

МІНІСТЕРСТВО ОСВІТИ І НАУКИ, МОЛОДІ ТА СПОРТУ УКРАЇНИ
ХАРКІВСЬКА НАЦІОНАЛЬНА АКАДЕМІЯ
МІСЬКОГО ГОСПОДАРСТВА

Контрольні завдання
з дисципліни

«ІНОЗЕМНА МОВА ПРОФЕСІЙНОГО СПРЯМУВАННЯ»
(англійська мова)

*(для студентів 1-2 курсів заочної форми навчання
напряму підготовки 6.030601 «Менеджмент»)*



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Контрольні завдання з дисципліни «Іноземна мова професійного спрямування» (англійська мова) (для студентів 1-2 курсів заочної форми навчання напрямку підготовки 6.030601 «Менеджмент») / Харк. нац. акад. міськ. госп-ва; уклад.: К. О. Міщенко. – Х. : ХНАМГ, 2012. – 69 с.

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Контрольні завдання призначені для організації самостійної роботи студентів 1-2 згідно з затвердженою робочою програмою навчальної дисципліни «Іноземна мова професійного спрямування», укладеної відповідно освітньо - кваліфікаційним вимогам до знань і вмінь студентів напрямку підготовки «Менеджмент».

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INTRODUCTION

These educational materials are designed for the students of management the 1st and 2nd year of studies to develop their knowledge and skills in Business English according to their profession.

This manual is based on the authentic texts from different sources concerning managerial issues. It contains the tasks for reading and translation, vocabulary tasks and tasks for self – study. The manual consists of units and is expected to be covered during practical classes.

Each unit contains:

- an authentic text for reading and translation;
- comprehension exercises;
- key vocabulary according to the topic. All key words are taken from the basic text;
- exercises for memorization and mastering key vocabulary.

The manual is recommended for student's self – study.

Методичні рекомендації для студентів

Перед тим як виконувати контрольну роботу студенту необхідно докладно вивчити граматичний матеріал, для чого надається список рекомендованої літератури з граматики англійської мови. Перекладаючи текст, слід користуватися англо-українським словником.

Роботи студентів повинні відповідати наступним вимогам:

- а) перша сторінка зошита залишається вільною для рецензії викладача. У зошиті повинні бути поля для зауважень та рекомендацій рецензентів;
- б) вся контрольна робота виконується в зошиті в лінію;
- в) завдання (Tasks) переписуються в зошит; завдання (Tasks) перекладати рідною мовою не потрібно;
- г) матеріал контрольної роботи слід розміщати у зошиті за наступним зразком:
- д) виконуючи лексико-граматичні завдання кожне речення потрібно переписувати у зошит та перекладати на рідну мову;
- е) перекладаючи текст з англійської мови на рідну, кожне речення слід писати з нового рядка: речення на англійській мові – з лівої сторони, а переклад – з правої сторони сторінки зошита.

Перевірена контрольна робота повинна бути виправлена студентом згідно з вказівками рецензента, а недостатньо засвоєні теми семестру слід проробити додатково перед усним заліком.

Якщо контрольна робота виконана без дотримання вказівок чи не повністю, вона повертається студенту без перевірки.

Студенти, які не захистили контрольну роботу, не допускаються до заліку (чи до екзамену) за відповідний навчальний період.

Номер варіанту, який виконує студент заочного відділення, визначається по останній цифрі номера залікової книжки: 1, 2 – варіант 1; 3, 4 – варіант 2; 5, 6 – варіант 3; 7, 8 – варіант 4; 9, 0 – варіант 5.

Приклад оформлення контрольної роботи:

Контрольна робота
з англійської мови № ... варіант
студента заочної форми навчання курсу
спеціальності

Контрольне завдання № 1

Для того, щоб вірно виконати контрольне завдання №1, необхідно засвоїти наступний граматичний матеріал:

1. Іменник. Множина. Артиклі та прийменники як показники іменника.

Висловлювання відмінкових відносин у англійській мові за допомогою прийменників та закінчення 's. Іменник в функції означення та його переклад на рідну мову.

2. Прикметник. Ступені порівняння прикметників. Конструкція типу.

3. Числівники: кількісні, порядкові, вживання артикля з числівниками.

4. Займенники: особові, питальні, вказівні, неозначені та заперечні.

5. Видо-часові форми дієслова: Indefinite (Present, Past, Future) у дійсному стані.

Відмінювання дієслів *to be, to have* в Indefinite (Present, Past, Future).

ВАРІАНТ № 1

1. Прочитайте текст та письмово перекладіть два останні абзаци:

Management, control. Types of management and their features

Management came together with people. Where at least two people are united in a desire to achieve some common purpose, the challenge is to coordinate their joint actions, the decision of which one of them had to take. In these circumstances, he became the manager or the manager, and the other - his subordinates, or performer.

Originally, the word "management" meant "the ability to go around horses." It is derived from the verb "to manage" (control), and that in turn - from the Latin "manus" (hand). Thus management means literally - "managing people."

It is difficult to name a more important and multifaceted activity than control, or management, of which depend heavily on the production and efficiency, and the quality of public services.

Management - the process of distribution and movement of resources in an organization with a predetermined goal, according to a predetermined plan, and with continuous monitoring of performance.

Management - the area of management and business activities to ensure the rational management of economic processes, organization and management systems to improve it according to the socio-economic development.

Management control is different from the usual that involves a high degree of freedom of managers and subordinates in an uncertain situation. Management of this that has been formed in the administrative system, based on the contrary, to the full limit of such freedom and the idea of predestination of the major events and processes in the years ahead by embracing central planning.

Distinctive features of management is that it directs the company to meet the needs of the market at the constant improvement of production efficiency (getting the best results at the lowest cost), freedom of decision-making, the development of

strategic goals and programs, and their constant adjustments based on the state market.

However, despite the variety of interaction management and organization, you can clearly define the boundaries of activity that is the subject of management, as well as provide certain types of management: financial, investment, strategic, innovative, international, production, information, personnel, time management, crisis management, social, banking, tax, environmental, risk management.

2. Підберіть до іменників (1 - 10) відповідні значення (a - j):

1. store	a. how good or bad something is;
2. quality	b. the buying and selling of goods, services, currencies or securities;
3. business	c. commercial activities in general, such as trading, buying and selling, manufacturing, arranging deals;
4. trade	d. food, etc that is grown on a farm and sold;
5. produce	e. a place where goods are sold to the public;
6. company	f. a room or building that belongs to a company with rooms where people can work at desks;
7. office	g. a business organization that makes or sells goods or services;
8. customer	h. a person who works for another person or organization in return for wages;
9. employee	i. a person who buys something from a shop;
10. work	j. what a person does to earn money.

3. Визначте вірну видо-часову форму дієслова:

1. Have you ever visited other countries? - Yes, I... to Italy and France.

- a) was c) had been
b) have been d) would be

2. I feel really tired. We ... to the party last night and have just returned home.

- a) went c) had seen
b) has gone d) was going

3. At the beginning of the film I realized that I ... it before.

- a) see c) had seen
b) saw d) have seen

4. When the bus stopped in the small square, Helen ... her magazine and didn't realized at first that she had arrived at her destination.

- a) read c) was reading
b) reads d) had read

5. My sister's son ... in tomorrow's race, because he is too young. They do not allow riders under sixteen.

- a) won't ride
- b) shan't ride
- c) wouldn't ride
- d) doesn't ride

6. A beautiful bridge ... in our city. It will be finished next year.

- a) builds
- b) is built
- c) is being built
- d) has been built

7. It has been raining for two hours. I hope it ... raining soon.

- a) stops
- b) shall stop
- c) would stop
- d) stop

8. Television has many advantages. It keeps us informed about the latest news, and also ... entertainment at home.

- a) provide
- b) provides
- c) is provided
- d) provided

9. On the other hand television ... for the violent behaviour of some young people, and for encouraging children to sit indoors, instead of doing sports.

- a) blames
- b) blamed
- c) is blamed
- d) would blame

10. Some millionaires have lots of money and ... what to do with it.

- a) don't know
- b) didn't
- c) won't know
- d) knows

11. How ... at college? You didn't say much about it in your last letter.

- a) do you get on
- b) are you get on
- c) will you get on
- d) are you getting on

12. When you ... in this city again? - In a month.

- a) arrive
- b) arrived
- c) have you arrived
- d) will you arrive

13. Every time that I miss the bus, it means that I ... walk to work.

- a) has to
- b) have to
- c) had to
- d) could

14. Every time when I missed the bus, I ... to return home late.

- a) must
- b) had
- c) can
- d) may

15. That was great! It was ... meal you have ever cooked.

- a) good
- c) best

its implementation, so that provided the best conditions for an effective, systematic, coordinated application of positive knowledge workers.

Organization - an open system of interacting and the control unit (departments, people, etc.), working with a purpose, meaning, mission, and has at its disposal the resources:

- financial resources;
- material resources (equipment, etc.);
- human resources;
- information resources;
- time resources.

Management, though, and plays a definite role in the organization, however, as it permeates the entire organization, touching and spending almost all spheres of its activities. However, despite the variety of interaction management and organization, you can clearly define the boundaries of the activities that constitute the management, and clearly identify the subjects of management managers.

Management of the organization is presented in the form of the implementation of a certain type of inter-related activities on the provision and use of resources of the organization to achieve its goals it. Management is not equivalent to the whole of the organization to achieve the ultimate goals, and includes only those functions and activities that are related coordination and the establishment of cooperation within the organization with the inducement to engage in manufacturing and other activities, with a target orientation of the various activities, etc.

An important factor in increasing the effectiveness of management in the organization is a division of managers, it is a specialization of managerial employees to perform certain activities (functions), the delineation of their powers, rights and responsibilities.

2. Підберіть до іменників (1 - 10) відповідні значення (a - j):

1. economy	a. the amount of money for which something can be bought or sold;
2. finance	b. a person or organization that buys and sells, especially shares or insurance;
3. cost	c. a country's money supply, trade and industry;
4. price	d. money received from work done, or from money invested or property owned;
5. money	e. money as a resource for business and other activities;
6. broker	f. the amount of money paid or charged for goods or services;
7. exchange	g. means of payment, especially coins and bank notes;
8. market	h. giving or receiving something in return for something else;
9. employment	i. the place where people meet for buying and selling;
10. income	j. regular paid work.

3. Визначте вірну видо-часову форму дієслова:

1. When you ... older, you'll change your mind about this.

- a) will grow c) have grown
b) grow d) grew

2. By the time the police get there, the burglars

- a) vanish c) will have vanished
b) will vanish d) vanished

3. As soon as the taxi arrives, I ... you know.

- a) let c) had let
b) have let d) will let

4. My friend has been writing to me for years already, but he never ... a photo.

- a) sends c) will send
b) has sent d) sent

5. Why are you busy packing? - My train ... in two hours, so we'll leave the house in an hour.

- a) is leaving c) leaves
b) will be leaving d) left

6. When was this building finished? - They say it ... by the end of last year.

- a) had been finished c) will be finished
b) was finished d) finishes

7. I thought that I ... my key and was very glad when I found it.

- a) lose c) had lost
b) lost d) was losing

8. What's the matter? You look upset. Last week I lost my scarf and now I just ... my gloves.

- a) lost c) had lost
b) have lost d) lose

9. I ... for this bank for five years already but I have decided to change my job.

- a) am working c) have been working
b) has worked d) worked

10. Martin said that he ... the tickets the next day.

- a) bought c) will buy
b) had bought d) would buy

11. The house opposite our college .., that's why we are using the back entrance at present.

- a) pulls down c) is being pulled down
- b) is pulled down d) pulled down

12. You ... an umbrella when you left the house, didn't you?

- a) have c) had had
- b) was having d) had

13. By the time we got to the cinema the film

- a) will begin c) had begun
- b) would begin d) began

14. Is there anything I ... do to help you?

- a) can c) am to
- b) may d) as to

15. The last film I saw was ... frightening than this one.

- a) little c) least
- b) less d) the least

16. Someone is calling you. Will you answer ... phone?

- a) a c) -
- b) the d) these

17. To tell the truth I don't like ... pair of trousers that I bought last month.

- a) those c) that
- b) this d) a

18. Whose house is it? - It's

- a) my c) her
- b) mine d) our

19. Today is ... cold than yesterday. So, I'm wearing my shorts.

- a) little c) least
- b) less d) the least

20. "Come home ... Christmas Day, we'll be waiting for you", my mother always says to me.

