming decades.
2. The \_\_\_\_\_ already in atmosphere means that temperatures are still going to increase enough to mean major problems in parts of the world.
3. We have to start preparing for the \_\_\_\_\_ .
4. To make consumers aware, \_\_\_\_\_ goods and services often are marked with eco-labels.
5. There are many pros and cons to using \_\_\_\_\_ as an energy source.

## 5 Word Building

*Add the necessary suffix to the word in brackets and put the word in the correct form to complete the statement.*

1. You can teach kindergarteners how to use resources \_\_\_\_\_ by playing the recyclables relay game. (WISE)
2. Before you consider installing solar panels, you may want to calculate the solar energy \_\_\_\_\_ in your region. (PRODUCE)
3. Many people warn of the possible \_\_\_\_\_ effects of using technology in the classroom. (HARM)
4. \_\_\_\_\_ forest cover is the true indicator of the health of the planet. (NATURE)
5. \_\_\_\_\_ of natural resources is an essential condition of the human existence. (EXPLOIT)

## UNIT 17

### 1 Before you read

#### *New words and phrases*

|                    |  |
|--------------------|--|
| go green           | - сприяти охороні навколишнього середовища<br>(способствовать охране окружающей среды) |
| bubble             | - міхур (пузырь)   |
| facility           | - інфраструктурний об'єкт (инфраструктурный объект)                                    |
| recession          | - спад, рецесія (спад, рецессия)   |
| mania              | - манія, захоплення (мания, увлечение)   |
| oil-shale deposits | - поклад горючих сланців (залежь горючих сланцев)                                      |
| WHEB Venture       | - one of the pioneers in the European clean technology sector                          |

### 2 Reading

*Read about the advantages and pitfalls of going green.*

#### **The Future of Green**

Imagine a city with no cars and no carbon emissions. It is a city so beautiful that it lifts the spirits, yet it runs on the latest technology. It has all the charm of an old

Arab village, yet is home to 1,500 businesses pioneering a green revolution. This is no dream. Masdar is a city that is being built in Abu Dhabi, and it will be finished by 2012. It is part of a multi-billion dollar project to turn the oil-producing state into a green-technology leader. It is also a vision for a future world where people's needs are in harmony with those of the earth. This vision is now being promised by global leaders in the form of a "green industrial revolution" to take their countries out of recession. But this has been promised before. How real is it this time?

Following the rise in oil prices in the 1970s, governments made big plans to invest in alternative energy, car makers began to build fuel-efficient cars, while big investments were made in ethanol. In 1979, the then US president, Jimmy Carter, installed solar panels on the White House roof.

But when oil prices began to fall in the 1980s, governments quietly dropped their green plans, ethanol projects in Iowa collapsed, and in 1986 the White House solar panels were removed.

The world's attempts to "go green" have typically followed this stop-start pattern, with interest rising and falling with the price of oil. "This is a fairly new and cyclical business," says Rob Wylie, a partner at WHEB Venture Partners, which invests in cleantech' firms. Parts of the market also regularly experience what Wylie calls bubblets, where the price of investment is much higher than its value. When reality sets in, the bubblet collapses.

"Eco Mania" is how *Forbes* describes the renewable energy bubblets in 2007. In the three years before that, the field had attracted 53 billion in private capital for ethanol production, windmills, solar panels and low-carbon energy sources. Taking advantages of this mania, one firm, Digital Gas, raised 22 million after pretending to have found a way to get oil from oil-shale deposits. The owner was found to have spent most of the money on renovating his home.

### **3 Reading Comprehension**

1. How does an old Arab village with 1,500 businesses look like?
2. What does a multi-billion project aim at?

3. What did global leaders suggest to take their countries out of recession?
4. Why did governments drop their green plan?
5. What is the stop-start pattern of going green connected with?
6. How did some firms follow "Eco Mania"?

