МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ МІСЬКОГО ГОСПОДАРСТВА імені. О. М. БЕКЕТОВА

**МЕТОДИЧНІ ВКАЗІВКИ
ДО ВИКОНАННЯ САМОСТІЙНОЇ ТА КОНТРОЛЬНОЇ РОБІТ**

з дисципліни
"ІНОЗЕМНА МОВА" (АНГЛІЙСЬКА МОВА)

*(для студентів 2 курсу заочної форми навчання
усіх спеціальностей)*

Харків
ХНУМГ
2013

Методичні вказівки до виконання самостійної та контрольної робіт відповідають змісту програм учбових дисциплін "Іноземна мова" усіх спеціальностей та націлені на формування навичок практичного володіння англійською мовою в обсязі загальної тематики необхідної для комунікативної спроможності в сферах професійного та ситуативного спілкування.

Рекомендовано для студентів 2 курсу заочної форми навчання.

Методичні рекомендації для студентів щодо виконання контрольних завдань та оформлення контрольних робіт

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 розміщувати у зошиті за наступним зразком:

(текст на англійській мові)	(текст на рідній мові)	Поля

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;

ж) скорочення слів при перекладі на рідну мову не дозволяються.

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.

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.*

Вимоги до іспиту

До іспиту допускаються студенти, які виконали передбачене програмою контрольне завдання та склали усний переклад текстів за фахом. До текстів повинен бути складений словник, яким можна користуватися під час відповіді.

Для допуску до іспиту необхідно:

1) виконати контрольне завдання на знання і вірний переклад граматичних форм,

2) знати лексичний мінімум до текстів.

Студенти, які не захистили контрольну роботу, не допускаються до іспиту за відповідний навчальний період.

Приклад оформлення контрольної роботи:

Міністерство освіти і науки України
Харківський національний університет
міського господарства імені О. М. Бекетова

Контрольна робота № ...   варіант ....
з дисципліни………………………………….
(англійська мова)
студента заочної форми навчання   ……. курсу
спеціальності ....
…………………………………………………...
(прізвище, ім'я та по батькові)
шифр залікової книжки ....

Кафедра іноземних мов
Перевірив   …………………

Харків 20__ – 20__

Контрольне завдання 3

Для виконання контрольного завдання **3** необхідно засвоїти наступні розділи курсу англійської мови, використовуючи рекомендовані підручники:

1. Інфінітив. Форми часу та синтаксичні функції в реченні.
2. Герундій. Синтаксичні функції в реченні.
3. Дієприкметник. Форми часу та синтаксичні функції в реченні.
4. Пряма та непряма мова.
5. Умовні речення.

Зразки виконання контрольних завдань 3

Зразок виконання1.

Task 1. Underline the Infinitive and define its tense forms and voice. Translate the sentences into your native language.

1	The technology enables manufacturers <u>to repair</u> and <u>recycle</u> worn, high value components.	Ця технологія дозволяє виробникам ремонтувати та утилізувати зношені дорогі компоненти.
	to repair – Indefinite Infinitive, Active	
2	Many manufactures are known <u>to have changed</u> work practices and <u>redesigned</u> processes, regardless of business size.	Багато виробників, як відомо, змінили методи роботи та переплану- вали технологічні процеси незалежно від того, на скільки великим є бізнес.
	to have changed and redesigned – Perfect Infinitive, Active	

Зразок виконання 2.

Task 2. Read the sentences and translate them into your native language. Underline the Infinitive and define its functions.

1	<u>*To run*</u> my own business was my long standing dream.	Відкриття свого власного бізнесу було моєю давньою мрією.
	to run – subject (подлежащее*)*	
2	Companies in particular industries need to avoid particular problems.	Компанії, особливо індустріальні, повинні уникати певних проблем.
	– object (дополнение)	
3	AIA is the largest company <u>*to buy*</u> new equipment and <u>*to represent*</u> practical assistance to manufacturers.	AIA є найбільшою компанією, у якої можна придбати нову техніку і яка надає практичну допомогу виробникам.
	to buy – attribute (определение)	

4	Team members *have to be present and participate* in the presentation to get the points.	Члени команди повинні бути присутніми на презентації і брати участь у ній, щоб отримати бали.
	have to be present and participate – part of predicate (часть составного глагольного сказуемого)	
5	The business employs factory trained engineers to ensure the best possible quality and customer service.	Компанія наймає на роботу інженерів, підготовлених для роботи на виробничому підприємстві, щоб гарантувати найкращу якість обслуговування клієнтів.
	to ensure – modifier (обстоятельство)	

Зразок виконання 3.

Task 3. Put the verbs in brackets into the *–ing* form or the Infinitive. Translate the sentences into your native language.

1	They admitted <u>taking</u> the risk when they install new equipment.	Вони визнали, що вдавалися до ризику, коли встановлювали нове обладнання.
2	It's not worth <u>spending</u> any more time on investigating the situation on the market, everything is clear.	Не варто витрачати час на вивчення ситуації на ринку, все зрозуміло.
3	The operator was made <u>to check</u> all the calculations very carefully before announcing the results of the experiment.	Оператор був змушений ще раз перевірити всі розрахунки дуже ретельно перед тим як оприлюднити результати експерименту.
4	She is used to <u>looking though</u> e-mails at once she comes to the office in the morning.	Вона звикла перевіряти повідомлення електронної пошти, зразу коли вона приходить до офісу вранці.

Зразок виконання 4.

Task 4. Give the written translation of the following sentences into your native language. Underline the forms of Participle I and Participle II and determine their function.