- a) in c) -
- b) on d) at

4. Перекладіть речення англійською мовою, використовуючи Present Simple, Present Continuous:

1. Вчера было тепло?
2. Когда мы пришли, она читала книгу.
3. Когда он пришел домой? Я не видела его.
4. Я убрала комнату, приготовила обед и пошла гулять.
5. Когда я гулял в парке, я встретил своего друга. Он был там со своим братом.
6. Она встала в 6 часов утра и была уставшей.
7. Он был очень агрессивным. Никто не любил его.
8. Ты был вчера в школе? Нет, не был. А где ты был?
9. Мы не ходили в театр на прошлой неделе.
10. Ты принимал участие в концерте?

ВАРІАНТ № 3

1. Прочитайте та письмово перекладіть текст.

Managing people

Management problems always turn out to be people problems.

We are future managers. And we want to be good managers. So to be good manager we need to like people, to enjoy working with others, to make good presentations and so on. One management consultant in Thailand says: "Managers need to be good at observing, listening, asking questions and speaking." Also managers need to be active. For example, staff managers at ASDA start every working day with a song. They believe that the daily chant unites the workforce and managing people becomes easier.

In recent years, many international companies have expended globally. They have done this through mergers, joint ventures and co-operation with foreign companies. Because of this globalization trend, many more employees are working abroad in managerial positions or as part of a multicultural team.

Good managers need to be good at four things. First of all, they need to be good at observing – that's so they can understand the behavior, the strengths and weaknesses of their staff. The second thing that they need to be good at listening – so they can learn about their staff's problems. The next thing is, it's important for them to be good at asking questions – so they can find out all the information they need to make the right decisions. And last of all, I think they have to be good at speaking so they can communicate their objectives clearly to all their staff.

Managing international teams can present many challenges. If you manage international teams, it is really important to spend enough time preparing yourself for managing those international teams. Learn as much as you can about their language,

their culture and the local conditions. And you also need to spend plenty of time with the local people. Don't try to be an expert in the first three months or so. You should take time to observe and to learn and ask questions.

2. Підберіть до іменників (1 - 10) відповідні значення (a - j):

1. consumer	a. a position of regular paid work;
2. job	b. an amount of money that a business organization has to spend on something;
3. inflation	c. a person who buys goods and services for his / her own use and not resale;
4. industry	d. a continuing increase in the prices of goods and services;
5. loan	e. the production of raw materials and goods;
6. credit	f. an amount charged for money borrowed;
7. interest	g. a sum of money paid into a bank or savings account;
8. expense	h. money or property used to produce wealth;
9. deposit	i. an arrangement with a shop, bank, supplier etc to buy something now and pay for it later;
10. capital	j. money borrowed from a bank, financial institution, person etc on which interest is usually paid to the lender until the loan is repaid.

3. Визначте вірну видо-часову форму дієслова:

1. Excuse me, do you speak English? I ... for a hotel.

- a) look
- b) am looking
- c) was looking
- d) have been looking

2. Last summer we wanted a relaxing holiday, so we ... to stay on a small island.

- a) choose
- b) have chosen
- c) had chosen
- d) chose

3. Mathematics ... hard. I don't understand it.

- a) are
- b) is
- c) was
- d) were

4. While we ... for the train, it started to rain.

- a) waited
- b) are waiting
- c) was waiting
- d) were waiting

5. The police officer said that every house in that street ... already by the police.

- a) search
- b) were searched
- c) had been searched
- d) searched

6. There is going to be a big art exhibition. It... a lot of visitors.
a) attracts c) has attracted
b) will attract d) attracted
7. The result of his investigation ... in the newspaper soon.
a) publish c) will be published
b) be published d) is published
8. When they arrived home, their children ... outside the door waiting for them.
a) sit c) was sitting
b) are sitting d) were sitting
9. We ... a new computer not long ago. Now the job will be done much more quickly.
a) had bought c) bought
b) was bought d) have bought
10. He was sorry that he ... to me for so long.
a) didn't write c) hadn't been writing
b) haven't been writing d) hasn't been writing
11. The ring you found ... be returned to an old lady who had lost it.
a) can c) have to
b) must d) are to
12. Everybody in our team played ... except the captain.
a) bad c) worst
b) badly d) the worst
13. You know much, but you know ... than your teacher.
a) little c) least
b) less d) much
14. Small shops are not as ... as supermarkets.
a) more convenient c) most convenient
b) convenient d) the most convenient
15. Sarah is a very good pianist. She plays ... piano very well.
a) a c) the
b) an d) –
16. We had five phone calls, but there were ... for you.
a) no c) either
b) none d) neither
17. I didn't have much time, but I ... visit a lot of places of interest in London.

Financial management - management of financial resources and assets of the enterprise.

Financial management - system of monetary relations (finance), expressed in the formation of income (cash funds and resources), the implementation costs (distribution and redistribution of funds, resources), monitoring the effectiveness of these processes.

Financial Management - Asset and Liability Management Company in order to maintain the balance of payments and to provide the necessary liquidity of the enterprise.

Financial management - management of cash flows of the enterprise.

Financial management as a science - a system of principles, methods of development and implementation of management decisions related to the generation, distribution and use of financial resources of enterprises and organizations turn to cash.

These definitions are very emki because they include liability management, sales promotion, acceleration calculations, financial planning, inventory management and cost and other issues faced by the financial managers of enterprises.

Financial Management - is directly related to the management of the financial condition of the enterprise (SAF).

The financial condition of the company - its economic condition characterized by a system of indicators of the availability, distribution and use of financial resources of the enterprise necessary for its business activities.

Useful to distinguish financial management in the narrow sense, as the management of financial resources or financial flows (traditional sense) and financial management in the broadest sense, as financial management or operation of the financial state of the company, the management of the company is as a whole, the reconciliation of all the components (regions) Management from the perspective of achieving the desired financial results.

Thus, financial management can be defined as a purposeful activity the subject of management (top management and financial services), designed to achieve the desired financial state of the managed object (the company) is to say, business management to achieve their intended results and financial performance. Consequently, under the financial management can understand the financial management of the company, that is, from the point of view of management to achieve desired financial results or financial condition of the company management.

2. Підберіть до іменників (1 - 10) відповідні значення (a - j):

1. retail	a. money in the form of banknotes and coins;
2. bulk	b. a business agreement to buy or sell goods or provide a service;
3. deal	c. money owed by one person or organization to another;
4. cash	d. large size, volume or quantity;
5. debt	e. the sale of goods to customers for their own use, rather than to shops etc;
6. boom	f. money given to an employee by an employer in return for work;

7. pay	g. a place where goods are stored and sold;
8. profit	i. money lost in a business deal; a financial deficit;
9. loss	j. a rapid increase in sales, profits, production, etc; a time of prosperity;
10. shop	k. the money gained in a business deal, especially the difference between the amount earned and the amount spent.

3. Визначте вірну видо-часову форму дієслова:

1. If I ... some fish, will you cook it for me?

- a) will catch c) caught
b) catch d) am catching

2. She said that she ... her present flat. She tried to find another one.

- a) doesn't like c) didn't like
b) won't like d) likes

3. I saw you yesterday from the bus. Where ... you ... at that time?

- a) was hurrying c) had hurried
b) were hurrying d) did hurry

4. I found that everything I said on the phone ... to the police.

- a) report c) was reported
b) is reported d) had been reported

5. When I speak Italian, all the others in the class ... at me as I don't know the language well.

- a) laughed c) will laugh
b) was laughing d) laugh

6. He ... in the Army for eighteen months. This is his last month.

- a) serves c) has been serving
b) is serving d) have served

7. Don't make noise: the children ... to sleep.

- a) try c) will try
b) is trying d) are trying

8. A new museum ... in the city. What a beautiful building it will be!

- a) was being built c) is built
b) is being built d) builds

9. Two terrorists ... in New York some days ago.

- a) are arrested c) were arrested
b) have been arrested d) will be arrested

10. I ... understand this letter. Will you translate it for me?

- a) mustn't
- b) can't
- c) may not
- d) shouldn't

11. Diana's parents don't let her go to late-night disco. She ... be at home at 9 o'clock in the evening.

- a) must
- b) can
- c) may
- d) have to

12. Henry ... apologize for his bad behaviour yesterday.

- a) have to
- b) may
- c) had to
- d) is to

13. The children studied hard, and as a result they passed the exams ... of all.

- a) good
- b) better
- c) best
- d) the best

14. This is ... film I've ever seen.

- a) more interesting
- b) the most interesting
- c) most interesting
- d) not interesting

15. ... old, ... sick, ... unemployed need our special care.

- a) -
- b) an
- c) the
- d) everybody

16. Someone who saw ... robbery called the-police.

- a) -
- b) a
- c) the
- d) those

17. According to this song ... we need is love.

- a) all
- b) every
- c) each
- d) some

18. We wished the bride and groom happiness in ... new life together.

- a) there
- b) their
- c) theirs
- d) these

19. Excuse me, but does this umbrella belong ... you?

- a) to
- b) for
- c) at
- d) with

20. I listened to the radio every day to know the weather forecast but I can never rely ... it.

- a) at
- b) to
- c) in
- d) on

4. Перекладіть речення англійською мовою, використовуючи Past Simple:

1. Я еще не звонил мистеру Блэку.
2. Она разговаривает уже 2 часа.
3. Как давно ты живешь в этой квартире?
4. Я переехала сюда 2 года тому назад.
5. Почему у нее такие красные глаза? Она плакала.
6. Она делает покупки с 2-х часов(to do shopping)
7. Когда ты купил эту машину?
8. Они уже посадили цветы?
9. Мы знаем друг друга на протяжении 10 лет.
10. Дождь идет в течение 3-х дней.

ВАРІАНТ № 5

1. Прочитайте та перекладіть текст. Письмово перекладіть три перші абзаци.

Personnel management

Personnel management - it is a purposeful activity organization supervisory, executives and specialists of departments of personnel management system, including the development of the concept and strategy of personnel policy, principles and practices of personnel management.

The success of any organization depends on its employees. Staff is one of the most important resources of the organization needed to achieve all of its goals and objectives. It is on the staff directly affected the economic and other opportunities of the organization. Investment in human resources and personnel management are long-term factor of competitiveness and efficiency of the organization in a market economy.

Technology personnel management organization covers a wide range of functions from acquisition to firing shots:

- study of the labor market, search, recruitment, hiring, selection and appointment of staff;
- business valuation staff at reception, evaluation, selection and placement of personnel;
- determination of wages and benefits, labor contract execution;
- adaptation of employees in the team and professional backgrounds;
- motivation employment;
- Labour Organization, the development of job descriptions;
- adherence to business ethics and corporate culture;
- conflict management and stress;

b) less entertaining d) entertaining

15. We usually ask our teacher to explain ... difficult problems to us.

- a) the c) a
b) - d) this

16. Playing ... guitar is an interesting hobby.

- a) - c) the
b) a d) mine

17. Our city is famous for ... beautiful ancient buildings.

- a) its c) it's
b) it d) his

18. Her hair is long and fair. Everybody admires

- a) them c) they
b) it d) its

19. You are very good ... dealing with people.

- a) in c) on
b) at d) about

20. Last summer our neighbours decided to drive to Scotland ... a short holiday.

- a) at c) on
b) to d) for

4. Перекладіть речення англійською мовою, використовуючи *Past Simple, Past Perfect, Past Perfect Continuous, Past Continuous.*

1. Она сказала, что никогда не была в Лондоне.
2. После того как он убрал комнату, он пошел гулять.
3. Она прождала 2 часа, когда он пришел.
4. Мы ехали уже в течение 3-х часов, когда я увидел это здание.
5. Ник сказал, что не выполнил домашнее задание.
6. После того как она написала письмо, она пошла на почту.
7. Когда я пришел в школу я понял, что забыл учебник дома.
8. Он очень устал, потому что делал уроки весь вечер.
9. Он играл в теннис уже 2 часа, когда мы пришли.
10. Я нашел книгу, которую потерял.

КОНТРОЛЬНЕ ЗАВДАННЯ № 2

Для того, щоб виконати контрольне завдання № 2, необхідно повторити наступні розділи курсу англійської мови:

1. Часи дієслова:

а). активний стан – форми Indefinite (Present, Past, Future), форми Continuous 34 (Present, Past, Future), форми Perfect (Present, Past, Future);

б). пасивний стан – форми Indefinite (Present, Past, Future). Особливості перекладу пасивних конструкцій на рідну мову.