#### 4 Vocabulary

**A. Match the word pairs on the left with the corresponding translations on the right.**

- |                     |                                  |
|---------------------|----------------------------------|
| 1. carbon emissions | a. экологическая лихорадка       |
| 2. green rush       | b. выбросы углекислого газа      |
| 3. solar panel      | c. с низким содержанием углерода |
| 4. fuel-efficient   | d. солнечная батарея             |
| 5. low-carbon       | e. с низким потреблением топлива |

1- ...; 2- ...; 3- ...; 4- ...; 5- ...

**B. Choose and underline the words that best complete the text.**

#### A Golden City

Masdar, a city in Abu Dhabi that was (a) *planned* / *plans* by star architects Foster + Partners, is being called the city of the future. It will have no cars and no carbon emissions, and all (b) *wasting* / *waste* products will be recycled. By doing a logical analysis of the way people live and work, and of traditional architecture and the local climate, a great deal of energy will be saved (c) *natural* / *naturally*, according to Foster. For example, houses will be built close together to create shade. The city is also (d) *situated* / *situating* to catch cool sea breezes. Infrastructures have been carefully planned so that no one is farther than 200 metres from essential facilities. (e) *Much* / *Most* of the fully automated, electric public transport system will be underground, leaving the streets free for pedestrians. And the city will be powered by solar and other renewable energies.

#### 5 Word Building

**Add the necessary suffix and prefix to the word in brackets and put the word in the correct form to complete the statement.**

1. In the mid 20th century, economists and ecologists predicted that food supply would become inadequate to feed an\_\_\_\_\_ worldwide population. (INCREASE)
2. All\_\_\_\_\_, individuals, and businesses must play an important role in protecting the environment. (GOVERN)
3. Starting a green business can be particularly satisfying as you get to make your own \_\_\_\_\_ to making the world a better place. (CONTRIBUTE)
4. A \_\_\_\_\_ on "going green" at work has been started recently. (DISCUS)
5. Millions of people live in \_\_\_\_\_ river deltas and coastal areas.  
( NOT PROTECT)

## **UNIT 18**

### **1 Before you read**

#### *New words and phrases*

|                    |  |
|--------------------|--|
| go green           | - сприяти охороні навколишнього середовища<br>(способствовать охране окружающей среды)   |
| Green technologies | - технології охорони навколишнього середовища<br>(технологии охраны окружающей среды)  |
| Waste              | - відходи; сміття; покидьки; лом; макулатура<br>(отходы; мусор; отбросы; лом; макулатура)  |
| tree-hugger        | - захисник навколишнього середовища<br>(защитник окружающей среды)   |
| Social networking  | - встановлення та підтримка контактів для спілкування<br>за допомогою соціальних мереж<br>(установление и поддержка контактов для общения<br>посредством социальных сетей) |
| wind farm          | - вітряна електростанція, ветропарк<br>(ветряная электростанция, ветропарк)  |
| to ebb             | - відливати, спадати (отливать, убывать)   |
| ebb tide           | - відлив (отлив)   |
| landfills          | - сміттєзвалище (свалка мусора)  |

|                       |   |
|-----------------------|---|
| night purge           | - нічна вентиляція повітря / пасивне охолодження<br>(ночная вентиляция воздуха/пассивное охлаждение)  |
| carbon offset         | - компенсація викидів вуглекислого газу<br>(компенсация выбросов углекислого газа)  |
| rain garden           | - озеленений ділянку землі в поглибленні для збору дощової води (озелененный участок земли в углублении для сбора дождевой воды)                  |
| Cloud computing       | - "хмарний" компютинг, обробка та зберігання даних на серверах в Мережі ("облачный" компьютеринг, обработка и хранение данных на серверах в Сети) |
| grey water, greywater | - (побутові стічні води (бытовые сточные воды)  |
| toxic e-waste         | - небезпечні для здоров'я (токсичні) електронні відходи (опасные для здоровья (токсичные) электронные отходы)                                     |

### Turning Over New Leaf

The whole world is talking about a conscious attitude to the environment, climate protection and green technologies. Do the test and check whether you can sustain a conversation on this topic.