1	Despite how far technology has taken humans and no matter how convenient it may make things, there are some disadvantages <u>accompanying</u> this process.	Незважаючи на те, як далеко нові технології просунули людство, та не зважаючи на те, як зручно стало організовувати виробництво, існують недоліки, що супроводжують цей процес.
	Participle I – attribute	
2	Information technology has <u>increased</u> the speed at which companies can communicate and also has cut costs on information storage.	Інформаційні технології збільшили швидкість, з якою компанії можуть спілкуватися, а також їх спроможність знизити витрати на збереження інформації.
	Participle II – part of the predicate	
3	<u>Having obtained</u> the results, they decided to continue investigation.	Отримавши результат, вони вирішили продовжувати дослідження.
	Participle I (Perfect) – adverbial modifier of time	

Зразок виконання 5.

Task 5. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1	If you **enter** the information in the wrong format, the computer <u>*doesn't recognize it.*</u>	Якщо ви вносите інформацію не в тому форматі, комп'ютер не розпізнає її.
	(Type 0 Conditionals, general truth)	
2	If they **find** more reliable material, they <u>*will change*</u> the technological process.	Якщо вони знайдуть надійніший матеріал, вони змінять технологічний процес.
	(Type 1 Conditionals, real present)	

3	If I **were** you, I _would pay_ more attention on doing some new research to improve the results.	На вашому місті, я краще б приділив більше уваги новим дослідженням, щоб покращити результати.
	(Type 2 Conditionals, unreal present)	
4	If there **had not been** so many mistakes in the calculations, they _would not have cancelled_ the project.	Якщо б не було стільки багато помилок у розрахунках, вони б не скасували проект.
	(Type 3 Conditionals, unreal past)	

Зразок виконання 6.

Task 6. Report the following sentences. Underline the introductory verbs and the reported phrases in each sentence and define the type of statements to be reported.

1	Managing Director said, 'Why don't we simply speak to your accountants?' (*suggestion*)	Managing Director _suggested that we should_ simply speak to our accountants.
2	The trade fair organizers said to the team, 'Think of presenting components, sub-systems and complete solutions for checking product quality and optimising operational procedures, please.' (*command/instruction*)	The trade fair organizers _told the team to think_ of presenting components, sub-systems and complete solutions for checking product quality and optimising operational procedures, please.'

Зразок виконання 7.

Task 7. Read the text and translate it into your native language.

Negative effects of modern technology	Негативний вплив сучасних технологій
Since the industrial revolution, society has become more and more dependent on technology.	З початку промислової революції суспільство стає все більш і більш залежним від технологій.
We even sometimes lack the willingness to think before we act.	Нам навіть деколи не вистачає бажання думати, перш ніж діяти.

Task 8. Answer the questions on the text in writing. Be ready to discuss them.

1	How have new technologies improved contacts between people? –People are in contact through chat and online messaging though they are in the same location.

Зразок виконання 9.

Task 9. Find a word from the text that has the similar meaning.

1	all the people who work in a particular industry or company, or are available to work in a particular country or area	*work-force*

Варіант 1

Task 1. Underline the Infinitive and define its tense forms and voice. Translate the sentences into your native language.

1. More than 25 years' expertise in building and developing both new and established businesses is known to be offered by Mr Jones.
2. Dextra Lighting is known to have become a major player in the design, manufacture and supply of lighting to the industrial, commercial and retail sectors.
3. Britain's manufacturers are known to be gradually restricting the use of hazardous chemicals in certain areas.
4. Specialists try to continuously grade projects in a freshman class.
5. The manufacture is noticed to have been using a banned substance before.
6. Work practices and processes redesign regardless of business size are known to have been changed by many manufactures.

Task 2. Read the sentences and translate them into your native language. Underline the Infinitive and define its functions.

1. In addition to the execution of specific project scopes the company also provides services to support engineers around the world.
2. To be taught something useful is never late.
3. The goal is to create model engines with moving parts made out of easily found materials.
4. The government decided to industrialize.
5. This is a chance for us to produce goods within our code of practice.
6. Governments want to force certain engineering disciplines to have every design document checked.

Task 3. Put the verbs in brackets into the –ing form or the Infinitive.

1 He asked _____ (*be invited*) to the meeting with new clients.
2 They could _____ (*see*) smoke coming out of one of the factory workshops.
3 She insisted on _____ (*be*) refunded immediately.
4 They were made _____ (*find*) more information on this new technology before _____ (*make*) any changes in existing processes.
5 I appreciated _____ (*have*) a chance to read your draft.
6 It's not worth _____ (*employ*) new staff, you should _____ (*think*) about some innovative technology.

Task 4. Give the written translation of the following sentences into your native language. Underline the forms of Participle I and Participle II and determine their functions.

1 It is also obvious that we are close on an era where technology is limited only by our imagination.
2 If being used virtual communication software like SKYPE can help train your employees virtually, you will talk to them at once and they can also ask you questions via their computers.
3 The most frequently asked question is: Does dynamically developing technology go the right way and will it save or ruin our civilization?
4 Having automated a lot of processes, businesses were able to carry out necessary tasks with fewer workers cutting down the costs of hiring employees and paying out benefits.
5 Being very dependent on modern technologies humans become almost disabled when a machine breaks or a computer crashes.
6 It has become very easy to get access to relevant information at any time anywhere.

Task 5. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1 If companies _____ (*develop*) more secure systems, customers will give them their personal information without fearing identity theft.
2 Had they employed her then, she _____ (*help*) them to implement systematic and sustainable risk management practices.
3 If I were you, I _____ (*schedule*) the most critical tasks for your most effective time of the day.
4 If they _____ (*introduce*) online bills paying, some customers could enjoy the convenience of this system while others could see this as a possible invasion of their privacy.

5   If they _____ (*install*) new purification systems, they would have greatly contributed to the environment protection.

6   Sales usually increase significantly if the economy _____ (*improve*) and the company's products _____ (*be*) highly rated compared to the competitors'.

Task 6. Report the following sentences. Underline the introductory verbs and the reported phrases in each sentence and define the type of statements to be reported.

1   Phase Vision's CEO Ralph Weir stated, 'We are delighted to have Bob and Matthew on board as part of the Phase Vision management team.'