2. Прості неособові форми дієслова: Participle I (Present Participle), Participle II (Past Participle), у функціях означення та обставини, Gerund – герундій.

ВАРІАНТ № 1

1. Прочитайте текст та письмово перекладіть текст Crisis Management.

Strategic Management

To date, there is no single sufficiently clear definition of "Strategic Management". The most common definition.

Strategic management - the process of determining the organization of interaction with its environment is expressed through the use of selected targets and achieve the desired result by distributing the organization's resources in accordance with an effective plan of action.

Strategic Management - a process by which managers establish long-term direction of the organization, its specific goals, develop strategies to achieve them in the light of all possible internal and external circumstances and will be carried selected plan.

Strategic Management - is it managing the organization, which is based on the human potential as the basis of organization, directs the production activity to consumer demand, responsive and conducts timely changes in the organization, meet the challenges of the environment and allows us to achieve competitive advantage, all of which enables the organization survive in the long term, while achieving their goals.

Crisis Management

Crisis Management - defined as activities necessary to overcome the state, threatening the life of the company, in which the main issue is survival. This activity is characterized by the increased intensity of the use of means and methods of the company needed to address the situation threatening the life of the enterprise. In this case, according to some researchers is the transfer of all the attention on the short-term, short-term problems, both related to the hard and fast decisive action.

Other authors who want to emphasize the liberating and positive nature of crises, crisis management define the contrary as the creation of tools that allow you to tell the approaching a turning point, and to develop a new course of development.

Along with goal-setting, the concept of crisis management includes time characteristics. First, this definition includes all of the tasks in the development and implementation of activities that lead to the weakening and so overcome the crisis, which characterizes the anti-crisis management in the narrow sense, and second, to this we must add the prevention and treatment of the crisis, and it will be the concept of crisis management in the broadest sense. Such a definition makes the task of management and describes the actions in the acute crisis as a reactive crisis management and crisis prevention objectives as a preventive (warning) or crisis management antitsipativny (advanced) crisis management

2. Переладіть речення англійською мовою:

1. Она подняла трубку и набрала номер телефона Алисы.
2. Его родители живут в Москве, и он навещает их каждый месяц.
3. Вчера в девять часов вечера я смотрел телевизор.
4. Не опаздывайте. Я буду ждать Вас в читальном зале в девять.
5. Я думаю, что он придет на этот вечер.
6. Я не смотрела этот фильм, с тех пор как окончила школу.
7. Кто сейчас сдает экзамен по английскому языку? – Моя подруга.
8. Джейн была не голодна, так как она только что позавтракала.
9. Если бы не дождь, мы бы поехали за город вчера.
10. Они спорят с тех пор, как учитель вышел из класса.
11. Подождите минуту, я позову мистера Грина к телефону.
12. Я уверен, что вы бы сделали меньше ошибок, если бы лучше знали грамматику.
13. Что ты делал вчера в это время? – Я готовился к экзамену. Я занимался уже два часа, когда позвонила Джейн.
14. Если бы ваше предложение было получено на прошлой неделе, мы бы приняли его.
15. Если Вы поможете мне, я переведу этот текст быстрее.
16. Жаль, что вы не пришли пораньше. Вы бы встретились с моей сестрой.
17. Он представил ее своему брату, как будто они никогда раньше не встречались.
18. Если бы ты пришел вчера на собрание ты бы услышал интересный доклад.
19. Если бы он занимался регулярно весь семестр, он бы сейчас не боялся экзаменов.
20. К тому времени, когда я пришел стол был уже убран, и мои друзья танцевали.

3. Переладіть речення українською мовою:

1. His advice is always so convincing. Why do you never follow it?

2. What nasty weather! It's better to stay at home in such rainy weather.
3. She is making good progress in English.
4. I am surprised that she (has) believed this strange news. I am afraid, it is not true. Who told it to her?
5. I think these scales are broken.
6. Yesterday I put money here. Where is it? I can't find it.
7. I think that the premises for our shop are quite good.
8. I don't like these jeans. I think that pair of jeans is better.
9. The crew were ready to fulfil the order of the captain.
10. Criteria are often changing.
11. Your goods are made very badly.
12. It is necessary to sew new trousers for Nick. I have good blue cloth.
13. He bought a loaf of bread, a carton of milk, a bar of soap, and a tube of toothpaste.
14. The information about the prices is very interesting.
15. There are no traffic-lights, and the crossroads is a very dangerous place.
16. The species of these plants are unknown.
17. Suddenly I heard loud laughter (a loud laugh) behind me.
18. His knowledge in maths is better than mine.
19. Have you taken opera glasses? -- No, we needn't them. Our seats are in the second row.
20. The evidence was very important, and he felt that the jury were against him.
21. In England wages are paid every week.
22. The actors were met with applause.
23. My watch is slow.
24. Carrots are rich in vitamins.
25. She thinks that modern clothes are nice and convenient.

4. Визначте видово-часову форму дієслова, звертаючи особливу увагу на однину та множину дієслів:

1. I knew that I ... her somewhere before.

a) saw	c) would see
b) had seen	d) has seen

2. When I finally found the house, I knocked at the door but ... the answer.

a) don't hear	c) didn't hear
b) hasn't heard	d) heard

3. I went out into the garden to fetch my bike, but found that someone ... it.

a) stole it	c) has stolen
b) would steal	d) had stolen

4. When I... for the keys, I remembered that I had left them at home.

a) looked	c) had been looking
-----------	---------------------

b) was looking **d) look**

5. I have been working for the bank for a year already, but I ... to change my job.

- a) decided** **c) has decided**
b) have decided **d) decide**

6. They spoke so quickly that I ... what they were speaking about.

- a) not understand** **c) didn't understand**
b) don't understand **d) hadn't understood**

7. Yesterday our flight ... because of the fog.

- a) cancelled** **c) had been cancelled**
b) was cancelled **d) has been cancelled**

8. I couldn't open the office door because someone ... it.

- a) lock** **c) had locked**
b) locked **d) would lock**

9. As soon as you ... me, I will contact you.

- a) calls** **c) called**
b) will call **d) call**

10. I ... him since he started working here.

- a) have never trusted** **c) trusted**
b) had never trusted **d) trust**

11. Mary will be ready soon. She ... coffee at the moment.

- a) has** **c) was having**
b) have **d) is having**

12. If we ... late for the class, our teacher will be angry with us.

- a) is** **c) will be**
b) were **d) are**

13. We ... in the sunshine for about half an hour when I suddenly felt sick.

- a) have been sitting** **c) sat**
b) were sitting **d) had been sitting**

14. We were disappointed as the film was ... than we expected.

- a) entertaining** **c) most entertaining**
b) less entertaining **d) entertaining**

15. We usually ask our teacher to explain ... difficult problems to us.

- a) the** **c) a**
b) - **d) this**

- As a means of communication.

Under control means not only making the decision, and the entire set of management actions. Information management for all management functions of modern organization.

2. Переладіть речення англійською мовою:

1. Не ходите здесь! Это может быть опасно.
2. Если бы вы взяли такси, вы бы приехали на вокзал вовремя.
3. Он не выполнит это задание, если оно будет слишком сложным.
4. С кем ты вчера разговаривал, когда я встретил тебя? – С приятелем. Мы говорили уже минут десять, когда ты нас увидел.
5. Завтра он весь день будет готовиться к экзаменам.
6. Если бы у меня был хороший словарь, я бы тратил меньше времени на переводы.
7. Она сидит здесь уже несколько часов. С самого утра она сидит на скамейке и ждет кого-то.
8. Когда я приехал в город, Дэвид уже уехал в Лондон.
9. Мы познакомились месяц назад, но с тех пор я о нем ничего не слышал.
10. Мне нравятся эти часы. Если бы они были дешевле, я бы купил их.
11. С кем Вы разговаривали, когда я позвонил Вам?
12. Почему вы не смотрите телевизор? – Я готовлюсь к занятиям.
13. Когда они уехали? – Не знаю. Меня не было дома.
14. Почему вы не хотите воспользоваться такой прекрасной возможностью?
15. Что вы сделаете, если выиграете главный приз?
16. Жаль, что я не занял тогда денег и не купил словарь, теперь его нет в продаже.
17. Девушка смотрела на меня с таким удивлением, как будто видела меня впервые.
18. Если бы я не пошел к ним вчера, мы бы ничего не знали об этом даже теперь.
19. Мы пробыли в комнате пять минут, когда дверь открылась, и она вошла.
20. Если бы ее попросили, она давно прислала бы эти книги.

3. Переладіть речення українською мовою:

1. The president arrived in the country with a three-day visit (three days' visit).
2. I want to buy a pair of shoes. Do you know where the shoe department is here?
3. Nobody knew what to say and there was a moment's silence.
4. When he went down to the dining room in the morning, there were the remains of yesterday's supper on the table.
5. The commander-in-chief's report was brief.
6. It seems to me that the generation gap is an eternal / problem.
7. This road is closed. The roadworks are being conducted.

8. Brain drain is an acute problem of developing countries.
9. Do you think it is necessary to ..implement birth control in China?
10. Paul and Kate's Arrival was a surprise for aunt Ann.
11. The richest oil deposits are in the Arab Emirates.
12. The problems the Mankind faced at the end of the 20th century are soil, ' water and air pollution, and also greenhouse effect.
13. After two hours' (a two-hour) walk everybody felt - hungry.
14. The portrait of Rembrandt's wife is one of the most famous pictures of the artist.
15. This is a three-hundred-year castle.

4. Визначте видово-часову форму дієслова, звертаючи особливу увагу на одну та множину дієслів:

1. When the light ... I was sitting in the armchair reading a book.

- | | |
|-----------------|-------------|
| a) goes out | c) go out |
| b) had gone out | d) went out |

2. I thought I ... this film before, but I hadn't.

- | | |
|---------|--------------|
| a) saw | c) had seen |
| b) seen | d) have seen |

3. Why haven't you brought me the letters for signature? ... them yet?

- | | |
|--------------------|----------------------|
| a) Don't you type | c) Haven't you typed |
| b) Didn't you type | d) Will you type |

4. She wasn't sure whether she ... the door of her flat.

- | | |
|---------------|----------------|
| a) locked | c) had locked |
| b) has locked | d) didn't lock |

5. I... my homework all morning and haven't finished it yet.

- | | |
|-------------|--------------------|
| a) am doing | c) have been doing |
| b) do | d) did |

6. The inspector suspected that the thief ... a special key for opening this door.

- | | |
|-------------|-------------|
| a) uses | c) had used |
| b) has used | d) will use |

7. I was very tired. When I ... to bed, I fell asleep immediately.

- | | |
|------------|-------------|
| a) got | c) had got |
| b) has got | d) will get |

8. The Vikings ... to North America a thousand years ago.

- | | |
|-----------|----------------|
| a) sail | c) had sailed |
| b) sailed | d) have sailed |

9. Thank you for your offer, but I ... not to accept it.

- a) decide
- b) has decided
- c) have decided
- d) decided

10. You ... through your old photograph album for half an hour already.

- a) look
- b) are looking
- c) have looked
- d) have been looking

11. Nobody knows where his picture is. Perhaps, it

- a) was stolen
- b) will be stolen
- c) has been stolen
- d) stolen

12. I agree. You ... apologize for not inviting him to your birthday party.

- a) can't
- b) mustn't
- c) shouldn't
- d) may not

13. Actually, today I feel ... than I did yesterday.

- a) bad
- b) worse
- c) worst
- d) the worst

14. ... people who are unemployed often feel depressed.

- a) The
- b) -
- c) A
- d) That

15. Who was the first astronaut who landed on ... Moon?

- a) the
- b) -
- c) a
- d) those

16. What happened at the end of the film? - I'm sorry to say, but I haven't seen ... film.

- a) a
- b) the
- c) -
- d) those

17. This is ... interesting exhibition I've ever visited.

- a) more
- b) most
- c) less
- d) the most

18. Would you mind waiting ... minutes?

- a) few
- b) a few
- c) little
- d) a little

19. I'm ... interested in languages than in mathematics,

- a) much
- b) many
- c) little
- d) less

14. Если вы не будете заниматься больше, то вам будет трудно сдавать экзамены.
15. Петр просматривал газеты, в то время как Аня смотрела телепередачу.
16. У него всегда такой вид, как будто он спешит куда-то.
17. Как жаль, что я не принял участия в этой экспедиции; говорят, она была очень интересной.
18. Вы бы чувствовали себя лучше, если бы не ложились спать так поздно.
19. Если бы вы выполнили все предписания врача, вы бы давно выздоровели и работали сейчас вместе с нами.
20. Вы так загорели, как будто провели все лето на юге.