#### THE SITUATION:

**Josh Rayhall, a computer programmer, has started a discussion on "going green" at work. He's inspired the team to try to be more environmentally responsible at the office. But what can they do? Join them as they investigate.**

#### 1. FOOD FOR THOUGHT

**At lunch, the team starts talking about how they can go green. Their first topic is the food they eat. Choose the correct words to complete the dialogue.**

*biodegradable   compost   ecology   environment  
food miles   organic   tree-hunger*

**Betty:** Well, we can start by thinking about the food we serve here in the cafeteria. Let's make a checklist. Josh, you're the *a)* \_\_\_\_\_ here. Why don't you start?

**Josh:** First, we should buy only natural foods and *b)* \_\_\_\_\_ fruit and vegetables. We should "buy local" whenever possible, and count the *c)* \_\_\_\_\_ for other products. Any packaging should be *d)* \_\_\_\_\_ material. Maybe we can even make *e)* \_\_\_\_\_ to put on the outdoor plants.

**Betty:** OK. I also think that the meat should be free of growth hormones and antibiotics

**Josh:** Betty, forget meat! Don't you know that much of the damage to the *f)* \_\_\_\_\_ is directly connected to eating beef? We should offer only vegetarian meals!

**Betty:** Oh. What about seafood?

**Josh:** Sorry, overfishing has already done immense harm to the ocean's *g)* \_\_\_\_\_ .

## 2. WHAT CAN WE DO?

**Many office workers waste their resources. So Josh helps the others to think of small changes that don't take much effort. Put the words in the correct order to create his suggestions.**

a. the lift / the stairs / use / instead of

---

b. the temperature / don't / too warm / keep / or cold

---

c. natural / make / light / use / of

---

d. building / more / put / in the / plants

---

e. as possible / documents / few / print / as

---

### 3. THE FOUR Rs

Much green awareness centres on the "four Rs". Which are "*reduce, reuse, recycle, repair*". So the team members use these words to make a list. They include other activities that are important, too. Complete the sentences with verbs from the list.

|                 |          |   |
|-----------------|----------|---|
| <b>Reduce</b>   | a. _____ | water bottles and coffee cups.                  |
| <b>Reuse</b>    | b. _____ | paper, glass, plastic and metals.               |
| <b>Recycle</b>  | c. _____ | batteries.                                      |
| <b>Repair</b>   | d. _____ | energy use by turning off lights and equipment. |
| <b>Replace</b>  | e. _____ | cloth bags – bring your lunch in one.           |
| <b>Recharge</b> | f. _____ | light bulbs with energy-saving lamps.           |
| <b>Rent</b>     | g. _____ | machines instead of throwing them out.          |
| <b>Refill</b>   | h. _____ | equipment that is used infrequently.            |

### 4. ABOUT THE COMMUTE

Josh cycles to work, of course, but most of the others drive their cars. Can improved car technology offer a solution to pollution? Each of the following sentences contains a mistake. Cross out the word in bold and replace it with one given below.

*diesel solar hydrogen hybrid electric biofuel*

- A **hydrogen** car is powered by the sun. ....
- In a **diesel** car, there are two power sources. ....
- Cooking oil can be used as fuel in modified **electric** engines. ....
- Ethanol is a type of **emission** made from maize. ....
- A fuel cell is found in a **hybrid** car. ....
- The battery packs in **petrol-run** cars can be recharged overnight. ....

### 5. TECH TALK

Can the company use "green" information technology to save energy and reduce waste? Josh thinks so. Choose the correct term for each definition given.



1. Energy that electronic equipment consumes in the standby state.
  - a. monster watts
  - b. vampire power
  - c. ghost voltage
  
2. The moving images on a monitor don't save energy – they waste it.
  - a. screensaver
  - b. drag and drop
  - c. icon
  
3. Computers and mobile phones that have been thrown away and which contain poisonous substances.
  - a. equipment gift
  - b. handy hazard
  - c. toxic e-waste
  
4. Renting computer resources and services through the internet, which reduces hardware and energy needs.
  - a. blue-sky thinking
  - b. cloud computing
  - c. social networking
  
5. Sometimes called "electronic paper", this type of display does not require backlighting, so it saves energy.
  - a. OLED (organic light-emitting diode)
  - b. LCD (liquid crystal display)
  - c. PDP (plasma display panel)

1 - ...; 2 - ...; 3 - ...; 4 - ...; 5 - ...