2   The reporter asked, 'Do they design and manufacture tooling for rubber sealing systems?'

3   Matt Stokes asked, 'What do the company's capabilities include?'

4   Ireland manufacturer of industrial storage equipment asked the distributors, 'Include a range of industrial drawer cabinets, workbenches, lockers and stacking containers.'

5   Ralf Lobato asked the exhibition organizers, 'Can you give a good overview of all the main sectors and provide learners with some ideas and inspiration as to which areas they could enter, please?'

6   Simon Quick said to the exhibition organizers, 'Let's focus on the procurement of top quality tools and solutions for the machining industry.'

Task 7. Read the text and translate it into your native language.

THE GREAT AGE OF ENGINEERING?

The past years have seen an unparalleled advance in our understanding of all of the basic sciences. New materials, such as polymers, titanium, semiconductors, and advanced composites have moved from the laboratory into manufacturing. Microelectronics has grown exponentially since its inception in the 1960's, and has not only made enormously complicated systems possible, as many predicted, it has made them extremely inexpensive, as few expected. This, in turn, has driven the growth of computing technology, placing personal computers in the hands of all who want them, while simultaneously allowing the development of the supercomputers which are becoming key research tools in their own right.

It's easy to think that the great days of engineering were in the past during the era of massive mechanization and urbanization that had its heyday in the nineteenth century and which took the early Industrial Revolution from the eighteenth century right through into the twentieth century which, incidentally, simultaneously improved the health and well-being of the common person with improvements in water supply and sanitation. That era of great engineering enjoyed two advantages: seemingly

unlimited sources of power, coal, oil and gas, and a world environment of apparently boundless capacity in terms of water supply, materials and other resources relative to human need.

Now we know other different things. We face two issues of truly global proportions – climate change and poverty reduction. The tasks confronting engineers of the twenty-first century are as follows:

- engineering the world to avert an environmental crisis caused in part by earlier generations in terms of energy use, greenhouse gas emissions and their contribution to climate change, and
- engineering the large proportion of the world's increasing population out of poverty, and the associated problems encapsulated by the UN Millennium Development Goals.

This will require a combination of re-engineering existing infrastructure together with the provision of first-time infrastructure at a global scale. And the difference between now and the nineteenth century? This time the scale of the problem is at a greater order of magnitude; environmental constraints are dangerously close to being breached; worldwide competition for scarce resources could create international tensions; and the freedom to power our way into the future by burning fossil fuels is denied.

Resolving these issues will require tremendous innovation and ingenuity by engineers, working alongside other technical and non-technical disciplines. It requires the engineer's ability to synthesize solutions and not simply their ability to analyse problems. It needs the engineers' ability to take a systems view at a range of scales, from devices and products through to the large-scale delivery of infrastructure services.

This means that the great age of engineering is NOW.

Task 8. Answer the questions on the text in writing. Be ready to discuss them.
1   How have the basic sciences changed in the past years?
2   What advantages did the era of great engineering experience?
3   What are the most important subjects that people are talking about now?
4   What are the tasks confronting engineers of the twenty-first century?
5   Who will be resolving the up-to-date problems and how?

Task 9. Find a word from the text that has the similar meaning.
1   professional art of applying science to the optimum conversion
     of the resources of nature to the uses of humankind   _____
2   the basic equipment and structures (such as roads and bridges)

that are needed for a country, region, or organization to function properly _____

3 something (such as a good position or condition) that helps to make someone or something better or more likely to succeed than others _____

4 the time when someone or something is most successful, popular, etc. _____

5 to make (something) better _____

6 to say that something will happen in the future _____

Варіант 2

Task 1. Underline the Infinitive and define its tense forms and voice. Translate the sentences into your native language.

1 We know Mr Jones to offer more than 25 years' expertise in building and developing both new and established businesses.

2 The clients must be kept informed of important issues in information technologies by us.

3 The Government is *known* to have done much to boost the UK technology industry.

4 The regulations are declared to be restricting substances which have been commonly used in manufacturing processes for many years under controlled conditions.

5 Cars were supposed to have been running on fuel made from plant waste or algae lately.

6 Another six factory trained engineers are announced to have been added to the service and support team.

Task 2. Read the sentences and translate them into your native language. Underline the Infinitive and define its function.

1 The management encourages experimentation to produce up-to-date products.

2 That was a chance for the company to offer the most comprehensive range of solutions in the industry.

3 The goal is to re-purpose power supplies for use in electrical projects.

4 To be supported by the authority was prestigious

5 Engineers want to know how dead ends were recognized.

6 The government decided to produce new cars.

Task 3. Put the verbs in brackets into the –ing form or the Infinitive.

1 This procedure involves _____ (*test*) each sample twice.
2 They promise _____ (*demonstrate*) the new equipment.
3 There is no point in _____ (*test*), it's evident that we must _____ (*look*) for new ideas.
4 You must _____ (*improve*) working conditions, as employees with a positive attitude usually enjoy the work that they do and feel empowered and recognized for their contributions.
5 We were made _____ (*enlarge*) out production, as the factory received a number of urgent orders.
6 They are used to _____ (*work*) shifts, for many of them it is even more convenient.

Task 4. Give the written translation of the following sentences into your native language. Underline the forms of Participle I and Participle II and determine their function.

1 The earliest "computers" were mechanical devices used to help people count.
2 Having become very useful, satellite technology is now being financed, launched and operated in many developing countries.
3 Being obtained, the results of the experiment were carefully checked and analysed .
4 Addressing the wide-ranging topics of energy generation, conversion, transportation and storage, the journal disseminates technical information - peer-reviewed scholarly work, research papers, technical briefs, and feature articles.
5 The vacuum tube was eventually replaced by the transistor.
6 They were discussing the potential of nuclear technology, highlighting the significant potential for helping to meet the challenge of climate change.