3. Переладіть речення українською мовою:

1. Yesterday Jim asked me to repair his car, but I had little time and I had to refuse him.
2. She is very shy. She has few friends.
3. There were quite a few people in the hall, because the film was interesting.
4. I have a few books on this problem.
5. We have no sugar. Buy a little on your way home.
6. Few people understood what he wanted to say.
7. I drank a little coffee and was able to work till midnight.
8. There were few mistakes in his translation,
9. They reached a small village; there were a few houses there.
10. They had a little time before the beginning of the performance, and they decided to have a bite.
11. I don't think he will be a good doctor. He has little patience.
12. We had little money so we decided to go by bus.
13. Quite a few friends came to visit him.
14. He doesn't have a few dollars to buy the picture.
15. You can take a few sweets.

4. Визначте видово-часову форму дієслова, звертаючи особливу увагу на одну та множину дієслів:

1. My mother ... strawberries for years but she has never had such a good crop before.

a) grow	c) has been growing
b) grew	d) had grown

2. Helen got off the bus and walked into the bank when she realized that she ... her handbag on the bus.

a) left	c) has left
b) had left	d) leaves

3. You are a great cook! This cake ... wonderful as usual.

a) taste	c) will taste
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- processes of communication and decision-making (including models and methods);
- basic functions of management (strategic planning and implementation of strategies, building organization, motivation, control, and coordination);
- issues of group dynamics and leadership;
- the effectiveness of the activities of the company (personnel management, production, marketing, performance management in general)

Ethics

Ethics is a modern rule of behavior that should guide members of a society or organization to make them deal on a fairly with each other and with their customers.

Ethics is a very important for the society to survive. Every man has this own standard methods of ethics, but a company must have its ethics code written and communicated to all employees and partners.

The first and most important rule of ethics says: “Treat other people in the way you want to be treated by them”.

Business companies are part of society and they should reflect society’s standards. They have responsibilities in the society and should try to have a positive influence.

That is why the purpose of business is not only to make money to be useful to the society and to have social responsibilities.

Integrity is the absolute requirement of the manager and a company. Companies are always very sensitive if their integrity is questioned, because it damages their image and reputation.

If a company not ethical, it will not survive as a company. Very often companies state their mission, which answers the question: “Why should a company exists in the society? What’s the use of it for the society?”

Roosevelt said: “No business which depends for existence on paying less than living wages for its workers has any right to continue in this country.”

2. Переладіть речення англійською мовою:

1. Я завтра устраиваю вечеринку. – Сколько человек придет на вечеринку? – Около десяти.
2. Она старалась не напоминать ему о том, что он рассказал ей.
3. Почему Вы разговаривали с ним так долго? Мы Вас ждали.
4. Они пытались перевести статью уже полчаса, прежде чем пришла Кэтрин и помогла им.
5. Давайте пойдем на каток вместе.
6. Ее семья в прошлом году переехала в Лондон.
7. Почему она плачет? – Я не знаю. Я стараюсь успокоить ее.
8. Завтра мы поедем за город, если только не будет дождя.
9. Не приходите завтра в два часа: он будет занят.
10. Том еще никогда не бывал в Нью-Йорке.

11. Я не знаю, почему он всегда опаздывает. Наверное, он живет далеко от университета.
12. Он пишет статью уже три часа. Он выпил три чашки кофе. Он уже давно не работал так усердно.
13. Что Вы будете делать завтра в восемь вечера? – Я буду смотреть свою любимую телепередачу.
14. Если бы они не отказались помочь, мы бы вчера уже закончили эту работу.
15. Если бы решение этого вопроса зависело от меня, я бы помог вам.
16. Они пожалели, что не полетели в Москву самолетом, они бы сэкономили много времени.
17. Она держала себя так, как будто она была хозяйкой дома.
18. Если бы я принес словарь с собой, я бы мог перевести этот документ сейчас.
19. Если бы ты оставил мне записку, я бы пришел вчера.
20. Вы бы чувствовали себя лучше если бы проводили больше времени на свежем воздухе.

3. Переладіть речення українською мовою:

1. Will you pass me the salt, please?
2. The evening was damp and cool
3. It was a cold and windy day.
4. The wine is too sweet.
5. I like dry wine.
6. She found such a good job (she found such good work),
7. The weather is bad. The night was very cold, I don't want to walk in such cold weather.
8. Man domesticated the dog many years ago.
9. This is unexpected news.
10. He has a deep knowledge in medicine.
11. Cyprus and Malta are famous tourist centres.
12. She lived a hard life.
13. Oil is used for the production of petrol.
14. Scotland is a mountainous part of Great Britain. The highest mountain is peak Ben Nevis.
15. Where are they staying? -- at the hotel Continental, It is in the High street.

4. Визначте видово-часову форму дієслова, звертаючи особливу увагу на однину та множину дієслів:

1. The train stopped at all the stations, and long before we got to London every seat ... and people were standing in the corridors.
 a) has been taken c) had been taken
 b) was taken d) is taken
2. Most of the young people left this village a long time ago and nobody ... yet.

- a) returned c) had returned
b) has returned d) was returned

3. The police suspected that Bill himself had broken the window at his house because he wanted to make them think that a burglar ... his valuable stamp collection.

- a) stole c) was stealing
b) had stolen d) has stolen

4. The police thought that he ... it because he needed money.

- a) did c) was doing
b) had done d) has done

5. If you work a bit harder, I'm sure you ... the exam.

- a) pass c) have passed
b) will pass d) would pass

6. Where are you going? I ... speaking with you yet.

- a) not finished c) haven't finished
b) didn't finish d) don't finish

7. I didn't see where the bus stop was, so I... the bus yesterday.

- a) miss c) has missed
b) missed d) had missed

8. Last week a burglar broke into the house while we ... television.

- a) watch c) watched
b) have watched d) were watching

9. When are you going to finish this translation? - I... this translation today.

- a) finish c) have finished
b) finished d) had finished

10. I felt really tired. We ... for two hours before we reached the nearest hotel.

- a) walked c) have been walking
b) were walking d) had been walking

11. My father is sure that most people ... bicycles to work in twenty years' time.

- a) shall ride c) ride
b) will be riding d) are riding

12. The plane ... take off after the fog had lifted.

- a) must c) can
b) was able to d) may

13. Finally we ... stop: we were tired and it was dark.

The business world is not kind to pioneers. Even if you know how a market will developed, timing is a matter of luck or of quite exceptional skill. Innovation is rarely a source of competitive advantage on its own. But we can't say that there is no role in for the great innovator with great idea. For example, the imagination of Walt Disney created a company that is still without parallel or rival.

So we can firmly say great ideas is are one of the main parts in progress of our life and it also could bring money. Great ideas bring great money. Great ideas are generated in different ways. Sometimes an idea may simply be when the company tries to satisfy the customers' needs or improve its own choice to existing customers or a great idea could allow a company to enter a market which was closed to it before. Some products may be developed in response to customer research. They come from customer ideas. These products meet a real need or the product does something similar do another product, but faster, so it saves a time and so on. There are really many ways to do that. But who and how exactly generate such lovely ideas?

Of course companies of research and development are usually founded at the base of university science such like as Oxford, Harvard, Priestone and others. These companies write business plan to raise the investments – the cash that you need to start business. They also find people to manage the new company and recruit a staff of scientists to work.

In conclusion I want to say such thing that great idea is only 10 percent of success and other 90% is hard working for this idea of many people.

2. Перекладіть речення англійською мовою:

1. Мы встретились с ним в то время, когда я стояла на автобусной остановке.
2. Я не уверена в том, что он примет ваше предложение.
3. Мы сидим у окна, ярко светит солнце, мимо нашего дома спешат люди...
4. Послезавтра у моей сестры экзамен в музыкальной школе (music-school).
Завтра она весь день будет играть на пианино.
5. Она уже сообщила своим родителям о своем отъезде?
6. Они вернулись в родной город, где жили с родителями в детстве.
7. Чем ты занимался, пока я была на работе?
8. Утром мистер Смит просыпается, умывается, одевается, завтракает, отводит детей в школу и идет на работу.
9. Он хорошо написал контрольную работу, и учитель похвалил его.
10. Если бы вы читали книгу, вы бы лучше поняли фильм.
11. Тони сел за стол и начал читать. Он читал целый час, но прочел всего двадцать страниц – книга была сложная – когда пришло время звонить Майклу.
12. Не читайте лежа, это вредно для глаз.
13. Куда он поедет летом? – В Италию, если у него будет достаточно денег.
14. Я бы не согласился на это предложение, если бы я был на месте Ларри.
15. Когда Марджи вошла в комнату она увидела, что все вещи стояли там, где она их оставила.

16. Погода была такая плохая, что я пожалел, что вышел из дому.
17. Он выглядит усталым, как будто давно не отдыхал.
18. Если бы я знал, что тебе нужна эта книга, я бы захватил ее с собой.
19. Не будь он таким рассеянным, он бы не забыл свой чемодан в поезде.
20. Если бы он сейчас был здесь он, конечно, помог бы нам.

3. Переладіть речення українською мовою:

A

1. I haven't read any books by this writer.
2. I anything happens, it is not my fault.
3. Can you buy this magazine for me? I see it nowhere.
4. Has anybody else come?
5. The criminal won't be able to disappear Anywhere, nothing and nobody will help him.
6. Could you buy something to eat? We have nothing in the fridge.
7. - Why did you get so angry? Nobody knew about his arrival.
8. This man is never afraid of anything.
9. I found somepne's cap.
10. I think something has happened to her.
11. Any person can buy these jackets. They are rather cheap.
12. Don't keep silent. Say something.

B

1. Somebody has left the window open.
2. Has anybody phoned me?
3. Have you read anything about the economy of this country? -- Hardly anything.
4. I did not tell any of them about his offer.
5. Would you like something to drink?
6. He knew hardly anybody in the town.
7. Did any of them invite you to the party?
8. Would you like to go anywhere in summer?
9. Some of us must go there.
10. The policeman showed me several photos, but I did not recognize anybody.
11. He informed nothing of it.
12. If anybody calls, I'll be at home at 8 o'clock.
13. We refused to do anything.
14. He did it without anybody's permission.
15. Did you have something in your eye?

4. Визначте видово-часову форму дієслова, звертаючи особливу увагу на однину та множину дієслів:

1. My passport ... last month, and nobody has found it yet .

- a) lost c) has been lost
b) was lost d) had been lost

2. There's going to be an interesting art exhibition. It ... a lot of visitors.

- a) attracts c) will attract
b) attract d) would attract

3. Have you head the news? He ... all his exams this week.

- a) passed c) had passed
b) has passed d) pass

4. By the time we get to the cinema the film

- a) will begin c) will have begun
b) begins d) began

5. He says his train ... at 8 a.m. He's packing his things at the moment.

- a) leave c) has left
b) leaves d) would leave

6. I was quite ... to see Ben behaving like that.

- a) shocked c) being shocked
b) shocking d) shock

7. I ... on the phone when the postman knocked on the door and entered the room.

- a) speak c) was speaking
b) am speaking d) have spoken

8. We first came to this town more than twenty years ago. Everything ... in the town since that time.

- a) change c) has changed
b) changed d) is changed

9. We didn't know that Bill ... to Brazil the week before, and he was abroad when the burglary took place.

- a) flew c) has flown
b) had flown d) would flow

10. I arrived in Prague in September last year. So I ... here for six months.

- a) live c) have lived
b) lived d) will live

11. While I was wondering whether to buy the shoes or not, they ... by someone else.

- a) buy c) were bought
b) bought d) had been bought

12. He was happy. He ... pass his driving test at the first attempt.
a) should c) had to
b) must d) was able to
13. At present I ... afford to go to the cinema twice a week.
a) can't c) must not
b) couldn't d) might not
14. We didn't think you were ... in ancient history.
a) interested c) not interesting
b) interesting d) less interesting
15. Every morning I listen to ... radio, but I don't like to watch TV so early.
a) the c) -
b) a d) these
16. ... English is the world language and the English language spoken in the USA or Australia differs from the English language spoken in Britain.
a) the c) an
b) - d) a
17. You are always quarreling! Stop it, ... of you!
a) everybody c) both
b) some d) every
18. Mr. Smith was accused of spying and put ... prison.
a) in c) at
b) of d) to
19. Our city succeeded ... collecting a large sum of money for charity.
a) on c) with
b) in d) at
20. I'm sorry ... your difficulties. Can I help?
a) for c) about
b) at d) on

Контрольне завдання № 3

Для виконання контрольного завдання № 3 необхідно засвоїти наступні розділи курсу англійської мови, використовуючи рекомендовані підручники:

1. Граматичні функції та значення слів *that, one, it*.
2. Пасивний стан (The Passive Voice), форми дієслів Indefinite, Continuous, Perfect.
3. Функції дієслів *to be, to have, to do*.
4. Прості неособові форми дієслова Інфінітив у функції а) підмета, б) частини присудка, в) означення, г) обставини мети, д) додаток.
5. Безсполучникове підпорядкування в означальних та додаткових реченнях.