## 6. CLEAN ENERGY

**Next, the team looks through a brochure on clean energy that lists renewable and alternative energy sources. Complete the texts using words from the boxes.**

|                     |   |
|---------------------|---|
| <b>silicon</b>      | <b>Solar:</b> Get free electricity from the sun with solar energy! With |
| <b>photovoltaic</b> | our <i>a)</i> _____ on your roof, you collect the sunlight all day —    |
| <b>panels</b>       | with no noise, smell or emissions. Our <i>b)</i> _____ cells are made   |
|                     | using a thin film of <i>c)</i> _____. The sun's energy can also be used |
|                     | to heat water and produce steam.  |

---

**rotor blades**      **Wind:** Many cultures have used the power of the wind for  
**wind turbines**      centuries. Our modern, high-efficiency *d)* \_\_\_\_\_ each have  
**wind farm**      three *e)* \_\_\_\_\_ that can turn both day and night. The preferred  
location for a group of these clean-power generators, a *f)* \_\_\_\_\_ ,  
is offshore or on a hill.

---

**hydroelectric**      **Water:** The force of moving water has long been used as a source  
**tidal**      of *g)* \_\_\_\_\_ power. But did you know that the *h)* \_\_\_\_\_ in the  
**waves**      oceans can turn turbines? Another source, the pull of the oceans, as  
they ebb and flow, is called *i)* \_\_\_\_\_ power.

---

**biomass**      **Gas/Heat:** When waste from plants, farms or wood production,  
**geothermal**      called *j)* \_\_\_\_\_ , is burned, the heat can be used to turn turbines.  
**landfills**      An alternative is to burn gas produced when material decomposes  
in *k)* \_\_\_\_\_ . Hot gas that pushes up from inside the earth can  
provide warmth and *l)* \_\_\_\_\_ energy.

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## 7. A LOOK AT ARCHITECTURE

**What are the latest trends in building that can help to reduce damage to the environment? Use words from the box to create the terms needed.**

*garden   lamps   night   roof   screens   water*

- a. Replace light bulbs with **compact fluorescent** \_\_\_\_\_ .
- b. Use **grey** \_\_\_\_\_ from sinks for toilets and plants.
- c. With \_\_\_\_\_ **landscaping**, the top of the building reflects less heat into the atmosphere.
- d. Build a **rain** \_\_\_\_\_ next to the car park to absorb rainwater, instead of letting it flow into the street.
- e. Adjust **shading** \_\_\_\_\_ to keep out direct sunlight, which keeps offices cooler.
- f. Automatically open office windows after dark, to let heat out and fresh air in with a \_\_\_\_\_ **purge**.

## 7. CARBON COMPOUNDS

Finally, the team tries to get their terminology straight when talking about carbon. Can you help? Choose and underline the correct expression to complete the sentence.

- a. The total amount of emissions you cause through your activities is your *carbon footprint* / *carbon toehold* / *carbon handshake*.
- b. The most prominent greenhouse gas is called *carbon diode* / *carbon dioxide* / *carbon hybrid*.
- c. Planting trees is one method of *carbon offset* / *carbon offput* / *carbon setup*.
- d. *Carbon tops* / *Carbon hats* / *Carbon caps* are limits on the amount of emissions allowed.
- e. *Hypercarbons* / *Hydrocarbons* / *Hypnocarbons* are compounds found in oil and natural gas.
- f. A company or city that reduces its net emissions to zero is *carbon neutral* / *carbon net* / *carbon none*.
- g. The exchange or path of carbon as it moves through air, water, plants and earth is called the *carbon cycle* / *carbon capture* / *carbon trading*.