Task 5. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1 If they **had created** a contact list of customers email addresses and established a weekly electronic newsletter, more people_____ **(be)** aware of their products.
2 **Were** I you I _____ **(try)** to use new technology to increase the effectiveness and efficiency of your business operations.
3 If companies _____ **(move)** towards innovating processes that minimize waste it **would save** the company money and also reduce the environmental impact the company has on the Earth.

4 If you **introduce** new technology to your organization, you _____ **(need)** to explain the need for the change and be prepared take the time to develop acceptance.

5 _____ they _____ **(react)** in a crisis rapidly and effectively, their business **would have recovered** quickly.

6 If an organisation _____ **(want)** to increase productivity, it often **motivates** the employees by providing financial (better wages and salaries, bonus, etc.) and non-financial incentives (better working conditions, welfare facilities, worker's participation in management, etc.).

Task 6. Report the following sentences. Underline the introductory verbs and the reported phrases in each sentence and define the type of statements to be reported.

1 General Director announced, 'Stuart Lawson has been appointed sales director at Unicut Precision.'

2 Steve Malone said, 'Do the quality and accuracy of bearings meet the requirements and provide our customers with extra performance benefits?'

3 Matt Stokes asked, 'What do the company's capabilities include?'

4 Finally, once we've demonstrated the powerful combination of SolidWorks and SolidCAM, attendees will have ample opportunity to fire questions at our team of certified engineers," Mark Derbyshire concluded.

5 Event managers said to the presenter, 'Can you emphasize the machine's easy operability, introducing the pressbrake control which features the largest touchscreen, please?'

6 Steve Rose said, 'How about considering engineering as a worthwhile and rewarding career.'

Task 7. Read the text and translate it into your native language.
WHAT IS TECHNOLOGY?

Technology is a broad term that refers both to artifacts created by humans, such as machines, and the methods used to create those artifacts. More broadly, the word can be used to refer to a way of doing something or a means of organization: for instance, democracy might be considered a social technology. The term comes from the Greek *technologia*, which is a combination of "*techne*," meaning "*craft*," and *logia*, meaning "*saying*." As a result, technology might be considered the articulation of a craft. The word is also used to describe the extent to which a society can manipulate its environment.

When the word is used today, it is most often used to refer to high technology — computers, cell phones, rockets — rather than things created by humans in general. When anthropologists use the term, however, they go all the way back to the

controlled use of fire (from about 500,000 – 1 million years ago), the invention of the wheel (c. 4000 BCE), and beyond. The first technological tools were simple hand-axes made by our hominid ancestors millions of years ago.

The earliest technological divisions are from mankind's early history, divided into the Stone Age, the Bronze Age, and the Iron Age, depending on the primary tool and weapon-making material at the time. Each building material is superior to the one before it, but more difficult to develop requisite metallurgical techniques. The Iron Age began in about 1400 BCE.

Since the formulation of the scientific method in the 15th century, technological progress has apparently been accelerating. Just a few of the technologies developed since then are the telescope, the microscope, the clock, the engine, the electric generator and electric motor, radio, nuclear power and weapons, television, computer, and many others. Technological development continues strongly today, fueled by the multibillion-dollar economies of the world's most prosperous nations. The hottest developments are happening in computers, nanotechnology, materials science, renewable energy, entertainment, space travel, and medicine.

Philosophers as well as nonprofessionals often debate whether or not technological progress is, on the whole, a good thing for humanity. On the pro side of the spectrum are techno-progressivists such as transhumanists, while on the anti side are anarcho-primitivists, and Neo-Luddites.

It's difficult to overestimate the role of technology in our life. It accelerates the development of civilization and helps us in our co-operation with nature. People around the world have a hand in the future of nature and the environment through the development of green technology, greener and more sustainable materials. With greener technology being developed constantly, our future is looking much more Earth friendly.

Task 8. Answer the questions on the text in writing. Be ready to discuss them.
1   What historical period does the first technological invention refer to?
2   What did the division of history into technological divisions depend on? What are the names of the technological divisions?
3   Why did the technological progress start accelerating in the 15th century?
4   What is the technological development supported by nowadays?
5   What do we expect green technology to do with our future?

Task 9. Find a word or phrase from the text that has the similar meaning.
1   the application of knowledge to the practical aims of human life or
        to changing and manipulating the human environment   _____
        (technology)

2 the intellectual and practical activity encompassing the systematic study of the structure and behaviour of the physical and natural world through observation and experiment *(science)* _____

3 a term that relates to past events as well as the discovery, collection, organization, and presentation of information about these events _____ *(history)*

4 any physical item that can be used to achieve a goal, especially if the _____ item is not consumed in the process; a device used to perform or facilitate manual or mechanical work *(tool)*

5 the third planet from the sun, the only planet on which life is known to exist *(Earth)* _____

6 be of higher rank, quality, or importance _____ *(be superior)*

Варіант 3

Task 1. Underline the Infinitive and define its tense forms and voice. Translate the sentences into your native language.

1 The authorities are said to have done much *to raise* awareness of the implications of REACH (Registration, Evaluation and Authorisation of Chemicals)on businesses.

2 The manufactures are said to be modifying processes and substituting hazardous materials.

3 Britain's manufacturers are known to have been gradually restricting the use of hazardous chemicals in certain areas lately.

4 Project grading has to be done continuously in a freshman class.

5 The awareness of the implications of REACH (Registration, Evaluation and Authorisation of Chemicals) on businesses is said to have been raised much.

6 We **must inform** our clients about important issues in information technologies.

Task 2. Read the sentences and translate them into your native language. Underline the Infinitive and define its function.

1 The government decided to move into specialized electronics.

2 The company plans to make specialized parts for computers.

3 We work with clients, engineers and architects to develop sustainable site plans which create energy and cost savings using recycled materials and innovative technologies.

4 A competition to enable six young people to experience a week long insight into

engineering-based organizations was launched by the UK-based engineering technologies company.