ВАРІАНТ № 1

1. Underline the correct verb in the sentences and translate them into Ukrainian:

1. The volume of scientific information is/are growing very rapidly now.
2. The courses of study is/are supported by laboratory exercises.
3. Our laboratory employ/employs the most modern technology.
4. If the weather wasn't/weren't so bad, I would go away for the weekend.
5. Everything is/are ready for the experiment.

2. Define the type of the conditional sentences and translate them:

1. If she had studied hard, she would pass the exams.
2. If they posted the parcel yesterday, it will not get here before Friday.
3. Had we had more time, we should have considered all the suggestions.
4. If I had any free time now or tomorrow, I should do the work myself.
5. If you were more sensible, you wouldn't have spoken to your boss like that.

3. State the meaning of the Modal + Perfect Infinitive constructions in the following sentences and translate them into Ukrainian:

1. He might have known that to cut down the flow of water in a pipe you need only to shut off a valve.
2. He couldn't have seen a jet engine in action many years ago.
3. He may have got the condenser he needed.
4. You would have used a computer specially designed to allow for certain physical changes in the atmosphere.
5. The plant was ordered to apply the invention but it wouldn't.

4. Complete the sentences with too or enough and translate them:

1. The water is ... cold to work with.
2. The foundation is ... unstable to install existing machines.
3. The project is ... expensive to get off the ground.
4. The postulates should be simple ... to seem almost obvious.
5. She was not experienced ... to apply for the job.

5. Прочитайте текст та письмово перекладіть три перших абзаци.

Tax Management

Tax management - is one of the types of financial management, performing the appropriate function in the control system. Taking into account the diversity of approaches to the identification of the notion management, tax management can be characterized as tax administration by the organizations, taxpayers in the macroeconomic environment in which they implement their manufacturing capabilities.

Tax management - a system of relations that arise about the organization and its cash flow from the subjects of taxation in the budgets of different levels. Therefore, its task is proper organization of tax administration as a whole and its individual subsystems. Such an interpretation is linked to the understanding of many aspects of a complex system and is determined by a variety of structural models, each of which represents the structural and functional aspects of tax administration.

Specific object of tax management are the economic relations of enterprises and organizations of the state, resulting in the formation of budget revenues and tax payments materializuyushiesya in determining monetary (or financial) flows that reflect the movement of debt claims.

Tax payments to the company, reducing net income, affect the adequacy of its capital. The burden of taxes on income distributed evenly because the tax legislation has a number of provisions and exceptions, which are favorable for some types of income and unfavorable to others. Anticipate changes in tax policy, tax legislation and assess them - the problem of tax manager. Financial management firms typically seek to minimize taxes payable, which is working on the discovery and use of legal opportunities to minimize taxes.

Tax management - is not only manageable, but the control system, as it is under the influence of state influence over tax, currency, customs, monetary management.

Taxes as a financial category are responsible for close contact with the financial management of the tax. Tax management is an integral part of financial management. Ultimately, they have one goal - to maximize the value of the firm. Thus, the tax administration - one of the strategic areas of financial management.

6. Заповніть пропуски:

- | | |
|--------------------|-------------------|
| a) a profit | f) to earn |
| b) a bank | g) offer |

- | | |
|-------------|---------------|
| c) business | h) government |
| d) provide | i) deposits |
| e) growth | j) to achieve |

The way in which (1) is organized and operates is determined by its objectives and by the type of economy in which it conducts its (2) A bank may not necessarily be in business to make (3) Central banks, for example, (4) a country with a number of services, while development banks exist to increase the economic (5) of a country and raise the living standard of its population. On the other hand, the aim of commercial banks is (6) profits. They therefore provide and develop services that can be sold at a price that will yield a profit.

Many banks (7) a combination of wholesale and retail banking. The former provides large-scale services to companies, (8) agencies and other banks. The latter mainly provides smaller-scale services to the general public. Both types of banking, however, have three essential functions, which are: (9) , payments, credits. These three functions are the basis of the services offered by banks. They make it possible for banks to generate profits and (10) their operating aims.

7. Розкрийте дужки вибравши правильну форму:

1. I (see) a very good film last week. You (see) it yet?
2. What films (*be*) on now? - I (*not, know*).
3. Are you going to the post-office? - I already (*be*) there.
4. What is she doing? - She (*make*) a cake.
5. I (*phone*) you as soon as I get home after work. 6. I saw Tom only (*a few, a little*) days ago.
7. Take (*off, of, on*) your coat. It's warm here.
8. I (*prefer*) food which is not hot.
9. I'm very tired. I (*not, sleep*) for 2 days.
10. Quick! Take the kettle off the cooker. The water (*boil*).
11. Jane (*recover*) yet? No, she still (*be*) in hospital.
12. If he goes (*on, by*) car, I'll join him.
13. How (*much, many*) does this coat cost?
14. Would you like (*a, the, —*) glass of milk?
15. He (*live*) in Spain when he was a child.
16. Alice (*not, go*) to work by bus, she lives near her office.
17. What you (*do*) when Ben phoned?
18. They (*move*) into their new flat yet?
19. Do you know what they (*discuss*) now?
20. The problem was (*serious*) than we expected.

БАПІАHT № 2

1. In the following sentences find the Infinitive Constructions (Complex Object, Complex Subject) and translate them into Ukrainian:

1. It is supposed to be used in our experiment.
2. Gravity causes bodies to fall to the earth.
3. This device appears to be of some interest.
4. We consider heat to be a form of energy.
5. We observe the direction constantly change.

2. Check if you know the Participle Complexes (Constructions) and translate the sentences with them into Ukrainian:

1. You should have the job done professionally.
2. He watched the part cooling during the process.
3. We observed the impurities falling out as a precipitate.
4. The article deals with microwaves, particular attention being paid to radio location.
5. This is a device used for detection and measurement of light, its principle of action being simple.

3. Define the tense-forms in the following sentences and translate them into Ukrainian:

1. Several new office buildings have been constructed in the town lately.
2. I shall have finished this work when you come.
3. The system was experimented yesterday.
4. This new method is being widely discussed.
5. These two underground lines will be linked in the nearest future.

4. State the function of the –ing forms in these sentences and translate them:

1. In melting the ice keeps the same temperature.
2. Leaving the metal surface the electrons can produce considerable currents.
3. One must not forget that there are plenty of problems remaining still unsolved.
4. They insist on this experiment being made once more.
5. Having made a lot of experiments Faraday discovered the electromagnetic induction.

5. Прочитайте текст та письмово перекладіть три перші абзаци.

Production Management

Production management - integrated system for competitiveness intake product in a particular market. In production management considers the theoretical, methodological and practical issues of organization of production activities.

Production Management integrates and around all types of management: innovation, financial, tax, marketing, etc. The efficiency of production management is largely determined by the accuracy of predictions of strategic trends in society, ideology, industrial and information technology, forms of integration, production, innovation policy etc

The main elements of the system of industrial management are:

- organizational structure of the control system (control subsystem);
- production structure (control subsystem);
- forecasting and planning of the enterprise;
- organization of primary production;
- organization servicing production
- organization of training of new products;
- implementation of marketing strategies.

The components of "entry" system of production management are methodological, regulatory, design and other documentation, raw materials, components, energy, new equipment, new labor, external information.

The "downstream" production management system - manufactured goods (runtime service) the quantity, quality, resource-raised in a timely manner.

Components of the feedback management system include requirements, complaints, new information consumer goods companies, arising from poor quality of goods, the new achievements of NTP, innovation and other factors.

When processing management system, first on the basis of marketingovyh studies specify the "exit" and then to analyze the quality of the environment and the "input".

The functions of production management include: strategic marketing, planning, business processes, accounting and control, motivation, regulation. If these functions are represented as a system passing from one to another component, then the center will be a function of coordination, coupled with each function.

6. Заповніть пропуски:

- | | |
|---------------------|----------------------|
| a) interest | f) influence |
| b) income | g) to spend |
| c) economy | h) products |
| d) consumer | i) producers |
| e) resources | j) businesses |

Most people earn their (1) from the work they perform. Some people also receive income by renting or selling land and other natural (2) they own,

as profit from a business or entrepreneurial venture, or from (3) paid on their savings accounts or other investments.

In a market (4), the basic resources used to make the goods and services that satisfy (5) demands are owned by private consumers and households. Payments or incomes that households receive for these resources rise and fall – and that fluctuation has a direct (6) on the amount consumers are willing (7) for the goods and services they want.

Whether consumers are young or old; male or female; rich, poor or middle class, every dollar or pound they spend is a signal – a kind of economic vote telling (8) what goods and services they want to see produced. Consumer spending represents the basic source of demand for (9) sold in the marketplace, which is half of what determines the market prices for goods and services. The other half is based on decisions (10) make about what to produce and how to produce it.

7. Розкрийте дужки вибравши правильну форму:

1. My friend didn't make (*some, any*) mistakes in his test.
2. What (*a, the, -*) boring film! It's the most boring film I ever (see).
3. I'll be surprised if you (*pass*) your exams successfully.
4. Look! The bus (*be*) completely empty. There (*be*) nobody on it.
5. Nancy (*look*) like her father.
6. If you take the medicine, you (*feel*) better.
7. Linda (*wait*) for the bus when I saw her.
8. This car is expensive to run. It uses (*much, many*) petrol.
9. How long you (*know*) him?
10. Excuse me, I (*look*) for a phone box. Is there any around here?
11. When you (*return*) home, you will see a lot of changes.
12. What you (*do*) when your mother called you?
13. They (*speak*) only English in class.
14. There are (*many, a lot, few*) of tourists visiting our town in summer.
15. We need money for the bus. How (*many, much*) have we got?
16. A big car (*use*) a lot of petrol.
17. I was very surprised when I (*meet*) him there.
18. What time do you come (*to, at, in, -*) home from school?
19. I closed the door quietly because he (*try*) to sleep.
20. I thought the film (*be*) a big success

БАПІАНТ № 3

1. In the following sentences find the Infinitive Constructions (Complex Object, Complex Subject) and translate them into Ukrainian:

1. I heard somebody speak in the next room.
2. They are believed to work at this problem.
3. This reaction was not expected to start at lower temperatures.
4. You must make them check the results carefully.
5. We find this value to be accurate enough.

2. Check if you know the Participle Complexes (Constructions) and translate the sentences with them into Ukrainian:

1. Weather permitting, we shall be able to get there on Monday.
2. They wanted the test results plotted and explained.
3. The day being warm, we opened the windows.
4. I had the machine repaired only last week.
5. With the experiments having been carried out, they started new investigations.

3. Define the tense-forms in the following sentences and translate them into Ukrainian:

1. The students were provided with all necessary materials.
2. I have finished with the computer now.
3. The weather is looking better today.
4. The budget for the project has been cut.
5. This lecturer is always listened to with great interest.

4. State the function of the –ing forms in these sentences and translate them:

1. We objected to your going there.
2. I never doubted his working in this field of science.
3. Using their minds and working together men can solve almost any problem.
4. Even when working alone a scientist must know what others have done before him.
5. The professor said that he would be waiting for the student at 11 o'clock.

5. Прочитайте текст та письмово перекладіть другий та четвертий абзаци.

My Future Profession (Business Economics)

There are many interesting and useful professions and it is really not an easy task to choose the right one.