## Word building

### Prefixes and suffixes

A prefix is a short group of letters found at the beginning of some words, which gives the word a particular meaning. For example, *un-* is a prefix that means *not*, as in *unhealthy* (= not healthy) or *unhelpful* (= not helpful).

A suffix is a short group of letters found at the end of some words which gives the word a particular meaning. A common suffix is *-less*, meaning *without*, as in *painless* (= without any pain) or *hopeless* (= without any hope).

Some words contain both a *prefix* and a *suffix*. For example, *unrecognizable* contains both the prefix *un-* (= not), and the suffix *-able* (= able to be), giving the meaning "*not able to be recognized*".

Often the suffix makes a word change its part of speech. For example, the noun *realization* contains the verb *realize* and the suffix *-ation*(=the act of ...), giving the meaning "the act of realizing that something is true". The adverb *easily* contains the adjective *easy* and the suffix *-ly* (= in a ... way), giving the meaning "in an easy way".

### Word formation using, prefixes and suffixes

The tables below show you how new meanings and new parts of speech can be created using prefixes and suffixes.

#### Noun formation

| Noun Beginnings<br>(Prefixes) | Meaning                            | Examples                           |
|-------------------------------|------------------------------------|------------------------------------|
| <i>anti -</i>                 | used to prevent something          | antifreeze, antiseptic             |
| <i>bio-</i>                   | relating to life and living things | biology, biochemistry              |
| <i>co-</i>                    | with or together                   | co-worker, co-author               |
| <i>eco-</i>                   | relating to the environment        | ecology, ecosystem                 |
| <i>ex-</i>                    | former, in the past                | ex-husband, ex-girlfriend          |
| <i>inter-</i>                 | between or among                   | intersection, interference         |
| <i>mid-</i>                   | middle                             | midday, midnight, midweek          |
| <i>mis-</i>                   | bad or wrong                       | misspelling, mismanagement         |
| <i>non-</i>                   | not                                | non-smoker, nonsense               |
| <i>over-</i>                  | too much                           | overgrowth, overpopulation         |
| <i>psycho-</i>                | relating to the mind               | psychology, psychotherapy          |
| <i>self-</i>                  | of or by yourself                  | self-confidence, self-control      |
| <i>semi-</i>                  | half                               | semi-circle, semi-detached         |
| <i>sub-</i>                   | 1. under                           | submarine, subconscious,<br>subway |
|                               | 2. less important or smaller       | subcommittee, subsection           |

| <b>Noun Endings<br/>(Suffixes)</b> | <b>Meaning</b>   | <b>Examples</b>                                    |
|------------------------------------|--|--|
| <b>-ability, -ibility</b>          | when sth is possible (makes nouns from adjectives)                       | reliability, flexibility, responsibility           |
| <b>-al</b>                         | used to say that sb/sth does sth or sth happens (makes nouns from verbs) | arrival, refusal, denial nouns                     |
| <b>-an -ian</b>                    | a particular person, place or subject (makes nouns from names)           | American, Christian, historian                     |
| <b>-ation</b>                      | when sb does sth or sth happens (makes nouns from verbs)                 | creation, confirmation, hesitation, exploration    |
| <b>-ator</b>                       | sb or sth that does or makes something (makes nouns from verbs)          | creator, generator, administrator, investigator    |
| <b>-cy</b>                         | used in the names of qualities   | fluency, accuracy, decency                         |
| <b>-er, -or, -ar, -r</b>           | 1. a person who does an activity<br>2. a person who lives in a place     | footballer, actor, liar<br>Londoner. New Zealander |
|                                    | 3. a thing that does sth   | heater, cooler, computer                           |
| <b>-ful</b>                        | the amount that a container holds  | spoonful, cupful, handful                          |
| <b>ist</b>                         | 1. sb who supports a particular set of ideas or beliefs                  | idealist, communist, leftist, environmentalist     |
|                                    | 2. sb who plays a particular musical instrument                          | violinist, pianist, cellist, guitarist             |