5   The goal is to begin managing batteries and ultimately solar panels.

6   Environmentalists want the government to recognise the full scope and significance of the REACH (Registration, Evaluation and Authorisation of Chemicals) regulations on the use of certain substances.

Task 3. Put the verbs in brackets into the –*ing* form or the Infinitive.

1   Our manager suggested _____ (*wait*) until the results of testing have been received and analysed.

2   Would you mind _____ (*deal*) with some new suppliers, as the order has to be sent as soon as possible?

3   We decided _____ (*enlarge*) our R&D team, as a new project demands fresh creative ideas.

4   What's the use of _____ (*wait*) for some changes in their decision, it's better to consider the possibilities to enter the international market.

5   How did you manage _____ (*change*) the terms of the contract?

6   They were made _____ (*postpone*) the meeting, as not all participants had arrived.

Task 4. Give the written translation of the following sentences into your native language. Underline the forms of Participle I and Participle II and determine their functions.

1   Over one-third of the world's largest companies surveyed by the Carbon Disclosure Project are already seeing the impacts of climate change on their business.

2   Reducing wasted resources like paper, energy, travel expenses, and water, a business can save up to hundreds of thousands of dollars each year.

3   Funds saved through adding a solar panel, reducing electricity use, recycling, and other sustainability efforts should be filtered back into your sustainability program.

4   Geothermal power plants can operate 24 hours per day, providing base-load capacity.

5   Having installed a new filter, the engineers managed to reduce the negative impact on the environment.

6   Being discouraged by the long hours and low pay, the engineer has quitted his job.

Task 5. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1 If I **asked** you which the most recycled product is, what _____ you _____ **(guess)**?

2 It'**s** extra important to live by example and demonstrate green ethics in your actions as well as your products if you _____ **(have)** a green business.

3 If I _____ **(be)** you, I **would consider** the strategies for conducting environmental audits, performing site assessments, and designing occupational health and safety programs.

4 **Had** she **bought** a new hard disk, she _____ **(not loose)** all data.

5 **Were** I **invited**, I _____ **(explain)** them all advantages of energy alternative sources before they take the final decision.

6 If you _____ **(use)** digital technology and print on both sides of paper, your company **will reduce** printing needs and purchasing costs.

Task 6. Report the following sentences. Underline the introductory verbs and the reported phrases in each sentence and define the type of statements to be reported.

1 Personnel Director explained, 'We have appointed two additional members to our management team.'

2 Simon Winstanley said, 'Is company currently experiencing one of the strongest trading periods in its history?'

3 Matt Stokes asked, 'What do the company's capabilities include?'

4 Strategy Manager asked the experts, 'Don't be so impressed with the quality of the product range and the ability and commitment of the *Sescoi* teams around the world.

5 David Cameron said to the marketing coordinator, 'Can you present the machine focusing on its innovative features including optimal accessibility and increased efficiency by using less power and ensuring low maintenance costs in the future, please?'

6 The exhibitors said, 'Let's use the event to highlight our latest tooling developments.'

Task 7. Read the text and translate it into your native language.
SUSTAINABLE BUSINESSES

Environmental sustainability involves making decisions and taking action that are in the interests of protecting the natural world, with particular emphasis on preserving the capability of the environment to support human life. It is an important topic at the present time, as people are realising the full impact that businesses and individuals can have on the environment.

Environmental sustainability is about making responsible decisions that will reduce your business' negative impact on the environment. It is not simply about reducing the amount of waste you produce or using less energy, but is concerned with developing processes that will lead to businesses becoming completely sustainable in the future.

Currently, environmental sustainability is a topical issue that receives plenty of attention from the media and from different governmental departments. This is a result of the amount of research going into assessing the impact that human activity can have on the environment.

Sustainable business, or green business, is an enterprise that does not have negative impact on the global or local environment, community, society, or economy—a business that strives to meet the triple bottom line (abbreviated as TBL or 3BL, and also known as people, planet, profit). Often, sustainable businesses have progressive environmental and human rights policies. In general, business is described as green if it matches the following four criteria:

- It incorporates principles of sustainability into each of its business decisions.
- It supplies environmentally friendly products or services.
- It is greener than traditional competition.
- It has made an enduring commitment to environmental principles in its business operations.

A sustainable business is any organization that participates in environmentally friendly or green activities to ensure that all processes, products, and manufacturing activities adequately address current environmental concerns while maintaining a profit. In other words, it is a business that "meets the needs of the present world without compromising the ability of the future generations to meet their own needs."

Sustainable development within a business can create value for customers, investors, and the environment. A sustainable business must meet customer needs while, at the same time, treating the environment well. "Sustainability" refers to three areas, environmental, economic, and social.

For much of the past, most businesses have acted with little regard or concern for the negative impact they have on the environment. Many large and small organisations are guilty of significantly polluting the environment and engaging in practices that are simply not sustainable. However, there are now an increasing number of businesses that are committed to reducing their damaging impact and even working towards having a positive influence on environmental sustainability.

Task 8. Answer the questions on the text in writing. Be ready to discuss them.

1 What does the notion of environmental sustainability comprise?

2 Why has environmental sustainability become the issue of special interest and importance recently?

3 What enterprise or business is considered to be sustainable or green?

4 What does 3BL mean?

5 What criteria does any green business have to conform to?

Task 9. Find a word from the text that has the similar meaning.

1 conserving an ecological balance by avoiding depletion of natural resources _____

2 the surroundings or conditions in which a person, animal, or plant lives or operates _____

3 a marked effect or influence _____

4 be dedicated to smth _____

5 evaluate or estimate the nature, ability, or quality of smth _____

6 a commercial enterprise or establishment _____

Варіант 4

Task 1. Underline the Infinitive and define its tense forms and voice. Translate the sentences into your native language.

1 The authorities are known to have been implementing widespread bans for several years.

2 The manufacture is noticed to be using a banned substance.

3 The technological and environmental aspects of the water and land projects are aiming to encourage the next generation of engineers.