I began to think about my future profession at the age of 15. My favourite subjects at school were mathematics and English. My teachers were well-educated people with broad outlook and deep knowledge of the subjects. They encouraged me in my desire to become an economist. Now I know well what I'm going to do after leaving school. I didn't make a blind choice. It was not a sudden flash either. I opted for a career in business economics. I came to this decision little by little. It was my father who aroused my interest in that field. You see, he is a chief economist at a large plant and I often saw him work at home and discuss business matters with his colleagues. Later I got interested in the matter.

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

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

It is very important for a specialist in business matters to be a skilful user of computers and to speak at least one foreign language. It should better be English as it is the most popular language of international business communication. You'll be able to follow business developments in the world by listening to radio and TV news, by reading newspapers or magazines, or by getting in contact with your business partners abroad.

If I pass my entrance exams successfully and enter the University I'll try to study to the best of my abilities to achieve my life's ambition and to justify the hopes of my parents. I also hope that I'll never regret my choice and get a well-paid and interesting job afterwards.

Maybe I should consider a job in a world of banking. There's a surprisingly wide range to choose from, in the financial world. For example, I could work for a big international company, run my own company, write about economics as a financial journalist, run my own International Business Research Agency, raise money for charities or just sell famous paintings...

6. Заповніть пропуски:

- | | |
|----------------------|----------------------|
| a) decrease | b) increase |
| c) cost | d) reasons |
| e) prices | f) suppliers |
| g) economists | h) a shortage |
| i) wages | j) customers |

Inflation is an overall (1) in prices over a certain period of time. In most of Europe, for example, (2) have risen year after year for at least the last 50 years. Deflation

is an overall (3) in prices, but the trend is mostly for the (4) of living to increase.

Inflation can happen for a number of (5), but the (6) say there are two main culprits. These are demand-pull inflation and cost-push inflation. Demand-pull inflation can happen when the economy is growing fast. Aggregate demand begins to grow faster than (7) can cope with. This causes (8) and prices rise. At first, (9) may be able to pay the higher prices, and demand grows again. Cost-push inflation, on the other hand, occurs when prices rise without an increase in demand. This happens when suppliers' variable costs increase sharply. For example, workers may demand higher (10) or raw materials may become more expensive. Producers then pass these increases on to consumers by raising prices. So, as usual, we are ones to pay.

7. Розкрийте дужки вибравши правильну форму:

1. We've been invited (*for, from, to*) a wedding.
2. He often visits his parents on (*-, a, the*) Sundays.
3. Students often (*think*) that exams are a nuisance.
4. When the water (*boil*), turn off the gas, will you?
5. Ann (*not, recover*) yet. She is still in hospital.
6. When they (*get married*)? - Last year.
7. It still (*rain*).
8. - Who told you about it? - A friend of (*mine, my*).
9. She is (*good*) secretary that has ever worked here.
10. We (*arrive*) ten minutes ago.
11. You (*read*) any of Shakespeare's plays?
12. Somebody (*use*) my computer at the moment.
13. They (*ask*) me some questions at the yesterday's interview.
14. She told me that you (*be*) ill.
15. It costs (*many, much*) to repair a car.

ВАРІАНТ № 4

1. In the following sentences find the Infinitive Constructions (Complex Object, Complex Subject) and translate them into Ukrainian:

1. The reaction was found to run under reduced pressure.
2. This substance seems to possess useful properties.
3. Any substance is known to consist of billions of atoms and molecules.
4. He is supposed to be working at his report.
5. This modification of the method seems to be of great value.

2. Check if you know the Participle Complexes (Constructions) and translate the sentences with them into Ukrainian:

1. The resistance being very large, the current in circuit was small.
2. Having been carefully tested the device was put into operation.
3. The student knowing English well, the exam did not last long.
4. The problem being very simple, everybody understood it at once.
5. He saw all his plants destroyed.

3. Define the tense-forms in the following sentences and translate them into Ukrainian:

1. The air is supersaturated.
2. We considered many questions concerning this particular problem.
3. The new device had been tested for two hours when the chief engineer came and stopped the experiment.
4. At this time tomorrow the new magnetic gear will be installed.
5. In an effort to overcome these difficulties a great deal of experimental work has been carried out by the specialists.

4. State the function of the –ing forms in these sentences and translate them:

1. His having carried out the measurements so easily doesn't surprise us.
2. The rule against visitors entering the lab at the time of the experiment is strict.
3. Their having failed to distinguish between these phenomena seems strange enough.
4. Increasing the pressure we increase the force of friction.
5. The escaping electrons flow from the cathode to the plate.

5. Прочитайте текст та письмово перекладіть перший та четвертий абзаци.

Investments

Some investment companies provide finance for start-up or young companies which need capital to develop their business. Usually they are run by a group of extremely rich people of various nationalities who made their fortunes in the computer and financial services industries. They enjoy the excitement of working with start-ups (and small companies) and believe that Central and Eastern Europe offers outstanding opportunities for investment. They are willing to take risks and back different projects. However, they also expect to make money usually by taking a stake in the business or a share of the profits. They often consider several proposals.

After hearing presentations from individuals and companies they decide which projects they will invest in and how much money they will give to each one. The

business plan needs to be clear and presented logically. The presenter should speak with confidence to pursue the investor that the project is worth while.

However at the end of the day the investor may feel intuitively when the project is not worth investing in. Business is risky and sometimes financial disasters may happen in this country. For example, in 1929 in the USA the stock market crash was huge and it led to a severe and lasting economic crisis in the world. Many bankers and industrialists lost their money and reputations. Some went to prison and others committed suicide. During the crisis the USA government persuaded the policy of the severe protectionism and raised tariffs on all important goods.

The countries which exported goods to the USA could not pay such a high tariffs and had to get out of this market. Later on, the USA restored its national economy by protecting home industry and agriculture. But all the countries trading with the USA got bankrupt and lost their money.

6. Заповніть пропуски:

- | | |
|---------------|-----------------|
| a) developed | f) employees |
| b) reason | g) training |
| c) workers | h) staff |
| d) retirement | i) generation |
| e) losing | j) unemployment |

In France the (1) age is 60, not 65 as in most (2) countries. The main (3) is that in the 1980s, when there was high (4), the government promoted early retirement. That entrenched the idea that older (5) were less productive. Now companies are worried about (6) their most skilled workers, especially as the baby-boom (7) nears retirement. *Areva*, a nuclear-power group, recently launched a scheme to address the needs of older (8), and plans to use about 100 retired people a year through *Experconnect*. *Areva* stopped (9) engineers, so that much of its expertise lies with its (10)

7. Розкрийте дужки вибравши правильну форму:

1. When I arrived, the party (*finish*).
2. Excuse me, where is (*near*) cafe?
3. He left the house without (*some, any*) money.
4. I will have to go to the shop if my sister (*not, buy*) anything for dinner.
5. A cook is someone who (*prepare*) meals.
6. It's raining. It (*start*) raining an hour ago.
7. Where's your key? - I'm afraid I (*lose*) it.
8. I (walk) along (*a, the, —*) road yesterday when I met my friend.
9. English people are proud (*of, for*) their literature.
10. That car isn't (*our, ours*).

11. Helen (*be*) 17 years old next Sunday.
12. She told me she (*invite*) all her friends to her next birthday party.
13. Tom (*arrive*)? - Not yet.
14. When Sarah came to the party, Paul already (*go*) home.
15. You (*see*) news on television yesterday, didn't you?
16. She didn't tell (*somebody, anybody*) about her plans.
17. Do you read (*many, much*)?
18. She paid for her ticket and (*leave*).
19. I couldn't open the office door because someone (*lock*) it.
20. When I phoned her, she (*do*) her homework.

БАПІАHT № 5

1. In the following sentences find the Infinitive Constructions (Complex Object, Complex Subject) and translate them into Ukrainian:

1. We know the pressure to decrease as altitude increases.
2. I found him to be a very clever man.
3. These measures are known to increase the efficiency.
4. Coal was found to be rather abrasive.
5. Question should be considered to be settled.

2. Check if you know the Participle Complexes (Constructions) and translate the sentences with them into Ukrainian:

1. The porous partition keeps the solutions separated.
2. We observed the magnetic areas of films retaining their mirror-like appearance without any apparent deterioration.
3. Only over-current protection is provided, the earth leakage protection being separated.
4. They wished the installation adjusted properly.
5. They had their car serviced by the mechanic at the garage.

3. Define the tense-forms in the following sentences and translate them into Ukrainian:

1. We shall have finished our work by 6 o'clock.
2. The positive particle in the nucleus was given the name of the "proton".
3. The electrons leaving the metal surface can produce considerable current.
4. She says she has just had a telephone call from home.
5. The students have been carrying out their experiment for 2 hours already.

4. State the function of the –ing forms in these sentences and translate them:

1. The turbulent flow of gases produces cooling.
2. They continued testing until the sample was destroyed.
3. Carrying this test successfully was helped by the careful investigations of outstanding scientists.
4. Each specimen is tested again after being lowered into the acid.
5. It is conventional starting the engine from cold.

5. Прочитайте та письмово перекладіть текст.

Investment Management

Investment management - the process of investment management company (the company).

The main tasks of the investment management:

- achieving high levels of economic development;
- maximization of earnings;
- minimize the potential risks;
- ensuring financial stability and solvency;
- finding ways to speed up investment programs;

The most important functions of investment management are:

- research environment and market forecasting investment market;
- Identifying strategic investment;
- development of a strategy of investment resources;
- search and evaluation of investment attractiveness of real projects, selection of the best of them;
- formation of an investment portfolio and its assessment according to the criteria of profitability, risk and liquidity;
- current planning and operational management of the implementation of accepted investment programs and projects;
- organization of monitoring the implementation of individual investment programs and projects;
- preparation of decisions on the timely exit of inefficient investment programs and projects with the sale of financial instruments and capital reinvestment.

6. Заповніть пропуски:

- | | |
|------------------------|----------------------|
| a) safeguarding | f) financing |
| b) credit | g) interest |
| c) mortgage | h) lending |
| d) securities | i) capital |
| e) debt | j) conditions |

With the (1) crunch, Fannie and Freddie, the country's (2)..... giants, have become more important than ever, (3) some 80% of mortgages. So they will need to keep (4) Nor is the scope to offload their portfolios of mortgage-backed

(5) , given that there are scarcely any buyers of such (6)..... And if the Fed has to worry about (7) Fannie and Freddie, can it afford to raise (8) rates to combat inflation? American monetary policy may be constrained. Fannie and Freddie can survive without raising (9) until market (10) improve.

7. Розкрийте дужки вибравши правильну форму:

1. They (*watch*) television - their favourite programme is on at the moment.
2. I'll call you as soon as we (*sign*) the contract.
3. They went on holidays with a friend of (*their, theirs*).
4. He didn't even apologize (*for, at*) being late.
5. This house (*build*) by my grandfather many years ago.
6. Are you going (*somewhere, anywhere*) today?
7. Be careful, you've made (*a, the, -*) mistake.
8. We (*travel*) for about two hours when I realized that something was wrong with one of the tires.
9. Mary will be ready soon. She (*have*) a bath at the moment.
10. They (*send*) you the money before they (*leave*). You (*receive*) it soon.
11. She is (*a, the, -*) friend of mine. In fact, she is (*a, the, -*) best friend I have ever had.
12. He'll wait (*at, for, to*) you in front of the library.
13. I saw him (*a few, a little, a lot*) weeks ago.
14. She is a really nice person - one of (*nice*) people I know.
15. I'll tell him the truth of course. But it (*not, be*) any good. He (*not, believe*) me.
16. I thought that my train (*leave*) in an hour and was very disappointed when I (*arrive*) and (*learn*) that it just (*leave*).
17. He kept looking at her, wondering where he (*see*) her before.
18. The sooner we (*start*), the sooner we (*get*) there.
19. When it (*get*) dark, we'll have to stop. We (*may, can't, aren't*) work in the dark.
20. Tell me (*what, which*) you want (*me, I*) to do.

Контрольне завдання № 4

Для того, щоб виконати контрольне завдання № 4, необхідно повторити наступні розділи курсу англійської мови:

1. Складні форми інфінітиву (Present Infinitive Passive, Perfect Infinitive Active/Passive). Звороти, рівнозначні підрядним реченням: об'єктний дієприкметниковий комплекс, суб'єктний дієприкметниковий комплекс.
2. Прислівник (Participle I, Participle II; Perfect Participle Active/Passive). Залежний та незалежний дієприкметниковий комплекс.
3. Умовні підрядні речення.
4. Узгодження часу.