|                           |  |  |
|---------------------------|--|--|
|                           | 3. sb who does a particular activity or type of work                               | novelist, journalist, geologist, motorist, cyclist |
| <b>-ity</b><br><b>-ty</b> | used in the names of qualities or types of behaviour (makes nouns from adjectives) | stupidity, brutality, cruelty, beauty, anxiety     |
| <b>-let</b>               | a small kind of a particular thing   | piglet, booklet                                    |
| <b>-ment</b>              | 1. an activity or way of doing sth   | development, entertainment                         |
|                           | 2. a particular quality (makes nouns from verbs)                                   | embarrassment, amusement, contentment              |
| <b>-ness</b>              | used in the names of qualities (makes nouns from adjectives)                       | happiness, goodness, loudness, quietness           |
| <b>-ology</b>             | the science or study of sth  | psychology, sociology, biology                     |
| <b>-ship</b>              | 1. a situation between people or organizations                                     | friendship, partnership, relationship              |
|                           | 2. skill or ability to do sth well   | craftsmanship, musicianship                        |
| <b>-ware</b>              | used in the names of particular kinds of goods                                     | hardware, software, glassware, silverware          |
| <b>-y</b>                 | used in the names of feelings  | jealousy, sympathy                                 |

### Adjective Formation

| Adjective beginnings<br>(Prefixes) | Meaning | Example |
|------------------------------------|---------|---------|
|------------------------------------|---------|---------|

|                                     |   |  |
|-------------------------------------|---|--|
| <b>anti-</b>                        | 1. opposed to<br>2. opposite to                 | antinuclear<br>anticlockwise                               |
| <b>cross-</b>                       | going across or between                         | cross-country, cross-cultural                              |
| <b>dis-</b>                         | not   | discontented, disapproving                                 |
| <b>eco-</b>                         | relating to the environment                     | ecofriendly  |
| <b>extra-</b>                       | beyond or outside, or not included in something | extracurricular, extramarital, extraordinary               |
| <b>in-</b>                          | not   | inexact, incorrect   |
| <b>im-</b><br><i>before b, m, p</i> | not   | impossible, imprecise                                      |
| <b>il-</b> <i>before l</i>          | not   | illegal, illegible   |
| <b>ir-</b> <i>before r</i>          | not   | irregular, irresponsible                                   |
| <b>inter-</b>                       | between or among                                | international, interpersonal                               |
| <b>multi-</b>                       | having many of something                        | multinational, multimedia                                  |
| <b>non-</b>                         | not   | nonstop, non-smoking                                       |
| <b>over-</b>                        | 1. too much<br>2. across or above               | overexcited, overemotional<br>overland, overseas, overhead |
| <b>post-</b>                        | after or later than                             | postwar, postgraduate                                      |
| <b>pre-</b>                         | before or earlier than                          | pre-existing, prehistoric                                  |
| <b>trans-</b>                       | across or on the other side of                  | transatlantic  |
| <b>ultra-</b>                       | 1. very, extremely sth<br>2. beyond             | ultramodern<br>ultrasonic                                  |
| <b>un-</b>                          | not   | uncomfortable, unhappy                                     |

| <b>Adjective endings<br/>(Suffixes)</b> | <b>Meaning</b>                                    | <b>Example</b>                 |
|---|---|--------------------------------|
| <b>-able -ible</b>                      | 1. able to be (broken, drunk, washed etc.)        | breakable, drinkable, washable |
|   | 2. having a particular quality (makes adjectives) | reasonable, responsible        |