4 New jobs are reported to have been created by a third of the companied surveyed.

5 A third of the companies surveyed are reported to have created new jobs.

6 High value components are to be repaired and recycled by manufacturers using new technology.

Task 2. Read the sentences and translate them into your native language. Underline the Infinitive and define its function.

1 Solutions Engineering designs and builds information systems to meet the individual requirements of our government and commercial clients

2   The initial problem was to build a device that moves objects with electromagnetic fields.

3   The expert wants engineers to know the symptoms, error messages, and failure mode details of what didn't work.

4   We have a number of business services to support our client's.

5   To define new terms of production was necessary.

6   The company plans to produce new materials and goods.

Task 3. Put the verbs in brackets into the *–ing* form or the Infinitive.

1   Everyone denied _____ (*see*) the accident at the power plant.

2   I don't mind _____ (*wait*) for a few minutes if it the procedure doesn't take longer.

3   They are used to _____ (*make*) some corrections if their customers' demands change a little.

4   We must _____ (*take*) into consideration all the options concerning a new factory layout.

5   There's no point in _____ (*continue*) our debates, it's time to take the final decision.

6   I'd appreciate _____ (*hear*) from you as soon as possible.

Task 4. Give the written translation of the following sentences into your native language. Underline the forms of Participle I and Participle II and determine their function.

1   They have never heard about the model being demonstrated to them.

2   We spent a lot of time exploring different building forms.

3   The manager says that many existing Silicon Valley buildings are simple suburban office campuses with limited amenities.

4   Having designed a much more general analytical engine in 1845, Babbage later returned and produced an improved design between 1847 and 1849.

5   Government experts and an advisory committee of industry are developing a new Environmental Control Program.

6   Modern technology has replaced many humans; robots are doing of the jobs used to be done by humans.

Task 5. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1   _____ they _____ **(introduce)** innovative manufacturing technologies, they **would have** greatly **increased** production efficiency and product quality.

2   Companies that depend heavily on computer systems to conduct business often **come** to a virtual standstill if the system _____ **(break)** down.

3   If I **were** you I _____ **(try)** to convince them that new technologies, processes, simulation methods and measuring techniques helped ensure sustainable production.

4   They _____ **(find)** another supplier if they had known about the bankruptcy of their partners.

5   If your offices _____ **(become)** more interconnected, it **will foster** more cooperation between them.

6   If we _____ **(invite)**, we **would participate** in the information day «Nanotechnology, Advanced Materials and New Production Technologies in EU Programme HORIZON 2020».

Task 6. Report the following sentences. Underline the introductory verbs and the reported phrases in each sentence and define the type of statements to be reported.

1   Mr Mussett commented , 'We are planning to take 50 engineers to Germany in July to attend a special event on PCD tooling.'

2   Mark Rigdway said, 'Can we meet increasing capacity requirements and maintain the stringent quality standards expected from our customers?'

3   Ben's brother Adam asked, 'How can we support Chris throughout his training?'

4   Managing director asked the firm's new website designers, 'Provide the website with sufficient information for users to undergo the entire sales process without having to speak to one of our sales representatives."

5   Minister for Universities and Science said to educators, 'Think of promoting science and engineering to children, parents and teachers across the country, please.'

6   Manufacturers said, 'Let's review the latest products from German machine tool builder, Spinner.'

Task 7. Read the text and translate it into your native language.

THE ROLE OF SCIENCE AND TECHNOLOGY IN INDUSTRY

Industries differ in the manner and extent to which they use the results of research. Some, such as the semiconductor industry, the biotechnology industry, and parts of the chemical industry, were created and shaped almost entirely by ideas that grew out of science. The technologies at the heart of these industries were initially characterized more by promise than by real products. Semiconductors were in this stage right after the invention of the transistor; more recently, biotechnology went through this stage after the development of recombinant DNA techniques. High-

temperature superconductivity is a scientific discovery that shows promise of leading to new industries and is in this stage today.

As science-based industries continue to develop, they remain closely dependent on continuous inputs of new science, often produced by university researchers. These industries depend as well on the technological development of these ideas in order to grow and to widen their range of products. At an early stage, these industries tend to be small, to move at a fast technical and competitive pace, and to have enormous potential. Biotechnology is now in this stage.

In a more mature stage, a science-based industry may still be growing quickly, but it depends on the progress of academic scientists. The semiconductor industry, for example, moves at a fast technical pace and requires increasingly detailed knowledge of its materials and, as the individual transistors buried in its chips become ever smaller, even of new quantum phenomena. But its scientific needs are met almost entirely by the work of semiconductor scientists and engineers working in the plants and laboratories of the semiconductor companies. Indeed, industry scientists are often the only ones with the detailed knowledge needed to make incremental improvements in the technologies.

Another example of an industry at a mature stage is the aircraft industry, where thousands of scientists and engineers are required to deal with the enormous complexities of new plane design. Investments in manufacturing tools and plants are often measured in hundreds of millions of dollars. Only major companies can act on this scale, and only they have the technological knowledge and experience needed to design these complex products.

The most mature industries—for example, the automobile or construction industries—move at a slower technological pace and require fewer inputs from current science, whether generated by their own laboratories or by university research. Many of these were not based on science even at their birth. They do, however, require the highest levels of technological and production know-how.

For industries that rely on high technology but are technically self-contained (such as the semiconductor industry) and industries that do not depend heavily on current science (such as the automobile industry), the results of current fundamental research are generally not decisive. Japan, which has not been a leading research power, has exhibited great strength in such industries. In these areas, productivity gains and product leadership can be attained by a number of strategies largely separate from scientific research but highly dependent on engineering, such as developing new technology in corporate laboratories, improving the development cycle to hasten the marketing of improved products, better coordination of design and manufacture, maximizing the creative capabilities of employees, and responding quickly to changes in consumer preferences.

Task 8. Answer the questions on the text in writing. Be ready to discuss them.