ВАРІАНТ № 1

1. Перекладіть англійською мовою:

2. Концерт уже почався? – Да. Он начался десять минут назад.
3. Он думал ... нет, он был уверен, что бывал здесь раньше.
4. Я пытаюсь найти тебя целое утро. Где ты был? Чем ты занимался?
5. Когда Дэни уехал в Лондон? – Позавчера. Я проводил его. Он не хотел уезжать и выглядел очень расстроенным.
6. Когда ты начнешь читать эту книгу? – Завтра, и я верну ее тебе на следующей неделе.
7. Студенты слушают объяснения преподавателя. У них сейчас урок немецкого языка.
8. Что означает это выражение?
9. Что Вы делали вчера вечером? – Я смотрел какой-то фильм... - Что именно Вы смотрели? – Я не помню.
10. Через неделю в это же время я уже не буду заниматься. Я буду купаться и лежать на пляже.
11. Брайан читал письмо. Он читал его уже целых пятнадцать минут, но почерк был такой неразборчивый, что читать было очень тяжело.
12. Не говорите никому, что видели меня. Я хочу сделать сюрприз своим родным.
13. Вы успеете на поезд, если возьмете такси.
14. Если бы он не тратил так много денег, ему не пришлось бы брать в долг.
15. Алан не принял бы это предложение, если бы не нуждался в деньгах. (to be short of money)
16. Когда я вошел в зал, студенты все еще обсуждали последний доклад.
17. Как жаль, что вы не зашли к нам вчера.
18. Мне потребовалось много времени, чтобы перевести эту статью. Если бы вы дали мне хороший словарь, я бы потратил меньше времени.
19. У него такой вид, как будто он никогда об этом не слышал.

20. Ты бы себя хорошо сегодня чувствовал, если бы принял вчера лекарство.
 20. Он говорил по-французски, как настоящий француз.

2. Розкрийте дужки вибравши правильну форму:

1. Bad news (*not, make*) people happy.
2. Mathematics (*be*) an exact science.
3. This coat costs four (*hundred, hundreds*) dollars.
4. Will you have (*some, any*) lemonade? 5. I don't drink (*many, much*) coffee.
6. "You may take (*any, some*) toy you like", mother said to her boy.
7. Have you read (*something, anything*) by Shakespeare?
8. Something is wrong with my umbrella. May I take (*your, yours*)?
9. Don't cross the street, stop (*at, by, in*) the traffic lights.
10. You must listen (*to, in, over*) this song again. You'll love it. I assure you.
11. Have you ever been (*in, to, at*) England?
12. I'm sorry. I (*not, agree*) with you.
13. You (*listen*) to the radio at the moment? - No, I'm busy with mathematics.
14. When I saw them, they (*play*) football.
15. When the old lady returned to her flat she saw at once that thieves (*break*) in during her absence.
16. Did you phone Ruth? Oh no, I forgot. I (*phone*) her in an hour.
17. I (*study*) English for the last six months, but I can't speak it yet.
18. A new stadium (*build*) in my native town when I was there last time.
19. If my mother (*give*) me (*the, a, -*) necessary sum of money, I'll buy this new dictionary.
20. You (*can, must, may*) trust me, otherwise I (*not, be able*) to help you.

3. Підберіть до дієслів (1 - 10) відповідні значення(a - j):

1. to demand	a. to make, grow or provide something;
2. to supply	b. to become less in amount or quantity;
3. to trade	c. to need or require something;
4. to produce	d. to buy and sell goods, services or securities;
5. to increase	e. to buy and use goods, services, energy, or natural materials;
6. to lower	f. to provide a person or an organization with a product or a service;
7. to consume	g. to buy something, especially something big or expensive;
8. to cost	h. to plan and control how much you spend;
9. to purchase	i. to become or make something greater in number, quantity, size etc;
10. to budget	j. to be the price of something.

4. Перекладіть українською мовою:

1. He has been our trainer since I began playing in this team.

2. Have they taken a decision on this question? -- No, they haven't. They are still arguing. They have been discussing the question for two hours and haven't come to any decision.
3. The morning was sunny, but the weather has changed since 11 o'clock, and now it is raining.
4. What have you been doing since we parted?
5. Has Mary come yet? -- Yes, she's been here for two days, she came on Friday.
6. The students have already been writing their test for two hours. Only two of them have already handed their papers in.
7. The thunderstorm has gone, but the sky is covered with dark clouds and a strong wind is blowing.
8. Have you read the book which I gave you?
9. You are looking bad. Have you been working much this week? -- Yes, I have. I have been working at the translation for ten days but have done only half of it.
10. What is the man doing here? -- He is waiting for the secretary. She has not come to the office yet.

ВАРІАНТ № 2

1. Перекладіть англійською мовою

2. Что ты ищешь? – Я ищу свои часы.
3. Я не помнил этого человека и не думал, что встречал его раньше.
4. Когда вы приходите домой? – Обычно в семь часов, иногда – позже. – Вы очень устаете? – Иногда я чувствую себя очень усталой, но это быстро проходит.
5. Вчера я пошел в библиотеку. Я хотел взять словарь, но библиотека была, к сожалению, закрыта. Я пришел поздно.
6. Сколько Ваш племянник пробыл в Англии? – Он пробыл там два года.
7. Я думаю, мы еще увидимся до отъезда.
8. С какого времени ты пытаешься дозвониться до них? (to get smb. on the telephone) – С десяти часов.
9. Дорога была пустой. Он ехал уже полчаса, но еще не увидел той церкви, о которой ему говорила Лиз.
10. Джон сказал, чтобы мы его не ждали.
11. Что вы делали вчера весь вечер? – Мы гуляли в парке.
12. Что ты будешь делать завтра в одиннадцать? – В одиннадцать у меня будет лекция по истории.
13. Не помогайте ему, если он сам вас об этом не попросит.
14. Он не приезжал бы в город каждое лето, если бы ему там не нравилось.
15. Если бы я взял с собой камеру, то снял бы хороший фильм во время путешествия.
16. Как долго ты здесь находишься? – Я здесь с пяти часов.

17. Жаль, что я не могу прочесть эту книгу в оригинале.
18. Казалось, что письмо было написано ребенком.
19. Если бы не было поздно, я бы позвонил ей сейчас.
20. Если бы мы не шли так быстро, мы бы не были такими усталыми сейчас и могли бы продолжить наш путь.
21. На твоём месте я бы обратился к врачу.

2. Розкрийте дужки вибравши правильну форму:

1. You (*aren't, couldn't, needn't*) to leave hospital as you (*not, recover*) yet.
2. I (*come*) just and I (*try*) to understand what (*go on*).
3. She didn't know if her parents (*come*) the next day.
4. She was lucky (*recognize*) by the broad public.
5. Jenny's late. She (*should, is to, might*) have forgotten about the party.
6. He was ... only person who could speak ... German with ... Germans and ... Austrians. (*a, the, -*)
7. They are going to get punished one way or (*other, the other, another*).
8. He's always ... a bad temper ... breakfast, (*in, on, at*)
9. Things went from (*bad*) to (*bad*). There was no way (*from, out of, in*) the situation.
10. How do you go to school? - It depends ... weather. ... sunny days I go ... foot, (*on, in, by*)
11. Why you (*leave*) tonight? We (*not, do*) much yet.
12. As soon as I (*have*) a good look at the documents, I (*send*) them back to you. It won't be long.
13. You (*not, get ready*) for the exam unless you (*revise*) all the rules.
14. Didn't you know that his lectures always (*listen*) to with real interest?
15. When I go to Paris I (*may, can, must*) be staying with Richard, but I am not sure yet.
16. I earn \$2 ... hour as ... shop-assistant on ... Sundays, (*a, an, the*)
17. Go and ask him for (*no, some, any*) paper. I haven't (*no, some, any*) in my desk.
18. There was ... accident at ... crossroads at ... midnight ... last night, (*a, an, the, -*)
19. (*In, at, for*) first she was not allowed to marry James, but later her parents had to give (*in, on, at*).
20. Every year more and more people go ... abroad ... holiday. (*on, to, at, —*)

3. Підберіть до дієслів (1 - 10) відповідні значення(a - j):

1. to provide	a. to give someone work, especially for payment;
2. to spend	b. to give someone what they need, or to make sure they get it;
3. to run	c. to check that something is as it should be;
4. to employ	d. to say that you are willing to give someone something, or to give them it;
5. to invest	e. to increase in number, amount, or value;
6. to offer	f. to use your money to buy or pay for things;

7. to control	g. to sell goods to other countries;
8. to rise	h. to buy shares, bonds, property etc in order to make a profit;
9. to import	i. to control or be in charge of an organization, company, or system;
10. to export	j. to bring something into a country from abroad, usually in order to sell it.

4. Перекладіть українською мовою

1. Where is Mr. Andersen? -- He has left for the Hague. -- When did he leave? -- Several days ago. -- I have never been to the Netherlands, though I have wanted to go there for several years.

2. Have you ever been to Santa Barbara? -- Yes. -- When were you there last? -- Last year.

3. Where is Ann? Why hasn't she come to the institute today? I haven't seen her today. Has anything happened to her? -- No, Ann is here. She has just gone to the lecture. But the lecture has already begun, so you won't be able to speak to her.

4. Have you been to a Broadway theatre? What did you see there? When were you there last?

5. I haven't heard from my parents lately. -- When did you get the last letter? -- A month ago. I have sent them several letters since that time.

6. Let's go to the restaurant to dine. -- Oh, I'd love to. I haven't had dinner yet. -- When did you have breakfast? -- Late in the morning, but I have been hungry for a long time.

7. The weather has changed since yesterday. It's very cold, it's snowing and a strong wind is blowing.

8. Have they gone away yet? -- Yes, they left at 7 sharp.

9. They met at my friend's six months ago, but they haven't seen each other since then.

10. I miss my family. I think I haven't been home for ages. I've been on my business trip for six months already.

11. Have you written your test yet? Show it to me, please.

12. Did you come long ago? Did you see him? -- I came yesterday, I saw him and spoke to him after breakfast this morning.

13. Three months later he went to Africa. They haven't met since then.

14. I came here long ago. I've been here since 9 o'clock.

15. Your hair has got a little darker since that time.

ВАРІАНТ № 3

1. Перекладіть англійською мовою:

1. Чего ты ждешь? Почему ты здесь сидишь?
2. Спасибо Вам за все, что Вы сделали для меня.
3. Наш город был маленьким. После того как к нам переехала новая семья, все захотели познакомиться с ними.
4. Пока я буду убирать квартиру, ты будешь готовить обед.
5. Я как раз открывала Ваше письмо, когда зазвонил телефон. Я подняла трубку. Это был мой старый приятель.
6. Кто знает перевод этого слова?
7. Вчера я не пошел на работу, так как не очень хорошо себя чувствовал.
8. Когда твоя семья переезжает на новую квартиру? – В следующем месяце.
9. Я звоню ей с трех часов, но ее нет дома.
10. Кэрол спала уже час или два, когда пришел ее брат и разбудил ее.
11. Попросите его быть более осторожным.
12. Если вам не хватает денег, то придется подождать с покупкой телевизора.
13. Мне бы больше понравился здешний климат, если бы дождь не шел так часто.
14. Дэвид никогда бы не поступил в университет, если не занимался бы историей в школе.
15. Где ты встретил Анну? – Я встретил ее возле библиотеки, когда возвращался домой.
16. Как жаль что сегодня не воскресенье, я бы сводила детей в зоопарк.
17. У нее такой вид, как будто она не знает что сказать.
18. Если бы ты действительно любил читать, ты бы всегда нашел время для чтения.
19. Будь у него чувство юмора, он бы не обиделся.
20. Я бы не сделал эту ошибку, если бы был более внимателен, когда писал диктант.

2. Розкрийте дужки вибравши правильну форму:

1. ... your parents (*know*) now that you lived in another city that year while your house (*repair*)?
2. By the time you (*get back*) Harry (*leave*). You (*should, have, may*) hurry up if you want to meet him.
3. It's very stuffy in here! I think I (*faint*). (*Would, could, will*) you mind opening the window?
4. The students (*ask*) for three hours already at the exam. The results (*announce*) by 7 o'clock.