|                 |  |  |
|-----------------|--|--|
|                 | from verbs)  |  |
| <b>-al -ial</b> | relating to something  | political, ceremonial, facial                    |
| <b>-an</b>      | relating to a particular person  | American, Christian, civilian                    |
| <b>-ian</b>     | place or subject   | reptilian  |
| <b>-ed</b>      | 1. having a particular thing   | bearded, armed                                   |
|                 | 2. having a particular quality   | big-headed, bored                                |
| <b>-en</b>      | made of something  | wooden, golden, silken                           |
| <b>-er</b>      | makes the comparative of short adjectives  | hotter, cooler, nearer, bigger, safer            |
| <b>-est</b>     | makes the superlative of short adjectives  | hottest, coolest, nearest, biggest               |
| <b>-ish</b>     | 1. relating to a country, its language or its people                               | British, Spanish, Swedish                        |
|                 | 2. like or typical of  | childish, impish, boyish                         |
|                 | 3. quite or slightly   | smallish, greenish                               |
|                 | 4. approximately, about  | sixish, fortyish                                 |
| <b>-ive</b>     | used to say that sb or sth does or is able to do sth (makes adjectives from verbs) | creative, communicative, cooperative, supportive |
| <b>-less</b>    | without  | hopeless, childless, painless                    |
| <b>-like</b>    | like or typical of (makes adjectives from nouns)                                   | childlike, lifelike, godlike                     |
| <b>-ly</b>      | 1. behaving in a way that is typical of a particular kind of person                | friendly, motherly, fatherly                     |
|                 | 2. happening regularly   | hourly, weekly, monthly topmost                  |



|               |   |   |
|---------------|---|---|
| <b>- most</b> | makes the superlative of some adjectives                                | topmost, northernmost, uppermost                          |
| <b>-ous</b>   | having a particular quality   | dangerous, spacious, envious                              |
| <b>-th</b>    | makes adjectives from numbers (apart from numbers which end in 1, 2, 3) | sixth, hundredth, ninth, fortieth                         |
| <b>-y</b>     | covered in sth or having a lot of sth, or having a particular quality   | dirty, dusty, cloudy, rainy, noisy, windy, smelly, greedy |

### Verb Formation

| Verb beginnings<br>(Prefixes) | Meaning                       | Examples                        |
|-------------------------------|-------------------------------|---------------------------------|
| <b>de-</b>                    | to remove or reduce sth       | decaffeinate, devalue           |
| <b>dis-</b>                   | 1. to not do sth              | disagree, disapprove, disobey   |
|                               | 2. to remove sth              | disconnect, disinfect           |
| <b>mis-</b>                   | to do sth badly or wrongly    | misunderstand, misinterpret     |
| <b>re-</b>                    | to make or do sth again       | rethink, remake, redo, reinvent |
| <b>trans-</b>                 | 1. to change sth completely   | translate, transform            |
|                               | 2. to move sth to a new place | transfer, transport             |
| <b>un-</b>                    | to remove or unfasten sth     | undress, unlock, untie          |

| Verb endings<br>(Suffixes)           | Meaning                      | Examples                                   |
|--------------------------------------|------------------------------|--|
| <b>-en</b>                           | to become or make sth become | darken, soften, lighten                    |
| <b>ize, -ise (BrE)<br/>ize (AmE)</b> | to become or make sth become | popularize, legalize, modernize, harmonize |

|             |                                  |                            |
|-------------|----------------------------------|----------------------------|
| <b>-ify</b> | to give sth a particular quality | solidify, simplify, purify |
|-------------|----------------------------------|----------------------------|

### Adverb Formation

Because most adverbs are formed from adjectives, they can take the same beginnings as adjectives.

| <b>Adverb endings<br/>(Suffixes)</b> | <b>Meaning</b>  | <b>Examples</b>  |
|--------------------------------------|---|--|
| <b>-er, -r</b>                       | makes the comparative of adverbs                          | later, sooner, farther   |
| <b>-est, -st</b>                     | makes the superlative of adverbs                          | latest, soonest, farthest  |
| <b>-ly</b>                           | 1. in a particular way<br>(makes adverbs from adjectives) | carefully, slowly, easily, fully, freely, impatiently, hourly, daily, weekly |
|                                      | 2. happening regularly<br>(makes adverbs from nouns)      |  |
| <b>ward, -wards</b>                  | in a particular direction                                 | northward(s), backward(s)  |

Note that there are a small number of adverbs which do not have the same meaning as the adjectives they were formed from. You should look these up in the dictionary and learn them:

|         |         |          |        |
|---------|---------|----------|--------|
| awfully | lately  | terribly | hardly |
| barely  | shortly | scarcely |        |

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