1 What industries are considered to be science-based and have been created by scientific ideas?
2 What does the development of these industries depend on?
3 Whose knowledge and experience accelerates the development of some science-based industries such as the semiconductor industry?
4 What companies can operate in the aircraft industry? Why?
5 What industries are less dependent on scientific ideas? What does the development of these industries require?

Task 9. Find a word from the text that has the similar meaning.

1 the application of science, especially to industrial or commercial objectives _____

2 the knowledge and skill required to do something; practical knowledge for a specific task _____

3 the ability of certain metals or alloys to conduct an electric current with almost no resistance _____

4 a minute slice of a semiconducting material, such as silicon or germanium, doped and otherwise processed to have specified electrical characteristics, especially before it is developed into an electronic component or integrated circuit _____

5 the systematic procedure by which a complex or scientific task is accomplished _____

6 to raise to a more desirable or more excellent quality or condition; make better _____

Варіант 5

Task 1. Underline the Infinitive and define its tense forms and voice. Translate the sentences into your native language.

1 The authorities are known to be implementing widespread bans.
2 The manufactures are said to have been modifying processes and substituting hazardous materials since 2010.
3 The UK technology industry is known to have been boosted much due to efforts of the government.
4 We have always prided ourselves on the strength of our customer relationships and the ability to provide solutions in the marketplace.
5 Mr Hughes is known to have contributed much into production and supply chain

capability in order to satisfy the increasing demand for the Quartz Scanner product range.

6   The manufactures are announced to be withdrawing certain substances from the market.

Task 2. Read the sentences and translate them into your native language. Underline the Infinitive and define its function.

1   Many UK businesses are struggling to fill vacancies for skilled engineers.

2   To be so highly productive is their motto.

3   Прямое дополнение

4   The exhibition this year was ranked the number one to show Asia's second largest machine tool event.

5   The goal of this course is to teach engineering documentation in a college freshman engineering context

6   Authorities want engineers to design without physical modeling, without purchasing kits, without lots of destructive testing

Task 3. Put the verbs in brackets into the *–ing* form or the Infinitive.

1   I don't like _____ (*be interrupted*) when I'm doing some very important and urgent task.

2   They offered _____ (*help*) us install and test new equipment .

3   I'm bored of _____ (*do*) the same operation all the time, I'd like to be involved in something more creative.

4   Carrie should _____ (*send*) them all the information about the new site.

5   I'll always remember _____ (*take*) my first big order, as it had very tough deadlines.

6   He admitted _____ (*not be*) careful and making this mistake in the report.

Task 4. Give the written translation of the following sentences into your native language. Underline the forms of Participle I and Participle II and determine their functions.

1   Technology can be defined as science applied to practical purposes.

2   Being of great demand, the environmental professionals can easily find a competitive job.

3   The advanced technology improves industry making it more effective and, what is vital today, safer for environment.

4   As costs continue to drop, more and more homeowners are turning to solar to produce the energy needed to power their homes.

5   Having employed robots on production lines, many companies were able to

increase the production and efficiency.

6 If speaking about energy saving policy it can be said that investing an extra $0.5 trillion over the next 40 years could save 38% of energy costs.

Task 5. Put the verbs in brackets into the correct tense form of the Conditionals and underline them. Translate the sentences into your native language.

1 If you _____ **(be)** a homeowner who's serious about conserving energy, it's important to know exactly how much electricity your home is actually using.

2 If robotics **becomes** more affordable and useful, more robotic technology _____ **(enter)** the market.

3 If you **were** employed as a project manager, you _____ **(be)** responsible for managing the resources of large projects.

4 **Had** they **known** about the properties of this material more, they _____ **(use)** it in their constructions more intensively.

5 If they_____ (**decide**) to be involved in a new programme of energy efficient technologies, they **would have been offered** some financial incentives from the government.

6 _____ **(be)** I you, I **would use** resource management software tools to automate and assist the process of resource allocation to projects and monitor the supply and demand of resources by production activities.

Task 6. Report the following sentences. Underline the introductory verbs and the reported phrases in each sentence and define the type of statements to be reported.

1   Event organizers said, 'We think we can include presentations from industry leading manufacturers on subjects such as measurement technology and the future trends in the cutting tool sector.'

2 "It addresses many of the issues we've been advocating for years," Peter J. Muller affirmed in an interview last week.

3 The organizer of this year's exhibition in Stuttgart said to the event organizers, 'Think about how to exhibit innovative products, control systems and software along with measuring equipment, sensors and image processing systems, please.'

4 Dave Tudor said, 'Can we find out more about their productivity and performance enhancing manufacturing solutions?'

5 Sales manager asked the customer, 'Visit the factory and see firsthand how the company works.'

6 Richard Jelfs asked, 'When can we play a wider role in the development of new manufacturing technologies.'

Task 7. Read the text and translate it into your native language.
THE ERA OF INFORMATION TECHNOLOGY

Around one hundred and fifty years ago, businesses ran their day to day operations completely different from what businesses of the modern era do to run their day to day operations. People back then worked under candle light doing math calculations on paper, the old fashion way, before electricity came about in the early 20th century. Now, most of the civilized world would not know what to do with themselves without technology. It is hard to believe people were able to survive without these advanced tools that we take for granted each day. The advances in communication combined with the evolution of the IT industry has made it possible for people to do business throughout the world in real time. Improvements in IT improve our lifestyles and business by allowing computers to reduce complications and enrich possibilities.

These days, the name "Information Technology" has managed to encompass many aspects of computer technologies invented in the past couple decades. These IT spectrums can be covered in many types of professional fields such as Management Information Systems, Computer Networking, and Software Design. Our ancestors couldn't even fathom what our society has accomplished.

Many people see technology as a solution to some of the problems that exist on our planet. It is true that technology can be used for good, but with new developments come new challenges issues. The digital divide is one such issue, one that people are actively trying to overcome. Unfortunately, even where computer facilities are readily available, the digital divide persists—even in the world's most wealthy countries, access to the latest and most beneficial technologies is limited for those in rural areas and people with disabilities.