5. We (*needn't, aren't, haven't*) go into details now, as we have agreed (on, *with, at*) the general principles.
6. Will you have (*any, some, much*) more coffee? You (*have*) only one cup.
7. I couldn't offer him a room ...my flat because ... that time my sister was staying with us. (*at, in, on, —*)
8. You must take (a, *an, the, -*) bus to get to (a, *an, the, -*) National Library.
9. He's a much (*reliable*) person than Caroline. You can always count (*at, on, for*) him.
10. It's easy to get (*with, for, on*) with my father. He never loses his (*temper, mood*).
11. I couldn't even realize how long you (*work*) for that company.
12. Stop asking (*such, so*) silly questions! I (*may not, can't, might not*) concentrate (*in, on, to*) the problem.
13. Please, let me know the moment you (*hear*) (*not, some, any*) news from them.
14. A number of cars (*park*) in the yard every day.
15. She (*is to, has to, must*) drink two cups of coffee in the morning before she (*feel*) really awake.
16. Have you seen ... new "Othello" at ... National Theatre? (*a/an, the, -*)
17. I invited all of them but (*nobody, none, no*) have come.
18. Is (*their, there*) (*something, nothing, anything*) in the world (*bad*) than betrayal?
19. I am not good (*in, of, at*) playing ... guitar. Playing ... football is quite another thing! (*a/an, the, —*)
20. My friends and I have the same tastes (*in, at, on*) music but I can't get used (*with, to, -*) new pop songs.

3. Підберіть до слів (1 - 10) відповідні значення(a - j):

1. a marketer	a. a person or an organization that promotes and sells products and services in a certain market;
2. a manager	b. a student of or an expert in economics;
3. An accountant	c. a person whose job is to collect taxes;
4. a book – keeper	d. a person who is employed to control, organize and direct part or all of a business or organization;
5. a financier	e. a person who audits accounts;
6. an auditor	f. a person whose job is to sell goods;
7. a salesperson	g. a person whose job is recording business transactions;
8. an economist	h. a person engaged in financing businesses, etc on a large scale;
9. a tax inspector	i. an owner, a director or a manager of a bank;
10. a banker	j. a professionally trained person whose job is to keep and check the financial records of an organization or to advise people on income, spending, tax, etc.

4. Перекладіть українською мовою:

1. Peter usually does homework before supper.

2. Why are you walking so fast? -- I am afraid of missing the train. I always leave home earlier and walk slowly.
3. What new subjects are the students taking this year?
4. Why is he being so careful today? It's strange, he is not usually like this.
5. Mr. Thompson is living in Prague now. -- What is he doing there? -- He is teaching English.
6. It is snowing today. Winter is usually warm here and it does not often snow.
7. I can't speak to you any longer. Why are you always criticizing all I do?
8. What's the matter with you? You are looking rather pale. How are you feeling? I've got a bad headache.
9. When are they flying for New York? -- Next week.
10. What are you doing? Why are you putting salt into your coffee?
11. Now it is a crisis and prices are rising very fast.
12. How delicious the coffee smells! Make me a cup, please, only without sugar.

ВАРИАНТ № 4

1. Перекладіть англійською мовою:

1. Надеюсь, он больше не будет так себя вести.
2. Ты идешь в университет? – Нет. Я иду в библиотеку.
3. Том вчера не брился, потому что у него не было времени.
4. Ты уже дал им наш новый номер телефона? – Да. Я сделал это неделю назад.
5. Он спросил, что мы сделали с тех пор, как начали работать над этой проблемой.
6. Когда я сошел с поезда, Маргарет ждала меня на платформе.
7. Что ты будешь делать завтра утром? – Я буду делать уроки. – А что ты делаешь завтра днем? – Я буду играть в футбол.
8. Тед покупает очень много книг и словарей.
9. Мы пишем контрольную работу уже полчаса. Некоторые студенты уже закончили ее.
10. Если он не сможет ничего объяснить, у него будут большие неприятности.
11. Я пытаюсь вспомнить, что я делал вчера, перед тем как он мне позвонил.
12. Она попросила меня отправить телеграмму ее родителям.
13. На вашем месте я бы выбрал другую работу.
14. Я бы не начала читать эту книгу, если бы мне ее не порекомендовали.
15. Где Николай? Я жду его уже целый час. – Я видел его в библиотеке минут десять назад.
16. Жаль, что вы не включили радио вовремя. Вы бы с удовольствием послушали эту передачу.
17. Она не остановилась, как будто не слышала, что ее зовут.
18. Я бы не упал, если бы не было так скользко.
19. Если бы мы послали письмо вчера, они бы получили его завтра утром.

20. Мы бы не опоздали на поезд, если бы взяли такси.

2. Розкрийте дужки вибравши правильну форму:

1. I was said that I (*get soaked*) if I (*not, take*) my umbrella.
2. Jane (*get*) a new job not long ago, but she (*complain*) about it ever since.
3. Listen! Somebody (*knock*). It (*be*) Jim at the door.
4. The issue still (*discuss*) when I (*inform*) that the decision (*not, take*) yet.
5. I doubt if he (*be able to, can, must*) work soon. His injuries are so severe.
6. Susan has ... degree in ... Literature from ... University of London. (*a, the, -*)
7. ... was said but ... was done, (*many, lot, much, little*) I'd like to see it vice versa.
8. The person who is sitting next (*for, to, from*) you is (*a, the, -*) famous pianist.
9. He is always in (*a, the, -*) hurry. He drives (*at, with, in*) (*a, an, the, -*) enormous speed.
10. Do you prefer hiking (*for, of, to*) travelling (*by, in, at*) your car?
11. When you (*feel*) thirsty later, room service (*bring*) you whatever you (*order*).
12. The police officer asked me what I (*do*) at the time when the accident (*take*) place.
13. I (*work*) for the last two hours and I (*not, have*) a rest for a single minute.
14. The headmaster asked what we (*do*) since he (*give*) us the task.
15. Business letters (*are to, may, should*) be brief and to the point.
16. James bought ... Levitan I was telling you about ... last week, (*a, an, the, -*)
17. There isn't (*many, much, a lot of*) harm in it. I advise you to get (*much*) information about it.
18. ... rich live in one of ... suburbs of ... city in their beautiful villas, (*a, an, the, -*)
19. (*In, for, to*) my mind, it was kind (*of, from, to*) you to help us.
20. I am not satisfied (*for, with, about*) the results of my paper (*on, in, of*) history.

3. Підберіть до слів (1 - 10) відповідні значення(a - j):

1. a cashier	a. an employee in an office, usually working for another person, dealing with letters, typing, filing etc and making appointments and arrangements;
2. a lawyer	b. a person whose job is to receive and pay out money in a bank, shop, hotel etc;
3. an insurer	c. a person who is trained and qualified in legal matters;
4. a secretary	d. a person who writes programs for a computer;
5. a scientist	e. someone who works or is trained in science;
6. a receptionist	f. a person undertaking to make payment in case of loss etc;
7. a solicitor	g. a person to whom money is owed ;
8. a programmer	h. a person employed to make appointments for and receive clients at a hotel
9. a creditor	i. a lawyer who prepares legal documents, advises clients on legal

	matters, and speaks for them in the lower courts;
10. a merchant	j. a wholesale trader, especially one who trades with foreign countries

4. Перекладіть українською мовою:

1. He spent not so much time to translate this article as you did.
2. She played her part as well as two days ago.
3. That day Tom wrote as many letters as he did the day before.
4. This news is not as interesting as the one we heard last week.
5. He received the same education as you,
6. Today the frost is not as severe as it was yesterday. We can go for a walk.
7. Goods in this shop are not as expensive as in that one.
8. The living standard in Russia is not so high as in the USA.
9. Michael's new car is as powerful as mine.
10. The traffic is not so heavy in this street as in the centre.

ВАРІАНТ № 5

1. Перекладіть англійською мовою:

1. Ты расскажешь мне обо всех своих приключениях? Я все равно узнаю – рано или поздно, так или иначе.
2. Он не видит, что я на него смотрю. Он читает что-то с большим интересом.
3. Мы бы так и не узнали ничего о нем, если бы не тот случай.
4. Автобус запаздывал, и я пожалел, что не взял такси.
5. Она ждала уже час. Миссис Лэмб опаздывала. Она просматривала газету, которую она купила и подумала, что пришла напрасно.
6. Что бы вы делали, если бы вы были на моем месте?
7. Когда твой поезд прибудет, я уже буду ждать тебя на вокзале.
8. Почему ты еще не ушел? – Не волнуйся. Я не опоздаю.
9. Заканчивайте свои дела и поедem домой.
10. Барри убирается в комнате с утра и еще не закончил.
11. Почему Вы никогда не приходите на занятия вовремя?
12. Когда Пол открыл дверь, его жена сидела в кресле. У нее на коленях лежала открытая книга, но она не читала.
13. Брайан купит новую машину, если не потратит деньги на что-нибудь другое.
14. Эрик включил радио и сел рядом.
15. Раз или два раза в месяц я получаю письма от родителей. Но в прошлом месяце я не получал письма от них и очень волнуюсь.
16. Он говорил о фильме так, как будто он сам видел его.

17. Жаль, что он пришел так поздно. Мы не успели поговорить о наших проблемах.
18. Вы бы лучше знали язык, если бы прочитали летом несколько английских книг.
19. Если я буду там и увижу его, я скажу ему об этом.
20. У нее было чувство, как будто она знала его всю жизнь.

2. Розкрийте дужки вибравши правильну форму:

1. Harry (*leave*) London rather suddenly and we (*not, hear*) from him since that time.
2. I (*not, convince*) the inspector that I (*lose*) my ticket only some moments before.
3. By the end of next week we (*decide*) what to do.
4. I couldn't say that at that time I (*count*) on him in all difficult situations.
5. If you see the sign "No smoking" it (*mean*) that you (*can't, shouldn't, mustn't*) smoke.
6. This is ... last time I do you ... favour for ... while, (a, *an, the, -*)
7. (*Nobody, anyone, none*) of the new employees have been able to pass the test.
8. (*In, at, for*) the daytime the streets are crowded but (*in, for, at*) night they are quite deserted.
9. (*A, the, -*) more he read for the exam, (*a, the, -*) better it was for him.
10. She's been married (*for, with, to*) John (*for, since, at*) 12 years. They can be seen together everywhere: ... the parties, ... holiday, ... work, (*for, at, on*)
11. Whatever (*happen*), I (*meet*) you here in a week. I (*wear*) a long brown coat.
12. "I (*do*) it after all", exclaimed the winner. "I (*work*) (*to, for, in*) my victory all (*these, that, this*) years".
13. The trouble with you is that you constantly (*complain*).
14. James will always help his friends if they (*ask*).
15. You (*don't have to, may not, aren't to*) whisper. Nobody (*can, can't, shouldn't*) hear our conversation.
16. At... end of ... busy day, ... sleep is ... best remedy, (*a, an, the, -*).
17. Of all of the girls he phoned (*nobody, anyone, none*) were at home.
18. I haven't seen him (*ago, long, for ages*).
19. ... most of her stories about ... French are funny. She (*treat*) these people with ... humour, (*a, the, -*).
20. You (*should, can, may*) hurry if you want to catch (*the, a, -*) 7 o'clock train (*in, to, out*) Bristol.

3. Підберіть до слів (1 - 10) відповідні значення(a - j):

1. retail	a. money in the form of banknotes and coins;
2. bulk	b. a business agreement to buy or sell goods or provide a service;
3. deal	c. money owed by one person or organization to another;
4. cash	d. large size, volume or quantity;

5. debt	e. the sale of goods to customers for their own use, rather than to shops etc;
6. boom	f. money given to an employee by an employer in return for work;
7. pay	g. a place where goods are stored and sold;
8. profit	i. money lost in a business deal; a financial deficit;
9. loss	j. a rapid increase in sales, profits, production, etc; a time of prosperity;
10. shop	k. the money gained in a business deal, especially the difference between the amount earned and the amount spent.

4. Перекладіть українською мовою:

1. Take this suitcase, it is lighter than yours.
2. There are the most expensive shops in the West End.
3. What are you going to do next?
4. I think he is older than you but younger than me.
5. This is the most talented pupil in our group.
6. Though we had the worst seats, we liked the performance very much.
7. Where is the nearest post-office?
8. The last train arrived at midnight.
9. The latest news \was not interesting at all.
10. They received the further information on this question.

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