There are many other issues to consider when talking about ICTs and their role in our lives, beyond the digital divide and universal accessibility. The internet has created new and innovative ways for people to shape and share their identity, and express themselves. However, to some people, the internet can appear to be a modern day "wild west," or something to fear. The rise of online social networking, shopping, and other online interactions that ask people to share a large amount of personal information have led to a number of risks that every internet user needs to bear in mind.

The internet may look uncontrolled; however, telecommunication companies and governments around the world own the infrastructure behind the internet, and different governments and companies are asserting that ownership in different ways. No sole entity controls the internet, which is making the concept of internet governance or the uniform application of rules a very complicated issue.

However, these are not the only observations to be made. Recently, many

advances in mobile media and technology have been made, creating a new world of possibilities. Our challenge is to figure out how to use technology - both the existing and the emerging - for good, and how to assure its access and use in the most democratic way possible.

Task 8. Answer the questions on the text in writing. Be ready to discuss them.
1 How has the IT industry changed the people's life and running businesses?
2 What professional fields does the Information Technology cover?
3 What challenges has the technological development brought?
4 What risks can the Internet user meet?
5 How does a human determine his attitude to the technology development?

Task 9. Find a word from the text that has the similar meaning.
1 the act or process of functioning _____
2 something used in the performance of an operation; an instrument _____
3 to bring down, as in extent, amount, or degree; diminish _____
4 the programs, routines, and symbolic languages that control the functioning of the hardware and direct its operation _____
5 to surmount opposition, difficulties _____
6 producing or promoting a favorable result; advantageous _____

APPENDIX 1
Irregular Verbs

There are about 180 irregular verbs. Some are very unusual. Here are the most useful.

First form	Second form	Third form	First form	Second form	Third form
All forms the same			***Second and third forms the same***		
cost	cost	cost	bend	bent	bent
cu	cut	cut	build	built	built
hit	hit	hit	feel	felt	felt
hurt	hurt	hurt	keep	kept	kept
let	let	let	leave	left	left
put	put	put	light	lit	lit (lighted)
set	set	set	lend	lent	lent
shut	shut	shut	mean	meant	meant
split	split	split	meet	met	met
Similar sound group			send	sent	sent
beat	beat	beaten	shoot	shot	shot
bit	bit	bitten	sleep	slept	slept
eat	ate	eaten	spend	spent	spent
fall	fell	fallen	spoil	spoilt	spoilt
forget	forgot	forgotten	get	got	got
forgive	forgave	forgiven	lose	lost	lost
give	gave	given	sat	sat	sat
hide	hid	hidden			
shake	shook	shaken	bring	brought	brought
take	took	taken	buy	bought	bought
tear	tore	torn	fight	fought	fought
wear	wore	worn	think	thought	thought
			catch	caught	caught
blow	blew	blown	teach	taught	taught
flow	flew	flown			
know	knew	known	feed	fed	fed
throw	threw	thrown	find	found	found

grow	grew	grown	have	had	had
draw	drew	drawn	hear	heard	heard
			hold	held	held
begin	began	begun	make	made	made
drink	drank	drunk	pay	paid	paid
ring	rang	rung	read	read	read
sing	sang	sung	say	said	said
shrink	shrank	shrunk	sell	sold	sold
			stand	stood	stood
freeze	froze	frozen	understand	understood	understood
speak	spoke	spoken	tell	told	told
steal	stole	stolen	stick	stuck	stuck
break	broke	broken	win	won	won
wake	woke	woken	shine	shone	shone

All forms different

choose	chose	chosen
drive	drove	driven
write	wrote	written
ride	rode	ridden

be	was/were	been
become	became	become
come	came	come
do	did	done
go	went	gone
run	ran	run
see	saw	seen
show	shown	shown
spill	spilled	spilt

Confusing Verbs

lay	laid	laid	laying	- to put sth in a particular position
lie	lay	lain	laying	- to be or put yourself in a flat position
lie	lied	lied	lying	- to say sth that you know is not true

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APPENDIX 2
GENERAL LASSIFICATION OF THE PARTS OF SPEECH IN ENGLISH

1.	the noun	- іменник	- *существительное*
2.	the adjective	- прикметник	- *прилагательное*
3.	the pronoun	- займенник	- *местоимение*
4.	the numeral	- числівник	- *числительное*
5.	the verb	- дієслово	- *глагол*
6.	the adverb	- прислівник	- *наречие*
7.	the modal verbs	- модальні дієслова	- *модальные глаголы*
8.	the interjection	- вигук	-*междометие*
9.	the conjunction	- сполучник	-*союз*
10.	the particle	- частка	-*частица*
11.	the article	- артикль	-*артикль*
12.	the preposition	- прийменник	- *предлог*
13.	the participle	- дієприкменик	-*причастие*
14.	the possessive pronoun	- присвійний займенник.	-*притяжательное местоимение*
15.	*ing*-form	- дієприсливник	-*деепричастие*
16.	the gerund	- герундій	-*герундий*

The *p r i n c i p a l* p a r t s o f t h e s e n t e n c e :

The subject	- підмет	- *подлежащее*
The predicate	- присудок	- *сказуемое*

The *s e c o n d a r y* p a r t s o f t h e s e n t e n c e :

The object	- додаток	- *дополнение*
The attribute	- означення	- *определение*
The adverbial l modifier	- обставина	- *обстоятельство*

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Зміст

Навчальне видання

МЕТОДИЧНІ ВКАЗІВКИ
ДО ВИКОНАННЯ САМОСТІЙНОЇ ТА КОНТРОЛЬНОЇ РОБІТ
з дисципліни
"ІНОЗЕМНА МОВА"
(АНГЛІЙСЬКА МОВА)

(для студентів 2 курсу заочної форми навчання
усіх спеціальностей)

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